

Hi Everyone,

I am writing to inform you that the decision has been made to cancel our April 2020 Assembly in order to protect our members from the spread of the Covid-19 virus. I have watched the developments closely for several weeks now and have consulted with other Panel 69 officers continually. I've also been in communication with Area Chairs from other Areas in the Southeast Region. Finally, last week, I started negotiating with the hotel. Since we were contractually obligated to hold the Assembly, the financial penalties could have been very steep, but through the negotiations, we've gotten all of the cancellation fees waived. The safety of our members has been our primary concern since the beginning and we were prepared to pay to have to cancel. Consequently, I'm very happy to report that we won't have to pay anything.

At first, this was not an easy decision, but the longer we waited, the easier it became. We took into account all the information we could gather from the World Health Organization, the CDC and other sources. The current warnings to avoid large gatherings in close proximity to each other was a primary consideration. We do not want to place anyone at risk.

The hotel has cancelled all of the rooms for everyone in our block, but if you reserved a room elsewhere, you will have to cancel it yourself. Please do so soon in order to avoid unnecessary charges to your credit card. If you haven't already, you will soon receive a cancellation notice from the hotel, assuming you provided them with your email address. If you do not receive an email confirmation that your room was cancelled, please do reach out to the hotel.

As you are aware this was our pre-conference assembly, providing you with the opportunity to share our group's voices regarding General Service Conference agenda items with our Delegate. I am sure that many of you have questions. Annette, our Delegate, has arrangements in place to answer everyone's questions and to provide clarification for your concerns about any of the agenda items. Instructions for that procedure are attached to this email as well.

I know this decision is unprecedented and you may still have questions. Please feel free to contact me via email, text or phone.

DCMs, please make sure this information is disseminated to everyone in your Districts, in case we missed anyone.

Thank you for your patience as I arrived at this decision and worked with the hotel. I apologize if you received this email more than once, but we merged several lists in order to be sure that we reached as many members as possible.

In Service,

Ruth Radcliffe
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