



**INFORMATION FROM SACP 2018-2019 SECRETARY**

SACP Kick-off Meeting - August 9, 2018

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:**

**Information to the Admin by:**

**Society Lead:**

Wednesday, September 12, 2018	July 14, 2018	SACP
Wednesday, October 10, 2018	August 14, 2018	SSP
Wednesday, November 14, 2018	September 14, 2018	SSP
December 2018 (date TBD)	October 14, 2018	
Wednesday, January 9, 2019	November 14, 2018	SACP
Wednesday, February 13, 2019	December 14, 2018	SSP
Wednesday, April 10, 2019	February 14, 2018	SACP/SSP
Tuesday, May 14, 2019 Awards Dinner	March 14, 2018	SACP/ACS

**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, Amit Ghosh (ghosh@pittcon.org) and the SACP Secretary, Bradley Davis (davis@pittcon.org) by 3:00 PM the Friday preceding the meeting.

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

Respectfully,

Bradley Davis, 2018-2019 SACP Secretary  
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