

GREEN VALLEY RECREATION, INC.
REGULAR MEETING OF THE BOARD OF DIRECTORS

Tuesday, September 27, 2011

1:30 p.m.

West Center Auditorium

GVR's Mission Statement: "To provide recreational, social and leisure education opportunities that enhance the quality of our members' lives."

PRESENT: Marge Garneau (President), John Knutsen (Vice-President), Ann Gillingham (Secretary), Joyce Finkelstein (Treasurer), Erin McGinnis (Assistant Treasurer), Jerry Belenker, Gunnar Bonthron, Joyce Bulau, Chuck Catino, Rose Theisen, Lanny Sloan (Ex-Officio)

ABSENT: Linda Sparks (Assistant Secretary), Mark Haskoe

STAFF: Ginny Bilbrey (Executive Assistant), Betty Fahey (Administrative Assistant), John Adderley (Building Services Manager), Kim Steinhilb (IT Manager), Kim Woolley (Finance Director), Shelly Jackson (PR Representative)

VISITORS: Angela Potts, GVR's Legal Counsel, Karen Walenga (*Green Valley News and Sun*) and 13 GVR Members

It should be noted that the Board of Directors have decided to follow Roberts Rules of Order Article X, 59 wherein it states that the record of proceedings should state what was done, not what was said. Therefore, the Board meetings will only reflect the action items and the result of the action. Therefore, these minutes will not include comments made by individuals.

I. Call to Order/Quorum/Approval of Agenda

- President, Marge Garneau called the meeting to order at 1:31 p.m.
- Garneau advised that a quorum was achieved.
- Garneau advised that the agenda will stand as presented.

II. President's Comments

Garneau thanked Vice-President, John Knutsen, and Secretary, Ann Gillingham for chairing the meetings while she was gone on vacation over the summer. She noted that IT Manager, Kim Steinhilb made it possible for her to participate in the Board meetings while she was out of state by utilizing various streams of technology. Garneau also advised that Executive Assistant, Ginny Bilbrey is retiring from GVR on October 5th and she will be missed.

- **2012 Budget** - Garneau reported that the 2012 Budget, which the Fiscal Affairs Committee recommends approval, required changes and Executive Director, Lanny Sloan will go over those changes at this time. She further asked Board members to remove the first two pages of their copies of the 2012 Budget and replace them with the copies that are being distributed. Sloan advised that during the September 20th Fiscal Affairs Committee meeting it was discussed and recommended that wages be increased to \$3,300,000. This is an increase of approximately \$80,000 over the original 2012 Budget. The Fiscal Affairs Committee agreed that the wage increase is necessary to help to retain employees working at GVR who are receiving lower wages than other businesses in Green Valley. The committee also recommended that we utilize the Contingency Fund from the New Member Capital Fees (NMCF) for the source of funding for the wage increase. However, after reviewing the documents and meeting with GVR's legal counsel, it has been determined not to use the money from the Contingency Fund. Staff reallocated funds, and will now utilize operating funds to increase wages. This will be reflected in the 2012 Budget that is being presented today. There was no further discussion or questions at this time.
- **Digital Signage** – Garneau advised digital signage monitors have been installed at two GVR locations: the fitness room at Las Campanas and at the West Social Center lobby. The PR Representative, Shelly Jackson is spearheading this trial project and we welcome GVR member comments regarding the digital signage. To date, we have received positive comments from our members and we are looking forward to utilizing the digital signage to

share information about GVR, announcements, upcoming events and programs, and Board and Committee meeting dates, etc. Additionally, Jackson has come up with a new slogan for GVR: Dream, Discover and Play. Along with this, Jackson is looking into publishing articles about GVR in the American Association of Retired Persons (AARP) magazine, getting the word out about GVR, and expanding GVR's horizons. Garneau complimented Jackson on what she is doing in her position as the PR Representative.

III. **Approval of Minutes**

The minutes from the Board of Directors' Meeting held on August 23, 2011 were approved as presented.

IV. **Operational Reports**

➤ **Executive Director's Report** – Executive Director, Lanny Sloan advised that he and Jackson are working together and are looking to our GVR members to find out what they want and don't want from GVR. Digital signage is an example of that, and their hope is for continued input and ideas from GVR members as we move forward with this project. Additionally, Sloan and Jackson found an organization called The American Association of Retirement Communities, which is an organization that deals with retirement communities. We are looking into becoming affiliated with this organization, because they provide support for communities such as GVR and offer advice on merchandizing. Our hope is that they will be able to help us expand on ways to improve GVR and what we offer our members.

➤ **\$10 for a Friend Campaign** – Sloan reported that Jackson is currently working on an ad campaign called "\$10 for a Friend." This ad campaign will deal with our Member Assistance Program (MAP), and we are hoping this will allow us to expand the funds available to help those members that are in need of financial assistance.

➤ **Financial Report** – Finance Director, Kim Woolley presented the following report:

Finance & Human Resources Progress Report as of August 31, 2011

- Completed the 2012 Operating and Capital Budget. It was reviewed and approved by our new Executive Director. It will be presented to Planning & Evaluation and Fiscal Affairs Committees in September.
- Updated the Finance/HR Operations Manual. It was presented to the Executive Director in August along with 2011 Goals and Objectives to introduce an overview of the department.
- HR is developing a comprehensive training program.
- "HR Update" on KVG Y – topics will include job openings, employee and management training, employee recognition.
- Woolley reported GVR's **Financial Report as of August 31, 2011** as follows:

- ✓ Year-to-Date Revenues: \$5,204,119
- ✓ Year-to-Date Expenses: \$5,020,047
- Net: \$ 184,073

Capital Projects Completed and in Progress Update

Funds Spent to Date: \$435,582

Canoa Hills	Pool filter, pool heater, pool/decking, spa, tennis courts, sound system upgrade, fitness equipment
Canoa Ranch	Electric service panel
Casa Paloma I	HVAC, spa replaster, electric service panel replacement, roof replacement, carpet, flooring
Casa Paloma II	HVAC, electric service panel replacement
Continental Vista	Pool deck
Desert Hills	Pool replaster, deck repair, LED lights, paint deck, fitness equip, lighting retro-fit

East Center	Pool lift chair, HVAC, lighting retro-fit, tennis courts, fitness equip, sound system upgrade, roof replacement
Las Campanas	Pool filter, tennis courts, fitness equipment, roof replacement
Madera Vista	Electric service panel replacement, HVAC
Main Service Center	Fire sprinkler system, carpet, landscaping truck/trailer
Santa Rita Springs	Carpet (Anza/Fiesta Room), sound system upgrade, fitness equipment
West Center	Pool filter, dimmer pack, roof replacement, carpet, tennis courts

Cash and Cash Equivalents

Operating Cash	\$ 262,831
Investments (CD)	\$4,194,499
Investments (MMA)	\$1,291,700
Investments (T-Bill)	\$ 0
Integration/Sweep in Transit	\$ 0
Petty Cash/Change Funds	<u>\$ 2,775</u>
Cash and Cash Equivalents	\$5,751,805

- **Member Assistance Program (MAP) Update** - Woolley followed up regarding a question from the August Board meeting by Board member, Jerry Belinker regarding the MAP program. She stated that GVR's MAP applications continue to grow, and over the last three (3) years GVR received 178 applications. Last year some of the MAP applications had to be turned away because we did not have the funds to assist them. In 2012, we anticipate 65 MAP applications, and in order to fund those requests, GVR will need \$26,585. GVR has requested a grant from The White Elephant and other corporations, which account for 30% of our MAP funds. Therefore, the other 60% for MAP must come from our members. Woolley stated that she will continue to include updates and information at upcoming Board meetings regarding MAP.

- **Building Services Department** – Building Services Manager, John Adderley provided the following updates:
 - Maintenance worker orders - 405 issued for the month and 437 completed
 - Green Valley Fire Department provided training on the use of fire extinguishers for employees.
 - New Woodway treadmill was installed at Canoa Hills
 - Continental Vistas pool deck was resurfaced
 - Installed handicap access at the Santa Rita Springs Art League and Clay Studio
 - Abrego South – Rehab well underway
 - Abrego South – Repair to horseshoe pits (end of pits) and walkways will be starting
 - Member Services Center (MSC) – Carpet replacement and kitchen remodel
 - Canoa Hills – Bocce Ball Courts

- **Member Services Department** – Recreation Manager, Kim Steinhilb advised that the name of the Recreation Department has been changed to Member Services Department, and Recreation will continue to be a part of the Member Services Department.

- Steinhilb presented the following update:
GVR's membership at the end of August 2011 was 13,197 compared to 13,109 at the end of August 2010. During the month of August, there were a total of 32 resale homes and no new homes. Steinhilb reported that 73 (\$2 per day) guest cards had been purchased during the month, and 33 annual guest cards had been purchased. Tenant cards purchased for August totaled 26.

Steinhilb reported that revenue received from instructional classes starting in August totaled \$6,248 compared to \$4,895 in August 2010. Attendance for classes was 796 compared to 598 in August 2010.

Steinhilb advised that the following events were held during August: one (1) concert (Silver Thread Treo) with an attendance of 112; one (1) special event (The Jewels) with attendance of 95; and two (2) movies (Hereafter and Unstoppable) with 336 in attendance. Total attendance for the events was 543.

Steinhilb reported that four (4) GVR members received Automatic Electronic Defibrillator (AED) training taught by a volunteer. Three (3) new volunteers completed training and are now volunteering at the swimming pools and fitness centers. Thirteen (13) Volunteer Staff Coordinators attended the Volunteer Staff Coordinator Meeting in August to plan for the fall season. Twenty-four (24) volunteers worked at GVR concerts, movies, and programs handling tickets and sales, concessions, and a myriad of other tasks. Twenty (20) members attended fitness center orientations taught by volunteer instructors.

Steinhilb announced that Volunteer Supervisor, Maureen McCarthy attended a class that certified her as an American Heart Association, First Aid, CPR/AED Instructor.

V. Committee Reports

- **Board Affairs & Bylaws Committee** – Vice-Chair, Joyce Finkelstein reported that the proposed revisions to the Bylaws are being reviewed by General Counsel.

1) *Recommend the changes as rewritten to the following sections of the Corporate Policy Manual (CPM):*

- **Section II – Membership**

Director, Joyce Finkelstein made the following motion:

“I move the Board of Directors approve the changes as rewritten to Section II – Membership of the Corporate Policy Manual as recommended by the Board Affairs & Bylaws Committee and distributed to the Board as Control Item #7, dated 09/21/11.”

The motion was seconded. Discussion followed and Finkelstein referred Board members to **Section II – Membership, Subsection 3. Annual Dues, Annual Dues Installment Payment Plan, Initial Fees, Fees for Services - A. General** – She stated that the text is incorrect on the copy that was distributed. The paragraph should read as follows by adding: **or more Directors of the Board.**

“Initial Fees, Annual Dues, Service Fees and Delinquency charges shall be established each year by the approval of at least seven **or more Directors of the Board.**”

Additionally, Garneau pointed out in Section II – Membership Life Care Privilege, 7. Life Care Users are subject to the following restrictions:, c) May not obtain guest cards nor will the guest have the right to use GVR facilities or participate in programs or club functions. Garneau stated after researching this item, she learned back in 2009 a motion came through the Board Affairs & Bylaws Committee recommending the Board of Directors extend Life Care Members the same opportunity to have guests as a regular GVR member. Unfortunately, this never came before the Board. Garneau proposed rewriting this section, and state Life Care Members can have guests and purchase guest tickets to GVR events. This issue was initially discussed in May 2009, where staff was asked to draft a set of recommendations, but it was never brought before the Board for consideration

At this time, Vice-President, John Knutsen made the following **amended motion**:

“I move the Board of Directors approve Section II – Membership of the Corporate Policy Manual, but omit on page 3, B. Life Care Privilege, and eliminate 7. c.”

The motion received a second. **Vote on the amended motion was approved unanimously 10 – 0.**

Garneau made the following recommendation in Section II – Membership, Subsection 3. Annual Dues, Annual Dues Installment Payment Plan, Initial Fees, Fees for Services on page 5. E New Member Capital Fee to change the word Buildings to Facilities, and Director, Rose Theisen recommended changing the word Feel to Fee under:

At this time President Garneau made the following motion:

“I move the Board of Directors approve Section II – Membership of the Corporate Policy Manual, page 5, under E. New Member Capital Fee, by changing the word Feel to Fee and Buildings to Facilities.”

The motion received a second **Vote on the motion was approved unanimously 10 – 0.**

At this time, Garneau announced that she invited GVR’s legal counsel, Angela Potts to attend today’s Board meeting, and gave her permission to assist the Board during the review of the CPM changes. Garneau commended the Board Affairs & Bylaws Committee along with their Subcommittee on the excellent job they have done in making updates to the Corporate Policy Manual, and they have worked very hard to present the Board with a final copy. However, Garneau doesn’t believe the Board members need to go through the Corporate Policy Manual and change every word that was recommended by this committee and subcommittee during today’s meeting.

Director, Erin McGinnis stated that on page 7 B. Suspension of Member Privileges does not allow the member any rights. After discussion was held, Director Finkelstein realized that the wrong version of Section II had been provided to the Directors. Therefore, she withdrew her original motion.

At this time, Director, Rose Theisen made the following motion:

“I move the Board of Directors table Section II – Membership of the Corporate Policy Manual as recommended by the Board Affairs & Bylaws Committee and bring this back to the Board for approval at the next meeting.”

The motion received a second. **Vote on the motion was approved unanimously 10 – 0.**

- **Section VI – Board/Board Committees**

Director, Joyce Finkelstein made the following motion:

“I move the Board of Directors approve the changes as rewritten to Section VI – Board/Board Committees of the Corporate Policy Manual as recommended by the Board Affairs & Bylaws Committee and distributed to the Board as Control Item #8, dated 09/21/11.”

The motion received a second.

Discussion followed. Garneau commented that the Code of Conduct states we will remove a Board member, but we do not have the authority to do this. After researching this item, Garneau understands that the Board has the authority if a Director violates our confidentiality, and she can prove the Director violated it, as the President of the Board, she has the right to say the Director may not attend any further Executive Sessions. Garneau referred the question to GVR’s Legal Counsel, Angela Potts for her interpretation of the Code of Conduct. Potts reported that it isn’t that you can’t do anything if someone violated the Board Code of Conduct, it’s that you cannot remove a Board member without following Arizona Revised Statutes, however, there are things that you can do. She recommends that we do have a Code of Conduct because it does encourage compliance, and it makes the expectations very clear for members looking to become a Board of Director. You do have the authority to exclude people from an Executive Session if they violate the Code of Conduct. If they are an officer, the Board has the authority to remove them from that officer’s position; however, they would still remain a member of the Board. Those are some reasons to have the Code of Conduct in there.

At this time, Garneau referred to page 8 - Section VI – Board/Board Committees - Subsection 3. Board Meetings A. Rules of Order for Agenda Preparation 5. and stated that it should read **present** instead of voting as follows: Items on the draft will be reviewed and approval of the agenda will be voted on at the Board meeting (simple majority of the Directors ~~voting~~ **present** to approve), but Board members are expected to provide comments in advance, particularly when eliminating agenda items.

Additionally on page 8 - B. Protocol and Conduct for Board Meetings, 4. Meetings shall be conducted under the **latest edition of** Robert’s Rules of Order (RRO) ~~for Small Boards~~ **newly revised** unless otherwise determined by the Board. 5. The Board will use the following **Small Board** protocol during Board meetings:

Garneau reported that Director Theisen recommended we add and strike the following:

It should be noted that Director, John Knutsen left the meeting at approximately 2:15 p.m.

Garneau reported that she and Director Finkelstein discussed the Corporate Bylaws and the CPM regarding standing committees:

The Bylaws currently state that we have three standing committees and their job descriptions need to be in the Corporate Policy Manual, which they are, except we don’t say Board Affairs & Bylaws Committee. Our Bylaws say Board Affairs Committee is a standing committee, and Bylaws Committee is an ad hoc or special committee. An ad hoc or special committee’s job description is provided to them when they are given their task, and we tell them when that task has been completed. This time, we combined them because of the Corporate Policy Manual being worked on at the same time. Garneau doesn’t believe the job description should be in the Corporate Policy Manual as Board Affairs & Bylaws, I think it should be just the standing committees that are identified in the Bylaws as they stand today. Finkelstein stated that the Corporate Policy Manual is an organic document and will change but believes it should remain as it is written

Garneau stated that what we have here is a document that does not agree with the current Bylaws. Additionally, Nominations & Elections is not a standing committee at this time. It is an ad hoc and special committee.

Angela Potts stated that the Non-Profit Corporation Act gives the Board the authority to establish committees even if the Bylaws do not have them in there.

Discussion followed. Garneau brought the question back to the Board members and stated if she understands what Attorney Potts is saying, we can go ahead and leave Section VI – Board/Board Committees, as it now stands or we can change it to agree with the Bylaws. As a Board we can decide to leave the Corporate Policy Manual as it stands. Under **Section VI, Subsection 4 Board Committees’ Duties and Responsibilities, C. Duties and Responsibilities of Board Committees, 1. Board Affairs and Bylaws Committee**, page 10.

At this time Garneau asked the Board members for an informal vote with a show of hands:

4 Directors agreed to leave the CPM as it is presented.

5 Directors agreed to change the CPM to the way the Bylaws are written.

Garneau asked if we want to withdraw the motion and put a motion on the floor to return Section VI. to the Board Affairs & Bylaws Committee for the correction or do we want to make the changes here today and move forward. Discussion followed. The Board members will move forward with the necessary verbiage changes of Section VI at today’s meeting, and any necessary line spacing can be made by staff. Following are the noted changes:

Garneau asked for the Directors to go to page 10, **Subsection 4. Board Committees’ Duties and Responsibilities.**

C. Duties and Responsibilities of Board Committees 1. Board Affairs and Bylaws Committee. She asked that “and Bylaws Committee” be removed from the title and from g. as follows:

g) The committee shall review the Articles of Incorporation, and the Corporate Policy Manual, ~~and the Bylaws~~ for updates and revisions, Changes may be editorial, necessary for consistency of the documents and necessary for changes made in meeting of the Board and committees, or consideration of written suggestions from members.

Attorney Potts asked that on page 9, **Section VI – Board/Board Committees Subsection 3. Board Meetings**

C. Minutes of Board Meetings, that “Open” be added as follows:

3. Recordings of all **open** Board meetings shall be made and kept under the custody of the Executive Assistant in the Member Services Center until the minutes have been approved.

Director, Ann Gillingham made the following amended motion:

“I move the Board of Directors accept the changes that have been made by the Board to Section VI – Board/Board Committees of the Corporate Policy Manual.”

The amended motion received a second. **Vote on the amended motion was approved unanimously 9 – 0.**

The vote on the original motion was **approved 8 – 2**. Directors Theisen and McGinnis voted against the motion.

- 2) *Recommend the edits to Section VII – Executive Director of the Corporate Policy Manual (CPM):*

Director, Joyce Finkelstein made the following motion:

“I move the Board of Directors approve the edits to Section VII – Executive Director of the Corporate Policy Manual as recommended by the Board Affairs & Bylaws Committee and distributed to the Board as Control Item #9, dated 09/21/11.”

The motion received a second.

Garneau reported that Executive Director, Lanny Sloan found a statement that had been omitted from the section. It pertains to the fact that the treasurer of the Board shall approve all expense reports of the Executive Director. Finkelstein agreed and thought this information was currently in the Corporate Policy Manual. (Garneau recommended we add the following sentence as a new #8 under **Section VII – Executive Director A. Fiscal Authority** as follows):

The Treasurer of the Board shall approve all expense reports of the Executive Director.

Finkelstein reported that minor verbiage changes and typos were corrected so the document reads clear.

Director, Ann Gillingham made the following amended motion:

“I move the Board of Directors accept Section VII – Executive Director of the Corporate Policy Manual with the amendments as made.”

Vote on the **amended motion** was approved **9 – 0**.

Vote on the **original motion** with the approved edits was **approved unanimously 9 – 0**.

- **3:14 p.m. - Board of Directors took a five minute break and reconvened at 3:19 p.m.**
- **Fiscal Affairs Committee** - Chair, Erin McGinnis advised that the Fiscal Affairs Committee met last week and reviewed the 2012 Budget.

1) 2012 Budget:

Director, Erin McGinnis made the following motion:

“I move the Board of Directors approve the 2012 Budget as recommended by the Fiscal Affairs Committee and distributed to the Board as Control Item #15, dated 09/23/11.”

The motion was seconded.

Discussion followed. Finance Director, Kim Woolley reported that the Fiscal Affairs committee approved to take additional funds out of the New Member Capital Fee (NMCF) and increase salaries to \$3.3 million in an effort to look at salary adjustments for GVR staff who have not received salary adjustments over the years. Upon review of the NMCF criteria on what those funds can be spent for it was determined to take the funds out of the Operating Budget, and not out of the NMCF. Therefore, the 2012 Budget net figures are exactly the same, the salary increase funds were taken out of the Repair and Maintenance Equipment, Repair and Maintenance Facilities, and Repairs and Maintenance Projects. Additional discussion was held.

Vote on the motion was unanimously 9 – 0.

2) 2012 Dues & Fee Schedule

Director, Erin McGinnis made the following motion:

“I move the Board of Directors approve the 2012 Dues & Fee Schedule as recommended by the Fiscal Affairs Committee and distributed to the Board as Control Item #13, dated 09/23/11.

The motion received a second.

Discussion followed. Finance Director, Kim Woolley reported that there was one change to the 2012 Dues & Fee Schedule which involved a reduction of the late fee charges to our members. The Senior Management Team (SMT) felt a change needed to be made regarding the amount we were charging for late fees. Previously members were charged after the month of January, a \$30 late fee and SMT asked that this be changed to \$12 for each month the member is late, and that change has been made. (I would like to have Kim Woolley review this paragraph.) The 2012 annual dues have been kept at \$409. Theisen advised that during Fiscal Affairs Committee meeting, discussion was held on the possibility of raising the dues. However, a subcommittee was formed of which she is the chair along with four (4) subcommittee members who will look for additional revenues other than increasing dues. .

Vote on the motion was approved unanimously 9 – 0.

- **Nominations & Elections Committee** – Committee Vice-Chair, Rose Theisen advised that each Board member received copies of a flyer and a button which has to do with the upcoming Nominations & Elections Committee Candidate Search Reception. GVR staff has also been given a button. The Committee is trying to get people excited about the upcoming Candidate Search Receptions, and we are challenging Board members as well as staff to go

out and bring one (1) potential Board Candidate to one (1) of these receptions, which are scheduled as follows:

- Wednesday, October 19th, 10:00 a.m., East Social Center Auditorium
- Friday, October 28th, 2:00 p.m., Santa Rita Springs Anza Room
- Thursday, November 3rd, 5:00 p.m., Las Campanas Ocotillo Room

Theisen stated that they are encouraging all members to attend one of the above Candidate Search Receptions to learn about GVR Board and committees. The Nominations & Elections Committee has completed most of their planning and is moving into action. Various flyers will be distributed and posted throughout GVR centers and community bulletin boards the week of October 3rd. We will also be using digital signage at both locations. Committee Chair, Mark Haskoe will be sending a letter to all GVR Club Presidents and Presidents of HOA's, pending approval by the committee this Friday, September 30th. Tom Wilsted, a committee member will be on KGVY on October 12th at 10:05 a.m., and we also have a spot that we are going to be filling on October 26th. There will be another article in the October issue of "Keeping Current." Kim Steinhilb and Shelly Jackson have put together a PowerPoint presentation with the "Bridge to Success" theme, which will be shown at all of the Candidate Search Receptions, and will be reviewed by the committee members this Friday, September 30th.

Theisen asked the Board, on behalf of the Nominations & Elections Committee the following question: Shall we require Board sponsored candidates to sign the Code of Conduct form based on the changed format that was approved today under Section VI of the Corporate Policy Manual. Discussion followed and the Board agreed that Board sponsored candidates should sign the Code of Conduct form. Board members were all in agreement by a show of hands.

- **Planning & Evaluation Committee** – Committee Chair, Joyce Bulau advised that a meeting was held on September 14th and was advised that the South Abrego rehab is moving along. The 2012 Budget was approved and after discussion it was agreed to forward to the Fiscal Affairs Committee. We also discussed the status on the Pickleball Courts and are waiting for further information. The Planning & Evaluation Committee decided, beginning in January, they will ask all GVR Clubs requesting work orders to submit to the committee in writing their requests so they can be put into a priority list to work from.

VI. Unfinished Business – None.

VII. New Business – None.

VIII. Member Comments – Commended the Board for their work and thanked GVR member for his assistance in parliamentary issues.

IX. President Garneau advised the Board was going into a Closed Executive Session related to legal issues and no business would be reported afterwards.

At this time, Director, Ann Gillingham made the following motion:

"I move the Board of Directors convene to a Closed Executive Session."

The motion received a second and **was approved unanimously 9 – 0.**

X. Adjournment

The meeting adjourned at 3:39 p.m.

Approved by:

Betty M. Fahey
Administrative Assistant

Date

Ann Gillingham
Secretary

Date