

MINUTES
BOARD OF TRUSTEES SPECIAL MEETING
ASSOCIATION OF CLINICAL RESEARCH PROFESSIONALS
ALEXANDRIA, VA
MARCH 13, 2020

Pursuant to notice duly given, Paul Evans, Chair, called to order, a special meeting of the Association of Clinical Research Professionals (ACRP) Board of Trustees on Friday, March 13, 2020, at 1:03 p.m. ET.

Trustees Present: Paul Evans, Chair; Erika Stevens, Vice Chair; David Morin, Treasurer; Catherine Shuster, Public Member; Sergio Armani; Christina Brennan; Jennifer Byrne; Elisa Cascade; Glenda Guest; Virginia Nido; Ernest Prentice

Trustees Absent: John Neal, Immediate Past Chair, Anne Blanchard; Deborah Driscoll; Christine Senn

Others Present: Jim Kremidas, Executive Director and Secretary; Kevin McCourt, Chief Operating Officer; Jeremy Glunt, Chief Marketing Officer, Christy Herz, Director of Governance; Andrew D. Goldman, Esq., Attorney, Kim Preiss, Senior Meetings Manager, SPARGO, Inc.

COVID-19 AND ACRP 2020 CONFERENCE

Jim Kremidas, Executive Director, presented the environmental factors that went into the decision to cancel ACRP 2020 due to the Coronavirus. He discussed recent reductions to ACRP's reported 2018 and 2019 net operating income due to accounting errors and presented the financial impact of cancelling the conference including expenses already paid and contractual commitments.

Board members discussed the legal aspects of the cancellation; while the conference has been cancelled, we are still obligated to hotel and convention center contracts at this time. It was noted that if the venues will not work with us to reschedule our meetings without penalty, we will wait to cancel until the March 27 cancellation date noted in the contract, to see if the current Washington state meeting ban is extended into April.

Mr. Kremidas and staff are reviewing the 2020 ACRP budget for areas that can be cut as well as areas we can add revenue (i.e. more regional meetings) to make up for the \$831,000 loss in net operating income expected from the conference. He will present a reforecast of the 2020 budget at the March 17 Board of Trustees meeting.

REIMBURSEMENT FOR CONFERENCE REGISTRANTS

Board members discussed options for reimbursing or crediting the 400 members and 20 exhibitors who have registered for ACRP 2020 to date. It was agreed that we will offer to registrants a full refund or a credit equal to the amount they paid, plus some additional amount, for any ACRP programs & services to use through May 2021 (Examples: ACRP 2021, Certification Maintenance, Contact Hours, Regional Conferences, etc.). Exhibitors will be offered a full refund or a credit equal to the amount paid plus some percentage additional value to be used toward ACRP 2021, PWA, Advertising or Other Programs & Services through May 2021.

A communication plan for messages targeted to key audiences about the conference cancellation was highlighted.

OTHER DISCUSSION ITEMS

The group discussed that the certification maintenance period will be extended beyond the original deadline of May 31 to July 31 for meeting registrants who are in the current maintenance cycle. The April 30 ABoT and Committee Meetings planned for Seattle will be conducted virtually. The Annual Business Meeting will most likely be held virtually.

There being no further business, the meeting adjourned at 2:02 p.m. ET.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "JP Kremidas", is positioned above the printed name.

Jim Kremidas
Executive Director and Secretary