

**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