

**ACJS EXECUTIVE BOARD CONFERENCE CALL MEETING
MINUTES**

**March 12, 2020
4:30pm EDT**

IN ATTENDANCE: Prabha Unnithan (President), Cassia Spohn (1st Vice-President), Heather Pfeifer (2nd Vice-President), Faith Lutze (Immediate Past President), Marlyn Jones (Treasurer), Erin Orrick (Secretary), Cassandra Reyes (Region 1 Trustee), Leah Daigle (Region 2 Trustee), Victoria Beck (Region 3 Trustee), Christine Nix (Region 4 Trustee), Stephanie Mizrahi (Region 5 Trustee), Lorenzo Boyd (Trustee-At-Large), Anthony Peguero (Trustee-At-Large), Ashley Blackburn (Trustee-At-Large), John Worrall (Executive Director), Letiscia Perrin (Association Manager)

- President Unnithan began the call by discussing whether, based on the current state of COVID-19, anyone had reasons for why the meeting should continue to take place.
- The Board discussed options for whether the conference could be rescheduled, and the financial ramifications are for canceling. Worrall informed the Board of ongoing conversations with Experient. The Board discussed the need to request from membership documentation of restrictions on travel. Perrin is keeping a running list of cancellations, school closures, and travel restrictions.
- The Board discussed the potential of providing refunds – Worrall noted that the office is not currently able to process refunds due to logistics and dealing with the number of questions and cancellations. Options of refunds for those who want them, applying the registration to a future conference, or as a donation to the Academy.
- The Board discussed how to still recognize award recipients.
- A cancellation statement was drafted and shared with the Board that refund requests will be addressed soon, including a statement that the details for the process and options for requesting refunds will be forthcoming within the next 60 days.

- The Board expressed support for the cancellation of the 2020 Annual Meeting. Mizrahi informed the Board that Tillyer supported the decision to cancel.

- A virtual Board Meeting was scheduled for the near future

- Lutze presented the results for Region 3 Trustee.
 - A motion to accept the election results was made by Boyd and seconded by Pfeifer. The motion carried unanimously with Lutze abstaining.

- A motion to adjourn was made by Boyd at 4:29pm and seconded by Mizrahi. The motion carried unanimously with no abstentions.