

WAAL Board Meeting Minutes  
March 16, 2020, 10 a.m. – 11 a.m.  
Teleconference

**Present:** Sarah Bakken (WAAL Secretary), Beth Kucera (Conference co-chair)  
Michael Doylen (chair), Eric Jennings (past chair), Plumer Lovelace (WLA Executive Director),  
Robin Miller (Conference co-chair), Maureen Olle-Lajoie (vice-chair)

Agenda

**Meeting called to order at 10 AM**

- Introductions from all attendees, welcoming incoming new Secretary, Sarah Bakken

**Approve minutes of Jan. 17, 2020 meeting**

- Move to approve by Miller, seconded by Doylen; motion passed unanimously with all members voting

**Announcements**

- Doylen addresses 2020 WAAL Conference & COVID-19 situation which is meeting priority today
- Will resume with original agenda items till next meeting, which is TBD

**New Business: COVID-19 and WAAL Conference**

- Due to the public health emergency caused by COVID-19, the Board discussed possibilities for rescheduling, canceling, or moving the annual meeting online.
- In order to support rescheduling, the Board asked for some assurance
  - 1) that volunteers, speakers, and other individuals who are involved in planning and delivery of content are available and willing to remain involved,
  - 2) that members are interested in attending a rescheduled conference. The Board acknowledged the possibility that the pandemic might persist for months to come. We wouldn't want to cancel a second time.
- In order to consider cancellation, the Board asked for more information about financial implications.
- The Board discussed moving the conference online, but some members felt that WAAL and WLA lack sufficient experience to manage this successfully. Time and volunteers were also consideration.
- The Board concluded that the top priority was communicating that the conference scheduled for April 16-17 is cancelled. Plumer will make arrangements to send this communication in the next 48 hours. Robin will contact volunteers immediately.

- The Board also asked WLA to distribute a survey to volunteers, speakers, and others to determine if they would be willing and interested in participating in a rescheduled, on-site conference. The Board agreed not to pursue a virtual conference for the reasons described above. Plumer will make arrangements to draft and distribute this survey.

**Action Items:** Plumer agrees Association can take care of the survey and email

- Draft message to entire WAAL membership indicates conference is canceled
- Separate messenger with survey/message with this everyone involved in this conference, to ask if they are available for participating in an onsite later this year

**Next meeting is TBD**