



INFORMATION FROM SACP 2017-2018 SECRETARY

SACP Kick-off Meeting - August 15, 2017

These procedures must be followed in order to get our monthly notices out in a timely fashion. 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 the Administrative Assistant. You will need to make sure to adhere to the deadlines given below. Please email materials in an electronic form to (**sacpinfo@pittcon.org**). Should you need any assistance with preparing a document, the Administrative Assistant will be glad to assist you. If you are sending material through the mail, please address envelope to: SACP Administrative Assistant, 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 11, 2017
October 2, 2017
November 6, 2017
December 2017 (date TBD)
January 8, 2018
February 5, 2018
April, 2018 (date TBD)
May 14, 2018 Awards Dinner

Information to the Admin by:

July 14, 2017
August 14, 2017
September 14, 2017
October 14, 2017
November 14, 2017
December 14, 2017
February 14, 2018
March 14, 2018

Any materials that you will need the Administrative Assistant 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 (sacpinfo@pittcon.org).

Committee Chair – A copy of minutes generated from your committee meetings should be submitted to the SACP Administrative Assistance (sacpinfo@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 14th of the month 1 ½ month 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 15.)

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, Michelle Ward (ward@pittcon.org) and the SACP Secretary, Jonell Kerkhoff (kerkhoff@pittcon.org) by 3:00 PM the Friday preceding the meeting.

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

Respectfully,

Jonell Kerkhoff, 2017-2018 SACP Secretary
kerkhoff@pittcon.org
Cell: (386) 788-5737

jk/vad