

**ISCYPAA ADVISORY EMERGENCY MEETING**  
**REGARDING CORONAVIRUS**  
**WITH HOST**

Thursday, March 12, 2020

8:15 PM

Location: Zoom Meeting

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**1. Call to order & prayer**

**2. Introductions**

- a. Attendance: Steph, Nicki, Ben, James, Steven, Laken, Meg, Sid, Kelly, Josh
- b. Host: James R, Jeanette, John amy, megan, ashley, max, Kaitlyn , ben,erik, zack, carrie, payton, baby pierce, Alex, geoff, derek, Ryan

**3. The Conference has been postponed from March 13-15**

**4. Comments from Host**

**5. Next Steps:**

- a. The Hotel has been contacted regarding the matter.
  - i. Acknowledgment in writing that:
    - 1. No cancellation fee will be charged with the reschedule of the conference
    - 2. No fee will be charged for hotel cancelationsJames will forward these points to Marilyn, the hotel chair
- b. Have the speakers been contacted?
- c. Have the vendors been contacted?
  - i. Peyton to touch base with food truck vendor
  - ii. Taping vendor - Eric

**6. Postpone Conference:**

- a. Some members of Advisory were planning on coming to the Hotel tomorrow (Friday) to speak with the hotel sales person.
  - i. Will the sales person be available? - maybe/maybe not
    - 1. If not - are when are we able to schedule a meeting?
  - ii. Are we able to get proposed new dates over the phone?  
James R going to be out of town. -

**May be having some volunteers available to be at the conference to receive people if anyone shows up.**

AMY and registration and a couple of people to be there. (3-8pm)

**7. New Date Details:**

- a. We are not going to advertise refunds - however, if they are requested, we will readdress.
  - i. We can offer a rollover of their registration for the following year