BOARD OF GOVERNORS
Governance, Nominations & Human Resources Committee (GNHR)

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Thursday, January 16, 2020
2:00 p.m. – 4:40 p.m.
Videoconference
ERC 3023 (staff & guests only)

Members: Francis Garwe (Chair), Doug Allingham, Lisa Edgar, Laura Elliott, Kori Kingsbury, Steven Murphy, Maria Saros, Trevin Stratton

Staff: Jamie Bruno, Becky Dinwoodie, Cheryl Foy, Lori Livingston

AGENDA

No.	Topic	Lead	Allocated Time	Suggested Start Time
	PUBLIC SESSION – 2:00 p.m.			
1	Call to Order	Chair		
2	Agenda (M)	Chair		
3	Conflict of Interest Declaration	Chair		
4	Chair's Remarks	Chair		
5	President's Remarks	Steven Murphy	35	2:10 p.m.
5.1	Strategic Discussion: Bicameral Governance & Internal Stakeholder Engagement* (D)			
6	Governance:	Cheryl Foy	20	2:45 p.m.
6.1	Board Engagement:			
(a)	Annual Committee Practices Assessment Development* (D)			
6.2	By-laws Implementation Update*			
6.3	Policy Update:			
(a)	Policy Against Violence, Harassment and Discrimination in the Workplace 2018-2019 Review Report (U)	Jamie Bruno	5	3:05 p.m.
7	Consent Agenda (M):	Chair	5	3:10 p.m.
7.1	Election Process 2020-2021*			
7.2	Minutes of the Meeting of October 10, 2019*			

D – Discussion   M – Motion   P – Presentation   U – Update   * Documents attached

No.	Topic	Lead	Allocated Time	Suggested Start Time
8	Other Business	Chair		
9	Adjournment (M)	Chair		3:15 p.m.
	BREAK		10	
	NON-PUBLIC SESSION – 3:25 p.m. (material not publicly available)			
10	Call to Order	Chair		
11	Conflict of Interest Declaration	Chair		
12	President's Remarks	Steven Murphy	5	3:30 p.m.
13	Nominations			
13.1	Co-Populous & LGIC Membership (U)	Steven Murphy	15	3:35 p.m.
14	Governance	Cheryl Foy	15	3:50 p.m.
14.1	Dispute Resolution Update (P)	Cheryl Foy		
14.2	Durham College Board Engagement: • Joint Meeting (D)			
15	Human Resources			
15.1	Labour Relations & Human Resources Update (U)	J. Bruno	15	4:05 p.m.
16	Consent Agenda (M):	Chair	5	4:20 p.m.
16.1	Minutes of the Meeting of October 10, 2019*			
16.2	Minutes of the Meeting of November 13, 2019*			
17	Other Business	Chair		
18	*In Camera* Session			
18.1	Board & Committee Leadership Succession* (D)	Doug Allingham	15	4:25 p.m.
19	Termination (M)	Chair		4:40 p.m.

Becky Dinwoodie, Secretary

COMMITTEE REPORT

SESSION:		ACTION REQUESTED:	
Public	☒	Decision	☐
Non-Public	☐	Discussion/Direction	☒
		Information	☐

TO: Governance, Nominations & Human Resources Committee (GNHR)

DATE: January 16, 2019

FROM: Cheryl Foy, University Secretary & General Counsel

SUBJECT: Strategic Discussion: Bicameral Governance & Internal Stakeholder Engagement

COMMITTEE MANDATE:

In accordance with its Terms of Reference, GNHR's governance mandate includes responsibility for advising the Board on its relationship with other bodies at the university as established in the Act and By-laws. Accordingly, the committee is responsible for advising the Board on its relationship with Academic Council, the academic governing body, and the university's internal stakeholders.

We are seeking the committee's feedback on ways to continue to strengthen the university's bicameral governance and promote engagement with the university's internal stakeholders.

BACKGROUND/CONTEXT:

Bicameral Governance
Over the past several years, the results of the Board's annual practices assessment have revealed that governors believe effective engagement with Academic Council is an area that could use strengthening. As a result, bicameral governance has been included as a priority on GNHR's work plan and the committee continues to consider ways to strengthen bicameral governance.

Recently, the following initiatives were undertaken in an effort to strengthen the Board's relationship with Academic Council:

September 2015 – joint reception following Academic Council orientation
September 2016 – joint reception following Academic Council orientation
March 2017 – Board retreat focused on Integrated Academic Plan (presentations from Deans)
September 2018 – new By-laws came into effect
September 2018 - joint governance orientation session
October 2019 – Board members invited to Academic Council Colleagues Exchange on Digital Badges

We attempted to coordinate a joint event at an Ontario Tech varsity hockey game in October 2016; however, we did not have sufficient interest in the event among Board members to proceed.

Internal Stakeholder Engagement
Over the past several years, the Board has also been considering how to strengthen engagement with the university's internal stakeholders. Examples of Board engagement with internal stakeholders include the appointment of an alumna to the Board and attendance at university events (e.g. Campus Cup, Pow Wow, significant announcements, etc.). The Board has also invited student groups to present to the Board and heard from a local community group with respect to the Student Sexual Violence Policy. Community suggestion was to host an annual or bi-annual Town Hall to hear directly from the university's internal community.

SUGGESTIONS:

We are asking the committee to consider the following events, as well as to suggest others, as ways of continuing to strengthen bicameral governance and internal community engagement:
- End of Year BBQ hosted by Board of Governors and Academic Council for all internal community members (Board and Council members to serve the food/drinks in shifts and "host" tables to eat with community members); and
- Strategic Discussion with Board of Governors and Academic Council – breakfast followed by a strategic governance discussion (e.g. respect and civility – university culture; alternative assessment; academic "myth busting"; do universities need to change and adapt, etc.).

NEXT STEPS:
1. Office of USGC to compile feedback from GNHR and prepare proposed plan for GNHR meeting on March 19.

SUPPORTING REFERENCE MATERIALS:
- none

COMMITTEE REPORT

SESSION:		ACTION REQUESTED:	
Public	☒	**Decision**	☐
Non-Public	☐	**Discussion/Direction**	☒
		Information	☐

TO: **Governance, Nominations & Human Resources Committee**

DATE: **January 16, 2020**

PRESENTED BY: **Cheryl Foy, University Secretary & General Counsel**

PREPARED BY: **Becky Dinwoodie, Assistant University Secretary**

SUBJECT: **Committee Practices Assessment**

COMMITTEE MANDATE:
- In accordance with the Governance, Nominations & Human Resources Committee's (GNHR) Terms of Reference, the committee is responsible for developing, implementing & monitoring procedures for assessing the effectiveness of the Board and its committees.
- We are seeking the committee's feedback on the draft Committee Practices Assessment.

BACKGROUND/CONTEXT & RATIONALE:
- In order to fulfill the committee's responsibility to implement procedures to assess the effectiveness of the Board's committees, the development of an annual Committee Practices Assessment (CPA) was identified as a priority for 2019-2020 on the Board's 3-year governance plan (covering 2017-2020).
- The development and implementation of a committee-specific annual assessment also advances the committee's goal of continuous improvement of governance processes.
- The draft CPA incorporates several questions from the Board Practices Assessment, which have been modified to relate to the committees (non-highlighted questions).
- We also reviewed the committee assessment forms used by 14 other Canadian institutions and incorporated several of their questions (highlighted questions).

- The governors' responses remain confidential and will only be seen by Secretariat and the Board Chair. The responses will be compiled and a summary will be presented to GNHR and the Board, without attribution, for consideration and discussion.

RECOMMENDATION:

Separate Assessment for Committees:
- Of the 14 universities that conduct Board committee assessments, 8 include committee-specific questions as part of the general Board assessment and 6 conduct separate committee assessments.
- With the survey features available in OnBoard, we recommend conducting the CPA separately from the annual Board Practices Assessment – this would allow us to derive more helpful statistics from the responses.

COMPLIANCE WITH POLICY/LEGISLATION:
- Developing and implementing a CPA supports GNHR's fulfilment of its mandate under the Terms of Reference.

NEXT STEPS:
1. Based on the committee's direction, the Office of the University Secretary & General Counsel will finalize the CPA.
2. The finalized CPA will be presented to GNHR for approval on March 19.
3. The CPA will be implemented together with the annual Board Practices Assessment for the 2019-2020 Board year, with results being presented to GNHR on May 14.

SUPPORTING REFERENCE MATERIALS:
- Draft Committee Practices Assessment Form

BOARD OF GOVERNORS
Committee Practices Assessment

Terms of reference for Board committees are available online: Terms of Reference.

This Board Committee Effectiveness Survey collects committee members' views about committee effectiveness and performance. It uses various questions to rate committee effectiveness within five areas:

- leadership and engagement;
- committee structure and mandate;
- meeting facilitation and effectiveness;
- committee work and results; and
- individual contributions to committee efficacy.

Committee members are asked to carefully reflect on each question and answer based on their experience.

In each category, we ask you to indicate your agreement with a series of statements based on the following scale:

1 – Strongly Agree
2 – Agree
3 – Neither Agree nor Disagree
4 – Disagree
5 – Strongly Disagree
6 – NR (No response – if you cannot comment on a statement).

The responses you submit will be seen only by the Secretary and Chair of the Board and will be held in strict confidence. The Secretary will collate the responses to the assessment form and the Chair will present the results to the Board, without attribution, for information and discussion.

Please complete the assessment as soon as possible and by no later than May 6 in order to allow time for the results to be compiled and presented to the Governance, Nominations and Human Resources Committee at their meeting on **May 14**.

I serve on the following committee(s):

Committee	
Audit & Finance	☐
Executive	☐
Governance, Nominations & Human Resources	☐
Investment	☐
Strategy & Planning	☐

Committee Effectiveness

1. The mandate of the Committee is clearly set out in the Terms of Reference.
2. The Committee's Terms of Reference continue to be appropriate.
3. The Committee orientation was helpful.
4. I have a clear understanding of the committee's mandate.
5. The Committee, as a whole, has a clear understanding of its mandate.
6. The Committee is effective in carrying out its mandate.
7. The Committee has the opportunity to discuss matters of critical importance before decisions are made.
8. The Committee has the opportunity to ask questions of critical importance before decisions are made.
9. Overall, the Committee functions effectively.

In this section, please provide a short-answer response to the following:

10. In my view, the Committee's most significant achievement in the past year was:

11. What are the Committee's greatest strengths?

12. In my view, the most important thing the Committee could do to improve its effectiveness is:

13. Please provide any feedback regarding the statements above or any additional comments and suggestions you would like to provide.

Committee Structure

1. The Committee has the appropriate number of members.
2. The Committee is composed of members who have the appropriate expertise and experience to help the Committee advance its mandate.

Committee Meetings

1. The number of Committee meetings is adequate to fulfill the Committee's responsibilities.
2. Committee meetings are strategic.

3. Committee meetings focus on priority issues.

4. ==Committee members arrive prepared for meetings.==

5. ==Meetings are conducted in a way that supports meaningful member participation.==

6. ==The Committee is focused on oversight and policy, not on operational detail.==

7. ==Committee members ask relevant questions with respect to the Committee's oversight responsibilities.==

8. Discussions occur in a respectful manner.

9. The Committee is provided with adequate information at meetings for effective decision-making.

10. The Committee is provided with adequate resources prior to meetings for effective decision-making.

11. ==The meeting material is received sufficiently in advance to adequately prepare for meetings.==

12. ==Presentations are interesting and helpful.==

13. The agenda is well-planned so that the Committee is able to get through all necessary business.

14. Committee members are well apprised of issues prior to making a decision.

Please provide a short-answer response to the following:

15. Please provide any feedback regarding the statements above or any additional comments and suggestions you would like to provide.

COMMITTEE REPORT

SESSION:		ACTION REQUESTED:	
Public	☒	**Decision**	☐
Non-Public	☐	**Discussion/Direction**	☐
		Information	☒

TO: **Governance, Nominations & Human Resources Committee (GNHR)**

DATE: **January 16, 2019**

PRESENTED BY: **Cheryl Foy, University Secretary & General Counsel**

SUBJECT: **By-laws Implementation Plan Update**

COMMITTEE MANDATE:

In accordance with its Terms of Reference, GNHR is responsible for advising the Board of Governors on its governance structure and processes, which includes reviewing the university's By-laws and recommending revisions when appropriate.

BACKGROUND:

As part of the committee's responsibilities, a By-law Review Working Group was established in May 2015. Pursuant to the recommendations of the Working Group and GNHR, the Board approved updated By-law No. 1 and new By-law No. 2 in October 2017, which came into effect on September 1, 2018.

At the GNHR meeting in November 2017, the committee reviewed and endorsed the proposed 3-year Governance Plan for the Board. One of the governance priorities identified for both the Board and Academic Council was the implementation of the updated By-laws. Accordingly, a By-law Implementation Plan was developed to guide the process and was presented to GNHR in February 2018.

UPDATE:

Much progress has been made against the By-laws Implementation Plan. Most significantly, the establishment of a new Academic Council Governance and Nominations Committee (GNC), when the Board of Governors approved its Terms of Reference in June 2018. The GNC is responsible for overseeing the implementation of By-law No. 2; accordingly, the By-law Implementation Plan has been used to develop the GNC's annual work plan. The GNC has made good progress in reviewing the Terms of Reference of Academic Council's standing committees. The Board has approved updated Terms of Reference for the following Academic Council committees:

- Undergraduate Studies (formerly Curriculum & Program Review)
- Graduate Studies
- Steering (formerly Academic Council Executive)

The Board also approved of the dissolution of the Admissions and Scholarships Committee.

The implementation of the new By-laws is providing a solid foundation for good governance processes and is working to strengthen bicameral governance.

NEXT STEPS:

We will continue to update GNHR on the progress being made on the By-laws Implementation Plan.

SUPPORTING REFERENCE MATERIALS:

- By-laws Implementation Plan Update

BY-LAWS IMPLEMENTATION PLAN – BY-LAW No. 1

| Article	Actions Required	Lead	Target Date	Status
Definitions - "Administrative Staff"	• Review of policy instruments to update term "non-academic staff" to "administrative staff"	Office of University Secretary & General Counsel (USGC)	2020	in progress
	• Definition broadened to include part-time continuing employees • Update Board Election Procedures, if required	USGC	Fall 2018	COMPLETE
3.3(c)	• Reduce number of elected student governors from 2 to 1 – open to undergraduate & graduate students • implement change in Spring 2018 election	USGC	Spring 2018	COMPLETE
	• Update Board Election Procedures, if required	USGC	Fall 2018	n/a
4.2 – 4.6	• Board "Conflict of Interest" provisions • Include in governor orientation	USGC	Fall 2018	COMPLETE
6.11	• Rules of Order changed to *Democratic Rules of Order* by Francis & Francis • Distribute copies to the Board during orientation	USGC	Fall 2018	new edition released May 2019 - distribute as required

BY-LAWS IMPLEMENTATION PLAN – BY-LAW No. 2

Academic Council – Immediate Priority	Lead	Target Date	Status
• Discussion regarding establishment of a governance committee/working group of Academic Council (AC)	USGC	Summer 2018	COMPLETE - Terms of Reference approved June 2018
• Solicit nominations for Academic Council's Governance & Nominations Committee (GNC)	USGC	Summer 2018	COMPLETE

Article	Actions Required	Lead	Target Date	Status
1.1(a)(ii)	• Develop procedure for selection of Vice-Chair for AC	AC (GNC)	Summer 2018	IN PROGRESS – drafted & consultation complete – to be presented to GNC for approval Jan 2020
1.1(a)(iii)	• Develop procedure for selecting temporary Chair for AC	AC (GNC)	Summer 2018	n/a (AC decided separate Vice-Chair & temporary Chair positions unnecessary)
1.1(a)(iv)	• Review of appointment process & committee appointment procedures to be completed together with the review of AC committees' terms of reference	AC (GNC)	Fall 2019	IN PROGRESS

Article	Actions Required	Lead	Target Date	Status
2.3	• Increase in elected faculty & student membership of Academic Council • Include additional positions in 2018 Spring Election	USGC	Spring 2018	COMPLETE
2.4	• Review & update Academic Council Election procedures	USGC	Spring 2020	On work plan for 2019-2020
5.1	• Develop procedure for selecting Academic Council liaison with the Board	AC	Summer 2018	IN PROGRESS – drafted & consultation complete – to be presented to GNC for approval Jan 2020 – Ferdinand Jones appointed as liaison Sept 2019

BY-LAWS IMPLEMENTATION PLAN - PARKING LOT

Issue	Actions Required	Lead	Target Date

AC Committees	• Review Terms of Reference & appointment procedures:
	   ○ Academic Council Executive - COMPLETE
	   ○ Admissions & Scholarships - COMPLETE
	   ○ Academic Appeals – on work plan 2019-2020
	   ○ Curriculum & Program Review - COMPLETE
	   ○ Governance & Nominations – IN PROGRESS
	   ○ Graduate Studies - COMPLETE
	   ○ Honorary Degrees - IN PROGRESS
	   ○ Research Board – on work plan 2019-2020
		GNC	ONGOING

Faculty Councils (FC)	• Review Terms of Reference	GNC	2020-2021
	• Review meeting processes	GNC	2020-2021
	• Review communication between FC & AC	GNC	2020-2021
Outdated Academic Council Handbook	• Review & update Academic Council Handbook • Consider eliminating Academic Council Handbook & replacing with Terms of Reference, Policies & Procedures	AC/GNC	IN PROGRESS 2020-2021

OntarioTech
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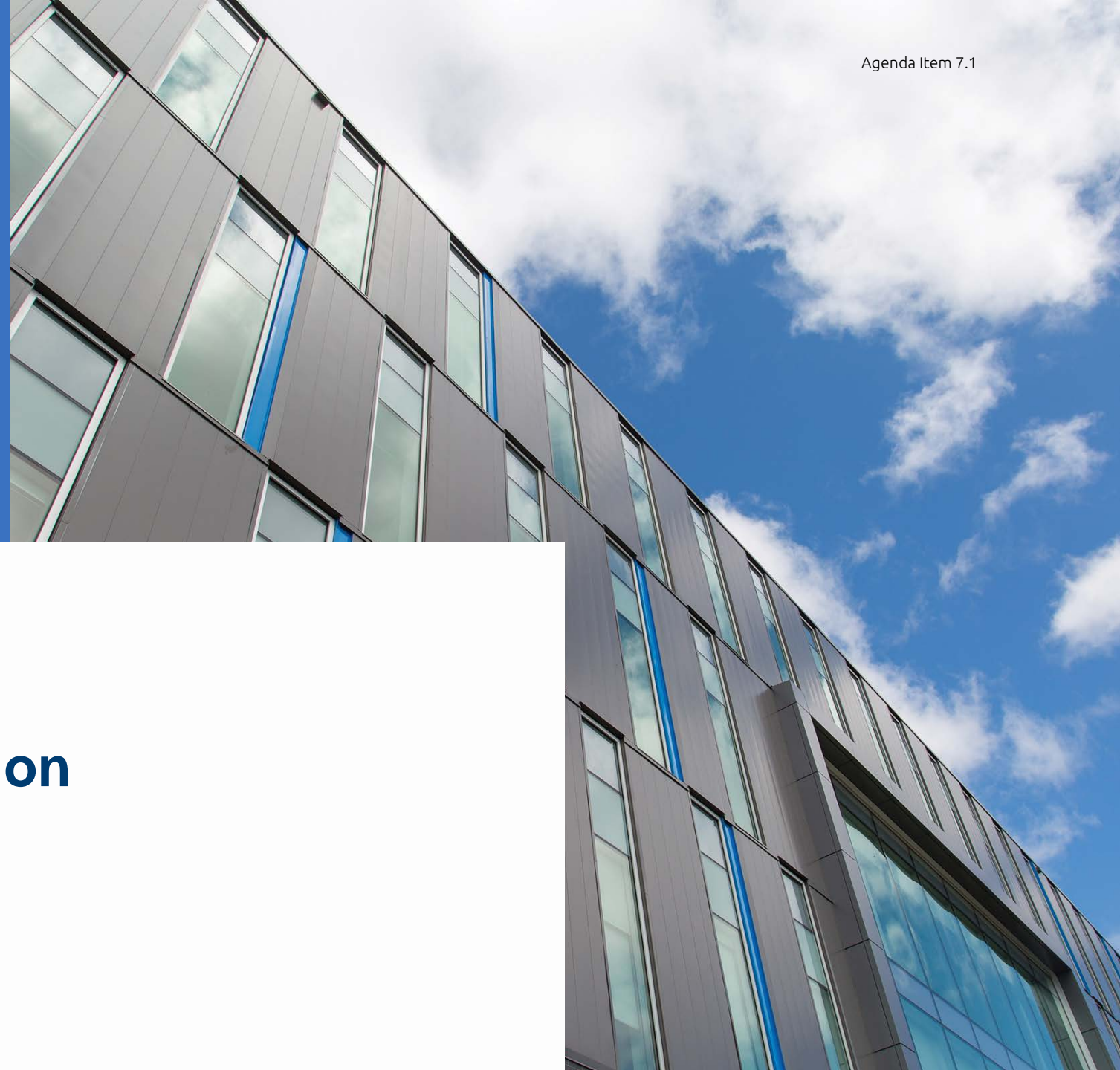
Board of Governors Election 2020-2021

Board of Governors
Open Elected Positions 2020-2021

Position	Number of Vacancies
Student Governor (undergraduate or graduate)	1

Board of Governors
Election Timeline 2020-2021*

Process	Proposed Dates
Nomination & Election Process Announcements	Monday, February 3
Nominations Open	Monday, February 10
Nominations Close	Monday, February 24
Review of Candidate Eligibility	Tuesday, February 25 to Friday, February 28
Student Candidate Information Meetings (mandatory)	Monday, March 2 & Tuesday, March 3
Campaign Period (if required)	Monday, March 9 – Wednesday, March 18
Voting Period (if required)	Wednesday, March 18 until Friday, March 20
Voting Results Presented to GNHR for Recommendation	Thursday, March 19 (if no vote required) or Thursday, May 14 (if vote required) (pending any outstanding investigations per Election Procedures)
Election results presented to Board of Governors for Approval	Thursday, April 23 or Thursday, June 25

*scheduled to run concurrently with Academic Council election

BOARD OF GOVERNORS
Governance, Nominations & Human Resources
Committee (GNHR)

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Public Session Minutes of the Meeting of Thursday, October 10, 2019
2:00 p.m. to 3:25 p.m.
Videoconference and ERC 3023

Members: Francis Garwe (Chair) (*videoconference*), Laura Elliott (*videoconference*), Kori Kingsbury (*videoconference*), Steven Murphy, Maria Saros (*videoconference*), Trevin Stratton (*videoconference*)

Staff : Jamie Bruno, Becky Dinwoodie, Cheryl Foy, Monica Jain, Lori Livingston, Olivia Petrie, Andrew Sunstrum (*videoconference*)

Regrets: Doug Allingham, Lisa Edgar

1. Call to Order

The Chair called the meeting to order at 2:04 p.m.

2. Agenda

Upon a motion duly made by K. Kingsbury and seconded by L. Elliott, the Agenda was approved as presented.

3. Conflict of Interest Declaration

There were none.

4. Chair's Remarks

The Chair welcomed everyone to the first GNHR meeting of the Board year after what he hoped was an enjoyable summer. The Chair reported that he received positive feedback on the new brand over the summer. He also welcomed M. Saros to the committee. As a result of feedback provided during the annual assessment last year, the committee will be allocating more time during meetings for strategic discussions. Upon reviewing today's agenda, the committee is already off to a good start. The Chair encouraged committee members to ask questions.

5. President's Remarks

The President also welcomed everyone to the new academic year. He reported on his recent attendance at the Universities Canada (UC): Building Reconciliation Forum held at Algoma University, which he described as an incredibly powerful event. It served as a reminder that the university must continue to think about ways to be a driver of reconciliation.

The President also discussed the positive reception of the university's new brand during the Forum, since it was the first UC meeting since the rebranding. He received unanimously positive sentiments from institutions across Canada.

The President remarked that it has been a fantastic start to the year fueled by great energy. The new brand is being rolled out across the campus, as well as by the varsity teams. The university's inaugural basketball teams played their first exhibition games last week, which were well attended. Varsity athletics are playing a big role in the university community coming together. The President noted that governors attended several start-up events. The sense of community shows that the university family is here for students in good times, as well as bad.

The President shared that the new Provost and VP Research have hit the ground running, including working on updating the integrated academic and strategic research plans. The President commented on the remarkably positive feeling of start-up.

The Chair encouraged committee members to attend next year's Campus Cup event.

6. Governance:
6.1   GNHR Terms of Reference Review

C. Foy reviewed the proposed amendments to the Terms of Reference, which were mostly housekeeping changes.

Upon a motion duly made by T. Stratton and seconded by L. Elliott, the Governance, Nominations and Human Resources Committee (GNHR) recommended the proposed amendments to the GNHR Terms of Reference, as presented, for approval by the Board of Governors.

6.2   By-laws Implementation Update

C. Foy advised that good progress continues to be made on the implementation of the new by-laws. The most substantive impact has been the establishment of Academic Council's Governance & Nominations Committee. She reminded GNHR that the Board has identified strengthening the relationship with Academic Council as a priority, which is reflected in the implementation plan. She responded to questions from the committee. She clarified that the use of Francis & Francis' Democratic Rules of Order is not new but was implemented last year.

6.3   Board Engagement:
(a)   Board PD 2019-2020

C. Foy reviewed the proposed Board PD work plan. She discussed the upcoming Colleagues Exchange, an Academic Council strategic discussion that the Board has been invited to attend. She confirmed that the Colleagues Exchange material will be made available to governors who are unable to attend.

(b)   Annual Committee Practices Assessment Development

C. Foy discussed the annual Board assessment process and advised that a committee practices assessment is going to be developed. The goal will be to implement the committee assessment this year.

(c)   Board Portal Implementation Update

B. Dinwoodie provided the committee with an update on the implementation of the OnBoard portal. Overall, governors have provided positive feedback on the new portal. L. Elliott commented that she likes that all Board related information can be found in one spot.

6.4   Policy:
(a)   Proposed Procedures to Investigate & Respond to Allegations of Violence, Sexual Violence, Harassment & Discrimination by Governors & Senior Leaders

C. Foy introduced the proposal to develop procedures specifically for governors and senior leaders of the university. She sought the committee's feedback on whether such a set of procedures are necessary and, if so, what approach should be taken.

C. Foy reviewed how such a complaint would be handled under the university's current procedures, which contemplate that this type of complaint would be made to a person in authority or HR. If the complaint involved a person in HR, it would be reported to the General Counsel (GC). The next step would be for HR or GC to decide on interim measures.

The proposed reporting process for senior leaders and governors would be that the President should receive complaints against members of the senior leadership team (SLT) and the Board Chair should receive complaints that implicate a governor or President. GNHR was asked to consider whether a member of the SLT should be automatically put on leave in the event of an allegation. A committee member asked how other universities would handle a similar situation. C. Foy responded that she would benchmark the policies of other institutions.

C. Foy advised that recommendation from the Navigator panel members was that when managing situations, it is better for the person against whom a complaint is made to have automatic leave because it is standard practice. If the decision to put an individual on leave is discretionary, it could put the individual against whom the complaint was made

in a worse light as it involves a degree of judgment. It is important to consider the reputational impact.

The committee members supported implementing a consistent approach of automatic leave, which acknowledges the need to conduct a preliminary investigation. The expectation would be that General Counsel would be involved in advising the President, Board Chair, or GNHR Chair on handling a complaint.

(b)   Policy Against Violence, Harassment and Discrimination in the Workplace 2018-2019 Review Report

J. Bruno provided background to the annual compliance review. He advised that Student Life has been involved in the feedback process. He advised that the results of the review would be reported back in January. J. Bruno discussed the addition of Andrew Sunstrum to the team, detailing his role and responsibilities.

6.5   Strategic Discussion: Student Mental Health

O. Petrie and M. Jain delivered a presentation on the university's approach to student mental health. They responded to questions from the committee. In response to a question about whether the university partners with other institutions, M. Jain advised that the university is able to mobilize supports to help the community through Ontario Shores and other local agencies. Further, faculty members are conducting research regarding collaborating on mental health. The committee was also informed that there is a broad network of colleagues across the sector who collaborate to ensure issues are responded to in a consistent manner across institutions. O. Petrie advised that the university has a relationship with the residence and when there is an incident, the residence brings in an advisor to help support students.

7. Consent Agenda:

Upon a motion duly made by K. Kingsbury and seconded by M. Saros, the consent agenda was approved as presented.

(a)   Minutes of the Meeting of May 16, 2019

8. Other Business

9. Adjournment

There being no other business, upon a motion duly made by L. Elliott, the meeting adjourned at 3:27 p.m.

Becky Dinwoodie, Secretary