

**Pittcon 2020 - 2021**  
**Board of Directors Executive Summary**  
**April 5, 2021**

**Meeting Minutes:**

Neal Dando called the meeting to order at 6:00 P.M.

**In Attendance:** Eli Absey (v), Don Antczak (v), Neal Dando (v), Amit Ghosh (v), Marc Hubert (v), Heather Juzwa (v), Jonell Kerkhoff (v), Jane Chan (v), Tammy Yallum (v)

**Absent:** Rose Clark, Brad Davis

**Accept the February 8th, 2021 Meeting Minutes and Executive Summary**

Motion: Jonell Kerkhoff

Second: Marc Hubert

Aye: 7

Nay: 0

Accepted

**Accept the Revised December 2020 January and February Treasurer's Reports**

Motion: Heather Juzwa

Second: Eli Absey

Aye: 7

Nay: 0

Accepted

**Acknowledgements:** No new acknowledgements

**Office Updates:** Tammy Yallum

- Staff Changes:
  - Corey is now the lead in Program with Becky training and assisting.
  - Colleen: Main role - SSP/SACP Administrative Assistant. Will also assist with Expo, Meetings Coordinator, and Employment as assistance is required.
  - Valerie will assist Committee Members with SDInsite.
  - Maranda is enrolled in writing and sales classes.
  - Shelley and Scott enrolled in Digital Event Strategist (DES) courses based on hybrid and digital show.
  - Tammy completed 2 (two) Human Resource courses.

## Old Business

### Pittcon 2021 live period ended March 12, 2021.

- **On-demand, virtual only is still underway until June 12, 2021.**
  - 172 companies, 182 booths
  - Attendee registration open to the end of the live period
  - Gamification – Reviewed use of games for Pittcon attendees.
- **Sustainability Plan –**
  - PPP loan forgiveness status
    - 1<sup>st</sup> PPP loan has been forgiven
    - 2<sup>nd</sup> round of PPP loans forgiveness status in progress
- **Office building project: 4327 Norther Pike**
  - BOD will not make an offer on 4327 Northern Pike
  - BOD will continue to search/view other facilities.
  - BOD will also consider conversation with Parkway Center Management of a reduced lease rate or the option of more suitable lease location

### Financial Process Optimization Project:

- **SDInsite update:**
  - Heather Juzwa – No Report
- **Status of financial control processes for Pittcon, SACP, & SSP**
  - Evaluate/acquire Fraud Protection insurance is being researched by Tammy.
    - Possible focus training for Pittcon, SACP, and SSP Committee Chairs/Members regarding awareness of Phishing, Fraud, or Scammers.
  - Transfer of QB control of Society accounts and check to Linda pending Membership approval at the April 14, 2021 SSP and SACP Monthly Business Meeting.

## New Business:

- **Pittcon By-Laws (proposed change)**
  - **Page 8, Article V – Conference Committee Membership**

- With the exception of former Conference Presidents, all Members of the Conference General Committee Membership must be voting Members of either of the Societies ~~and must reside within the geographical area described in Attachment 1.~~ (Society bylaws specify requirements of voting members – no need for Pittcon to do so. There is no “Attachment 1 to either Society bylaw.)
  - Motion: Don Antczak  
Second: Eli Absey  
Aye: 7  
Nay: 0  
Accepted
- **Pittcon Guidelines:**
  - Discussed modifications from prior February 2021 BOD discussion. Will table until the May BOD meeting.
- **Technology:**
  - Marc discussed Tech Soup as an alternative provider for Committee Members to purchase equipment at a reduced rate. The Conference Office would no longer provide technology equipment.

#### **Pittcon reports:**

- **Pittcon 2021**
  - Live portion completed; on-demand portion is open until June 12, 2021
- **Pittcon 2022; Eli Absey**
  - March 30, 2021 was the first webinar with the Atlanta Convention Center and the Atlanta Visitors Bureau. 2<sup>nd</sup> webinar will be held in June.
  - Working with Dick Howe on contracts.
  - July 8<sup>th</sup> – 10<sup>th</sup>, 2021 will be Pittcon WU/KO
- **Pittcon 2023**  
Jonell Kerkhoff – Finalizing Committee Chairs



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**Next Meeting Date:**

- May 3, 2021

Adjournment: Motion made by Don Antczak at 7:15 p.m.

Respectfully submitted by,

Donald Antczak – BOD Secretary