



**MINUTES  
BOARD OF DIRECTORS MEETING  
November 9, 2021**

**Present (via Zoom): Margie Marker, Courtney O’Hara, Irene Osei, Sydney Palinkas, Paula Kupstas, William Shackelford, Susan Umidi and Joyce Walsh**

- **Welcome and Introductions**

**Susan Umidi** called the meeting to order at 10:32am and recognized we did not have a quorum. At that point, those present decided to table the review of May minutes and financial reporting. Instead, those in attendance decided to focus on addressing the following issues: conference planning and annual meeting. Please note that a quorum was reached within 30-45 minutes, but the plan to table the aforementioned agenda items was not revisited.

- **Annual Conference Committee –**

- **Susan Umidi** informed the group that the executive committee met last week and remains committed to putting on a safe, in-person event in May of 2022. The executive team supports requiring both masking and vaccination among all in attendance, and possibly a negative PCR test as well. Sample language was shared via chat, which read: *As we make our exciting return to in-person conferences, we want to assure all of our attendees that safety is our top priority. We want you to feel safe and comfortable so that you can focus on learning and collaborating with your peers. We will follow all CDC guidance provided at the time of the conference and are requiring all in-person attendees to be fully vaccinated at least two weeks prior to attending to the conference. Proof of vaccination and a negative PCR test within 72 hours of the conference will be required to enter the event upon arrival. We are also requiring all attendees to wear a mask during the event.*
- Action Items:
  - **Susan Umidi** and **Courtney O’Hara** will work together to draft an electronic survey, with board members as the target audience, that seeks to determine their:

- Comfort level with attending an in-person event.
    - Comfort level with vaccine/testing mandates.
    - Commitment to serving as staff during the event.
    - Overall engagement with VCPEA.
  - **Sydney Palinkas** and **Paul Kupstas** agreed to serve as point persons for confirmed speakers and sponsors, respectively. They will reach out to them and seek to determine:
    - Current commitment level with regard to presenting/sponsoring.
    - Comfort level with attending an in-person event.
    - Comfort level with masking and vaccine/testing mandates.
  - **Margie Marker** will update the conference flyer and distribute electronically for board approval. Once approved, she and **Courtney O'Hara** will make sure it's on the VCPEA website.
- **Executive Committee** – No formal report.
  - **Finance** – No formal report.
  - **Work Group** – No formal work groups are meeting at this time.
  - **Other business**
    - **Susan Umidi** noted that May minutes stated the board approved moving the VCPEA annual meeting from May to September. Because the September was cancelled (due to conflicts for executive board members), that did not happen. All present today agreed to delay the annual until January (meaning we will have 2 annual meetings in 2022 – one in January and one in May, via the conference) in the hopes of having more members in attendance.
    - By-Laws Update – **Margie Marker** continues to work on updating the by-laws (see May minutes for greater details on proposed changes) and will send them to all members for review before we convene in January.

Meeting was adjourned at **11:30am**.

**Next Meeting:**

January 12, 2022