



## New York City District Council of Carpenters Training Center

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Peter Bennett  
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# Memo

**To:** UBC Affiliated Training Directors/Coordinators  
**Cc:** Justin Weidner  
**From:** William K. Irwin, Jr., Executive Director, Carpenters International Training Fund (CITF)  
**Date:** March 11, 2020  
**Re:** International Training Center (ITC) Closure

Given the current state of affairs with the novel coronavirus (COVID-19), and out of an abundance of caution, the General Executive Board has decided to cancel the Concrete Industry Leadership Conference (March 16-18) and all programs scheduled at the International Training Center for the next 30-days. We will continue to monitor the situation closely and evaluate the schedule at that time. We will keep you informed.

The safety and health of our visitors, employees, members, and participants is our top priority. The leadership of the UBC has been in conversation with many of our business partners, and we know that many companies are also having to adjust their business practices, including policies on travel and meetings. We have heard from you that many of our member participants have expressed concern about traveling, being in public spaces, and away from home during these uncertain times.

Given that, we felt it best to be pro-active and cancel the conference and suspend our other programs. I know this raises a lot of questions for our affiliates. My staff will be in touch with you to communicate information and help address issues that arise due to this decision.

Thank you for your cooperation.