

SOA Council Emergency Meeting—Conference Call
RE: COVID-19 developments and SOA planning
March 20, 2020
2:00 PM – 3:00 PM

Attendees: Devhra BennettJones, Lily Birkhimer, Mark Bloom, Stephanie Bricking, Sherri Goudy, Betsy Hedler, Robin Heise, Bill Modrow, Cate Putirskis, Amy Rohmiller, Adam Wanter

Welcome

President Adam Wanter called the meeting to order at 2:05 PM.

Between-Meeting Council Actions

- 1/29/20—Adam Wanter motioned to approve the 2020 slate of candidates from the Nominating Committee. Motion seconded, carried.
- 2/3/20—Lily Birkhimer made a motion to approve minutes from 1/29/20 Council Meeting. Motion seconded, carried, and minutes added to website.
- 2/13/20—Mark Bloom motioned to pay for a hotel room for Kimberly Hamlin, the keynote speaker, the night before the conference. Motion seconded, carried.
- 2/14/20—Adam made a motion to accept the quote from LifeCare Alliance Catering and approve of using LA Catering for the 2020 Spring Meeting. Motion seconded, carried.
- 3/5/2020—Adam motioned to approve SOA/ALAO SCAIG MOU for pre-conference workshop on May 14, 2020. Motion seconded, carried.
- 3/13/20—Adam motioned to cancel the May 15 Annual Meeting in light of COVID-19 concerns and direction from state government. Motion seconded, carried.
- 3/17/20—Adam motioned to approve ALAO-SCAIG proposal to hold a joint workshop online on 5/14/20 (the originally planned day), to take place on ALAO's Zoom account. SOA will handle registration per MOU (\$10 general, \$5 students). Workshop will be recorded and available for registrants afterwards. Motion seconded, carried.

New Business

- <https://docs.google.com/document/d/1EiQGrQLOkQye8ZaAMP4rK8rIQK9aFkN2zUG2Fuo6F5o/e/dit?usp=sharing>
- SOA/ALAO SCAIG workshop update
 - Stephanie has since updated registration form with Betsy's help—everything should be set, just need to make it go live (i.e. send out email). Anticipated next week, which was the original opening for initial conference registration
 - Discounted rate for financial hardship/students—\$10/\$5
 - Zoom will be tested in advance (capacity of 100 attendees)
 - Will need to determine where recording lives once complete
- Outstanding 2020 Conference Cancellation issues
 - Columbus Metro Book signing update – Stephanie has communicated with contact; CML is happy to host in the future if an alternate date is selected
 - Sponsor Donations: all sponsors have been sent invoices and checks have been received
 - Return Sponsor Donations?
 - Currently \$750 from 5 sponsors, plus 1 gift basket from another
 - Ask if they are okay with sponsoring our new plan of action? Other options?

- Adam is going to reach out with generic message, asking preference of current sponsors based on decisions reached in today's meeting
 - Silent Auction prizes
 - Hold until Spring 2021? (Who would hold onto the items?)
 - Some received, some still pending
 - Online platform? Raffle tickets? OHLA?
 - TBD once decision is set on how to handle virtual conference
 - Awards and Scholarships
 - Deadline for nominations was March 13 – so final submissions have been made
 - Merit Award—to be awarded once alternative is decided
 - Award as normal and announce at Conference Alternative or Online?
 - Student and New Professional Scholarships (4 applicants received, all new professional)
 - Will depend on conference alternative
 - Provide free registration to virtual workshop
 - **Motioned, seconded, approved.**
 - Betsy will set this up, awardees can contact her directly
 - Provide to cover attendance at joint fall meeting instead?
 - Budget should be able to cover it, although it will be a little more expensive
 - Outstanding Expenses
 - Caterer Deposit: \$535.13 (non-refundable)
 - Check has not yet been cut—need to determine if a contract has been signed and what our obligation is
 - Ohio Humanities fee: \$50
 - We can “rebook” Dr. Hamlin, if it works with her schedule—she is happy to work with us on reschedule (virtual or in-person)
- Spring Election
 - Waive bylaws to hold council vote online due to special circumstances
 - Will Betsy be able to send this out to Membership?
 - Will check into this, since Survey Monkey option doesn't work any more
 - Distribution list capability is in place, and an alternate platform can be devised (that still allows for write-in candidates)
 - Where does Membership currently stand numbers wise?
 - 77 current members, although often members would renew at Spring conference
 - Would only official, active members receive?
 - **Motion made to approve waiving bylaws to allow for online elections, in light of this year's circumstances**
 - Communicate to members ahead of time, allow for flexibility for those who can't re-up at this time for any reason
- Newsletter publication update
 - OHC is currently capable of working on it, just needs replacement content
 - Updated timeline (currently meant to send in mid-May, first draft complete for editing by Kayla by end of March)
 - Strip newsletter of conference information, publish info on conference cancellation decision, add new conference alternative information

- Conference Alternatives - Virtual Conference, Postponed Physical Conference, Combined OHLA Conference, Other?
 - Virtual Conference Brainstorming
 - 1-2 day online/virtual (depending on number of presenters/sessions)
 - Spread the conference out over a week: 1 or 2 sessions a day?
 - Potentially free to all members, \$15 to non-members (cost of a normal membership)
 - Conference fees in the past have basically been used to cover the cost of the conference, which do not apply here
 - Recordings made available to membership afterwards
 - Membership access only would need to be looked into
 - Zoom
 - Pro Level, 1 Host - \$14.99 per month, per host
 - cancel after use of the service - how would that impact access to the recorded sessions
 - Webinar add-on, 500 participants - \$140.00 per month, per host.
 - Potential use of OHC or ALAO Zoom accounts—TBD
 - Total Cost:
 - Expenditures: \$760.00
 - Caterer deposit - \$535.13 (eating the cost)
 - Zoom estimate - \$175.00
 - Ohio Humanities Council Fee - \$50.00
 - Other - ?
 - Sponsor Returns: \$750.00 (Sessions could be sponsored/read aloud like radio ads)
 - **Adam motioned to move to a virtual conference, with additional details (date, cost, etc.) to be determined through discussion in the coming weeks. Motion seconded, carried. He and Betsy will coordinate to come up with newsletter content to communicate to members**
 - Move Conference
 - CML happy to host us and reschedule the meeting
 - Caterer—willing to move event date? Given that we are pursuing a virtual conference, we will cancel the agreement (loss of \$535.13)—Stephanie, Mark and Adam will be determining what contract is currently in place and next steps
 - Consensus: Social distancing may be in place for the foreseeable future—too uncertain at this time to plan for a definite date
 - Combined OHLA Conference
 - Possible solution for some outstanding issues—location for silent auction, application of scholarship money for awardees, etc.

Upcoming Meeting

- Regular leadership meeting to be scheduled, in late April or early May.

Adjournment

Adam called the meeting to a close at 3:04 PM.