



MINUTES

EXECUTIVE COMMITTEE MEETING

Friday, April 10, 2020

Approved by the Executive Committee June 5, 2020.

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ACTION ITEMS

Executive Committee Meeting

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No. - Pg.	Responsibility	Summary of Action	Status
1 - 3	Staff	Organize a memo that defines all the date variables of the election and how the New York state executive orders, virtual Annual Conference and in-person meeting of the members fit into those specific requirements.	



MINUTES
EXECUTIVE COMMITTEE MEETING

Friday, April 10, 2020

MEMBERS PRESENT:

Darryl Boyce, President
Mick Schwedler, Treasurer
Bill Dean, Vice President
Dennis Knight, Vice President
Bill McQuade, Vice President
Farooq Mehboob, Vice President
Jeff Littleton, Secretary

GUESTS PRESENT:

Don Brandt
Tim McGinn

STAFF PRESENT:

Candace DeVaughn, Mgr. of Board Services
Chandrias Jacobs, Coord. of Board Services
Alice Yates, Director of Government Affairs
Joyce Abrams, Director of Member Services
Vanita Gupta, Director of Marketing
Mark Owen, Director of Pubs & Education
Stephanie Reiniche, Director of Technology
Craig Wright, Director of Finance & Admin. Services

CALL TO ORDER

Mr. Boyce called the meeting to order at 9:00 am.

CODE OF ETHICS

Mr. Boyce read the Code of Ethics commitment and encouraged members to read the full Code of Ethics statement.

ROLL CALL/INTRODUCTIONS

Roll all was conducted.

REVIEW OF MEETING AGENDA

Epidemic Task Force Statements was added under *Epidemic Task Force* Updates and 2020-21 Committee Appointments was added under *New Business*.

2020 VIRTUAL ANNUAL CONFERENCE

Mr. Littleton reported that staff is spending a lot of time to design the virtual conference. The pre-recorded technical program will be available for two weeks prior to the official dates of the conference.

Each day of the virtual conference will begin with a leadership presentation - a summary from Mr. Boyce, the Secretary's Report, introduction of presumptive BOD nominees, and introduction of the 2020-21 Society theme. Following the leadership presentation, there will be a live question and answer segment with each of the technical presentation authors.

A rolling schedule of all technical meetings, administrative meetings, and council meetings is currently being compiled. A master schedule with instructions for participation will be created.

The hope is that more members will participate in the virtual conference than would attend the in-person Annual Conference. Guidelines for participation will need to be established.

The presentation of awards will be postponed until the Chicago Conference.

The executive order allowing the meeting of the members to take place virtually may not be in place for June. Accelerating the date for the meeting is not possible because of the guidelines in the Bylaws and ROB regarding the announcement of the election. The current BOD will continue until there can be a 100-member meeting of the members.

The tentative plan for the virtual conference replicates the Society's traditional scheduled as much as possible. The hope is that this will engender communicated that Society is moving forward and is committed to serving members and the community.

There was consensus that staff should move forward with the plan for the virtual conference as presented by Mr. Littleton.

Staff will organize a memo that defines all the date variables of the election and how the New York state executive orders, virtual Annual Conference and in-person meeting of the members fit into those specific requirements.

A high-level strategy for the virtual conference and meeting of the members needs to be finalized relatively soon so that it can be communicated to the BOD.

COVID-19 UPDATES

Staff recently sent notification that all in-person trainings through June will be cancelled.

GUIDANCE FOR CHAPTERS AND REGIONS

Ms. Abrams reviewed the draft document with ExCom.

Mr. Littleton reported that issuing clear guidance to the grassroots and offering continued operational support is very important.

Members were asked to send comments and feedback on the draft document to Ms. Abrams for inclusion. The revised document will be attached to the upcoming BOD agenda.

EPIDEMIC TASK FORCE UPDATES

Mr. Knight reported that a significant number of comments on the position document were received. The PD Committee met for seven hours the day before and a revised document was distributed by staff in the morning.

Reorganization of the website is underway and nearly complete; content may be moved but will not be removed. Guidance on how to shut down and restart buildings is complete and will be posted under frequently asked questions.

EPIDEMIC TASK FORCE STATEMENTS

The following approved statements were presented to ExCom for review and consideration:

Statement on airborne transmission of SARS-CoV-2 - Transmission of SARS-CoV-2 through the air is sufficiently likely that airborne exposure to the virus should be controlled. Changes to building operations, including the operation of heating, ventilating, and air-conditioning systems, can reduce airborne exposures.

Statement on operation of heating, ventilating, and air-conditioning systems to reduce SARS-CoV-2 transmission - Ventilation and filtration provided by heating, ventilating, and air-conditioning systems can reduce the airborne concentration of SARS-CoV-2 and thus the risk of transmission through the air. Unconditioned spaces can cause thermal stress to people that may be directly life threatening and that may also lower resistance to infection. In general, disabling of heating, ventilating, and air-conditioning systems is not a recommended measure to reduce the transmission of the virus.

If approved, these statements will direct future guidance from the task force.

There was discussion that summary documents providing guidance in these uncertain times is very important. It was suggested that verbiage be added to the webpage that information is being updated on an ongoing basis.

Mr. Knight reported that the task force will continue to work with the marketing team to make sure the webpage is properly managed and organized.

There was consensus that the two statements be approved and published.

EXECUTIVE SESSION

The meeting moved to executive session at 10:06 am.

The open session meeting reconvened at 10:40 am.

NEW BUSINESS

2020-21 COMMITTEE APPOINTMENTS

Mr. Schwedler reported staff has been contacting both Mr. Schwedler and Mr. Gullede regarding members who decline 2020-21 appointments. To assist Mr. Gullede, Mr. Schwedler has been providing recommendations to the President-Elect based on notes from the appointments meeting in March.

There was consensus that there is no issue with Mr. Schwedler providing Mr. Gullede with recommendations for appointments.

UPCOMING MEETINGS

There was consensus that ExCom will meet every Friday at 8:00 am. If a meeting is not needed, Mr. Boyce will cancel the meeting if not needed.

The spring ExCom conference call will be Monday, April 27 at 3:00 pm.

ADJOURNMENT

The meeting adjourned at 10:44 am.

A handwritten signature in black ink, appearing to read "J. Littleton", with a horizontal line extending to the right.

Jeff H. Littleton, Secretary