Via email and posting

March 17, 2020

**TO:** NAESB Board of Directors, Executive Committee (EC) Members, EC Alternates, NAESB Members, NAESB Advisory Council, and Invited Guests

**FROM:** Rae McQuade, NAESB President

**RE:** Announcement for NAESB Board of Directors Meeting – April 22-23, 2020

Dear Board Members, EC Members, EC Alternates, NAESB Members, NAESB Advisory Council and invited guests,

As noted in other communications, we are pleased to announce the NAESB Board of Directors meeting scheduled to be held April 23, (9:00 am to Noon C) and the related leadership meeting to be held on April 22 (4:30 pm to 5:30 pm C). Because the spread of the coronavirus disease 2019 (COVID-19) around the globe and here in the U.S. is a public health emergency of growing urgency, **both the leadership meeting and the board meeting will be held by conference call and web cast only**. As many companies are already restricting travel of their employees, we wanted to provide you with this information quickly so that you could cancel any travel plans that you may have already made. Many of our other meetings have taken advantage of remote access to ensure that we can continue to work, without requiring travel.

The agenda and work papers should be made available shortly. During the meeting, we plan to discuss our yearend accomplishments, financials and membership status as well as current year financials and membership status. We will also discuss the status of our standards development work, the efforts and work products of our board committees, and we will discuss and possibly vote on a NAESB scope question raised by the WGQ regarding Request No. 19014. Should we be unable to reach quorum for the Board of Directors meeting, the meeting will be deemed a working session and any votes required will be forwarded to each board member by email. Please RSVP your intention to participate in the board meeting and leadership meeting via conference call/web cast at your earliest convenience (vthomason@naesb.org, naesb@naesb.org, 713-356-0060).

As this serious situation evolves, if circumstances warrant, the board meeting and leadership meeting may be rescheduled to a later date. We appreciate your continued support for NAESB and wish everyone the best in these trying times.

Best Regards,