CAPCSD Board of Directors
GoToMeeting Minutes Approved
Thursday, March 12, 2020

Board of Directors Present: Ann Eddins (President); Lisa Lucks Mendel (Past-President); Carol Dudding (President Elect); Vikram Dayalu (VP for Academic Affairs & Research Education) Elaine Mormer (VP for Clinical Education Resource Development); Jennifer Simpson (VP for Strategic Initiatives); Jayne Brandel (Secretary); Mike Bamdad (VP for Program Resource Development; Mark DeRuiter (VP for Professional Development); Jennifer Taylor (VP for Organizational Advancement);

Board of Directors Not Present: Katie Strong (Treasurer);

CAPCSD Staff Present: Deborah Ortiz (Executive Director); Ned Campbell (Director of Meetings & Continuing Education); Megan Woods (Director of CSDCAS)

Meeting Start: 4:05pm Meeting End: 4:45pm

I. President – Eddins
   a. Board discussion regarding the April conference given the current situation with COVID-19 and its impact on travel.

II. Update on Conference (Mike, Ned)
   a. 322 currently registered; 14 have cancelled and 6 are in the process of cancelling
   b. Unlikely that this number reflects the actual number of those who will cancel given the number of universities that are banning travel.
   c. The actual cost of cancelling is unclear but some losses are known. Cost for cancelling the hotel: minimum of $270,000 for rooms; food and beverage between $0 and $35,000; videographer would be about half of his original charge, or $5,500; Leadership Academy, $9,750 of the presenter contract would be forfeited but this might be able to be applied to the 2021.
   d. We could consider returning to New Orleans in 2024, but this is the soonest available year, which might be too far out for the hotel.
   e. The Board agreed that postponing to a later date in 2020 is not a feasible option.

III. Recommendation was to continue to monitor the situation and reconvene soon.

Respectfully submitted,

Jayne Brandel