PRESENT:

OFFICERS:
Oliver “Bud” Smith, Jr., D.C., President
Daniel Saint-Germain, D.C., Vice President
Lawrence O’Connor, D.C., Treasurer
N. Edwin Weathersby, D.C., Immediate Past President (arrived Thursday afternoon)

EXECUTIVE BOARD OF DIRECTORS:
Carol Davis, D.C., District I Director
Gary Pennebaker, D.C., District II Director
Ali Jafari, D.C., District III Director
Ron Tripp, D.C., Executive Board Chair & District IV Director (unable to attend)
Farrel Grossman, D.C., District V Director

EXECUTIVE FELLOW DIRECTOR:
Joe Baker, Jr., Executive Fellow Director

STAFF:
Donna M. Liewer, Executive Director
Joan Carl, Finance & Benefits Manager
Julie Finn, Executive Assistant
Bridget Seader, CIN-BAD and Program Administrator
Kelly Webb, PR & PACE Coordinator

LEGAL COUNSEL:
Dale Atkinson, J.D., Atkinson & Atkinson

OTHER GUESTS:
Dan Cain, Cain Consulting Group, Inc.

MEETING DETAILS

I. Call to Order / Roll Call / Announcements

Dr. Smith called the meeting to order at 11:00 a.m. Donna Liewer called the roll, with directors and others present as listed. It was remarked that Dr. Tripp was unable to attend and Dr. Lawrence Davis, District IV alternate director, was unable to represent District IV in his absence. Dr. Weathersby was expected to arrive by early afternoon.

Dr. Smith announced that he would be serving as chair of the meeting in the absence of Dr. Tripp.

The board expressed appreciation for the opportunity to meet at the NBCE facilities.
Dr. Smith thanked Mr. Cain for his leadership in the strategic planning session held on Thursday, January 29, 2009. He requested the board consider the discussions of the prior day and set priorities for the upcoming year. The board agreed the two top priorities would be:

1. Market FCLB as the primary resource of chiropractic regulation
2. Outreach / Meetings

II. CONSENT AGENDA

M/S O’Connor / Jafari to approve the motions in the consent agenda as written. Passed, no opposition

Consent Agenda Motions:

A. To approve the minutes of the November 11, 2008 FCLB board of directors meeting.

B. To ratify the minutes of all 2008 meetings of the FCLB board of directors.

C. To approve the agenda and modify as needed to accommodate guests.

III. FCLB Board of Directors Website

Kelly Webb demonstrated the Board of Directors’ Website, reviewing access procedures and resources available. Dr. Smith requested e-mail links to the FCLB staff be placed at the bottom of each page, and that the new FCLB tag-line (“your primary source for chiropractic information”) be placed under the logo.

Member log-in is required to access power-poll archives, ethics brochure, etc. Policies need to be developed to govern what is posted on the secure member site and board of directors’ site. Policies are already in place for the public Web site.

GOVERNANCE

I. Financial Report

1. FCLB Financial Policies

Dr. O’Connor presented the report noting the improvement in funds and thanking Dr. Smith for his work on behalf of the FCLB. The accounting categories have been revised to be able to better track income and expenses without the need for custom analyses. Job reports will now be available detailing the cost of various projects. Donna Liever and Joan Carl were thanked for their work to design and implement this revision.

A. Dr. O’Connor referred to the Financial and Investment policies in the member notebook. The reserve funds were reviewed.

M/S Davis / Jafari to allocate 5% of the total annual revenue to the reserve fund beginning with the 2010 budget with a goal to build a 12 month operating reserve. Passed, no opposition
B. Dr. O’Connor reviewed the board travel policies noting the mileage reimbursement is now 55¢/mile in accordance with IRS regulations. The current director’s fee ($100 per day honorarium) was discussed.

M/S Grossman / Jafari to increase the directors’ fee to $300 per day when traveling on behalf of the FCLB. Motion failed

After lunch, the issue was revisited and the following motion was adopted:

M/S Grossman / Jafari to increase the director’s fee to $200 per day when traveling on behalf of the FCLB, effective January 1, 2009. Passed with Mr. Baker opposed.

2. District Meetings – 2008 Report

A. The district meeting report was reviewed noting attendance and financials. The registration fee generally covers the banquet, reception, and audio visual cost. Travel costs and sleeping rooms are paid from the general operating funds.

M/S Jafari / Davis to increase district registration fees to $200 effective 2009. Passed, no opposition

B. The cancellation policy for District and Conference meetings was reviewed. Various scenarios for a policy revision were discussed.

M/S Davis / Jafari to retain the current cancellation policy and table further discussion indefinitely. Passed, no opposition

3. Board of Directors

The board agreed the report of all travel monies paid to board members should continue to be presented at the Annual Business Meeting and in a PowerPoint presentation.

Dr. O’Connor announced that the $50/day per diem would not be paid for Thursday, 1/28/09 of the mid-year board meeting as all meals were provided that day.

4. Member Dues

Donna Liewer explained the impact on some member boards concerning Resolution #3-08 passed by members which combined dues with one prepaid conference registration fee.

On January 5, 2009, in consultation with legal counsel, the FCLB board of directors passed with no opposition the following motion via e-mail ballot:

In light of unintended consequences to some FCLB member boards of Resolution #3-08 wherein continued participation as FCLB members might be jeopardized, the Board of Directors hereby interprets the Resolution to allow boards to prepay one conference registration as directed by the Resolution OR to simply pay the dues and register for conference separately as per past practice. It is expressly understood that the 5% dues increase as adopted by the membership will still be applied to all membership dues categories.

This motion was set forth in a memorandum dated January 7, 2009 from Donna Liewer to FCLB member boards.
to reaffirm the Board of Directors’ motion of January 5, 2009 concerning Resolution #3-08 directing staff to enforce Resolution #3-08 as set forth in a memorandum dated January 7, 2009 from Donna Liever to FCLB member boards. Passed, no opposition

By consensus the board agreed to present a Resolution at the 2009 Annual Business Meeting to modify Resolution 3-08 to ensure that boards can choose whether or not to prepay one annual conference registration fee with their annual dues.

It was agreed that the Resolution would also include a proposal to round the dues categories to the nearest $10.

5. Grants / Funding

Drs. Smith and Saint-Germain were thanked for their work in completing the 25 year funding Agreement with NBCE.

Dr. Saint-Germain reported that he and Dr. Smith will be in discussion with NBCE concerning additional arrangements to support the annual educational conference.

Dr. Smith noted that FCLB has received $15,000 for 2008, representing the third of five installments in the NCMIC technology support grant.

The balance of available funds remaining in the NBCE Capital Purchases Grant is $2,160.94.

6. Audit Process

Joan Carl announced the 2008 year end audit is scheduled for February 13, 2009 and will be conducted by the firm of Watkins & Schommer, Inc., as approved previously by the Board of Directors.

7. 501(c)(3) Application to the IRS

Dr. O’Connor complemented Donna Liever and Joan Carl for their work on this project. It is expected to be another eight months before the designation is made final. Attorney Dale Atkinson will verify that a receipt of acknowledgment was received.

8. Budgetary Issues

A. Status Report

Dr. O’Connor reviewed the Status Report. The auditor recommends FCLB continue to keep all fund balances at no more than $100,000 in any one institution even though the FDIC insured amount is now at $250,000. This will minimize cash flow issues should an institution fail. Joan Carl is pursuing additional banking institutions to follow the auditor’s recommendation.

B. Reserves Report

The board reviewed its e-mail ballot of January 5, 2009, in which the following motion was passed with no opposition:
To restrict $75,000 of the projected $91,000 in surplus revenues for Fiscal Year 2008 as follows:

- General Operations $20,000
- PACE $25,000
- Info Technology $20,000
- Equipment Replacement $10,000

C. Student Scholarship Fund

There was consensus of the board that for 2009 FCLB will send a letter to all four California colleges inviting them to send a student to the Annual Conference. FCLB will waive the registration fee for all four, and will pay for hotel room cost for Thursday and Friday night for those students needing to fly in. Transportation is on their own. Dr. Weathersby offered to pay up to $500 total toward airfare for those students needing to travel by air if a college is not able to cover this expense.

D. Budget

Dr. O'Connor explained the accounting software has been upgraded to allow for new management capabilities not only through budgeting, but also through job costing. The change will better reflect the FCLB mission.

He presented a Power Point reviewing the 2008 income and expense and the proposed 2009 budget. Joan Carl explained the use of the job report.

The vote to adopt the 2009 budget was postponed until the end of the meeting on Saturday in the event that board decisions throughout the meeting affected the figures.

On Saturday, the board approved the following motion:

**M/S Grossman / Jafari** to approve the 2009 budget totaling $781,250.  
Passed, no opposition

9. Personnel

**M/S Weathersby / Davis** to go into executive session to discuss personnel issues.  
Passed, no opposition

With the exception of Donna Liewer, staff was excused.  
By consensus, the board came out of executive session.

**M/S Grossman / Davis** to authorize FCLB through its officers to enter into a contract with its Executive Director, Donna Liewer, through December 31, 2010 as discussed in Executive Session.  
Passed, no opposition

**M/S Baker / Davis** to add an effective date of January 1, 2009 to the previous motion.  
Passed, no opposition

2. FCLB Bylaws / Articles of Incorporation

Donna Liewer distributed a set of draft bylaws as prepared by Drs. Morin and Shilts following their review of current FCLB bylaws, a model bylaws document provided by attorney Dale Atkinson, and a survey involving the FCLB stakeholders.
The board discussed how to best present the document to the members for their consideration. Donna Liewer reported this document has been two years in the making and included much discussion with and input from the membership. Because it is a complete revision, it needs to be presented as a whole rather than in pieces. It was suggested all members be given a handout explaining core concepts and rationale for changes. If there is a barrier to its passage, the document should be taken off the table, reworked as necessary, and brought back to the membership the following year.

The board reviewed the draft bylaws in great detail and offered modifications. Attorney, Dale Atkinson suggested a definitions section be added at the beginning of the document. It was the consensus of the board that all items that have to do with policy should be removed and made policy rather than bylaws. Mr. Atkinson was asked to review the draft bylaws for policy issues and possible areas to condense articles.

**OPERATIONS**

3. **FCLB Tech Update, Website Report**

1. **Current Status**

   Donna Liewer reported that many operations have been moved in house so staff has more control. FCLB delayed upgrading its Microsoft software pending a decision by the IRS on FCLB’s request for 501(c)(3) designation. Such status would enable FCLB to qualify for a reduced cost.

   The final data hosting step is to transfer the actual CIN-BAD database either to an FCLB server or an independent server. Fowler Software is assisting the Federation to determine the best way to accomplish this.

2. **Contract for Centralized Database**

   The contract is still in negotiation. FCLB has budgeted $65,000 for this program. Donna Liewer asked for some flexibility regarding the cost. The original proposal has been reduced by $12,000. Other federations have paid $100,000 - $250,000 for a similar program. A report was provided which described the background and financial analysis. The final contract offer had not yet been received from the proposed vendor.

4. **Committees**

1. **Committee Processes**

   The board reviewed extensively the role and structure of the FCLB committees during the Strategic Planning session the previous day. Mr. Cain was thanked for his help during the strategic planning session regarding committees.

2. **Current Committees & Task Forces**

   By consensus the board agreed to continue the three standing committees: Finance and Audit; Nominating; and Resolutions & Bylaws, and consider all other committees as ad-hoc. An ad-hoc committee will continue until its project is complete at which time it will be dissolved. The FCLB president has authority to appoint ad-hoc committees as needed.
A. Currently there two functioning ad-hoc committees, the Fraud Prevention and Identification committee and the Model Practice Act committee. The board reviewed the reports presented in their notebooks. The chair for each committee, Dr. Natale and Dr. Cole respectively, will be asked to give an update at the pre-conference board of directors’ meeting.

B. Dr. Smith discussed the need for an ad-hoc committee to review informed consent with a goal of learning of its utilization by the jurisdictions via statutes and rules. Courtesy approval was given to the president’s recommendations of Dr. Hugh Lubkin (CA), chair, with additional members to be finalized. Dr. Gary Pennebaker offered to serve as the FCLB board liaison.

3. Committee Appointments

A. Standing Committees

Dr. Smith presented his recommendations and sought board input concerning the standing committees.

1. Finance and Audit Committee

M/S Weathersby / Saint-Germain

to approve the president’s recommendation to retain the current members of the Finance and Audit Committee Dr. Winker (ND) and Dr. Natale (VT). The FCLB treasurer, Dr. O’Connor serves as chair. Passed, no opposition

2. Resolutions and Bylaws Committee

Dr. Smith noted that the current chair of the Resolutions and Bylaws committee, Dr. Tripp, would be leaving the FCLB board and recommended Dr. Morin (ME) to serve as chair. He suggested adding Dr. Shilts (MA) to the committee and retaining current members: Dr. Davis (NV), Dr. Foster (AR), and Dr. Schmidt (NM).

M/S Davis / Saint-Germain

to approve the president’s recommendations for the Resolutions and Bylaws Committee with latitude regarding members based on their ability to serve. Passed, no opposition

3. Nominating Committee

The nominating committee is elected by the membership at the annual meeting. The FCLB immediate past president serves as chair.

5. Trademarks

Kelly Webb reported the application for the FCLB logo has been submitted to the US Patent and Trademark Office and FCLB should hear something in about three months. The PACE logo has already been trademarked successfully.
6. **2009 Annual Conference**

1. **Theme**

   By consensus the board agreed on “Lights, Camera, Regulation” as the theme for 2009.

2. **Overall Schedule**

   The tentative schedule was reviewed as presented.

   The Board of Directors meeting will begin at 8:00 a.m. Tuesday to minimize conflicts with NBCE and ACBA meetings, and allow time to continue on Wednesday morning if needed. Board members should arrive Monday night.

   It was agreed to add an orientation meeting following the post conference board meeting for newly elected officers and directors. All those running for office should be notified of this meeting. Those who are leaving office will assist in training their replacements.

3. **Deadlines**

   Board members were provided with key deadlines.

4. **Annual Business Meeting**

   Session I and II of the meeting take place on Thursday and Saturday respectively. Nominations for office take place during Session I and elections take place during Session II. Bylaws are discussed during Session I and voted on during Session II.

   A. **Mission Statement**

      During the strategic planning session the previous day, members concurred on a revision to the FCLB mission statement.

      **M/S O'Connor/Baker**  **To revise the FCLB mission statement by resolution for member adoption to read “protecting the public by promoting excellence in chiropractic regulation through service to our member boards.” Passed, no opposition**

5. **Meeting Registration Process**

   Bridget Seader reviewed the registration process.

6. **Conference Supporters**

   Joan Carl reported that Dr. LeRoy Otto is serving as the Conference Support chair and has been contacting chiropractic colleges. There is $12,500 pledged to date. $27,000 is budgeted. Dr. Smith felt this was realistic with NBCE’s potential contribution factored in.

   It was agreed to continue the supporter recognition awards.

7. **Educational Sessions**

   Donna Liewer confirmed that Dr. Carl Cleveland III has accepted the FCLB invitation to give the Janse Lecture.

   Educational sessions will take place on Thursday, Friday, and Saturday morning. Many speakers are in place and more contacts are in process.
8. **Off-Site Events**

   **A. Guest Tour**

   Bridget Seader reported the guest tour is priced at $49 for those wishing to participate. The minimum cost to FCLB is $735.

   **B. Friday Night Event**

   Kelly Webb described various venue choices, noting $15,000 is budgeted for this event. The staff was asked to research having an event such as a casino night at the hotel to aid in keeping costs down.

9. **Awards**

   Dr. Smith proposed adding a “Pillars of Chiropractic Regulation” award. He described this to be an award to be given to those to whom “you just can’t say thanks enough.” Discussion followed considering who would receive this award. It was the consensus of the board to allow the president to present this award at his discretion.

10. **Public Relations**

    The Board discussed the use of letters to the governor to encourage conference attendance. It was agreed that the regulatory offices should be canvassed prior to sending correspondence to the governors office. Public relations letters will be sent also to the offices of the attorneys general and secretaries of health.

11. **ACBA Meeting**

    Mr. Baker reported the agenda and program are in place. Donna Liewer, Dr. Smith, and Dr. Temple will offer opening welcome remarks. ACBA will again offer a scholarship to help fund travel for one board executive.

    **M/S Grossman / O'Conner to waive the FCLB registration fee for the recipient of the ACBA scholarship.**

    Passed, no opposition

    Julie Finn was thanked for her help with the ACBA conference calls.

12. **Related Meetings**

    Dr. Weathersby reported the NBCE will be holding related meetings during conference as in past years.

7. **Future Conferences**

1. **Policy: Site Selection**

   The board discussed travel limitations affecting many member boards and the likely impact on conference and district meetings. Location is important to those attendees whose travel is not covered by their boards. Julie Finn noted there are many regulatory boards in close proximity to Baltimore, the location of the 2010 conference. This may help attract more attendees.
M/S Baker / Davis to discontinue the current policy requirement for specific district rotation in the selection of annual conference meeting location. Passed, no opposition

2. 2010: FCLB is contracted with the Marriott Hotel, Baltimore, MD. Room rate is $199.00.

3. 2011: Locations were discussed. Julie Finn will continue to research options.

8. PACE

1. PACE Committee & Review Team Meeting

   Kelly Webb reported on the status of the Committee and Review Team meeting scheduled for August in Estes Park, Colorado. All seven PACE Committee members and all but one Review Team members are planning to attend. Drs. Davis, Saint-Germain, O’Connor, and Cole will be in attendance also.

2. Providers and Applicants - Update

   Kelly Webb reported there was approximately $3,200 income in 2008 from records fees. PACE has three Approved Providers with several more in the application phase.

3. Review Team Vacancies

   Review Team vacancies were discussed.

M/S Jafari / Saint-German to approve the FCLB President’s appointments of Dr. Donald Dishman from Palmer-Florida and Dr. Robert Cooperstein from Palmer-West to the PACE Review Team. Passed, no opposition

4. PACE Documents & Public Relations

   Kelly Webb provided a report on current public relations outreach. Directors suggested sending a letter to jurisdictions that are not PACE approved asking to be put on their board meeting agenda to encourage and inform about PACE adoption.

   Kelly Webb was thanked for her work with the PACE program.

Announcements:

Mr. Cain wrapped up his visit with the board offering comments and suggestions from his observations. He extended his appreciation to the board for allowing him to develop and facilitate the steps to take FCLB to the next level.

The board acknowledged Dr. Jafari for his recognition on January 16, 2009 at the Parker Seminar for his outstanding contribution and dedication.

M/S Davis / Baker to recess at 5:00 p.m. and to reconvene at 8:00 a.m. on Saturday, January 31, 2009. Passed, no opposition
The meeting was called to order 8:16 a.m. Roll call noted participants continued from the previous day except Mr. Cain who departed Friday evening.

9. CIN-BAD

1. Program Update

Bridget Seader reported many improvements have been made to the CIN-BAD system including bringing control of data roll-up in house. ALLDOCS data cleanup continues. Additional details were provided in a written report.

2. HIPDB Reporting

**M/S Baker / Saint-Germain to go into executive session to discuss legal matters.** Passed, no opposition

By consensus, the board came out of executive session.

**M/S Baker / Saint-Germain to have attorney, Dale Atkinson review the issues discussed in executive session.**

Passed, no opposition

The board approved draft correspondence and will be copied on final documents.

3. WFC Task Force

Dr. Saint-Germain discussed the teleconference meeting held three weeks ago noting the goal of the WFC / FCLB joint task force includes encouraging regulatory agencies worldwide to participate in CIN-BAD and to promote greater awareness of the public protection threat posed by inadequate and uncoordinated regulation.

Donna Liewer is working with David Chapman-Smith to assist in developing a joint statement to be delivered at the WFC’s upcoming May meeting in Montreal. Any formal position statement developed by the joint task force will require approval from both organizations’ boards of directors before being released publicly.

4. CIN-BAD - Data-Scrubbing

Donna Liewer reported the software “scrubbing” tools to ensure viable and accurate data are complete and FCLB will continue to try to identify methods to add this functionality as the centralized database project moves forward.

10. Ethics Services

1. Review of Resources

Donna Liewer reported FCLB has developed a reference brochure that was distributed at the fall regional meetings and is now posted on the FCLB website.
2. **On-line Ethics Education of Disciplined Practitioners**

   There was discussion of whether it is within the mission of the FCLB to offer on-line ethics education modules which could be utilized by boards if they wish. The issue was tabled to allow Drs. Smith, Weathersby, and Saint-Germain the opportunity to discuss this further with NBCE with respect to their ethics services.

11. **Power Polls**

   Joe Baker reported there is about a 50% response rate to the polls. It was suggested FCLB check to see if there is someone other than the executive director who should receive the power poll.

12. **Chiropractic Therapy Assistants**

   1. **Draft Curriculum Outline**

      Dr. Smith reported FCLB, ACA, ACC, and COCSA have been working with post graduate deans. A draft course outline has been designed which includes didactic training (could be on-line or in-person) and additional assessment hours done in the office by the supervising chiropractor. Dr. Smith and Donna Liewer will be speaking to the post grad deans at ACC-RAC in March.

      Dr. Smith and Donna Liewer will be meeting with various stakeholders in person at the ACA’s NCC in February and ACC-RAC meeting in March to help move the project forward.

13. **Applicants to Doctor of Chiropractic Programs**

   Dr. Smith reported CCE is rewriting their standards to better protect the student population and the patients in a public clinic setting.

14. **Member Boards: Specific Issues**

   The board reviewed and discussed the Colorado Sunset Report recommendations as presented.

15. **National Registry of Certified Medical Examiners**

   Donna Liewer reported the FCLB has submitted formal comments to the Federal Motor Carrier Safety Administration regarding US states’ scopes of practice and education / assessment in performing driver physical examinations. The board expressed thanks to Dr. Mike Megehee for his work on this project.

16. **Accreditation**

   M/S Baker / O’Connor **to go into executive session**. Passed, no opposition  
   M/S Grossman / O’Connor **to exit executive session**. Passed, no opposition

   No actions were taken in executive session.
17. **Examinations**

The board discussed the availability of information regarding the performance of students at each DCP on the NBCE examinations. It was noted that CCE-US requires that this information be publicly available on each DCP’s Web site. Discussion followed concerning the relevance of this information for member regulatory boards, with no specific steps to be taken at this time.

18. **Upcoming Meetings**

1. **Travel Policies**

   Dr. O’Connor reviewed the travel policies emphasizing the need to obtain airline tickets 30-60 days in advance when possible to get the best prices. When driving versus flying, FCLB will pay for the least expensive means of travel. The board agreed baggage fees should be reimbursed and it should be reported as miscellaneous expenses on the travel voucher.

   **M/S Weathersby / Davis**  
   to allow submission of copies or faxes of receipts and no longer require submission of original receipts. *Passed, no opposition*

   **M/S Baker / Pennebaker**  
   to authorize the Executive Committee to approve travel when it is in excess of budgeted amounts. *Passed, no opposition*

2. **Spring Travel Approval**

   **M/S O’Connor / Weathersby**

   To authorize the president to approve travel for the following meetings:  
   ACA/NCC (Feb 25-28, 2009); ACC/RAC (Mar 12-14, 2009); CCE/BOD & Annual Meeting (Mar 6-8, 2009); CFCREAB Annual Meeting (Apr 3-4, 2009); WFC 2009 Biennial Congress (Apr 29-May 3, 2009). *Passed, no opposition*

19. **New Business**

1. **European Chiropractors’ Union 2009 Convention**

   FCLB has not budgeted participation in this meeting. Dr. Weathersby may be there representing NBCE and agreed to be a voice for FCLB as necessary. Should he not attend, he will ask Dr. Kollasch, who will also be there on behalf of NBCE, to help fill in for FCLB.

2. **Student Leadership Visit to NBCE Headquarters**

   In the absence of Donna Liever who was at the FARB Forum, Bridget Seader and Julie Finn gave a presentation to the students during their recent visit to the NBCE headquarters. The presentation was well received.

   A draft letter to be sent to student chiropractors was reviewed. The board approved the letter by consensus. Various mechanisms for distribution were discussed.
3. **FCLB Tag Line**

   The board agreed that the FCLB tag line will be:
   
   “Chiropractic regulation’s primary resource.”

**Announcements and Closing Comments:**

Dr. Smith reiterated that the FCLB member outreach has been discussed extensively throughout the strategic planning and mid-year meeting. Dr. Jafari volunteered to take the lead on this project. Dr. Carol Davis volunteered to take the lead on the new director orientation project.

Dr. Smith reminded board members that all monies for this project must be approved by the Executive Committee prior to expenditure and will be considered as funding is available.

The board agreed it was fiscally prudent to hold the 2010 mid-year meeting in Greeley again and in conjunction with the students’ visit to the NBCE headquarters.

Kelly Webb reminded the board to complete their biographical forms and return them to the FCLB offices.

Members expressed their appreciation for a productive meeting, and the passion and participation of all involved.

The meeting was adjourned at 4:45 p.m.

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Dorina M. Liewer  
Recording Secretary

With appreciation to Joan Carl and Bridget Seader