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ACTE Region V Policy Committee Meeting 4-11-18 Colorado Springs

Call to Order and Introductions: Dodie Bemis calls the meeting to order at 8:32am MT. Present are: Steve DeWitt, ACTE; Dodie Bemis, SD/Region V VP; Mark Branger, MT/Region V Treasurer - VP Elect; Coleen Keffeler, SD/Fellows Coordinator; Rachael Mann, AZ; Craig Statucki, NV; Diane Walker, CA/Region V Secretary; Shani Watkins, WA; guests: Tim Knue, WA; Pam Stroklund, ND.

Approval of the Agenda: Dodie Bemis requests a motion to approve the agenda with flexibility. Mark Branger moves, Craig Statucki seconds, all in favor, motion passes.

Approval of the minutes March 19, 2018: Diane Walker moves to approve the minutes as published, Shani Watkins seconds, no discussion, all in favor, approved as presented.

Financial Report: Mark Branger provides a new financial report, and notes there are no surprises, with each line item coming in within the budget except for name badges, which were a bit over (line items displayed on the back of the sheet). Dodie asks if we want to continue with the name badges, and all agree it is a good idea. There will be two new members coming on. Dodie explains that most of the expenses come from the annual conference, so they are listed at one time once the conference is over, and approval will be sent in one email. Mark Branger moves to accept the report, Rachael Mann seconds, no discussion, all in favor, approved.

Storage for Region V: Mark Branger reviews the options of DropBox, which attaches to one person. ACTE provided the option of allowing us to have some storage through the Awards portal. It currently seems to be working with Diane sharing minutes through her DropBox and Coleen sharing the Hall of Fame through hers. A question arises about when those people go off the Policy Committee; who will handle it? Diane suggests either Google Team Drive or creating a Region V email to which it connects for

DropBox. Steve DeWitt suggests that ACTE should be able to pay for that as long as there is a contact. Coleen Keffeler suggests that someone touch base with Cora Arita to see how that can be handled; as long as it's a line item in the budget, they can get it. Mark believes the other regions should be encountering the same issue, i.e., needing a space for documents to be housed. Mark will follow up with Cora, and we will discuss it again at our next meeting. There is no charge for GSuite for non-profits, per Craig; there is a form to fill out, for which we should qualify as a 501(c)(3).

Review of ACTE Board meeting: Dodie notes there was a Board meeting at NPS. The focus was on the new strategic plan, and the regions and divisions are also being asked to include elements in the plan, as well; member value is another key area. ACTE continues to be in a growth mode, with some regions maintaining and some declining. Vision was very successful, with attendance above projections in every category. We are financially sound as an organization. The ACTE Headquarters building does need repair due to its age, so that is one area that will require a large expenditure; the board approved looking into that. ACTE can assist with registration for state conferences. They are working on an installment plan for dues payment; some states were concerned about when the income would be received. Steve DeWitt notes they are piloting that with North Carolina to see how it will work. There is also discussion about having more virtual meetings; Dodie thanks Shani for allowing us to use her Zoom account. A Senior Director of Programs was approved last year, but they still have not found anyone to fit - it is to help with programming for the conferences. LeAnn is looking at what other alternatives might work - outsourcing or otherwise. They also shared the attendance and income from all of the region conferences. Steve says that they are really looking at expenditures that support the strategic plan.

Region V Strategic Plan: Dodie asks about working on this a bit later, and get through business first. Mark suggests we do it in conjunction with the budget.

Review of Policy and Procedures Manual: Diane reviews that she inserted the Fellows Coordinator position into the appendix, updated the State of the State report date, and asked about Dodie on the First Timers Stipend. Those are the only changes she saw. Dodie says that the Leadership 101 group met last night and something came up that may need to put in, as Colorado cut off registration last week, and they would not allow any late registrations. Wyoming and some of the award winners were not

allowed to register; this upset Dodie, because she did not know, and it didn't allow some to attend. This also happened with the call for proposals and the early bird registration cut-offs. Mark and Coleen were the conference liaisons, and they were not contacted about anything either. Mark says another issue they had was that the schedule was posted so late, and some of his members' arrangements were made without knowing and they can't attend the awards, so it needs to be out earlier. We hope that won't happen in the upcoming years with MT, NV and ND, but we can't assume it will be resolved without action. On page 14, there should be something included about deadlines for call for presentations, early bird registrations, and accepting on-site registrations (also correct 5th bullet point - "Bids will indicate"). Shani says we need to provide equity and access for our members, so it should be the expectation to allow it. Diane suggests it should be in consultation with the Region V Policy Committee, so that there is understanding that it's a joint conference. Tim Knue wonders about a standard cancellation policy - that's in the Conference Planning Guide, so Shani says they should both be concerted. Mark wonders about the date for the call for proposals - most have done between January 15th and February 1st. Early bird registration ends 45 days before the conference, and on-site registration available - those are expectations that Coleen would suggest. In the Conference Planning Guide, there is also information about doing complimentary registration for an ACTE staff member, Region V VP, and the keynote speaker. Shani says in our calls, perhaps there should be a checklist of items to discuss with the conference host state each time. Dodie is also concerned about some of the sessions being repeated when they cut things off so early. Let's see if we finish early enough today to discuss it further, or have a conference call in a few weeks.

Discussion/Selection of ACTE fellows: Dodie says she understands this will be coming out in the next month or two. When she gets the information, we will go into the ACTE portal to review the applications, use the rubric, and we will decide who we will accept. Dodie says that all of the fellows were at NPS, so it might be a good idea for Coleen to attend next time since she is the new Coordinator. Dodie met the fellows from OR, CO, and ND this last time, and one of them is a bit interesting. Coleen has had two inquiries for the Region V fellow, and received one application from Jennifer Garner from NV last night. Diane asks if the point total for the scoring has been corrected, as it was confusing and didn't add up; Lauren or Kate said it was to be corrected, but it didn't

seem it was. Dodie asks Steve to check on that, and also to make sure that all of our Policy Committee members have access to the portal.

Region V Fellows Report: Coleen Keffeler indicates she has received one application from NV, and one inquiry from CO. Rachael says she has someone interested in AZ, but her membership lapsed due to a job change, and she plans to apply next time. Jason Resch contacted Coleen through Dodie, as he was having problems with the link from the website, so she sent it as an attachment. Rachael says it opens in a separate window, which some people don't realize. Lacey Boschetto from UT is another person who inquired from a university. The deadline to apply is April 30th. We agreed in January that the stipend for this year will go to Craig for his work in Mary Anne Berens's absence.

First-timers for Region V: Dodie says there are over 85 first-timers coming to this conference, although not all applied for the stipend. Tracy Kern ordered gifts. Steve DeWitt brought the checks for the stipends with him. Dodie says in an aside that she is a bit frustrated with all of the new requirements to get checks from ACTE, including a new W-9 requirement or proof of travel expenses; it can't be just a stipend. Steve notes that he thinks the W-9 is a requirement for the auditing, but he will check. Diane wonders if it could be cross-referenced against the registration list because that means they're incurring expenses - understanding that registration can't be reimbursed. Mark asks about getting the form simplified. Tim Knue says that registration for the ACTE conference can't be done in batch for 10 people, each has to be done individually, and that is frustrating, as well. Steve will check on this, also. Craig suggests being able to send in a spreadsheet with all of the information. When the checks are distributed, they either need to provide the W-9 or a hotel receipt or something.

Region V Hall of Fame Award: Coleen Keffeler says she has the plaques. Two were nominated who were not accepted, and Coleen provided feedback and asked that they consider being a nominee again next time. She got one email back with thanks. The presentation will be made tomorrow during the opening session; Coleen will do that (the program shows Pam doing everything) and the nominator will do a quick introduction of 3-4 minutes (Terry Pablo is doing it for WA instead of Tim Knue). Craig will do publications, and Terry Ertman will do innovative programs. Dodie has the big plaque - she will get it to Mark in San Antonio in November to take from here on out.

Region V Mini Grants: Rachael Mann reports that the only person who responded to her request regarding making a short presentation is Pam Ferguson. Rachael will send out a reminder to the others about their reports (Rick Ross is driving in, and Sarah Heath is here - CO president won't be).

Region V Website Update: Mark Branger explains that there is nothing new for the website, as Brandi is very responsive to his requests to update. The Save the Date flyer for next year is there, but the call for proposals is not. Steve will have her add it - right below there. It is a Google Form. It would be good to have it up there by tomorrow. It would also be nice if the font could be larger.

Region V Committees review: Dodie presumes that everyone has been in touch with their committees and they will be ready to go tonight. No one knows of issues with that. Coleen says there are still some open slots on the Nominating Committee, so please make sure to contact Annika Russell. We also need to confirm that the committee members and chairs are continuing; make sure they understand the commitment to participate.

Update on Region V 2018 Conference Colorado: Sarah Heath is running other errands at the moment so can't be here. We have over 200 people registered, and they were very good with sharing their lists. Dodie brought the ribbons with her, but there wasn't room on the registration table for them this morning; we'll have to figure out another way to get them out. Pam was told that Tracy Kerns is going to hand them out at the opening session - that is a mess, so Dodie hopes there is a different way to get it done. Coleen suggests having each person take a different ribbon and ask people to get them on their way in or way out; it does make it difficult if they need multiple ribbons.

Leadership Strand: Coleen announces that she didn't find Dr. Jones last night; they only had 1 person pre-registered, but they have 12 in attendance this morning, per Steve DeWitt. For Leadership 101, we are up to 57 registered. There are 3 leadership sessions during the conference, which is about 1 per breakout, but not as many as we have had in the past. We should recommend a leadership component in each session; Coleen says that has been strongly recommended by ACTE since 2005, and Region V has done that pretty regularly. We should make sure that verbiage is stronger in the Conference Planning Guide. Dodie suggests having a face-to-face meeting among the Policy Committee and the conference host at Vision each year. Mark says it might be in the bid

sheet that they sign off that they are aware of the expectations and elements in the Planning Guide. Diane says it's a great help, and they should be aware that we've done some of the work for them; perhaps we have a checklist when approving the bid at the business meeting. The planning committee should attend the session.

Update on Region V 2019 Conference Montana: Mark says they are really ahead of the game. They are planning tour packages, which they believe will be done by October. The only other item is getting the conference programming completed. He distributes the draft schedule. One tour is to Big Sky with a West Yellowstone side trip to the Discovery Centre, and ice cream, then to downtown Bozeman for the evening. There are 5-6 brewhouses, a winery, and a distillery. The other tour is a quilting session at a place in Bozeman. On Thursday morning, the keynote is Mark Perna, who has a new book out. There will be two tours Thursday morning, two in the afternoon, and two on Friday morning - normally they book both the Best Western Grand Tree and the Holiday Inn, so they have double the conference space, but their remodel may not be done, and they wanted to make sure they have space. The Bozeman Convention Center has also not broken ground. If there is more space, they'll have more breakouts. On Thursday evening, they'll have the Big Yellow Barn pitch fork fondue with El Wencho. On Friday, Terry Sumerlin will keynote on leadership. Bozeman will have a business and industry panel at lunch, and dinner at the Museum of the Rockies, with the dinosaur exhibit. Saturday is an awards brunch, possibly with a cowboy poet. Save the date flyers, Bozeman tour guides and pamphlets are distributed, plus stickers, caramels (used by CTSO's as fundraisers), and Montana crunch. They may not use ACTE's registration, as there is a service they use that is inexpensive which they have a bit more control over. Rooms are \$94 - the facility is nice, but small, not a resort atmosphere, so that's why they want to have lots of activities. Mark has a PowerPoint presentation for Friday. Rachael asks if Perna will be offering new material, as he tends to repeat from year to year, so Mark Branger will follow up with him.

Region V conference proposals: Craig Statucki has a presentation ready for Friday. He sent a proposed budget and schedule as approved by NV's board; this year is the largest attendance at a Region V conference from NV, so those folks will have a bit better idea of the expectations. They are looking at Harvey's Lake Tahoe, outside of Reno. They will need to work on travel arrangements from there. The tentative dates are April 22-25, which is a bit later, but dates can't be changed until the contract is

signed. They are remodeling, and feel the majority will be done by then; even if not, they have enough room. The meeting space is large, with a pre-function area for vendors outside the ballroom. They are doing early bird registration at \$400 and regular at \$450, with Thursday and Friday meals plus Saturday awards brunch. The rooms will be \$79-99 per night. Airfare estimates will be provided. Tours will likely be in Reno/Washoe, such as the Panasonic Tesla battery factory which is hiring like crazy, Switch data cloud storage facility, Washoe County schools Signature Programs (similar to magnets/CTE academies), and they are working on others such as back of the house with Harrah's. They project having about 175 attend; they have a room cap of 200, but can add in if necessary within a percentage rate. He has his regular perks of executive suite, 10 comp rooms, etc. Rachael concurs it's a fantastic venue. Coleen asks if the paddle boat is running in April, so Craig will check on those and dinner cruises on the lake for those who want to do things on their own. Dodie explains that Rick Ross also sent information on North Dakota's proposal for the following year, which he will present on Friday. She suggests that there be a 5-10 minute limit on their presentations. Craig says he can finish in 3-4, maybe Rick does the same, and Mark gets 10 so he can also promote. Shani will be in charge of the timer.

Awards Update: Craig did certificates and updated the digital badge for the publications award; there are five from five different states and he received two digital submissions via email. Pam says she has the best committee to work with - she gets great responses from the states regarding the applications and who is responsible, and deadlines have been met. There are now members from 13 state members judging. Not everyone judges every award - those who didn't send in a candidate for an award judge that, other than Teacher of the Year. There were 16-21 applications to judge for each, with the materials and video interviews. They discussed the videos again - they are to be unedited and are pretty nice - the judges felt it helped them. There were 54 candidates this year, which is another high. Three elected not to do the interview, even though Pam talked to them about it. Pam submitted a written report with the numbers per category. Hawaii submitted for the first time. There is a new trophy design, with books and a cell phone reaching for innovation and the Region V logo at the top. Megan at ACTE is good to work with and is learning the ropes. They had one glitch with a nominee from WY. Pam has the posters for the Innovative Programs which are posted, plus brochures. When the publications are named, those will also be displayed.

They are looking for AK, Guam and WY representatives to the committee; there can be some flexibility when people join that committee - as long as it's by January when they start going with the review process. At the committee meeting tonight, they will be discussing term limits, as 5 members are going off; the flash drive is ready to give to Shelley Goerdt, who will be the new chair. Dodie asks Pam to get the award winners processed on to the national committee, and Shelley can take over after that.

Another item is a discussion of the new scoring rubric for national awards - three categories have 20 points each with 40 points for the interview - the decision was to go with that, and they will decide whether to continue. The High Quality Framework also needs to be discussed, as it slowed down the process with three categories and 12 items. Finally, they will discuss how to proceed with the video interview. She will also take suggestions on the letter to award nominees' supervisors; their information is nowhere in the portal. Some changes were being made nationally, per Steve DeWitt - that will be to clarify the nominator and the candidate - that's being done. Coleen notes that it used to be required; it's important that the school support them. Perhaps that could be added somehow.

They have also discussed how states prepare their region candidates - MN/Region III does 10 minute mock interviews using similar questions to those used by national, plus tips on how to react in telephone interviews, and feedback on their participation. We may want to do something similar as a region, as our finalists may be at a disadvantage otherwise - perhaps Pam could serve in an advisory capacity for Shelley in this area during the transition (which could be continued going forward when new Chairs come in). Craig agrees, as he checked with Sara Quintanilla, and she felt the process was a bit awkward, and some coaching would be helpful. Tim Knue says it would be nice if they did video interviews, as that provides some visual feedback. Mark notes that MT has gone to a video interview at the state level, also.

The group reviews the bylaws (two year term, with two years for chair, and no term limits for the committee) - and the "Awards Committee Ambassador" might be an appointed position. Coleen moves that Pam Stroklund serve in that role at this time, including preparing the candidates for Vision in November, Diane Walker seconds, no further discussion, Pam is open to that, and motion passes.

Pam asks that all award finalists receive standing recognition at the opening session (ribbons will be ready to distribute, as needed), and people ask them what their greatest impact has been.

We only have another hour left in our meeting block, so the group agrees to work on the budget at this time.

Budget: Mark received the estimated operating budget from Cora of \$7618, which is about \$300 higher than before. The projected designated transfer is \$25,980; he used the investment income from last year, and projected conference income of about \$12,000 - we won't know what that is until next month. We will look at the operating budget column, which is what has to be submitted. Mark split the fellows budget, and transferred more from operating since that is disbursed earlier. The budget is based on a formula related to membership numbers. Fellows and award winners remained the same. He reduced the mini-grant to \$4,000, but believes it can be about the same. The end balance is \$19,000, so if the Colorado income is more, the mini-grant could go up correspondingly. The committees were based on last year's figures, and we need to remind them to submit those to us while they are here, then pass it along to Mark. Leadership 101 has been taken out of Marketing in the past, and Mark feels that's the right line item; the amount needs to be more due to larger numbers of participants. We spent about \$1,000 for books, and the ribbons came from South Dakota due to lack of funds. Dodie hasn't seen the bill for the gifts, so it will be substantially higher. A budget of \$2,000 would be plenty; a question may be whether we still want to give away books as part of the package. There also needs to be enough for awards - Pam works with Grand Forks schools to do the printing, and we need to know whether Shelley has a school she can work with to get them done - will the amount budgeted be enough. There are other schools who can help, if needed. Shani recommends it goes to \$2,000 (the current amount is based on the receipts submitted). There was discussion of a stipend at the Rapid City meeting, but it's not specific. We should wait until we get her budget to see if it should be supplemented. Dodie feels that the postage line item needs to be increased to \$200. The VP travel is generally covered for ACTE events, but if the VP is invited to speak at a state conference, then that needs to be supplemented. We probably won't do a paid storage subscription. We don't need anything for conference calls. The name badges should be increased to \$50. The amount for Policy Committee plaques is

sufficient, as is Hall of Fame. That would make the expenditures \$22,682. Mark Branger moves to approve the operating budget, Craig Statucki seconds, no further discussion, all approve, motion passes. The designated budget will be covered once we have additional figures. Dodie notes that we discussed last time to using the silent auction funds to First Timers stipend - the money is not really needed there, but is needed in Leadership 101. Coleen Keffeler moves that, based on this new information, the money be used for Leadership 101, Rachael Mann seconds, no further discussion, all approve, motion passes. We can explain to people why the change is needed if there are any questions raised.

Policy Manual Followup: At Dodie's request, the group agrees to meet on Friday from 1:30-2:30pm on Friday in Dodie's suite in the Quail building 623, to go through this. Bring calendars to discuss future conference calls. Diane will come up with some verbiage to consider about the conference section changes.

Strategic Plan: Dodie and Mark explain that we have budget and plan combined when we do the worksheet, so we can discuss now that we have our initial budget plans done. Rather than addressing everything on the sheet, the region VP's discussed doing one major goal. We should choose one and go with it. (What is a HURP under Member Value? A historically under-represented population - it could be a state who has never participated). We already do the first-timers' stipend, so that's a simple one where we are already addressing the Member Value and Engagement. Not every region does that, so it's something that we can show as having value for this first year. Getting states to apply for the QAS is part of our Leadership 101 workshop this afternoon, so that's an additional one. We also have 54 state award winners going on for regional consideration. We also talked about having a leadership strand at our region conference including at least one offering per breakout time slot, which would go under Professional and Leadership Development. Ask each state to submit an article regarding their leg days/media tours/school visits - that can go in the newsletter, it's in the State of the State reports, and will be covered in Leadership 101 today - under the Advocacy category. We already have exhibitors/sponsors for the region conference under Strategic Partnerships. Rachael wonders about suggesting potential partners. Tim Knue says it would also be nice to link the states for partners - e.g., Core Plus used in WA that is moving to UT - business-vetted curriculum with Boeing vendor for aerospace (maritime, ag, construction, etc.) - Steve DeWitt also wants to discuss

them for an industry tour, and Rachael is talking to them about mentors. Coleen says most of her industry partners are specific to her area, but there are others that are larger. Apprenticeships and work-based learning is another area that is being taken in different areas, and it should be coordinated and leveraged. Steve DeWitt informs the group that they are discussing having a half-day focus with the Swiss Embassy at NPS next year. Under Innovation, Dodie says we need to encourage states to submit more innovative programs for the awards (e.g., one from each Policy Committee member state). The Region VP and Policy Committee will be the responsible parties, and the dates will be one year from now at the Region V Conference.

ACTE Website: Mark can take input from the committee to the next board meeting.

Adjournment: Dodie Bemis - Coleen moves, Shani seconds, pending our meeting on Friday, all approve, motion passes.

Meeting adjourns sine die at 11:45am MT; reconvene Friday at 1:30pm MT in Dodie's room.

Reconvened meeting Friday, April 6, 2018, 1:30pm MT

Dodie Bemis calls the meeting to order, and the same Policy Committee members are present.

Policy and Procedures Manual Updates: Diane Walker shared updated proposals, which the group reviewed as follows:

- Okay to remove the highlighted item about Bid sheet minimums;
- Bullet point about early-bird and on-site registration - modify to insert "at least" 45 days prior to the conference - both Craig Statucki and Mark Branger are okay with that;
- Mark has seen a "\$1000" starter check amount somewhere and will let us know so that it can be corrected to \$1500 as noted here;
- "A host state designee" is expected to participate - capitalize Policy Committee, "include" a Policy Committee and omit "to participate in";
- OK to have "remain" open until January 15-February 1 bullet point;
- OK on the leadership topic;

- Include a hyperlink to the Conference Planning Guide in the Policy Manual once the ACTE website is updated and the new version is posted;

Mark will be putting together a calendar of due dates for the various items, such as Hall of Fame, First Timers' Stipend, etc. The dates are okay at this time, but may need to be reconsidered at another time. Shani Watkins mentions that one person from WA couldn't attend because the date for First Timers' was too close to the travel date, and Dodie says that there could be an individual adjustment. It can't be any later because it takes too long to get the checks. Craig suggests having a rolling approval if someone gets it in earlier and needs to know earlier, then holding submissions from the same state until later. The checks don't come out until the conference anyway. Dodie looks at them by submission date and also potential leaders or conference hosts in the future.

Diane reviews the changes to the bid sheet including early bird and regular registration dates, and call for presentations date. The group requests that a check box be added above the signature line that says "We acknowledge and agree to abide by the expectations included within the Region V Policy and Procedures Manual and Conference Planning Guide."

Perhaps it would be a good idea to wait on changes to the Conference Planning Guide until we get Colorado's input after this conference. Mark believes he will be able to touch base with Sarah before a call at the end of May. The Policy Manual requires a report from Colorado within 30 days of the close of the conference, so Mark will check. He may also increase the amount for the mini-grants based on the conference profit. Mark also feels that there should be some sort of report form they must submit to get accountability. They were also supposed to do a short newsletter article, which was not done. Coleen Keffeler wonders about dividing the mini-grant into thirds at Vision, newsletter article, and Region V; Dodie and Mark note that the problem is doing multiple paperwork for checks - keep it at two for Vision and Region V Conference. Mark says a state's past history could be considered in future grant requests.

Coleen Keffeler moves to accept all changes proposed to the Policy Manual, seconded by Rachael Mann, no further discussion, approved. Diane will do the updates and share the documents again.

Mark will put together the Strategic Plan from the notes, share it for comments, then update it before submitting it at the summer Board meeting. Dodie hopes that we will be able to clear up any loose ends, as needed, on our next conference call.

The ACTE Website will be on the next agenda, and Mark will spearhead that. Get as many pictures of the conference on the Region V website as possible - group pictures of award winners, etc.

Promotional strategies: Dodie feels that the Marketing Committee has done a much better job this year with Tracy and Shani, and the First Timers meeting went well; it probably doesn't have to be an hour long. Mark says it will be a half hour beginning at 7:30am at the MT conference. The opening activity with the song was great. Giving committee members some discretion to award door prizes was also very good. Craig heard very good feedback from NV attendees – they felt it was very informative and a good time. There are a few additional items to include in the history slide. The social media campaign has been going well, also.

Dodie plans to promote getting interest letters from prospective Policy Committee members today and tomorrow, even if the nomination doesn't come until later.

Newsletter: Potential articles can include conference highlights plus a line about plan for next year, HOF inductees, award winners, Policy Committee openings (2) with nominations due to Annika by May 15th, mini-grant reports of 100 words or less and including a link or contact info for the work product - due to Dodie by April 20th.

The (NV) conference in 2020 will be ACTE's 45th anniversary, so that would be great to highlight. Last year was NV's 90th anniversary. Dodie has a bag of old mementos that she passed along to Mark - they could contact others to get input.

The State of the State reports is not on the Business meeting agenda - it should be after the Committee reports and before the conference reports - each state has 2 minutes to present. Shani will be timing that, as well as the conference reports. There were some additional spelling errors or typos on the agenda to be corrected.

Next conference call: May 14, 1pm MT

Meeting adjourned at 2:45pm

Respectfully submitted, Diane L. Walker, Secretary