



**INFORMATION FROM SACP 2016-2017 SECRETARY**

SACP Kick-off Meeting - August 16, 2016

These procedures must be followed in order to get our monthly notices out in a timely fashion. Valarie Daugherty, the SACP Administrative Assistant will be coordinating the collection of all materials (minutes, treasurer's report, and any other approved notices) for the monthly notices. If you have something you wish to include with the monthly notice, please contact me for approval or review prior to sending it to Valarie. You will need to make sure to adhere to the deadlines given below. Please email materials in an electronic form to **(daugherty@pittcon.org)**. Should you need any assistance with preparing a document, Valarie will be glad to assist you. If you are sending material through the mail, please address envelope to: Valarie Daugherty, The Pittsburgh Conference Office, 300 Penn Center Blvd., Suite 332, Pittsburgh, PA 15235-5503. The deadlines for her to receive materials for the month mailings are as follows:

**For the meeting to be held on:**

September 12, 2016  
October 3, 2016  
November 7, 2016  
December 2016 (date TBD)  
January 9, 2017  
February 6, 2017  
April 3, 2017  
May 15, 2017 Awards Dinner

**Information to Valarie by:**

July 1, 2016  
August 1, 2016  
September 1, 2016  
October 1, 2016  
November 1, 2016  
December 1, 2016  
February 1, 2017  
March 1, 2017

**Any materials that you will need Valarie to assist you with, please allow one additional week.** Please note: monthly materials can be sent months in advance with a note indicating which meeting notice the information should be included with. In the society's efforts to go green, please email materials in an electronic form to (daugherty@pittcon.org).

**Committee Chair** – A copy of minutes generated from your committee meetings should be submitted to the SACP Administrative Assistance (daugherty@pittcon.org) for future reference. Please be sure to label all documents with the committee name\_date\_e.g. (minutes/letter/memo) so that these documents can be saved in the correct electronic folder.

**Technical Program Committee** - Speaker information is due before the 1st day of the month 2 months prior to the meeting date to accommodate publicity needs, e.g., ***The Crucible*** and preparation for upload to the web page. (Ex: September Technical Program will be published in the August issue of *The Crucible*. *The Crucible* will need the information for the August issue by July 1.)

**It is necessary** for **all** committee members planning to present a report at the monthly meetings to email a copy of your report to the SACP Chair, Melinda Stephens (stephens@pittcon.org) and the SACP Secretary, Rose Clark (rclark@francis.edu) by 3:00 PM the Friday preceding the meeting.

Thank you in advance for your cooperation and attention to this memo.

Respectfully,

Rose Clark, 2016-2017 SACP Secretary  
rclark@francis.edu  
Phone: (814) 472-3910

rac/vad