

**Pittcon 2020 - 2021  
Board of Directors Executive Summary  
June 16, 2021**

**Meeting Minutes:**

Neal Dando called the meeting to order at 6:05 P.M.

**In Attendance:** Neal Dando, Eli Absey, Don Antczak, Marc Hubert, Jonell Kerkhoff, Jane Chan

**Virtual (Teams)** Amit Ghosh, Heather Juzwa, Brad Davis, Melinda Stephens, Tammy Yallum

**Absent:** Rose Clark

**Accept the May 3rd, 2021 Meeting Minutes and Executive Summary**

Motion to Accept: Eli Absey

Second: Marc Hubert

Aye: 7

Nay: 0

Accepted

**Accept the April and May, 2021 Treasurer's Reports**

Motion to Accept: Jonell Kerkhoff

Second: Don Antczak

Aye: 7

Nay: 0

Accepted

**Acknowledgements:** Marc Hubert, SSP Chair, recognized Neal Dando, 2021 Pittcon President, for all of his work to establish a virtual Pittcon – New Orleans.

Neal Dando, recognized and thanked Jane Chan, Pittcon Board President, for her service to the Board for 2020 - 2021.

Neal Dando thanked Don Antczak for serving as Board Secretary and SSP Immediate Former Chair vote for 2020 – 2021.

**Office Updates:** Tammy Yallum

- Staff:
  - Hired new Marketing Coordinator – Riley Tuner. Will begin June 21
  - After Pittcon 2021 closed Corey was moved to the lead of Program. All questions should be directed to [gerheim@pittcon.org](mailto:gerheim@pittcon.org) or [program@pittcon.org](mailto:program@pittcon.org)



- Scott & Shelley – started Digital Event Strategist (DES) training on June 7. This will be completed by July 23
- Insurance rates – Dental went up \$.12 per person / Vision remained the same
- Reviewed staff raises.

## Old Business

### Pittcon 2021 “officially” ended June 12, 2021.

- 172 companies, 182 booths, as of May 31, 2021

## Sustainability plan

- **PPP loan forgiveness status**
  - 1<sup>st</sup> PPP Loan has been forgiven. Forgiveness letter sent to Linda for audit records
  - 1<sup>st</sup> PPP funding moved from loan (or deferred) to income
- **2<sup>nd</sup> round PPP loans forgiveness status**
  - Dollar Bank not yet accepting forgiveness applications
  - This value is on our balance sheet as deferred revenue
- **Status of financial control processes for Pittcon, SACP & SSP**
  - Fraud protection insurance (Tammy); continuing research
  - Transfer of QB control of Society accts (and checks) to Linda – pending membership approvals at Society meetings
    - SACP approved at April meeting
      - SACP transition began in May
      - This transition work allowed Linda to make changes required to reconcile June 30 Trial balance (SACP v S-D), thereby avoiding S-D billable hours to reconcile
    - SSP EC approved in May
      - Transition process not begun
      - Plan forward: Marc is working with Linda on the transition.
- **Pittcon Bylaws**
  - Page 8, Article V – Conference Committee Membership
    - Section 2. Geographical Residency

- 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 Pittcon or either Society bylaw)*
  - *Changes approved by SSP & SACP ECs in May*
  - *Bylaws will be updated to reflect above changes (Antczak/Dando)*

#### **New Business:**

- **Audit/Tax reporting**
  - Meeting with BOD and Schneider/Downs will be set to discuss pricing
- **Pittcon Guidelines:**
  - Discussed Section G, Item 1. Budget Preparation Objective, Key Elements and Schedule, page 11.
    - Motion to accept: Heather Juzwa
    - 2<sup>nd</sup>: Don Antczak
    - Aye: 7
    - Nay: 0

#### **Pittcon reports:**

- **Pittcon 2021**
  - See “Old Business” Pittcon 2021
- **Pittcon 2022; Eli Absey**
  - Preliminary Budget review
- **Pittcon 2023**  
Jonell Kerkhoff – No Report



300 Penn Center Boulevard, Suite 332, Pittsburgh PA 15235  
(800) 825-3321 • (412) 825-3220  
info@pittcon.org • www.pittcon.org

**Next Meeting Date:**

- July 10, 2021 at Seven Springs

Adjournment: Motion made by Marc Hubert at 7:38 p.m.

Respectfully submitted by,

Donald Antczak – BOD Secretary