

**The Society for Analytical Chemists of Pittsburgh
2008-2009 Kick-off Meeting Minutes
Edgewood Country Club
August 11, 2008**

Richard Danchik gave the invocation before dinner. William Sharpe, SACP Chair called the meeting to order at 7:30 PM. Bill welcomed everyone.

From the questionnaires received, there are 135 committee members who have committed to volunteering their services and to serve on various committees. Bill thanked the committee members for volunteering their time.

Bill asked to be copied on all committee meetings and all correspondences related to various items pertaining to each committee.

Acknowledgments:

- Thanked Rita Windisch, Larry Senor and the Arrangement committee for all the work they did in preparing tonight's meeting.
- Thanked the Edgewood Country Club for the service they provided this evening.
- Introduced John Varine, Pittcon[®] 2008 President and Edward Ladner, Pittcon[®] 2009 President.
- Introduced the 2008-2009 SSP Officers: Dave Pensenstadler, Chairman, Hub MacDonald, Chairman-elect, Melissa Visnikar, Treasurer, and Maggie Hall, Secretary
- Introduced ACS Liaison, Fu-Tyan Lin, Chair

Bill introduced Gregg Gould, SACP Chair-elect. Gregg announced the Technical Program has established five of the six speakers for the yearly meetings. The technical program has a board program with a wide variety of speakers and topics such as: analytical separation science, mass spectroscopy, nanoscience and nanotechnology.

Monthly Meeting and Technical Program Calendar will not be mailed to you this year. These items will be posted on the society website and you will receive an email announcement pertaining to the monthly meetings.

Bill Sharpe announced that both societies are making an important effort to eliminate paper and postage by going green. Important information pertaining to the societies will be emailed to you. Should you not have email the information will be mailed through the postal service.

The package each committee member received tonight has the committee assignments, a memo from the secretary and warrant procedures. Please review the committee assignments for the committees in which you will serve on.

Bill introduced Maria Ferguson, SACP Secretary. Maria reviewed the memo from the secretary. She emphasized to minimize the use of paper to email all materials to Valarie

Daugherty, SACP Administrative Assistant and herself pertaining to the monthly minutes and meeting notices. Maria brought to attention the deadline dates that all materials need to be to Valarie and Maria in order it to be included in the meeting notices.

Bill introduced Susan Zawacky, SACP Treasurer. Susan advised the committee members to review the warrant procedures in their package when preparing a warrant. All warrants must be mailed to her with an original signature and invoice. Any warrant over \$2,500 or more must have the approximate signatures. Please be sure to mail any warrant as soon as you can, in order for a check to be processed in a timely fashion. Warrants are available on our website or from the office by contacting Valarie Daugherty.

Bill Sharpe introduced Valarie Daugherty, SACP Administrative Assistant.

Bill advised the Chairs/Chair-elects of the committees that the final budget will be emailed to them. He advised them to review the budget for any changes in the amount allotted for their committee and be sure to use all the funds designated to their committee in the 2008-2009 budget.

Bill Sharpe, Chair thanked everyone for coming. Meeting adjourned at 8:30 p.m.

Respectfully submitted by,

Valarie Daugherty
SACP Administrative Assistant