



Executive Board Meeting
Friday November 3, 2017
MCLA

In attendance: Trish Godino Loring, Matt Lewis, Matt Foster, Shelly Keniston, Greg Madrid, Tim Touchette, Heather Quire, Sonya Alexander, Brendon Goodridge, Dave Grimes, Sarah F, Eric Benn, Nate Gordon, Antonio Willis-Berry, Melody Smith, Jon Conlogue, Jenn Rosa, Danny DiCamillo
On the phone: Kim Beardsley, David Ferguson, Vinnie B.,

Call to Order 10:59am

1. Approve Minutes from October 3 and 6th, Execute Board meeting at Holiday INN by the Bay, Portland, ME

Motion from Greg Madrid Motion to approve minutes from October 3, 2017 executive board meeting
Second from Trish Godino Loring

Discussion: none

7-yes, 0-no, 0-abstained

Motion passes 7-0-0

Motion from Brendon Goodridge to approve minutes from October 6, 2017 executive board meeting
Second from Dave Grimes

Discussion: none

7-yes, 0-no, 0-abstained

Motion passes 7-0-0

2. Unfinished Business

a. Constitution and Bylaw Changes-Enter into the Minutes

We had 55 out of the 138 Institutions Vote.

Motion 1: I move to change all appearances of "Chief Housing Officer" and "CHO" in the Constitution & Bylaws to "Senior Housing Officer" and "SHO."

Results: 49-Yes, 5-No, 1-Abstain

Motion Passes 49-5-1

Changes to the Treasurer Position:

Motion 2: I move that the immediate Past-President be made responsible for the completion and submission of all required state and federal documents regarding NEACUHO's annual operations.

Results: 50-Yes, 2-No, 3-Abstain

Motion Passes 50-2-3

Motion 3: I move that a Treasurer cycle be created to include a Treasurer-Elect position and a Treasurer position as elected voting positions on the Executive Board whereas the member elected prior to the annual conference shall serve as Treasurer-Elect and automatically progress to the office of Treasurer at the succeeding annual conference provided membership in NEACUHO is maintained

Results: 52-Yes, 3-No, 0-Abstain

Motion Passes 52-3-0

All three motions are approved and NEACUHO will now move forward with these updates to better serve our member institutions.

Nate Gordon: Changes put forth to the membership put out. Three different times for call in. Didn't have anyone call in. Only got one email questions. Raz stated if it didn't pass then bring treasurer in as an appointed position. Numbers into the minutes.

3. New Business

a. Treasurer Update

Shelly Keniston: Treasurer position call for nominations went out. Twelve people were nominated. A lot of interest but only one person completed and accepted the nomination. Had over 40 people vote, elections do not close until next week. Treasurer elect timeline will get started soon. Call for nominations going out Monday morning. That is a two-year term. Elections end prior to Thanksgiving break unless there is a runoff needed then that would commence post Thanksgiving break. Potentially the treasurer will be able to work with Jon and TKay in that two weeks in the transition. Hopefully Ryan will be at the table. I have to assume some of the roles of the treasure as past president.

Nate Gordon: Ryan is the only person running. This term is just for a year because he is finishing out TKay's term. The treasurer-elect is a two year position. One year in the elect role, one year in the treasurer role. Every year we will be doing a treasurer-elect election.

Tim Touchette: IF Ryan comes on board, new software should be on the list for him.

b. Budget preparation

Nate Gordon: Budget meeting will take place at the Northeastern board meeting on November 30. Ryan will be in that role if he wins the election. Dr. Jon and Ryan will do this meeting together. DCs we need recommendations for the Finance Committee.

Jon Conlogue: Information for budgets sent to board via email. They are due two weeks from today. We need some time to get the budgets, get committee together, ask questions and then be ready to present budgets at the end of the month. It's pretty straight forward. Most of you will look at what has been done before you and use that. You don't really have to start with a clean sheet. Things to think about. If it's important, put it on your budget sheet especially if it's a departure from what we have done already. Be ready to talk about it. If it is important to advancing the goals of our organization. If we really don't need it, leave it out.

Nate Gordon: If we want to have a social, do we have money: yes. There is still a good amount of money in there. You can use money now and not wait until the new budget passes.

Jon Conlogue: All budget proposals put together with a total budget picture. Look at likely income and budget requests and then make decisions based off that. We are going to make a recommendation to this group with an explanation of why.

Brendon Goodridge: Submitting position budget and not conference budgets correct?

Nate Gordon: We will do conference budgets as far in advance as we can. Residential Operations budget is done. You need to work with the contact person at the schools for budgets for events. When we pick host sites, the host sites give the room for free, parking if possible, part of the role of president elect is to work with schools that have little cost to NEACUHO as possible.

Jon Conlogue: We need to get further out on our budget and planning. We need to get further out with site selection. It's going to push the association to be more far sighted.

Tim Touchette: There are two different request forms. NEACUHO.Org E-portal gets you into the e-board portal. Backend information is in there. Check request forms is for expense that you have incurred for your conference, but you can also ask a board member with a credit card to help. Shelly and Tim have a credit card, Nate and Trish have a card coming. Check request for mileage, if you do want to submit for mileage it is over 200 miles and be reimbursed for travel. Credit card usage form.

Sarah Fabianski: How would I get access to e-portal?

Tim Touchette: Greg will provide this for you.

Nate Gordon: If you do have questions, let us know.

4. Annual Conference 2017-Assessment Results

Heather Quire: See Assessment report

Sarah Fabianski: Satisfaction results for at a hotel vs. on a campus. Is there a way to filter out who has been to a conference before as opposed to those that never attended?

Heather Quire: May be able to figure it out line by line. If I were to follow the entire line across, I can figure out if they are a first-time attendee or not.

Sarah Fabianski: If you download information as an Excel sheet then filter out, you can see who were first time attendees.

Jon Conlogue: what was the breakdown?

Heather Quire: It was a on a 1 to 5 scale. It is an average. When you talk about feedback on comments, people tend to be on the extremes. Please know that. That is part of assessment. 50% response rate is better than we have gotten this entire year.

Nate Gordon: Huge shout out to Heather for this work and putting this together. Sending out this information to the membership. We are committed to three years. We have to decide in October if we stay with what we are doing know or are going back on campus.

Matt Foster: We saw a loss of attendees in the last hour. Looking to shift the time line of the fair.

Jon Conlogue: I'm surprised they are looking for a shorter time (exhibitors). That sounds like a win-win for me.

Nate Gordon: I find it interesting that the timing is a comment. October was an issue, and so is June with orientation. We had 78 people registered for RD2B. There are conferences all the time. There is never a perfect time.

Heather Quire: We have given the membership an opportunity to express their opinion. Over the last 16 months there is an assessment packet for each of the offerings. If you would like that, I can give it to you. Assessment for offerings, when you start to plan, we will set up a phone conference to see what you are looking for. I do have a foundation and can start and edit it. It's a quicker time frame. About two weeks before the conference, I will create an assessment and will send it to you for edits. The day of the conference you send me who has attended, I will send out assessment during the conference. We will keep the assessment open for two weeks. Then I will start the assessment packets.

Brendon Goodridge: Did we ask what size the institution was?

Heather Quire: We did not break that done.

Matt Foster: Some of the feedback was timing based on ACUHO-I business ops. Is that the typical time of year for that?

Nate Gordon: ACUHO-I conference series is in October. The three fall around the same time. Impacts exhibitors the most. It's something that Trish can look at for her slate.

Heather Quire: If you want to do assessment, District Coordinators please connect with me so it's consistent.

Jon Conlogue; There is a lot on the table. We are always going to be in competition. What's best for our members. Would we be better going later into October? No matter what time, we have people that say it's not a good time. Early October makes it harder. Later October may make it a little easier. Something for us to think about.

Nate Gordon: When we put forth the pilot, I don't know if it there were stipulations for dates.

Shelly Keniston: No stipulations for dates, just that it would be in the fall.

Matt Foster: If we do decide to move to later in October, then we would have to reevaluate when the Residential Operations conference is. We can't ask our exhibitors to be here for the annual conference and then 6 weeks later for the Residential Operations conference.

Tim Touchette: Residential Operations didn't have a trade show when it was reimagined. It was a fall trade show that anchored a summer trade show.

Shelly Keniston: One of the options at the conference we could have an extension in the pilot from the lack of data. When we voted we would have three solid years of data. We only have one year of data. We are really booking for two years out.

Brendon Goodridge: It may be worthwhile to see what our peak times with dates that they can't get away. A lot of schools have homecoming during the first and second week of October.

Jon Conlogue: Consequence of moving the conference to the school year. Are there other things that we can do? Residential Education conference in June in the summer to allow for participation. It's going to make some people happy.

Tim Touchette: Review in the minutes for the pilot. Check when we passed the pilot program if it went to the membership or not. It didn't impact our membership.

Trish Godino Loring: Evaluations tend to focus on the negative. There were people who couldn't go in June that are now able to go and that doesn't show up in assessments, but I heard that at the conference.

5. Compass Program-Proposed Changes

Matt Foster: In consultation with Nate and Casey Wall. Corporate affiliate program changes so that it reflects what we are doing.

Proposed changes are in blue, deletions are in red. First change is name change to Compass program. See report on changes

Motion from Shelly Keniston to accepted changes to Compass Member Program as presented by Matt Foster

Second from Heather Quire

Discussion:

Eric Benn: Access to attendees list, is it to mid and SHO level only for emails from exhibitors?

Matt Foster: We could do that.

Antonio Willis-Berry: I would caution against this because I ask my hall directors questions about it. I also recognize it; new professionals are attending the conferences and SHO may not be.

Greg Madrid: Hall directors are getting inundated with emails. Is there an opt in for the emails. If we are sending six hall directors to a conference, it's an overkill. Giving membership opportunity opt out.

Brendon Goodridge: For some of our Compass Members, it's not just furniture it's also other vendors.

Nate Gordon: I see both sides. If we have platinum members paying \$4000 that is a lot of money, they are getting what we give. I would be cautious of taking out access to the membership. There is value, we have come a long way and built this relationship with our corporate partners. Platinum members give a lot back to our organization.

Sarah Fabianski: It's just the platinum and gold members that can send those emails.

Matt Foster: I did make an edit to add it to every level to compass.

Brendon Goodridge: I believe at one point that if they did get the list it was only just for communication at the annual and not all through the year. That was part of the control.

Jon Conlogue: How do we police that?

Nate Gordon: If you attended another conference were their attendees list is given out, there could be overlap on list. Emails can go out all the time. Hitting the delete and calling it a day.

Matt Foster: Advertising emails. You may not have seen them in the last year. If they don't provide us with the content, we do don't send out. If they don't take advantage of that, that's on them. We don't solicit.

8-yes 0-no 0-abstained

Motion passes 8-0-0

Meeting in recess 12:20pm

Meeting back in session 1:41pm

Matt Foster: Bylaw changes presented

**Matt Foster Moves to adopt and accept, edit all changes in bylaw as presented by Matt Foster
Second by Trish Godino Loring**

Discussion:

Jon C: Everything makes sense except I don't know if I would in but adding that to the name of the committee doesn't make sense to me to make the committee name longer.

Friendly amendment by Jon Conlogue to keep the name as corporate relations committee

Second Brendon Goodridge

Discussion: none

8-yes, 0-no, 0-abstained

Motion passes 8-0-0

Matt Foster: Sponsorship for events. Updated the sponsorship opportunities. Language and wording used. Corporate Relations team to start using this information as soon as possible not only for annual but also for other events.

Matt Foster Moves to adopt the Corporate sponsorship opportunities program as outlines

Second from Dave Grimes

Discussion: none

8-yes, 0-no, 0-abstained

Motion passes 8-0-0

6. Membership Renewals

Nate Gordon: Typically, we would have had membership renewals happening right now. We have extended the year to start taking renewals January 1. EDI retreat is February 16th. Do we take membership renewals now? This may mess up our taxes for this year. For folks coming to EDI will we charge the member rate and hope they renew. Or do we stand firm and they must be a member to get member rate?

Trish Godino Loring: Keep that piece as clean as possible. Given that it is such a short time, if they were a member in previous year they get the member rate.

Heather Quire: That make sense to do renewal and registration for EDI at the same time.

Dave Grimes: It took some folks a while to figure out if they wanted to join. I like option one, if they are members now, they can get the member rate for EDI.

Nate Gordon: DCs, reminder to renew

Greg Madrid: To try to reward our membership, if you registered by April 1st you will get that option in the next year. Bonus to being a member by a certain date.

Matt Foster: Thinking about tax implication. Also impacts Compass Member program.

Shelly Keniston: What we can do to help the process is to work with the TBA treasurer to send a faux invoice with a renewal due date. Even to send something snail mail.

Sense of the body:

EDI registration, if you were a member last year, give them the member rate: 16-0-2.

Tim Touchette: When the budget is submitted for EDI, non-members will be able to pay member rate. We should also make it very easy to renewal.

Brendon Goodridge: Maybe looking in the future for the cutoff date, past this date then it doesn't apply. Depending on when the conference falls.

7. Secretary/Membership Coordinator Positions

Nate Gordon: This has come up every now and then. Right now secretary is an elected position and votes on the board. Really only role to take minutes. Hard to participate. You are represented by the membership. Membership coordinator works with DCs, process when renewal is done, rosters, institutional contacts, organize membership list. In this role they are really working with the membership. Sonya's term ends in October, Shannon's ends the year after. Feedback that we are not allowing others to get involved. Three options on the table. Make both position appointed, make secretary appointed and membership elected, keep same.

Shelly Keniston: I am in favor of appointing the secretary. To a president, most important roles you need to be able to appoint those people because they support the president. I can see how in some respects keeping both positions appointed. That can offset the voting members back down to ten voting members.

Dave Grimes: I would lean toward membership coordinator being appointed. My vote is on behalf of my district.

Tim Touchette: Any changes are made have to go to the membership because it's in the constitution and bylaws.

Brendon Goodridge: When we proposed the entire restricting, membership coordinator, the membership didn't want membership coordinator as a voting member?

Tim Touchette: That was not the hang up.

Trish Godino Loring: DCs representing the areas directly. Membership coordinator is not. Six DCs all have votes.

Tim Touchette: It is our common practice that we have an executive board, vote on whether we want to bring something to the membership.

Antonio Willis-Berry: I don't understand the difference between the secretary and membership coordinator. What else is happening that it needs to be two separate entities.

Nate Gordon: Secretary notes, business meeting prep, secretary, other tasks as assigned. Membership coordinator sets rates, works with DCs to increase and retain memberships. Oversees list serve. They do monthly calls with the DCs. Dropbox folders with institutional contacts. When you submit roster, they organize that.

Antonio Willis-Berry: Not every member may understand the roles. Needs to be explained to the membership.

Nate Gordon: It needs to be clear to the membership why we are making this change.

Shelly Keniston: If the vote went out, it only involves the secretary position.

Nate Gordon: Eight now we are talking about moving secretary to appointed position. There will be 11 voting members for the rest of this year. In October next year it would go down to 10.

Motion from Eric Benn move to make the secretary position appointed and reduce the number of voting board members from 11 to 10.

Second from Sarah Fabianski

Discussion:

Sonya Alexander: I will still have voting privileges to October?

8-yes 0-no 0-abstained

Motion passes 8-0-0

Nate will take this to the membership with rationale in the spring

8. Operations Manual

Nate Gordon: Ben in existence for about 10 years. Shelly started to work on it during her presidency.

Shelly Keniston: The responsibility resides in the secretary line, and it should be the role of the past president. The last time it was updated was when Tim was President. Got it from Josh in his transition. I think at the time that it happened, there was nothing really written down. The Bylaws are our living, breathing document. Its 66 pages long. It's not user friendly or operational. I was on the board when it was created. Our mission, constitution and bylaws, historical information, and affiliation are in other places. General procedures and practices, this is a benefit to someone new in their role, but it is very outdated. No guidelines that is solid for running an election, so we need to firm up some things. Outdated awards in this documented as well. 501(c)3 information can stay in this document. Transition reports depend on the year and the president. There are some past presidents that have required reports. Events and Activities have remained outdated. Our historian has the dates and locations and are maintaining that. NEACUHO Annual timeline, that is now very outdated. Jon and Jeff worked to update that but there are still changes to be made. Danny and Kim will use that as a guide. This could scale down to a much smaller document. How is this really utilized? If there things that exist in this document and not in our constitution and bylaws, why is that happening? Is this a useful document to save. What are the parts that belong in there? It doesn't need voting.

Greg Madrid: I think there's a ton of information to use. We should have some how-tos and that should be the stuff that is there. There needs to be a place where we aren't searching for passwords, etc. We learned a lot after Stefany left. For this board to survive, this manual needs to exist.

Matt Foster: Useful to have a location with operations stuff. I think that the actual operation of the organization needs to be somewhere. Responsible of the past president to update, I agree. Has been in the role for a couple of years.

Tim Touchette: What traditionally happened is that the outgoing president and the secretary is supposed to work on it. It frequently gets missed. It was supposed to be done after the annual when changes happen.

Shelly Keniston: Operationally this doesn't tell us anything. Nice document for a new member to read.

Brendon Goodridge: We should have something operational. When this was first established, was the historian position on the board?

Nate Gordon: Discretion of the board for historian and parliamentary positions, you don't need it.

Brendon Goodridge: I get pulling the history piece out of the manual, but I do think there should be a document on the portal for people to read. Just to give some point of reference.

Shelly Keniston: I will reach to some of you individually to make this an operational manual.

Nate Gordon: Do you want to create a committee?

Brendon Goodridge: Can I propose that we look at the e-board quick guide because it is out of date?

Antonio Willis-Berry: Historian and parliamentarian position, can we revisit that at a later date?

9. Annual Conference 2018

Danny DiCamillo: Wanted to wait for the assessment. Using the last annual as a scaffold. Not looking to just redo this past annual. Feedback we would love, would like to hear what should be different. Applications went out. 17 applications. 10 people looking for chair positions. Doing more research. May actually be calling people to see who would be a good fit. Represent 5 of the 7 states. By November 30 to present a committee. At this point we should cut off chair position applications. What would you like to see scheduling wise?

Brendon Goodridge: Committee recruitment being back to exhibitor fair. Meeting at the end was helpful but right now the applications are low. Repurposing that.

Dave Grimes: The night on the town feedback, institution to bond with their time. Committee meeting at the end of the day but if people were trying to leave early. Is there a way to have a rotation to see more than one committee?

Danny DiCamillo: New people and connections missing.

Sarah Fabianski: 5 of 7 states represented but what about regions. Mostly have Mass and CT, 2 from Maine, one from RI.

10.RD2B Update

Melody Smith: Largest one that we have. 54 students 25 mentors, total number is almost at 80. Presenters thank you. Panel is filled. Good to go. We start at 9am. Two boxes of mugs, water bottles, etc. as giveaways. We end at 4:45pm.

11.Residential Operations Update

Antonio Willis-Berry: Everyone should have gotten an email with call for programs and registration. 23 people have registered so far. I have been thinking about the schedule. The end of the conference was confusing from some people. Going from 8am to 4:15pm with a closing. If you are interested in presenting we want more presenters.

Matt Foster: We have 4 exhibitors registered, they are all compass members. Working on getting non-compass members. We can accommodate 20 exhibitors. I have individuals that are confused on how to register. They are not compass members. We have a box of bags from when WPI hosted annual, would we be open to using those?

Antonio Willis-Berry: Yes. We will put them out and put can take them if they want.

12.Board reports

Danny DiCamillo: no report

Jenn Rosa: Currently working with NASPA region 1 to coordinate with a social.

Antonio Willis-Berry: no report

Matt Lewis: Working to figure out where everything is. We don't have a central repository for anything. Right now working with a lot of people to figure out where all this information lives. Who is the keeper of all this information?

Matt Foster: I have two committee members. They are going to work with me over the course of the year. Week after Residential Operations, email to current Compass Members if they are looking to reup. That will be happening in December. In January I will be sending out invoices. Will be reaching out to all of you that you work with to see if they should be a compass member.

Shelly Keniston: Decide to enact my award committee now to help promote and new timeline. We are going to open award nominations sooner. Really push our Past Presidents and SHOs to really make sure we recognize. There is a lot we can do to make sure awards go out. Committee is 2 past presidents, 2

past award winners. Legacy stuff: Tim is the one that started Legacy funds. I'm going to have a couple of people that help with awarding money from Legacy. Past president, someone else not one the board. Fixed the issue so that I now get the requests.

Tim Touchette: There is an entire section of the manual that lays out who works with the legacy funds.

Shelly Keniston: Things for legacy, make a push to buy year-round. If we want to amp up the funds. Trying to get rid of some things. Tomorrow I want to offer \$10 for t-shirts. Going back to original level. Making sure that things match with each level. We can't sell the clothes, we can only take donations. We are going to have a \$10 one be a cooler and black t-shirt. Phase our hoodies because we are going to quarter zip. I will bring you a list in January. I'm working with Greg to update website. For the holidays, looking for holiday gifts make a donation and they could get this. At every conference I will have a sample of what we have.

Greg Madrid: If you noticed Nate's video is on the front. If you noticed there is a spinner on the top. If you get me information on events it can go on the spinner. Every event has a page. Trying to get information on the site. Working with Matt Lewis on things. Nate and Shannon with cleaning up membership stuff. Website is a useful tool. One thing I would love for us to do is for people to use the career center. I think that involves institutional members to go on it.

Trish Godino Loring: Start the processing for selecting the 2019 slate. Ken Arnold. At any point I should start getting information back.

Tim Touchette: Staying over tonight: If you are staying in a single at your request, please write a check for \$53.00. Cleaning up a lot of stuff with people around the table.

Heather Quire: RD2B assessment is ready to go. Link will go out tomorrow. Residential Operations and EDI Vinnie and I talking in January. If you want to see what has happened already.

Sonya: no report

Brendon: Sending an email out to committee members that have signed up. Doing an assessment piece on mid and senior levels and seeing what they are looking for with professional development.

Dave Grimes: MA gained another member Ana Maria College as joined. Survey to institutional contacts in MA and heard back from six schools. Reaching out to a couple of them. Maybe one in the fall a couple in the spring.

Eric Benn: Last month I reached out to the district. USM looking to do a district social. I will reach out again and see when works best. Tomorrow we have a New Hampshire paraprofessional conference.

Sarah Fabianski: Reached out to region to find some different networking ways that aren't face to face. Pushing people to put things in the Navigator. Also University of Rochester is hosting RD2B in the spring. Possibility of hosting rideshare/room sharing for the annual conference.

Melody Smith: RD2B is tomorrow. Reaching out to people who have signed up for the committee.

Jon Conlogue: If you are a DC for names for finance task force thank you, please send me names if you have not.

Shannon Overcash: She is working with DCs with recruitments. Institutional contact list to Shelly and Nate.

David Ferguson: I am working to wrap up the first edition of the Navigator for this year and plan to send it out next week. The deadlines going forward are: November 15 for the December Edition, February 15 for the March Edition, April 15 for the May Edition, June 15 for the July Edition. I build some leeway time should I need to solicit more submissions or more time to put it together. So let me know if you have questions or need something.

Members of the Executive Board can specifically contribute by submitting updates to their district or soliciting news from their constituents or tasking committee members to write articles related to your area such as operations or education or EDI.

Please send submissions to: neacuhonavigator@gmail.com

If you would like to contribute to future editions please submit:

1. An article focused around: current events, housing operations and issues, residential education structures and strategies, equity, diversity, and inclusion topics, staff development, student concerns, or research interests

If you've presented at a conference this would be another way to share those ideas with your colleagues! If you've gathered feedback from the listserv this would be a great way to share your findings!

2. News about your department (new staff, projects, buildings)

3. A beautiful photograph of your residence halls or campus

Vinnie Birkenmeyer: Has had conference calls with his committee with EDI retreat. Rooms are reserved. It's on his campus.

Delmy Lendof: She has already had phone conference calls with her folks regarding Residential Education conference.

Nate Gordon: You all saw my video message. I'm going to do that on a monthly basis. As another way to connect with the membership. I wrote to the past presidents about how things were going. People seem to like it. I'm headed to MACUHO in 2 weeks. I'll be judging their case study competition. E-board dinner. Olan Garrett is transitioning out. Regional president call on Wednesday. Other regions have already booked their 2019 conference. Planning the sites fall under the president elect. Regional chats that NEACUHO continues to be the region that is busy. We have a lot of drive ins, institutes, some of the

other regions meet mid-year and then their annual. Half of the regions have a treasurer-elect. I will also be going to NEACURH. By our next board meeting, I will have graduate student retention task force chair. Excited to have our budget meeting at the next board meeting. I am going to send out an email to do a one on one conversation with each board member.

13.Information for DCs to share with their districts

- a. Remind people about Residential Operations
- b. Start mentioning membership renewals
- c. Joining a committee
- d. Don't forget to donate to legacy funds with the link to legacy site

Greg: DCs be sure to send me blurbs for you

14.Adjournments

Motion by Matt Foster to adjourn the meeting

Second from Trish

Meeting adjourned 3:31pm