

**Pittcon 2020 - 2021  
Board of Directors Executive Summary  
May 3, 2021**

**Meeting Minutes:**

Neal Dando called the meeting to order at 6:10 P.M.

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

**Absent:** 0

**Accept the April 5th, 2021 Meeting Minutes and Executive Summary**

Motion to Accept: Eli Absey

Second: Marc Hubert

Aye: 8

Nay: 0

Accepted

**Accept the March 2021 Treasurer's Reports**

Motion to Accept: Don Antczak

Second: Jonell Kerkhoff

Aye: 8

Nay: 0

Accepted

**Acknowledgements:** A "Thank You" card was received from Melinda and John Stephens for the Sympathy Card and acknowledgements on the passing of Melinda's father.

**Office Updates:** Tammy Yallum

- Staff:
  - Maranda Flamm has resigned from her Marketing position. Her last day will be May 11, 2021. Maranda has taken a position with DQE Communications
  - Linda Gress has passed the Quick Books test and is now Certified.
  - Tammy will be sending Staff Reviews next week, which need to be completed by Committee members.
  - A CAPS account was closed will result in a return of \$4K.

## 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

## Financial Process Optimization Project:

- **Status of financial control processes for Pittcon, SACP, & SSP**
  - Evaluate/acquire Fraud Protection insurance. A wider search of companies that may offer coverage is being conducted.
  - Transfer of QB control of Society accounts and check to Linda pending Membership approval.
    - SACP approved at the April Monthly Business Meeting. SACP transaction may begin.
    - SSP motion vote will occur at the May meeting.

## New Business:

- **Pittcon By-Laws (change)**

### **ARTICLE V – CONFERENCE COMMITTEE MEMBERSHIP**

#### **Section 1. Attainment of Membership (highlight denotes proposed addition)**

With the exception of former Conference Presidents, all Members of the Conference General Committee must be voting members of either of the Societies. All members shall be appointed annually by the incoming President on before July 1 of each year. The Chair and Chair-elect of the Societies shall serve as ex-officio Members for the respective terms in their office. All Members shall serve for a term of one year, beginning July 1 of each year until his or her early resignation or removal, pursuant to Article III, Section 12. Any Member not reappointed shall notified by the incoming President. Current Committee members who are not selected to serve on the new Committee, shall have the right to appeal to the new President and ultimately the Board of Directors.

## Section 2. Special Appointments (formerly Section3)

The Conference President can make special Committee assignments and can appoint Conference Week staff and special advisors.

***NOTE: Old Section 2 with a deleted segment becomes the first sentence in Section 1. Section 2, Geographical Residency is eliminated. Section 3, Special Appointments becomes Section 2.***

- Motion to Accept: Marc Hubert  
Second: Rose Clark  
Aye: 8  
Nay: 0  
Accepted
- **Pittcon Guidelines:**
  - Discussed modifications to Section G, Item1. Budget Preparation Objective, Key Elements and Schedule, page 11. Neal will send two versions of a revision to the Board for review and rewording.
  - Financial Controls and Process Documents
    - Accounting Manual
    - Accountant Task timeline
    - AR process document
  - Motion to Accept: Eli Absey  
Second: Jonell Kerkhoff  
Aye: 8  
Nay: 0  
Accepted

## Pittcon reports:

- **Pittcon 2021**
  - Live portion completed; on-demand portion is open until June 12, 2021

- Attendance codes will be offered (free) to all 2021 exhibitors for distribution to clients and prospective clients
  - To show appreciation for support of Pittcon 2021 and encourage 2022 participation
- **Pittcon 2022; Eli Absey**
  - Working Rocco to develop an outreach team to focus on Sales for Pittcon
  - Working on an approach to CEOs to discuss additional/current topics to add to Pittcon. The purpose is to attract wider audience attendance.
- **Pittcon 2023**  
Jonell Kerkhoff – Expo Services requests being reviewed.

**Next Meeting Date:**

- June 16, 2021

Adjournment: Motion made by Don Antczak at 7:43 p.m.

Respectfully submitted by,

Donald Antczak – BOD Secretary