



**Special Administrative Board Meeting**  
**Friday, March 27, 2020, 10:00am**  
**Conference Call**  
**Minutes**

Attending: Noelle Boc (Secretary), Will Adamczyk (Past President), Esme Green (President), Bernadette Rivard (Treasurer), Nora Blake (Vice President)

Call to Order 10:08am

**COVID-19 Effects and planning:**

- **Annual meeting:** Do we push back an annual meeting until the end of June and try to have an in person meeting to get the 50 person quorum? If we still can't have group meetings, we can do it virtually.
- **April Executive Board meeting:** Currently scheduled for April 10th. We can use Zoom or GotoMeeting which should make it easier to identify everyone. Agenda for the meeting will include updates about the budget, conference, membership, elections and annual meeting  
Esme will send out call for reports from sections
  - **Elections:** online elections are ongoing, we need to vote at annual meeting to accept the elected slate. Will ask Rebecca to push voting for the elections again.
  - **Budget:** We aren't going to be able to put together an accurate budget at the moment as things are just too fluid. Do we look at it and cut all of our income lines by 10%? Is there a way to make up our losses? Look at things that may be more cost effective. We don't want to cut any of our employees. These circumstances are exactly why we have the investment funds.  
Put out a plea to members to renew to remind them we need them more than ever during crisis times. Esme will work with Laurie Lessner to craft a message to encourage renewals. We can also send a reminder that if someone is paying their dues, personal expenses are tax deductible.  
Bernadette will work on what the budget could potentially look like next year and send it out. We need to send refunds for vendors from the conference, which will probably require another transfer. The only big thing we have to keep up with is payroll. Most of our conference expenses will not be charged. Finance Committee will have to be notified if we transfer more money.

Adjourn 10:52am