



*Board of Directors Meeting Minutes
April 1, 2020 at 3:00 p.m.*

Location: Videoconference

Board Members Present: Sam Knudsen, Tom Granucci, Ramsey Khouri, Kevin Rice, Ken Carabello, Anna Kafka, and Cynthia Lermond

Board Members Absent: None

Staff Present: Morgan Grabau, Trina Isidro

A. Welcome/Call to Order

A meeting of the FMHAC Board of Directors was called to order by Ken Carabello at 3:04 p.m. on April 1, 2020.

B. Introduction of Members and Guests in Attendance

Trina conducted an informal roll call of all those in attendance.

C. Approval of Agenda

The agenda was sent to the members via email prior to the meeting. Sam put forth a motion to approve the agenda; Cynthia seconded the motion. All in favor, none opposed.

D. Approval of Minutes

No minutes were reviewed.

E. Open Issues

<i>Agenda Item and Discussion</i>	<i>Action/Outcome</i>	<i>Follow-up</i>
<p><u><i>Develop a Remedy Addressing Refund Concerns Resulting from the Abrupt Cancellation of the 2020 FMHAC Annual Conference</i></u></p> <ul style="list-style-type: none"> ○ Ken updated the Board on discussions with the Hyatt and provided an overview of the Association’s financials, as well as projections for the end of fiscal year. ○ Trina walked through options for addressing refund requests as outlined in the agenda packet. ○ The Board considered the options, taking into consideration the guiding principle of the Association prioritizing the needs of its members and attendees. ○ <u><i>Motion:</i></u> Ken put forth the motion to offer attendees the option to receive a partial refund or waive the cost of their registration. Anna seconded the motion. ○ Note: This plan involves crafting a letter to the attendees outlining the refund options (66% of cost of registration or waiving refund as a donation) and gathering necessary information to reimburse the entity who paid for the registration. A specific deadline will be put in place for all refund requests. ○ <u><i>Motion:</i></u> Ken put forth the motion to withdraw funds from the Association’s investment account to cover the cost of said refunds. Ramsey seconded the motion. ○ Note: The amount to be withdrawn from the account will be determined by the amount needed to refund the attendees. 	<p>A vote on the motion was held. All in favor; none opposed.</p> <p>A vote on the motion was held. All in favor; none opposed.</p>	<p>Ken and Cynthia will draft a letter to the attendees in accordance with the Board’s determination on refunds. Trina will send out this letter and then she and Morgan will work to address all refund requests.</p> <p>Trina will consult with the Association’s accountant to determine whether waived refunds can be considered donations.</p>
<p><u><i>Inviting Back Plenary and Keynote Presenters to the 2021 FMHAC Annual Conference</i></u></p> <ul style="list-style-type: none"> ○ Tom put forth the idea of inviting back the presenters scheduled for 2020 to present in 2021. The Board encouraged Tom and the Planning Committee to examine which presenters garnered the most interest from attendees and to focus on inviting those presenters back in 2021. ○ Morgan suggested opening up the Student Scholarships slots to this year’s students even if they aren’t students. She also suggested inviting back the 2020 Doug Smith Scholarship recipient at no cost and awarding the scholarship to someone new as well in 2021. The Board agreed this was a good way to proceed that is in line with the Association’s guiding principles. 		<p>Tom and the Planning Committee will review planned attendance at each presentation and use that to guide who will be invited back for 2021.</p> <p>Morgan and Trina will proceed with plans for the scholarship winners as discussed.</p>

D. Next Meeting

The next meeting will be scheduled via doodle poll.

E. Adjournment

The meeting was adjourned by Ken Carabello at approximately 4:30 p.m.

Draft Version of Minutes submitted by Cynthia Lermond on April 1, 2020.