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## **April 2020 Board of Directors Special Meeting Minutes**

Date/Time: April 4, 2020, Saturday, 11:00 AM

Location: Zoom Teleconference, Hosted by Katy Hintze

Attendees: Katy Hintze, Ann LeBlanc, Fendy Chan, Barbara Walker, Heather Patton

### **SPECIAL BUSINESS**

1. Call to Order: 11:00 AM by Katy Hintze

2. Japan Trip Cancellation/ Refunds

a. Background:

Decision was made to cancel the trip in March and notice was sent to group. However, notice also went to the travel agent, who proceeded to cancel the plane tickets. This resulted in a cancellation fee of \$300 per ticket. If the agent had waited to cancel the tickets until closer to the trip, the airline might have cancelled the flight instead. This would have meant a full refund without any fees.

b. Discussion:

- i. KH raised the idea of using SSC funds (either from the city or from other income sources) to reimburse each of the travelers, as many of the SSC activities are now postponed or cancelled for 2020 leaving unused funds in the budget. (Total refunds would be approximately \$3900.)
- ii. BW felt like this was a good opportunity to generate goodwill in the community and offer the refund
- iii. AL felt it would sufficient to offer half the amount as refund (\$150) to each family, and perhaps there are other ways we can support the entire community during this time
- iv. HP asked if SSC would need approval from the city, if the funds were to be used like this. Katy didn't believe so, but will check with Vicki to be certain.
- v. FC and KH will work together to determine best way to process refund.

c. Result:

BW made motion to approve refund \$300 per traveler from SSC budget

HP seconded the motion

Ayes: 4

Nays: 1 (Ann voted to refund partial amount of \$150.)

3. Next Steps

- a. KH will follow up with city and send email to group. KH and AL will discuss other options for donations or support to city/community during the coronavirus crisis.

4. Adjourn: 11:30 AM