



**CPFI Board of Directors Specially Called Meeting Minutes
23 November 2020
via Zoom virtual meeting**

Opening Remarks and Prayer

Executive Director Ron Herman called the meeting to order at 7:03p (EST) with an opening prayer.

Roll Call and Approval of Minutes

Present: Ron Herman, Executive Director; Jeff Copeland, President; Greg Carlson, Vice President; Daniel Spadaro, Treasurer; Dawn Battise, Secretary; Fred Eckel, Immediate Past President; Jeff Bates, Director; Keith Allhands, Director; Gene Erb, Director; Herb Hames, Director; Nena Lindrose, Administrative Director

Absent: Susan Lutz, Director; Joy Nwoke, Student Coordinator; Kellie Zentz, Director

Discussion re: Annual Meeting

- Nena Lindrose contacted First Liberty legal services but did not hear back.
- Nena also contacted Barry Ewy and Virgil Van Deusen for legal advice. Barry advised that cancelling six months out may not be in favor of CPFI. He noted that another organization recently was released from a contract with DoubleTree; however, that was due to local recommendations (ie: limited indoor gatherings to 10 people). Barry and Virgil recommended attempting to negotiate the financial loss down but acknowledged that typically the force majeure clause is considered when a cancellation occurs a few weeks prior to the event. Despite that Virgil advised that although the pandemic is not clearly included in the force majeure clause it may be argued. Virgil also notified Nena that he felt "most certain" that his university would not be travelling to the conference.
- Fred reminded the Board that Virgil's comment about travel restrictions has echoed by other individuals and may be an indication that many people will be unable to attend. Additionally, APhA has elected to go fully virtual in March.
- Nena has spoken with the CMDA representative re: the April meeting. CMDA has not yet decided but they will likely be all virtual or a hybrid. CMDA is working with a Christian conference center that may be more flexible.
- Jeff Bates noted that many universities are freezing travel budgets and/or limiting travel. This likely indicates that there will be reduced attendance. While one of the Christian organizations must be first in offering an in person meeting he does not feel that CPFI should take that role because there are so many uncertainties.

- Nena noted that even if there was 50% in person attendance that may not sufficiently minimize the financial loss. She also notes that the human aspect must be considered. Nena offers her support for whatever the Board decides.
- Susan Lutz could not attend but sent the following comments to Ron Herman: It appears we may need to cancel but she wonders if an alternative could be considered if there are sufficient vaccination rates. Would Bonclarken be able to offer a smaller scale conference for those who can attend live but also have a hybrid with virtual offerings?
 - o Nena is unsure unless we spoke with Bonclarken but we must consider the technical aspects and the overall financial impact.
 - o Jeff Copeland doesn't anticipate sufficient immunization information until March/April. However, we could consider moving the meeting until end of summer or fall if we break the commitment with DoubleTree. This may also give more time to negotiate with Bonclarken and give more appropriate time for the Education Committee to plan.
 - o Jeff Bates notes that without a hardwired Internet connection a hybrid option may not be realistic. It is important to offer a high-quality product is needed if charging higher registration costs. He feels we should first focus on deciding whether or not we plan to continue with DoubleTree. After that decision is made, then alternatives may be discussed. If it is in person, he will need the Board to commit to supporting this. He firmly believes that the in-person conference at DoubleTree should be cancelled and an alternative (online or delayed in person conference) be determined.
 - o Herb Hames motions to cancel the in person at DoubleTree and offer 2 day virtual on the same dates with \$200-250 per person registration fee.
 - Jeff Bates is unsure if we can charge that amount but he is open to discussion.
 - Fred thinks that cost should be separate but Fred 2nds the motion to cancel and 2 day virtual.
 - Ron pointed out that the motion limits CPFI to the original dates which may be a limitation.
 - Jeff B- Memorial Day weekend may have some challenges but also some benefits. He wonders if some flexibility may be preferred.
 - Hames withdraws the motion.
 - o M/S/C (Hames/Bates/9 yea, 1 abstain) – CPFI will cancel with the DoubleTree Conference Center. Discussion as follows:
 - Fred asked if the motion should include negotiations with DoubleTree.
 - Nena would like to talk to DoubleTree (with Board's permission) and try to negotiate the fee down since some other organizations have indicated success with cancellations (ie: at Lake Junaleska). It may be better to have a legal advice. There is no guarantee DoubleTree will negotiate but it is worth trying.
 - Fred- It may be beneficial to pay an attorney if this will reduce the financial loss.

- Nena can ask the DoubleTree representative if it would be helpful to provide a written, legal document with the negotiation request.
 - Keith notes that during the most recent call with the DoubleTree representative it was made very clear that there would be no negotiating.
 - Nena would like to start by sending written notification of the cancellation tomorrow (November 24) since the fee for cancellation will increase on November 25. She can then advance the discussion with an in-person conversation requesting mercy with the contract.
 - Gene's impression from the earlier conversation with the Double Tree representative is that the representative is unable to have those negotiations but he may be able to take a proposal to the corporate office.
 - Jeff C notes that this is almost "money for nothing" for Double Tree.
 - Nena raised the possibility of splitting the loss with DoubleTree (~\$17,500 each) recognizing that DoubleTree is a large corporation who may be able to better absorb the loss while also acknowledging that CPFJ as a Christian organization should be fair.
 - Gene feels that the fact the contract was signed in Fall 2019, well before the pandemic, may be a leverage point. He suggests we initially request a full refund and then move forward from there.
 - Nena feels that it may be helpful for her to start the conversation as a "staffer-staffer" conversation before including more Board members or a lawyer. Herb Hames can also join her because he has a long-standing history with DoubleTree (and formerly Springmaid) which may be beneficial.
 - Rob says that Nena should move forward with the Board's permission to start the negotiation.
- Ron asks for Board input regarding what the alternative format should be.
 - Jeff B feels that the previously discussed 2-day virtual format could be done including some of the original "bigger name" speakers. He is willing to start planning this. He would like to know how many hours of CE the Board would like to offer. The in-person conference was going to offer ~10 hours so he feels that ~9 hours of virtual CE can be done well.
 - Last year it worked well to offer the student conference Thursday morning, followed by the full conference starting the same afternoon. Overlapping the events increases attendance so this may also be beneficial this year. The full conference could continue on Friday (starting at 9-10a EST) and finish before dinner.
 - Fred suggested looking at potentially spreading the CE offerings over a week so that people can work and then join later in the day.
 - Jeff C asked if devotional and worship times would also be offered and Jeff B confirmed that these may continue to be offered in the morning
 - Dawn Battise suggests it may be helpful to get input from other conferences that have spread the conference over multiple days to get a sense of attendance. Some colleagues have indicated they were less likely to attend when it was too

spread out and they find it more difficult to block off a single workday to dedicate to the conference.

- Jeff B may be able to get input from Lucinda Maine at AACP for input on the attendance for the July 2020 AACP conference.
- Jeff B will look into specific dates. He would like to look into early June (tentatively June 4/5). He will take a few weeks to talk with Nena, potential speakers and Education Committee members to develop a proposal for the Board.
- Fred will address the conference format change in his December FaithScript comments.
 - Ron suggests that this notify members that an early June virtual meeting is in the works and details will be shared ASAP.
- Nena suggested that this update be sent out to all lapsed members and an updated promo card can also be mailed in late January/early February.
- Dan Spadaro suggests that student members also be notified.
 - Nena confirmed that they will get the FaithScript and e-blast. She will make sure that NSC representatives distribute the information.
- Nena and Ron will update the website.
- Once there are more clear plans (ie: number of CE credits) then the registration fee can be decided.

Open Discussion:

FaithScript messages:

- Nena needs individuals to volunteer to write FaithScript messages in 2021. February (Jeff Copeland), July (Nena Lindrose), and November (Ron Herman) are full issues with assigned writers as indicated. She needs the articles by the 1st day of the month so it is ready to publish by the 15th. The following Board members volunteered but others are welcome to contact her.
 - Dawn Battise- March
 - Gene Erb- May
 - Jeff Bates- June
 - Dan Spadaro and Fred Eckel- whenever needed

Concluding Remarks and Closing Prayer

Adjourned at 8:03p (EST) with prayer by Keith Allhands.