

WPPCA Board of Directors Regular Monthly Meeting Minutes

April 10, 2024 @ 7:30 PM

Via Zoom

Directors in attendance:

Peter Mason (President), Joe McCluan (1st VP), Denise Ertler (2nd VP), Colby Roof (Treasurer), Michelle Deleon, Fran Frataccia, Jim Kiger, Shanon Larimer.

Directors absent:

Melissa Johnson

WPPCA Committee Members in attendance:

John Moore

WPPCA Members in attendance:

None

WPPCA Non-Members in attendance:

None

Guests in attendance:

None

Meeting called to order by WPPCA President, Peter Mason at 7:35 pm.

All Directors, Committees and Members were sent the agenda on April 9, 2024. The President said there were 6 Directors present at the start of the meeting, so we had a quorum.

The President welcomed everyone and thanked everyone for taking the time out of their busy schedules to attend the Board of Directors Regular Monthly Meeting. Peter reminded everyone that the Board Meetings are recorded to aid in minute taking and any motions moved, seconded then discussed or voted on at a Board of Directors Meeting can be by a Director only. All made introductions.

Officer Reports:

President: Peter Mason thanked everyone for all the volunteer work everyone does on behalf of the organization.

Peter reported Committee Member changes that John Moore has joined the Code Enforcement Committee and Peter welcomed John. Peter met with another potential volunteer, Steve Kelly, a couple of weeks ago and is waiting for him and the Events and Code Enforcement Committees Chairs to connect before he is added to any committee rosters. Peter also got a lead from Melissa Johnson, and he has a meeting set up with that lead later this month.

We need more Directors and Committee Members for Events, Membership, and New Neighbor Welcome. Peter would like more volunteer leads. If anyone knows of anyone that wants to volunteer, simply give them Peter's contact information, or let Peter know their email address and he will follow up with them.

In our top 2 tiers of the 2024 membership levels, we had 2 new members since last month. Peter has sent personalized letters with magnets to 66 Gold Members and 9 Platinum Member thanking them for their financial high level of membership support. 28% of these are new top-tier members. Last year at

this time we only had 55 Gold & 6 Platinum Members. We are at 97% of the total we had last year so only have 2 more to go to reach last year's total top-tier quantity levels.

Peter said the WPPCA Adopt-A-Precinct Team worked the polls for 13 plus hours on March 19th and earned \$1,650 for the WPPCA. Thanks goes to those that joined Peter including Brian Terry, Sally Milton, Marcia Damkjer, Lynne Mason, and Carol Magierski. The Orange County Supervisor of Elections called Peter a week later saying they are having a runoff election on April 16th, and Peter agreed to organize a team again. They are not providing new training so we can only use experienced poll workers. Signed up with Peter are Sally Milton, Fran Frataccia and Becky Clisch. Orange County has filled two positions which we do not have workers for.

The annual review of the Job Descriptions & SOPs, all have been reviewed except for one that is still outstanding.

Peter has been working on creating a list and map of abutting neighbors to Winter Park Pines. Thanks to his stepdaughter as she completed a map of the Pines with all our streets and all the abutters. We have 3 associations that abut us whom Peter has reached out to. Only one has gotten back to him so far, which was Pinewood Villas HOA of Winter Park, who is on Warrenton Road near 436. Peter had a good conversation with their Treasurer.

Peter had 1 resident contact him this past month.

- They were concerned with an Airbnb in the Pines and turned their passion into agreeing to volunteer on the Code Enforcement Committee. Peter said it was great to see a resident identifying a problem and becoming part of the solution to help fix it. Peter thanked John Moore for volunteering.

Secretary: Peter Mason said he is the Acting Secretary until we find someone and reported on the following:

- The motion to approve the WPPCA Board of Directors Regular Monthly Meeting Minutes of March 13, 2024, was previously unanimously approved via DocuSign.

Treasurer: Peter Mason sent out in the meeting pre-reads to the Directors & Committee Members on April 9, 2024, the March P&L. Colby Roof reported on the following:

P&L, Income:

This month's income was as follows:

- Memberships (Accounts 4010, 4020, 4025). \$650 for 2024 memberships.

P&L, Expenses:

This month's expenses were as follows:

- Mall Lawn Service (Account 5130). \$600 for monthly service from Aesthetic Lawn Care.
- Mall Repair & Upkeep (Account 5170). \$663 for irrigation repairs from Advanced Florida Outdoor.
- Membership (Account 5190). \$201 for the March Membership Mailing to non-paid non-resident owners/managers.
- Miscellaneous (Account 5200). \$342 for logoed letterhead and envelope printing along with camera ready artwork. This will be reclassified to Account 5010, Administration Expense.
- Needles Publication (Account 5210). \$27 for delivery bags.
- Postage (Account 5270) \$27 for President letters.
- Projects, Poll Workers (Account 5320) \$154 for lunch for Poll Workers on March 19, 2024.
- Projects, Yard Sale (Account 5340). \$807 for Spring Garage Sale Shredder truck for \$700 and Garage Sale Signs for \$107. Note that we received \$700 for garage sale shredder truck sponsorship revenue to offset the \$700 expense that will be on the April P&L.
- Rental Warehouse (Account 5350). \$96 for the recurring iStorage monthly charge.

- Utilities-Duke Energy-Elec. (Account 5490). \$132 for utility charges from Duke Energy for the Mall area.
- Website Domain (Account 5500). \$348 for the annual Business Plan on Wix.

P&L, Net Ordinary Income and Account Balances:

Net Ordinary Income.

- This Month. The P&L reflects a negative NOI of (\$2,746) with Income of \$650 and Expense of \$3,396.
- Year to Date. The P&L reflects a positive NOI of \$20,771 with Income of \$27,683 and Expenses of \$6,912.

Account Balances. Checking, Savings, PayPal & Square account balances of March 31st totaled \$27,377, reflecting a month-over-month decrease of \$278.

- Checking Account Balance: \$20,102
- Savings Account Balance: \$7,180
- PayPal Account Balance: \$96 – auto transferred weekly.
- Square Account Balance: \$0 – auto transferred daily.

Colby continues to balance membership dollars in our database versus the P&L and the variance seems reasonable due to the processing fees we are charged.

Other Notes:

- Garage sale revenue of \$305 was deposited in April.
- Election poll worker revenue of \$1,625 was deposited in April against the lunch expense of \$153 in Account #5320, Projects, Poll Workers giving us a net revenue gain of \$1,472.
- #4090, Interest Income of \$.06 will be added in April.

Shanon Larimer said he just sent Colby his receipts for YOM expenses.

Motion: Fran Frataccia moved to accept the Treasurer's report as presented. Shanon Larimer seconded the motion. Motion passed unanimously with no abstentions.

Peter thanked Colby for keeping our financials current and accurate.

1st Vice President: Joe McCluan reported that he has been working on the next Non-Matching Beautification Grant for tree and bush trimming at the Mall entrance which he submitted on April 8th ahead of the April 11th deadline. The county responded on April 9th saying the grant was not eligible for just tree and bush trimming. Joe said most of the other eligible items by the county do not apply to us. Joe considered sprinkler repairs but that was already done, sod didn't qualify and wall pressure washing and painting wall on our dead-end streets was considered but one wall at the end of Abbey Road is in bad shape and needs much more work than just pressure washing, and it is also not owned by us. Joe settled on pressure washing and re-painting our 4 entry columns on Banchory Road, Cady Way, Scarlet Road and South Ranger Blvd. Joe resubmitted the grant on April 10th and the county will help with vendors for the pressure washing and painting.

Motion: Joe McCluan moved to submit to Orange County a Non-Matching Beautification Grant Application to trim the trees, bushes & landscaping including on the west side of the of the Winter Park Pines entrance on North Ranger Blvd off Aloma Avenue and to additionally include pressure washing and painting our 4 entrance columns. Shanon Larimer seconded the motion. Motion passed unanimously with no abstentions. Peter said Shanon Larimer may have a pressure washing company lead. Peter will get the minutes to Joe once approved and notarized for the grant submission if needed. Peter thanked Joe for working on this new grant with its twists and turns.

2nd Vice President: Denise Ertler said she had a few items to report. First, she thanked everyone for their concerns about Paul Olesen and he is doing really well. Secondly, she had a call from someone

who asked what the oldest portion of the Pines is. Fran Frataccia told Denise that Abbey Road was. The person also asked why some homes had street mailboxes and some had mailboxes on their houses. Shanon responded that his mail carrier told him that if they remove a mailbox on the house and don't replace it within a week, the grandfather clause expires, and they have to put up a street mailbox. Additionally, Denise said this person was on a mission to call 311 on all streetlights that were out in the Pines. Peter added that the 311 app works very well in that when a picture is taken of a sidewalk or streetlight it drops a pin when you report it on the app. Shanon said he has original documents for his house in the Pines with pictures. Denise said that would be a good article. Peter said it has come up in the past to interview some of our original residents as our database has residents that moved in in 1965/1966 which would make a good Needles article for anyone that wants to do that. Peter thanked Denise for being our 2nd VP and reporting on these items.

Committee Reports:

Code Enforcement: Fran Frataccia reported the following 9 incidents:

1. On 3-14-24 at 9:41 AM 600-799 block of Roughbeard Road, theft / stolen vehicle, case #0766.
2. On 3-25-24 on Sheriff Way, camper, case #2876029.
3. On 3-25-24 on Fleet Road, camper / cars blocking driveway, case #2876030. This has been removed.
4. On 4-3-24 on Scarlet Road, debris in front driveway, case #2880362. They are working on it.
5. On 4-3-24, Fran called the Public Works Department to say that garbage was not picked up on either side of entrance to the Pines, case #2880318. Carlton Arms also called Fran about it.
6. On 4-3-24 Fran called about Airbnb to the County Attorney Zoning Office at 407-836-7320 but she has not received a call back yet.
7. On 4-4-24 on Little John Road, pillar down in front yard / high weeds, case #2880793.
8. On 4-07-24 on Cornwall Road, fence fallen down in front yard, case #2882414.
9. On 4-2-24 10:07 AM on S Ranger Blvd, assault / threats, case #0885.

Regarding the Airbnb on Cady Way, Fran Frataccia and John Moore have been in contact with Nicole at Orange County Code Enforcement and they have a magistrate hearing on June 3rd. John has a neighbor that has also been in touch with Nicole on the Airbnb house near them. John reported that Nicole has been in touch with the owner and the owner allegedly said that they need the revenue to pay the mortgage and they continue to advertise on Airbnb. There have been reviews posted about using Airbnb so there is plenty of proof it is occurring. The county is contemplating imposing fines of \$500 per day, which is encouraging that they are turning up the heat. John is working with Fran on another Airbnb location in the Pines. John is looking into the exact statute but thought that all short-term rentals are banned in Orange County under 6 months. Jim Kiger said in the City of Winter Park short term rentals are banned under 30 days. John has also volunteered to write an article for the Needles. Joe McCluan said John's neighbor reached out on Nextdoor that he is willing to help and John said they are in touch daily. Peter asked the committee to bring the details of the magistrate's hearing to the next meeting to share with the group. Jim Kiger said this would be a good thing for the Updates Page on the Website.

The committee is made up of Fran Frataccia (chair), Carol Magierski, John Moore, and Vanessa Philman. Peter thanked Fran for leading the Code Enforcement Committee and John for joining the committee and helping with short-term rental violations.

Digital: Jim Kiger reported on the following:

Website: Jim said he has been working on updating the website. He said the Updates Page would be great for short-term rental and grants articles. Jim put the next Happy Hour Event on the Home Page. Jim has been working with Peter on some Wix issues with PDF Viewer that have been resolved. Michelle Deleon wants to work with Jim to use Wix for event registrations versus using Eventbrite and getting direct emails.

Nextdoor: Joe McCluan reported that it has been the same normal traffic. Joe has been posting the Upcoming Events Page from the Needles.

Facebook: Joe McCluan reported that he posted Yoga events and pictures. Joe has also been looking at what pages we are following such as Fire & Sheriff's Department, Government Pages, etc. When Joe sees relevant items, he pushes them out on our Facebook Page such as child safety seats, getting things repaired instead of disposing of them, etc. Michelle talked about old board members and ads on the page, but Joe said they are buried really deep in the site but said he can add the current board members from our website pages. Peter will share with Jim and Joe email newsletters that he gets from the Orange County Neighborhood Services Division in case they want to post some articles and/or follow their site.

Instagram: Nothing new to report

Peter said for over a year we have been unsuccessful in getting ownership control of our social media sites, namely Facebook and Instagram. Recently Jim and Michelle Deleon had conversations with Ashley Stevanus with a company called Creatives by Ashley LLC. We found Ashley as she does the social media work for one of our Needles Sponsors, EFM Services. Michelle has taken the lead and talked to Ashley who said she can help us get control of our social media sites and help organize them so we can leverage social media much more, especially communicating events to our residents. Ashley said that the cost for her services will not exceed \$350. We will be getting a formal proposal from Ashley that we will review and vet but want to get board approval tonight to engage her. Michelle said a goal is to set up on Facebook multiple key holders that can have ownership control of the account like the President, Digital Chair, and 1st VP. Jim said the cost comes from \$35 per hour with an estimated 10 hours of work needed but she would only charge on time spent. Michelle said Ashley might also consider a discount with a plug in the Needles that she helped us out. The goal is to gain control, optimize them, and allow certain people to post things. Jim said this work will also include Instagram along with Facebook.

Motion: Michelle Deleon moved to engage Ashley Stevanus with Creatives by Ashley LLC to help us set up control and organize so we can better leverage our social media sites with a not to exceed cost of \$350. Colby Roof seconded the motion. Motion passed unanimously with no abstentions.

The committee is made up of Jim Kiger (chair), Tonio Bianca and Joe McCluan. Peter thanked Jim for leading the Digital Committee and Michelle for helping with our social media accounts.

Events: Michelle Deleon reported on the following:

Winter Park Pines Community Wide Garage Sale:

- On March 23rd we held our Community Wide Garage Sale, and it was a resounding success. We had 28 participants who held a garage sale, a few cancelled at the last minute, a few paid without participating, and one person paid \$15 instead of \$10. We grossed \$305. Michelle thanked the board and the events committee, especially Peter Mason, Jim Kiger, Clyde Moore, Melissa Johnson, Shanon Larimer, and Denise Ertler. Our shredder van was there on time for 2 hours, and our donation truck was a bit late, but arrived before 1:30 pm (they were scheduled to arrive at 1 pm). Michelle is in the process of contacting 4 residents who haven't returned their signs yet.

Yoga:

- We had 7 participants at the April 6th yoga class. Michelle appreciated Jim Kiger and Joe McCluan's help in helping to publicize the class on social media. Hopefully, we will have more participants next time, but this class was an improvement over February's turnout. We cancelled the March class due to the competing garage sale being on the same day and both of Michelle's instructors being unavailable. Michelle hopes that May's numbers will be higher.

Winter Park Pines Happy Hour Meet-Up:

- Our next Community Wide Happy Hour is April 18th from 6 – 8 pm at the Bonfire Grill. EFM Services is going to "sponsor" this event, meaning they will be providing drinks and giveaways. Peter sent an offer to all our 2024 Needles Sponsors that they can sponsor happy hours, and these sponsorships will be handled on a first come first served basis. A neighbor offered to play the ukelele at happy hour to add to the ambiance, Michelle accepted the offer.

New Event Committee person:

- Michelle has connected with Steve Kelly, and they are scheduled to meet on Monday, April 15th to discuss how he can help get involved with events.

National Night Out:

- Scheduled for October 1st at the Winter Park Pines Golf Club.

The committee is made up of Michelle Deleon (chair), Tonio Bianca, Melissa Johnson, Jim Kiger, and Clyde Moore. Peter thanked Michelle for leading the Events Committee.

Mall Maintenance: Fran Frataccia said she had nothing to report. The breaker issues at the Mall were repaired by Chris Rudolph with Power Factor. Fran and Carol Magierski continue to go up to the Mall weekly to pick weeds and cut bushes.

The committee is made up of Fran Frataccia (chair), Brent Ludlow, and Carol Magierski. Peter thanked Fran for also leading the Mall Maintenance Committee and all the work she does at the Mall.

Membership: Peter Mason reported as Melissa Johnson did not attend the meeting.

The membership statics as of April 7th:

- Membership dollars paid: \$21,490 up \$980 from March of \$20,510.
- Number of members: 321 up 11 from March of 310.
- % of homes paid: 35.6% up 1.2% points from March of 34.4%.
- In April 2023, we reported 281 members or 31.2%, so we up 40 or 14% more members than same time last year.

Per the Membership Drive Plan, a letter & survey was mailed on March 21st to 76 non-resident owners/managers asking them to pay and provide feedback on why they have not paid yet.

- 3 weeks later our results are:
 - Surveys: (1 returned or a 1.3% return rate) They said:
 - Didn't know how to make a payment.
 - Didn't see the value in being a member.
 - Doesn't feel welcome or included in the association.
 - Doesn't understand what the association does or how it benefits the community.
 - Melissa left them some messages without a return call, and Peter sent a detailed email on April 10th addressing all their concerns. They responded the same day saying they appreciated Peter's email and would probably send a check.
 - Payments: 3 each or \$200
 - 2 checks and 1 electronic payment
 - ROI on the campaign is 100% as the cost of the mailing was \$200 versus the payments received of \$200.

Peter said regarding our electronic payment capture project, it looks like we will have to manually input the data from Jotform into our AppSheet database. We have one more detail to work out which is setting up a new Square account and migrating our old information over as the previous Officer that set it up has not responded to our requests for access. Once that is accomplished, we should be ready to set a go live date.

This committee is made of up Melissa Johnson (chair), Steve Frizzell and Clyde Moore.

Needles: Denise Ertler said the latest Needles was delivered in early April, looked very nice, a 12-page color spring issue. The next June/July issue will be B&W with 16 pages including the annual membership listing. Denise will need articles for this issue. Denise was contacted by a UCF grad student, getting her master's in occupational therapy, who wanted to do an article on office posture. Denise took our already published April/May issue, placed her article in the issue as a makeshift so she was able to submit to her instructor. Denise sent the Needles and Events Page to Jim Kiger and Joe McCluan a little late. Denise is looking for a replacement Needles deliverer. Shanon Larimer talked to Denise about re-branding the Needles logo and/or template. Denise also said she is looking for more articles on anything for future issues.

Peter said that our monthly meeting minutes are published in two locations. The full minutes, as approved, are published on our website each month. A condensed version of our meeting minutes is published in the Needles using 1 page per meeting. At the top of the minutes in the Needles we say "These are a condensed version of the meeting minutes. For full meeting minutes please go to www.winterparkpines.com" We really don't know how many residents read the minutes on the website versus in the Needles. A question has come up should we continue to publish the monthly meeting minutes in the Needles or use that space for other purposes?

Denise said if we make a change, it should be in 2025 to give residents plenty of notice period leading up to a change. Shanon Larimer said he has been looking at percentage of color pages versus percentage of text and the minutes are mainly just B&W. He would like to see ways to drive more traffic to our website. Maybe have a minute's section in the Needles but have a QR code to link to the full minutes on the website which would free up 2 extra pages. Shanon suggested looking at word counts per section to increase the imagery especially on the color issues. Denise said many of our elderly may not use QR codes. Peter said we probably want to somehow survey residents about their preference. Peter talked to 5 residents in the past 2 days, and all said they read the minutes in the Needles, and one said she did not know we had a website. Peter suggested talking to Pines family members or other residents to get their feedback. Denise asked Peter to put together a list of questions and said she would be happy to survey residents on her street. Peter said he would send out a list of survey questions to the Board.

The committee is made up of Denise Ertler (Editor) and Peter Mason (Acting Sponsor Coordinator). Peter thanked Denise for all her continued work on the Needles.

New Neighbor Welcome: Peter Mason said he is the Acting New Neighbor Welcome Committee Chair until we find someone and reported on the following:

- Unfortunately, Tonio Binaca's bandwidth has decreased due to personal and business demands, so he is no longer able to do home visits. He will, however, be able to run monthly reports for us.
- If anyone knows anyone that would like to join this committee so we can visit homes again as a member or as a Director being the Chair, please let Peter know.
- Peter said he has a good system of keeping a list of new home sales and new rentals. He also has been cross-referencing home sales with estoppel requests and updating our WPPCA Database with new buyer's names. What we now need is volunteers to do the home visits.

This committee is made up of Tonio Bianca and Clyde Moore.

Yard of the Month: Shanon Larimer reported the following April winners.

- 1st place to Richard Darren Sparks at 2856 Cady Way.
- 2nd place to David & Dale Smith at 2801 Abbey Road.
- 3rd place to Matt & Jennifer Boyce at 2915 Fitzooth Drive.

Fran Frataccia asked if all the winners were members. Shanon said 2nd and 3rd place are members and the 1st place winner is not. Shanon said this will be a good opportunity when he delivers the gift card to the 1st place winner to talk about membership. Shanon had hoped there would be more flowers this month, so he looked at the general aesthetics of yards.

This committee is made up of Shanon Larimer (chair). Peter thanked Shanon for gearing up for a new season.

Old Business:

None

New Business:

Power Washing Event: Peter sent out in the meeting pre-reads to the Directors and Committee Members on April 9, 2024, a Power Washing Event article. Peter said Shanon Larimer approached him about an idea to bring a new benefit to Pines residents and perhaps help that 65% of our residents that are not members to see more value in joining. Peter said Shanon has reached out to some on the Board on this topic.

Shanon said he has talked to young and old neighbors on issues and needs that they are having on keeping up the exterior of their homes. He wants to negotiate good rates for Pines residents on services they may need. He called five companies for pressure washing quotes then asked the lowest bidder to shave \$100 off their bid if we offered an event to all our Pines residents. Hengst Landscape & Pressure Washing came back with the best rates of \$150 for interior lots and \$200 for corner lot homes. This represents a significant savings of approximately \$100 per household compared to standard market rates and includes areas typically not covered in estimates, such as front porches, driveway skirts, sidewalks, and curbs. The available dates for scheduling include the weeks of June 17th and July 1st. To schedule an appointment, residents can contact Hengst Landscape & Pressure Washing at (407) 747-0597 or via email at hengstlandscape@gmail.com. When booking, residents should specify their Winter Park Pines residency status and whether they have an interior or corner lot to unlock the special rates. In addition to the standard service, residents have the option to negotiate exclusive rates for add-on areas such as side and backyard fences, roofs, side entrances, backyard patios, or pool decks.

Shanon said he may look at other outside maintenance issues for homes in future months. These events only cost us time to get the best rates for residents and insure they are licensed, bonded, and insured with Orange County and the City of Winter Park. It is up to the residents if they want to take advantage of the event. Fran Frataccia asked if we had a Needles Sponsor for pressure washing and Denise Ertler said that was last year, but they did not renew for 2024. Denise said that she liked that it is billed as a YOM Event so not to conflict with our existing sponsors. Shanon said this is a low energy, high impact event to benefit the Pines and hopefully increase membership. If successful he might extend it. Discussion ensued about future events that might be in a Needles Sponsor category and the consensus was to give our Needles Sponsors (advertisers) the first option to participate and if they decline let them match any outside offers. Michelle said these categories should be in a neighborhood beautification category and Shanon said yes, the article reflects that.

Peter thanked Shanon for his creative thinking, doing the legwork and looking to bring opportunities to the Pines.

Logo redesign: Peter said that we have two logos that we have used for a long time. One for our stationery that says Winter Park Pines Community Association, Inc. with pinecones and another that we use for signs and events that says Winter Park Pines with trees on it. Shanon Larimer, who owns a branding company, approached Peter about having his company work on updating our logos pro bono

incorporating our history into them. At the end of this process, we would look to registering our trademarks.

Shanon said that it costs money to register our trademarks, so this is the perfect time to look at refreshing our logos. Shanon has offered his staff time complimentary to produce a new refreshed identity taking into account historical records that we have. There would be no hard deadline, but they would work on it over the next couple of quarters. Denise talked about getting resident ideas. Shanon's goal is to keep it as simple as possible since he is doing it pro-bono. He said this takes quite a bit of time to do and the package value is about \$60k that includes a refreshed branding identity with logos in different formats and colors, color schemes for digital and print media and historical narratives. Shanon said this is a small business package designed for small organizations.

Peter thanked Shanon for offering his company to bring refreshed identity items to the table for our consideration and looks forward to their designs.

Next Meeting: The next meeting is the Board of Directors Regular Monthly Meeting that will be held on Wednesday, May 8th at 7:30 PM via Zoom. If any Pines residents want to join any meeting they can, they simply need to send Peter an email with their Pines address, and he will register them and send the Zoom link as it is new every month.

Closing:

Peter Mason thanked everyone for taking the time to attend and contributing to the Board of Directors Regular Monthly Meeting. Peter said our meeting ran longer than normal but had a lot of good discussions.

Motion: Joe McCluan moved to adjourn the meeting. Shanon Larimer seconded the motion. Motion passed unanimously with no abstentions. Peter adjourned the meeting at 9:27pm.

Prepared by: Peter H. Mason, Acting Secretary