

**NRLHF Meeting  
September 29, 2016**

Welcome – the meeting was called to order at 9:34 a.m.

Roll call: NEPR Delegate	Jim Penland	Chairman - Present
NEPR Delegate	Jean Heschke	Co-Chairman - Present
	Jerry Heister	(temp treasurer) - Present
	Andy Huey	Treasurer –
ONW Delegate	Vicki Johnson	- Present
ONW Delegate	Henry Felder	- Present
EPR Delegate	Melissa Adams	- Excused
EPR Delegate	John Hensley	- Present
CoD Delegate	Daniel Cain	- Excused
SEPR Delegate	Greg Bagshaw	Director Public Relations - Present
SEPR Delegate	Robert Woody	- Excused
	Jerry Middendorf	NMLRA Rep. - Excused
	Jim Fulmer	NMLRA Rep. - Excused
	Mark Adamik, Jr.	Parliamentarian - Present
	Dan Duhamel	Quartermaster - Present
	Beverly Heister	Business Office - Present
	Karen Fuller	Temp. Recording Sec. - Present

IS THERE A QUORUM? *(6 Delegates needed) – Yes, there is a quorum.*

At this time Mr. Penland stated he would like to open the floor to public comment. Participants signed up to speak included Ron Sherred, Victor Vedder, Lynn Cowell, Jim Postlethwait.

Shooting/Targets: A lengthy discussion regarding the number of shots offered occurred. Concern was particularly when there are fewer shooters. It was also noted that some events are not offering all events such as the woodswalk or novelty shoots. It was noted by Mr. Heister that the shooting program specifying minimum shots was developed in 1999. Mr. Penland said he has modified the shooting program previously at the SEPR and welcomes suggestions people may have to improve. Mr. Heister also noted that participation at events has significantly decreased over the years and that 2009 was the last year there was over 1,000 participants and only two years where 900 did. Mr. Holmes spoke of his assisting on ranges and that there are times the program must be modified in order to provide safety due to site limitations. It was noted by some participants that felt targets were not good or adequate. It was noted that the Foundation supplies the targets. Mr. Felder stated 22 shots are planned for his event, however, people did not want that many and requested only ten. He noted that with the multiple events it takes too long to do. Denny stated the shooting program for the 2018 event is already put together and he is hopeful it could be used for 2019 as well.

Mr. Vedder expressed his appreciation to those who assisted his wife and others.

It was noted information on shooting and other events needs to be readily available since it often changes at an event due to site limitations or other factors. Mr. Penland noted that those in the modern camp often do not know of the changes.

A discussion regarding targets took place that included a recommendation of purchasing at least one new target per event. Mr. Heister noted there have been problems of targets missing following events (5 3-D gone in 2007). He also said there are 50 burlap targets available but people want to use the 3-D targets

instead. Mr. Bagshaw also noted care needs to be taken when removing the targets from the trailer as well as when they are put back in. If anyone sees them being thrown around steps should be taken to stop it. Mr. Bagshaw noted at one event a sub-junior put 62 shots into one target during practice. Ms. Heschke suggested only using burlap targets for practice to avoid this problem. Julie stated participants cannot tell the range officers what they will shoot at and if people are not happy with the programs offered then they just shouldn't participate.

Mr. Duhamel said as Quartermaster he is not able to unload and inventory after each event. He noted the delegate in charge is to be present at the time trailers are reloaded and anything missing or damage should be noted and forwarded to him to modify the inventory sheets. He also said that there have been times equipment may be in the trailer but is not where it would be easily found. Mr. Duhamel noted some of the targets do need to be replaced. He believes there are seven 3-D targets on the small trailer and burlap targets for practice.

Mr. Bagshaw noted until ill he always tried to be sure all was in order. Much of the work is being done by volunteers and often they will not do the same thing.

Mr. Fedder also spoke of being sure targets are dry when going into the trailer. Mr. Penland said when loading the trailer if it is not on the list and isn't something that can be used it should be disposed of. Mr. Duhamel said the delegate will meet with the Boosway when setting up camp and that would provide a great deal of assistance when it is time to reload the trailer. Ms. Heister also noted there are two delegates per event so that there should not be a problem having one present at the time of loading.

Mr. Cowell said he was having to leave promptly at the end of the event.

Mr. Fedder said he was not aware a delegate must be present and that the delegate in charge was to be present at the time of loading. Mr. Heister said there may not be a delegate at times but it is necessary to have someone present overseeing the loading.

Mr. Duhamel said he is having to service the trailer and will need to take it to his location.

Mr. Penland spoke of RC and Captain Jack having volunteered to do a great deal of work with the trailers and expressed appreciation.

Mr. Stout spoke of having learned a great deal as boosway and how he will be carefully reviewing all paperwork relating to the event. He thanked all the volunteers that helped, noting 30 cord of wood was brought in and apologized for having to utilize the golf cart due to the size of the encampment. Mr. Stout spoke of having to bring in an ambulance on Sunday and the rapid response of the landowners when a waterline was broken. He also spoke of the few incidents such as a temporarily missing child and a domestic situation, both of which were resolved. Mr. Stout noted that any difficulties were noted and the emergency planning will be modified to prevent any in the future.

### ADA Accommodations

Mr. Bagshaw spoke of the need to fully understand the limitations and permissible questions that can be asked relating to a service dog. It was noted that papers are not provided to indicate it is a service dog and that if a service dog is allowed at the event it is important to instill the rules and make the person aware that the dog in their possession is under control, that the owner must clean up after the dog, and it must be on a leash. A question regarding a "service dog vest" was asked and it was noted by Mr. Adamik that a vest is not a requirement for a service dog but often is used as a courtesy by the owner. Mr. Heister said following an incident several years ago he spent an hour on the phone with officials in Washington to find out what is

allowable and what cannot be asked. It is not necessary to allow a comfort dog or a dog-in-training to an event and that the dog must be on a leash unless it impairs the dogs job and that it must respond to voice commands.

If a dog at camp is a problem due to barking or biting the party can be asked to leave. Questions were asked about people changing what they call the dog and what to do in that event. Mr. Penland said it was left to the Boosway and that the Foundation would stand behind any decision made.

### Liability Insurance

Mr. Stout spoke of the landowners asking about the food vendors carrying their own insurance. It was noted they could purchase a temporary license but the coverage would be mandated. He will be purchasing his own policy next year and said it is not overly expensive and suggested the Foundation could potentially be co-insurers with commercial vendors. Ms. Heister said there is insurance available that would provide coverage for each event.

### Targets continued

Mr. Postlethwait spoke of the condition of targets and that some should not be used again. He said two new targets were purchased but there needs to be a plan to consistently buy targets. He also noted that people need to understand that although there may be specific things stated in the gate book that common sense must prevail at the actual events. Whatever comes out of the discussion regarding the shooting program, targets, and the like will assist in making things better for the next events. It was noted over 350 letters of invitation went out to suttlers. Mr. Postlethwait also suggested the Foundation undertake an audit to know precisely where it stands and make it public.

Mr. Stout made a suggestion that the Corps of Discovery be held in a different location. Mr. Duhamel said that it has been successful and normally one new member joins each year. Mr. Stout said a different location could perhaps bring additional interest and be profitable.

Mr. Bagshaw spoke of the need to review previous profit and loss statements for events to more accurately determine budgets.

Mr. Duhamel said since the Corps of Discovery began it has never lost money. It was begun to offer a place for people who may want to join and no longer had a local club camp to go to. He noted without the Foundation's backing this event it would be difficult to do.

Ms. Heister noted the Foundation insurance covers things such as falling over a tent stake due to negligence, simply tripping would be the individual's sole responsibility.

Mr. Heister said many problems could be avoided if the delegates do their business and speak to the event staff directly. Often the Foundation office is contacted when it should be the specific delegates and other Board members.

### General Comments Regarding Event

It was noted there needs to be more clarification regarding gate hours.

Participants expressed appreciation for the glowsticks placed in the port-a-johns and it was suggested that a battery operated votive candle is also good to use.

It was noted that locator cards are not being turned in as they should be and that someone should go through the camp regularly to ask for the completed cards.

It was noted that Ms. Heister is an independent contractor hired by the Foundation.

When noted that 16 and 17 year old juniors were shooting against the adults it was noted that the NMLRA regulations say it is allowable.

Compliments were given to the youth assisting with the flag raising for doing it correctly.

Mr. Penland called for a recess at 11:37 a.m.

The meeting reconvened at 12:44 p.m.

Roll call: NEPR Delegate	Jim Penland	Chairman - Present
NEPR Delegate	Jean Heschke	Co-Chairman - Present
	Jerry Heister	(temp treasurer) - Present
	Andy Huey	Treasurer – Present
ONW Delegate	Vicki Johnson - Present	
ONW Delegate	Henry Felder - Present	
EPR Delegate	Melissa Adams - Excused	
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	Dan Duhamel	Quartermaster - Present
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Approval of the “Minutes” of the last two meetings Meeting (December 13, 2015) (April 14, 2016)

December 13, 2015 - Motion by John Hensley	Second by Jean Heschke	Vote Unanimous
April 14, 2016 - Motion by John Hensley	Second by Jean Heschke	Vote Unanimous

Mr. Bagshaw requested the minutes be sent to him.

Treasurer Report Change over / Bank Accounts / Taxes – Andy/Jerry

Mr. Huey stated information provided will be as of today and that he will be reconciling the accounts over the past two years to provide a full accounting of the Foundation records versus Wells Fargo Bank.

The following report was provided:

Business Account \$42,644.89  
Booshway Bucks - \$2,000 for EPR; \$14,285.30 – noted it was stated a lot were out before they were.  
\$3,925 with \$16,000+ out not returned; started returning yesterday and went through almost \$2,000. There

was an \$80 discrepancy of counted versus cash. He has \$80 to cover the shortfall and will go through again to ensure accuracy. Mr. Heister will provide an additional \$1,000 to cover any redemptions that come in. Mr. Huey said there is another \$1,000 out and he will transfer from the Booshway Bucks account to drop it to that amount.

Mr. Heister said there is a bill for the port-a-john services that was more than wanted or could afford for over \$3,000 due to the need of doubling the number of units. The bill will be paid and he believes he will have the checkbook until the change of signatures can take place. Mr. Heister apologized to Mr. Huey and all that he will need to determine why the bank says the Foundation has more funds than the books state.

Mr. Penland expressed appreciation to the Greenman vendors for providing coffee to participants of the meeting.

Mr. Huey said it may be a PayPal deposit was not recorded. Mr. Heister said PayPal accounts has increased with \$14,072.50 deposited through them. A review of their accounts will take place to determine that portion is accurately reflected. He noted that Mr. Huey will be responsible for the Booshway Bucks for future events. Mr. Bagshaw said he would like approximately \$2,600 for the SEPR.

A brief discussion regarding changing to P&C bank occurred. The bank does have some fees that could apply, including service charges if the balance is low. The bank is close to most areas the Foundation has events. It was suggested that other banks could be reviewed as well.

Mr. Huey will be bonded through the Foundation's insurance carrier.

Mr. Huey was notified by Ms. Heister there should be two locking safes available to him and the delegate in charge at events. Mr. Heister only recalled seeing one and Mr. Duhamel said the other may be in the small trailer; he will purchase another one.

It was MOVED by Mr. Bagshaw, seconded by Mr. Hensley, and unanimously adopted by voice vote of members present, to accept the Treasurer's Report as presented.

Quartermaster            Dan Duhamel

AED – A discussion regarding the need to purchase additional pediatric pads for the units as well as ensuring appropriate servicing is completed. Mr. Duhamel suggested waiting until the start of events to do this to avoid the need to do so when the unit is needed.

It was MOVED by Mr. Felder, seconded by Ms. Johnson, and unanimously adopted by voice vote of members present, to authorize servicing if necessary and the purchase of replacement pads for the AED unit.

Mr. Duhamel spoke of having all of the old red Booshway Bucks that are no longer used. Following a brief discussion it was decided they could be sold as "souvenirs" and should be provided to delegates who would send proceeds to the Foundation office.

Mr. Duhamel reported on some problems with the radios located in the small trailer; he will be checking them out. Mr. Bagshaw said one problem was that the radios were not on the proper channels. Mr. Penland noted there are directions available for their use.

New outdoor combination locks will be purchased for the small trailer. The combination will be changed annually following the Eastern Primitive Rendezvous.

Mr. Duhamel requested permission to have the trailer transported to have servicing. The cost is approximately \$600. Should a problem occur such as a bad axle it would be more expensive and the Foundation has a responsibility to maintain the trailer to be roadworthy.

It was MOVED by Mr. Penland, seconded by Mr. Hensley, and unanimously adopted by voice vote of members present, to cover the cost to transport the trailer from North Carolina for servicing.

Mr. Duhamel said the tires on the large trailer are good and he needs to check those on the small trailer. He will do his best to inventory the trailer on site but stated he will be seeking volunteers in June to build shelves and other storage areas within the trailer. He will provide dates at the December meeting.

Mr. Duhamel said there is a problem at the COD site and will be at own expense to stay but there is not a reasonable drive to a motel.

It was MOVED by Mr. Fedder, seconded by Mr. Hensley, and unanimously adopted by voice vote of members present, to approve the Quartermaster's Report.

Secretary Report      Karen (recording Sec.) Ms. Fuller had no report

Reports on **past** and future Rendezvous – Delegate in Charge

**CoD-16      Dan Cain      Toronto, OH      May 19-22      Booshway – Mark Rebres**

**CoD-17      Dan Cain      Toronto, OH      May 18-21      Booshway – Mark Rebres**

Mr. Duhamel reported the purchase of three port-a-johns has made a significant improvement in profits for the event and last year it was between \$750-\$780. There is work to improve the site each year and there are discussions of having a competition and prizes at the site. Each year there is an individual or family joining. He noted the 5013c upkeep is running smooth.

**ONW-16      Jerry Heister (temp)      Hopkins,MI      June 24 – July 1      Booshway: Hank Felder**

Mr. Penland said it was well worth attending the event. He has had ten letters indicating it was the best in a long time and women appreciated the hooters. Mr. Penland said he would like to go back to the site for a future event. It was noted the ice cream social was successful. Mr. Felder said it was all homemade. Ms. Heschke said it was an interesting election with a write-in vote. She noted everything had to be carefully looked at to be sure it was right. Mr. Penland enjoyed being invited to participate with the flag ceremony.

**ONW-17      Henry Felder      Glencoe, KY      June 23-30      Booshway - Larry Elliot**

There are a few things to straighten out. It appears okay to have traders out in the front and open to the public without charge and those wishing to enter the camp will pay. Mr. Penland noted it is a donation request. Information was shared on the work to date and the need to build a new gun range.

**ONW -18      Vicki Johnson      Seven Eagles, Ohio      June ???      Booshway – Jaret Nye**

Ms. Johnson said this was a write-in vote with one vote. The site already has buildings and the last event there were 40 camps. The landowner is also on board for the event. The staff is in place and there is water on site as well as the tanks. Mr. Duhamel said it is great to see Jaret step up as Booshway.

**NEPR16      Jean Heschke      Orrington, Maine      July 15-22      Booshway- Perley Urquhart**

It was reported that the family was great to work with but the event required a significant budget. In addition, the staff were hard to work with and it is hoped to be different in two years. One problem was the lack of port-a-johns requiring an additional 13 units with water and towels brought in. There were 300 campers at the event. Mr. Penland said Eric Bye was in charge of the range and they had Canadians put on a shoot. The range needed to be changed. Another issue was not following Foundation rules that states there is only one first place decided. Although the site has been voted on for two years from now it will be made very clear if they do not comply we will not come. Mr. Bagshaw asked if it is known whether there was a profit on the event and was told by Ms. Hescke it is not yet known. Ms. Heister said it is not possible to determine by the gate information since it was not done correctly. Mr. Penland said though not the best every attempt was made to make it right. Mr. Heister said there was also a problem with the tavern following age requirements. The problem was resolved as requested by the family involved. Overall, although there was shortcoming with the staff everyone enjoyed the site and event.

NEPR 17      Jim Penland      Pawlet, VT      July 14-22      Booshway – Sarah Fisher

Mr. Penland said there is a problem obtaining water locally and at this time an alternative of bringing in someone from New Hampshire is being looked into. Thus far 23 vendors have signed up.

EPR 16      John Hensley      Coopers Lake, PA      Sep 24 - Oct 1      Booshway - Ed Stout

Everything is going well and is under control. It was noted there were no accidents in archery with the exception of a water line. An individual tried to sell an in-line gun yesterday and was informed they could not do that.

EPR 17      Melissa Adams      East Smithfield, PA      Sep 22-30      Booshway – David Wells

Mr. Heister said Mr. Wells is very excited and at this time the water, ice, and feast are all set. The shooting program is being developed and it appears will have a 200+ yard range. Shooting staff is all lined up. The wood will be collected from the tops of trees in the area working on. A brief discussion regarding a tavern took place and it was noted the tavern could be set up but not supplied. There will be further discussions regarding taverns.

SEPR 16      Greg Bagshaw      Yadkinville, NC      Oct. 21 - 30      Booshway – Bleu Reavis

Mr. Bagshaw said there were problems with the tavern last year as the congregation doesn't like it. If there is one it will need to be called by a different name. There is a contingent wanting to move to the Alify and another group in Florida wanting to stay in the same location, with no real agreement. He has been contacted by a Boy Scout District Manager requesting a project that would provide a way for scouts to earn a merit badge and if there is something they could do. There is talk of the SEPR going to a different location and becoming its own rendezvous without the Foundation. It would not compete against any Foundation events but may need assistance to get started. It would be under the Old Mountain State Primitive Rifle Club. There is a site in North Carolina that is a little small but is near Kings Mountain. You cannot see the modern area and has a good place for vendors. The option is to have the land or keep the gate or the reverse. There are about two thousand utilizing this site annually.

It was MOVED by Ms. Johnson, seconded by Mr. Felder, and unanimously adopted to enter into an executive session to discuss potential litigation. Mr. Duhamel and Mr. Huey were excused at this time.

An executive session was held from 2:21 p.m. to 3:00 p.m.

Open session resumed at 3:08 p.m.

Roll call: NEPR Delegate	Jim Penland	Chairman - Present
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#### Old Business-

#### Update By-Laws

Mr. Bagshaw explained the Foundation needs an approval process for the Bylaws and upon review and approval they are sent to the 501c3 attorney. He provided members with the proposed changes and asked reviewed each section. It was noted the non-voting, appointed positions are Treasurer and Secretary and that it does not exclude a delegate from holding the position if desired. Members were asked to provide Mr. Bagshaw with any suggested changes to the documents.

Mr. Hensley suggested reducing the number of meetings from 4 to 3; following a brief discussion it was decided to continue with four.

Mr. Bagshaw noted the portion of the bylaws relating to the secretary position would need to be amended to designate an appointed position.

#### Paperwork

Paperwork is still not being sent to Treasurer in a timely manner or other staff in a timely fashion. Mr. Bagshaw said the profit and loss statement is due in the business office and with the Director of Public Relations within thirty days after the event. He also noted that although people use Facebook the official spot for information is the Foundation website.

#### Event Information

Membership # must be on Pre-reg. form for all members listed, not just one. Registration fees were not correctly charged due to this as well as not verifying ages of children. Mr. Bagshaw said the current rules say the discount is allowed if only one member is on the form. It was noted the rules could be amended.

Mr. Penland said it is the Delegate not to tell the Boosway what to do but to offer assistance when needed. The Delegate should arrive at the event as soon as possible and help throughout it.

Personnel who get out of line (Revisited) – It was noted there was a problem at the Northeastern event; subsequently an e-mail was received noting the individual involved had had a number of prior problems at events. It was stressed to let staff know all information on potential problems and keep a record to enable appropriate action prior to negative situations.

### Voting

It was MOVED by Mr. Bagshaw, seconded by Mr. Heister, and unanimously adopted by voice vote by members present, to make the position of Secretary an appointed position.

It was MOVED by Mr. Bagshaw, seconded by Mr. Heister, and unanimously adopted by voice vote by members present, to re-elect James Penland to be Chair and Jean Heschke as Vice Chair for the period of 2017 – 2018.

It was MOVED by Mr. Penland, seconded by Mr. Hensley, and unanimously adopted by voice vote by members present, to appoint Karen Fuller as Secretary.

It was noted that the Delegates/Delegates in charge are in charge until the close of the event, at which time the new delegates take over for the next event.

### New Business

Wording on Voting (3<sup>rd</sup> paragraph Vs 6<sup>th</sup> paragraph) – a discussion was held regarding the nominations for booshway, delegates, and sites. A review of the procedure took place as well as discussing changing ballots.

It was MOVED by Mr. Bagshaw, seconded by Mr. Felder, and unanimously adopted by voice vote of members present, to there is a call for sites it must include the Booshway and property site and shall not be considered an official option without the Booshway's name. The ballot for the votes shall also require both the Booshway and Site.

It was recommended to have the NRLHF Write in procedures on one page; Ms. Johnson offered to do this.

How do we approach continuing problem campers? Mr. Bagshaw said this is somewhat self-explanatory given conversations and procedures in place.

What sections of the handbook need updating? Members were asked to review the handbook and let know of changes/suggestions. Also, it was suggested all job descriptions be included. It was asked that new pages be put immediately into the handbook and if pages are removed to copy they should be immediately returned.

### Business Officer Managers Contract (expires 1/1/2017)

It was noted this is a private contract that will be expiring. Ms. Heister is willing to continue to do the work for the Foundation. The Foundation was required to put the contract out to bid as this is a hired position versus appointed.

It was MOVED by Mr. Bagshaw, seconded by Ms. Heschke, and unanimously adopted by voice vote by members present, to approve a two-year contract with Ms. Heister to fill the position of Office Manager for the National Rendezvous and Living History Foundation at the same salary as the previous contract.

Mr. Bagshaw spoke of the work Ms. Heister does that benefits the Foundation and that she deserves an applause from all.

### Absentee voting

There cannot be any absentee voting until the close of the third and final call for nominations. It was noted there needs to be an exclusion of the SEPR-FSSM if considered a business day. It needs to be changed to after three calls for nominations. This means that there are three separate days of calling for nominations and at the end of the third day nominations are closed.

### Insurance for Vendors

A discussion included the need to provide vendors with information regarding getting insurance and appropriate licenses, permits, etc. from the local municipalities. Ms. Heister was asked to send trade rules to the vendors upon registration.

### Budget

Members were informed the budget work sheet is what is to be provided for approval and the profit and loss sheet is not the proper form at that time. Once approved it is not necessary to amend each line. The profit and loss statement should be sent to Mr. Bagshaw thirty days following the event. Also, estimated fees should not be included on the profit and loss. If estimates are being used there is a need to work with the Booshway.

Ms. Johnson was asked what are administrative costs. It was noted they include insurance, payroll, trailer expenses, telephone, office supplies, copies, est.

Mr. Hensley was excused at this time.

Mr. Penland will ask Ms. Heister to list what the costs are compared to income. Mr. Felder said he would like to have it listed so people are aware of what is included. It was suggested to list these items at the bottom of the forms. Another recommendation is to list it in the handbook under budget stating "Administrative Costs include the following items [with list]".

### Water Buffalos

It was noted that there is the possibility to purchase water buffalos at a cost of \$40 each. A decision will be made at the December meeting.

Emergency Action Plan – this will be sent out.

It was MOVED by Mr. Felder, seconded by Ms. Heschke, and unanimously adopted by voice vote by members present, to adjourn the meeting.

The meeting adjourned at 5:04 PM

Respectfully submitted,

Karen Fuller