Minutes of the SCHC Board of Directors - Special Meeting
March 20, 2009

In attendance:

Ann Brockhaus
Mark Cohen
Stacie Eakin
Len Hong
Pam Kreis
Bernadette Lindquist
Suzanne Matuszewski
Angela Rath
Bob Skoglund
Michele Sullivan
Darlene Susa-Anderson

Guests: Doug Eisner

Regrets:
Dave Peters

Start of Meeting:

The meeting was opened at 11:05 a.m. (EDT). Angela Rath was acting Recording Secretary.

DISCUSSION ITEMS

Spring 2009 – Houston TX

Arrangements Chair was invited to the meeting to discuss with the Board the financial impact the low attendance to the Spring meeting will be and discuss any actions that should/could be take to minimize these impacts.

The attendance numbers have been sent to the hotel so they are aware that the attendance will be low. The arrangements chair has been working with the hotel to reduce SCHC financial responsibilities. The following changes have been made:

1. The hotel has moved the plenary meeting into a smaller room.

2. The Board dinner will be held at the hotel rather than an outside restaurant.

3. All the concessions normally received from the hotel will be returned to the hotel (free rooms, parking passes, room upgrades).

4. Hotel will review all the attendees registered to make sure SCHC gets credited for the correct number of room nights.

5. Poster session will be a hosted reception rather than a reception with a cash bar.

6. All breaks and meals will be upgraded so that we meet out food and beverage guarantee.

7. Board suggested we give all SCHC room free Internet.

Other Contracts SCHC has committed to:

The Arrangements Chair has written to all the hotels to put the on notice that SCHC would like to reduce the room block and food and beverage commitment for these meetings. The Board agreed that SCHC still plans to honor the commitment to host all the meeting.

Fall 2009 Crystal City, VA

The Crystal Gateway is willing to work with us. The room block SCHC has committed to for this meeting is 610 room nights. It was brought up that PDC currently plans 9 course days for that meeting with courses running Saturday, Sunday, Monday, Wednesday afternoon, Thursday and Friday morning, more than ever offered before.

For the Fall 2009 meeting, the following was decided:

1. The Board will reduce the room block. The actual number will depend on if PDC decides to reduce the number of course offerings it makes. It was agreed that once the Board has reviewed the PDC's recommendation to change the class schedule to a Sat/Sun/Mon offering, the room nights will to be reduced to 410.

2. The Board will recommend to PDC that it reduce the number of courses it offers. The arrangements chair stated the most cost effective way to reduce that financial impact is to trim the meeting space from the wings and to make sure space on Sunday and Monday are utilized.

3. Board will also recommend to the PDC that they return to the course offering schedule we have had in the past (Saturday, Sunday, Monday) and provide the best course offerings.

4. The PDC will return a new course schedule to the Board by March 31. AMMENDMENT – The PDC decided drop the courses scheduled on Wednesday – Friday and restructure the course offering. The final schedule will be announced at the April 8 meeting in Houston.

5. The Board will vote on the schedule and the reduction of the room block by April 1 by e-mail. AMMENDMENT – If the PDC reduces the course schedule to a Saturday, Sunday, Monday course schedule and it is accepted by the Board, the room block will be reduced to 400.

6. The arrangement Chair will make the changes necessary will the hotel by the April 3 deadline.

Spring 2010 – New Orleans

The Spring 2010 meeting has a dealing to reduce room block by April 10. Current guarantee is 496 with a standard course offering pattern (Saturday, Sunday, Monday). The Board decided to reduce the room block to 400.

Fall 2010 and 2011 – Crystal City

All changes for these meetings can be done at a later date. These contacts all for changes made 6 months from the meeting date.

Meeting adjourned 12:05

Angela Rath

Recording Secretary