

VASF AA Board Meeting – Conference Call
Wednesday, March 16, 2020
Topic: 2020 VASF AA Annual Conference

Attendees: Elayne Peloquin, Scott Morrison, Mayra Vazquez, Joan Zanders, Brad Scaggs, Tina Russell, Ashley Reich, Sherika Charity, Marc Vernon, Tawana French, Biz Daniels, Chad Sartini

Board meeting called to order at 5:16pm by President, Brad Scaggs.

A quorum was established at this time.

Brad Scaggs said we have gotten to the point where it has becoming urgently necessary to make a decision regarding our annual conference. Brad spoke with the various constituents about the situation and our options.

We have two options. Initially we were offered a date in early June (7-9) which would shorten our conference; however, those are the same dates as the SASFAA transition and since we are not sure if we are out of the woods, this really is not an option.

1. Move the conference to November – this would be competing with the April 2021 conference, potential low attendance, hard to get speakers
2. Invoke impossibility clause which will allow us or the hotel to terminate the contract

Joan Zanders asked if this means we could cancel without penalty. Brad Scaggs confirmed, yes.

Chad Sartini said that where we stand right now is more than 30 days out. Last week we weren't quite where we are now with the governor. We had an attorney review our contract and he believes we are in a position to invoke without any responsibilities to pay.

Discussion:

CDC came out and said no gathering of more than 50 people and recommended canceling events. Don't think the hotel is going to fight us. No one feels we have a choice at this point.

Only place we may get push back is rescheduling and we are not equipped to do two conferences a year. Joan Zanders asked if we could hold a fall workshop at the hotel. Brad Scaggs pointed out that would be significantly more expensive as we currently get that space for free. We would still consider their space in the future but we are under contracts for the next two years. We are not the only state who is going through this. North Carolina postponed their conference. Kentucky invokes the force majeure clause and got out of theirs this week as well.

Joan Zanders asked if we can possibly provide an additional webinar or something just to keep people involved.

Motion made by Joan Zanders that we exercise our right to invoke the impossibility clause and cancel the 2020 VASF AA Conference without penalty. Motion seconded by Marc Vernon. All in favor. No one opposed. Motion carried.

Brad Scaggs wants to get a communication out to the membership to explain why we are taking these steps. Our policy provides for refunds. Tawanna French recommended to call the refund policy out but give the option for those who have paid to roll the payments forward to the next conference.

Joan Zanders asked if we need to hold the money for this year. Tawanna French thinks for some folks it might be easier if we move that money into next year, it is essentially a prepaid asset. This will guarantee attendance for next year's conference. Joan Zanders asked if we would be willing to change the attendee if this option is selected. Group discussion is that we should give that flexibility. We should hold on increasing fees next year due to all of the changes going on right now. Ashley Reich asked if the sponsors will have the same option.

Chad Sartini said the upcoming Board will vote on the conference fees for next year's conference. They can increase what we would potentially roll over. We could just say it is a credit towards next year's conference. This is only an option, if people want a refund, they are still due a refund for their conference registration.

Tawanna French said the P&P indicates up to two weeks from the event they can request a refund. We should include a date so that it can all be settled.

Mayra Vazquez asked if they can request a refund next year if they choose not to go later. The next Board could change the policy down the road. Ashley Reich said if they choose the option to refund we would refund the same way they paid.

Marc Vernon indicated that he thinks we should give ourselves some cushion so we don't have to scramble. We should state to please allow VASFAA 30 days to refund the funds.

Motion made by Tawanna French to carry forward the conference registration fee amounts a credit to the 2020 conference. Motion was seconded by Ashley Reich. All in favor. No one opposed. Motion carried.

Refunds for the vendor – currently the P&P says that if the vendor requests a refund of their sponsorship that it is decided by the President, Conference Committee and Financial Committee. Joan Zanders pointed out that the payment is not only for the conference table. Biz Daniel cautioned that we be careful with this as other organizations are giving full refunds. Brad Scaggs said he wants to be as flexible as possible and keep good relationships with our vendors.

Joan Zanders asked if we will still have a transition retreat and board meeting. Brad Scaggs says these events are still on the docket. The conference at Wintergreen is at 100% at this point. That puts us just under \$3,100. We have the funds right now but Tawanna French can't tell us if we would have a deficit in the end. We have \$67,000 right now in the checking account. A very large amount of this is going to be refunded, if requested. We still have some expenses we need to pay like our insurance.

Brad Scaggs explained that Vern Fairchild's very much understands our situation and these are the kind of things he has been trying to prepare for. Vern can provide us with \$37,000 on April 6th if we are challenged and have to pay.

June 14-16 is the Wintergreen meeting.

Brad Scaggs asked Biz Daniel how other organizations are phrasing the credit. Kentucky offered the full credit. North Carolina is still working on theirs because they have two conferences per year.

Motion made by Tawana French to offer vendors the option to refund the full amount paid or issue a credit for the upcoming year. Motion was seconded by Marc Vernon. All in favor. No one opposed. Motion carried.

There are two options that Vern Fairchilds provided us with in terms of taking out money. We don't need to decide right now but we may need to discuss

An annual meeting of the membership is required. We will have to have final reports in the meeting. It will likely be an electronic meeting and will have to be on a platform that can accommodate a large group. We would also have to announce the candidates.

Mayra Vazquez wants to know when we plan to communicate with the membership. We need to get with the hotel first and get our wording right on what goes out to the membership.

\$275 conference fee only and not any memberships paid with the conference fees.

Motion made by Joan Zanders to adjourn the meeting at 5:52pm. Motion was seconded by Marc Vernon. All in favor. No one opposed. Motion carried.