

## Meeting of the Board of Directors

250 – 32160 South Fraser Way  
Abbotsford, BC V2T 1W5

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**Strategic:** Identify key opportunities and systemic challenges and plan for actions to effectively manage risks and take advantage of future opportunities.

**Accountable:** Maintain legitimacy and integrity through understanding and discharging responsibilities and reporting performance.

**Fair:** Ensure procedural fairness in processed and decision-making

**Effective:** A clearly defined outcome with appropriate processed and measures.

**Transparent:** Ensure that processes, practices, procedures & reporting on exercise of mandate are open, accessible and fully informed.

**Inclusive:** Ensure that appropriate interests, including the public interest, are considered.

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### MINUTES of Board of Directors Meeting

**Date:** November 15, 2018

**Location:** Salon Renoir Room, Sutton Place Hotel, Vancouver

BOARD IN ATTENDANCE: Gunta Vitins, Chair  
Walter Siemens, Board Member  
Aryn Alibhai, Board Member  
Matt Vane, Board Member  
Jon Krahn, Board Member

STAFF IN ATTENDANCE: Katie Lowe, Executive Director  
Joey Aebig, Manager, Operations & Logistics  
Erin Duetta, Manager, Finance  
Amanda Brittain, Director, Communications & Marketing  
Nicole Thompson, Executive Assistant

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#### CALL TO ORDER

Chair, Gunta Vitins, called the meeting to order at 8:59am.

The Chair acknowledged that the meeting was held on the unceded territory of the Coast Salish Peoples, including Musqueam, Squamish, Stolo and Tsleil-Waututh First Nations.

#### ADOPTION OF AGENDA

The agenda was adopted with the following amendment.

3.12 Memorial Donation

#### **1.0** APPROVAL OF MINUTES

1.1 Approval of the Minutes of October 4, 2018

**R18-098** It was MOVED and SECONDED

THAT the Board of Directors approve the Minutes of October 4, 2018 as presented.

CARRIED

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1.2 Approval of the Minutes of October 12, 2018

**R18-099** It was MOVED and SECONDED

THAT the Board of Directors approve the Minutes of October 12, 2018 as amended.

CARRIED

1.3 Approval of the Minutes of October 18, 2018

**R18-100** It was MOVED and SECONDED

THAT the Board of Directors approve the Minutes of October 18, 2018 as presented.

CARRIED

1.4 Approval of the Minutes of October 30, 2018

**R18-101** It was MOVED and SECONDED

THAT the Board of Directors approve the Minutes of October 30, 2018 as presented.

CARRIED

**2.0 BUSINESS ARISING/ACTION LIST**

2.1 2018 Board Calendar

The 2018 and 2019 Board Calendars were presented for information.

The Board agreed with Staff's direction for the 2019 calendar and discussed additional upcoming meetings.

**3.0 STAKEHOLDER ENGAGEMENT**

3.1 EFC Update

An update on the pending 2019 growth allocation was provided, as well as details regarding the discussions between the provinces and EFC concerning the Quota Assessment Calculation (QAC) and the Service Fee Memorandum of Understanding (MOU). EFC is also continuing to work towards converting the Code into the Animal Care and Start Clean – Stay Clean programs in a way that will eliminate duplications.

In addition, Egg Farmers of Ontario Directors have asked to meet with the BC Egg Directors regarding multiple topics and common issues. The Chair will work with EFO to determine a date for the meeting.

3.2 Market Roundtable Summary

The Roundtable was held on September 24 and 25 with key stakeholders. BC Egg obtained valuable information on how we can be more responsive to changes in the market in a timelier manner. The notes from the event were summarized into a draft Market Responsive Roundtable Report that was presented for discussion.

The Board supports the report and agrees with providing the final document to the BC egg industry and BC FIRB. The suggested topic for a two-day Visioning Session in 2019 is Market Trends. The session would potentially include retailers, CCFI, and graders.

**Action:** Staff was directed to amend the Market Responsive Roundtable Report as discussed.

**3.3 Young Farmer Program**

EFC is in the process of opening up recruitment for the 2019 cycle of the Young Farmer Program. The program is designed to help Canada's up and coming leaders learn more about supply management, industry structure, quota allocations, strategic planning, government relations and trade. In addition, there are learning modules that focus on using social media as well as media training. For the past four years, we have selected a recruit from the province to attend the Young Farmer Program. The BCEPA provided nominee recommendations to the Board for consideration.

The Board discussed the nominees and agreed to nominate [REDACTED].

**R18-102** It was MOVED and SECONDED

THAT the Board of Directors nominate [REDACTED] for the 2019 Young Farmer Program.

CARRIED

**Action:** Staff was directed to invite [REDACTED] to attend the December board meeting to summarize his experience in the 2018 Young Farmer Program.

**Action:** Staff was directed to inform [REDACTED] of his nomination.

**3.4 FPA Renewal**

The EFC Federal Provincial Agreement (FPA) committee has been working to complete Phase I of the FPA Amendment Process. Given the challenges that have been encountered with respect to the FPA addendum approach, EFC would like to propose that the FPA Committee consider an alternative principle-based approach inspired by discussions at the recent FPA Committee meetings. The FPA legal team have created a new FPA concept paper that has been drafted in plain language and represents a modernized version meant to reflect the way the supply management system for eggs operates today. The new draft is designed to initiate further discussion within the Committee at their next meeting. The draft paper was presented for discussion.

**Action:** Staff was directed to ensure BC FIRB receives the FPA documents provided by EFC.

**3.5 Election Timeline**

An election will take place in 2019 for the Lower Mainland and Interior Board of Director positions. BC Egg will work with the BC Council of Marketing Boards (COMB) to begin the election process as stated in the draft BCCEMB Election Schedule for 2019, which was presented for information.

**3.6 Committee Election**

Five committee positions will be up for election in 2019. Staff has reached out to the BCEPA asking that they provide BC Egg with two nominations per position by February 1<sup>st</sup>, 2019. The nominations will be brought to the Board at the February 27 board meeting.

**Action:** Staff was directed to provide the Board with the nominations from the BCEPA prior to the February 27 meeting.

**3.7 2019 Poultry Conference**

The 2019 Poultry Conference has been scheduled from February 27 to March 1, 2019 at the Sheraton Vancouver Wall Centre. Every year, in conjunction with the BC Egg Annual General Meeting (AGM), BC Egg schedules a board meeting and a meeting with EFC Executives. For 2019, it was also suggested that BC Egg should schedule a meeting with the graders to review our Strategic Plan and Forecast. The tentative schedule for the BC Egg meetings was presented for information.

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The Board agreed with the direction for the additional grader meeting on February 28 and discussed the revised Producer of the Year Award nomination process, which will include a digital nomination form that will be sent to all stakeholders to obtain nominations.

**Action:** Staff was directed to provide invitations to EFC Executives and graders for the February 28 meetings.

### 3.8 SE Working Group

BC Egg continues to actively participate in the provincial Salmonella Enteritidis (SE) Working Group facilitated by the BC Ministry of Agriculture with participants from the poultry industry, Canadian Food Integrity Agency, Public Health, and the BC Centre for Disease Control. The incidence of SE in human and poultry samples have declined in the last two years (from 12% to 6%) and there has only been one seizure of ungraded eggs at the retail level. Whole Genome Sequencing is being actively implemented, enabling us to better pinpoint the origin of the issue, including agricultural sources. Staff attended a SE Working Group meeting on October 25, 2018, and notes from the meeting were presented for information.

### 3.9 World Egg Day Wrap-up

World Egg Day took place on October 12 and this year, BC Egg's goal was to create a big impact through strategic events, advertising, and social media. BC Egg ran a series of events, both in stores and through media outlets, thanks to the dedication of many Ambassadors. The results from the events were provided for information.

### 3.10 Theme for Annual Report

Each year a theme for BC Egg's Annual Report is chosen based on an important topic or focus from the preceding year. Since animal welfare has been a heightened topic in the news this year, staff is suggesting a theme of "It's All About Our Hens" in order to provide an alternative story to stakeholders. The intent is for the report to be photographic heavy with images of hens, and farmers with their hens. Quotes and key messages about animal welfare will also be included to inform readers about our policies and to provide farmers with messages to use throughout the year. The usual information (financials, messages from Chair and ED, BoD information, community involvement, etc.) will also be included to ensure the annual report is a fulsome accounting of the year.

### 3.11 Draft Marketing Plan

In 2018, an 18-month marketing plan was presented to the Board. Staff has revised the plan for 2019 based on the experiences of the past year; however, there are still outstanding details that are awaiting results before the plan can be finalized. The draft plan was presented for discussion.

The Board reviewed the plan and requested additional analysis.

### 3.12 Memorial Donation

With the passing of Barry Lockwood, the Lockwood family has requested donations to the BC Cancer Agency in lieu of flowers. The Board agreed to donate \$500 to the Cancer Agency in memory of Barry.

**Action:** Staff was directed to complete a \$500 donation to the BC Cancer Agency.

## 4.0 OPERATIONS

### 4.1 Producer Update

The Board requested monthly progress reports to ensure the producer is progressing towards compliance in a timely manner. The latest report from the producer was provided for information.

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The Board discussed the situation and is requesting a written business and financial plan by December 31<sup>st</sup>, 2018. The Board also discussed creating an interest charge policy with parameters. Once the policy has been drafted, the Audit & Finance Committee should review it before being approved by the Board.

**Action:** Staff was directed to contact the producer to ask for a written plan for the Board by December 31.

**Action:** The Board would like to see the outstanding accounts receivable report at each board meeting.

**Action:** Staff was directed to create an Interest Charge Policy to be brought to the Audit & Finance Committee for review.

### 4.2 Producer Update

A 2015 New Producer Program winner under the “producer-vendor” category is not fulfilling the producer-vendor requirements per our Consolidated Orders. Following the October board meeting, staff was directed to draft a letter to the producer requesting a more concrete and thorough vending plan. The draft letter was presented for discussion.

The Board reviewed the letter and provided amendments.

**Action:** Staff was directed to confirm if there are any other Producer-Vendors in the same situation.

**Action:** Staff was directed to amend the letter to the producer and obtain a legal opinion before providing it to the Board by November 22<sup>nd</sup>.

### 4.3 Producer Update from July 31<sup>st</sup> Meeting

On July 31<sup>st</sup>, the Board proactively met with five producers who had facilities with potential concerns regarding their barns fitness for layer production. A sixth producer was unable to attend the meeting. To proactively ensure that the producers are adequately maintaining their facilities and, where necessary, progressing towards new housing facilities, Staff reached out to the producers for status updates. The updates were provided for discussion.

The Board discussed the leasing process included in the Consolidated Orders and whether additional amendments are required to handle different situations that may come up due to increased growth within the industry.

### 4.4 Consolidated Order Questions

A producer has requested clarification regarding the restrictions that are placed on changing the configuration of his conventional cages. At the October 4<sup>th</sup> Board meeting, Staff was directed to obtain legal advice regarding the situation and to draft a letter to the producer. The legal advice and draft letter were presented for discussion.

As cages are a fixed part of a facility, moving or refitting cages qualifies as renovating a barn. Therefore, the Board agreed that the producers request is in breach of the Orders and is not in the best interest of the industry and animal welfare.

**Action:** Staff was directed to create a SAFETI analysis for the situation and amend the letter before providing it to the Board by November 22<sup>nd</sup>.

### 4.5 NPP Production Change Request

A producer is requesting a production type change for quota obtained through the New Producer Program. Part IV 6 (2) of the Consolidated Order states that “An entrant issued Layer Quota under the New Producer Program may only change production type or region upon Board approval.” At the October 12<sup>th</sup> Board meeting, Staff was directed to receive legal advice

regarding the situation and to draft a letter to the producer. The draft letter was presented for discussion.

The Board discussed the producer's business plan and previous meetings with the producer. The Board agreed with the direction of the letter and provided amendments.

**Action:** Staff was directed to provide the amended letter to the Board by November 22<sup>nd</sup>.

#### 4.6 Catching Update

A gap was identified in the oversight of poultry handling and welfare in response to events from June 2017 and BC Egg is working on improvements to the catching oversight processes. A new process that has been created is a Load-Out Report that is intended for Elite to complete at each catch. The PMC and EPA have reviewed the report and all amendments provided were incorporated. The report was presented for discussion. A second Load-Out Report will be made with input from Island and Interior producers to create a process that works for self-catching and ensures buy in from those producers. BC Egg also intends to work with NSF to create an audit process for catching.

In addition, we have also begun to receive the Processor Report, which will assist in illustrating concerns in facilities. Board and staff members have requested a meeting with WCR and Pollon Express to discuss the challenges of fowl removal in the interior region and to come up with possible alternative solutions.

#### **R18-103** It was MOVED and SECONDED

THAT the Board of Directors authorize the BC Egg management team to conduct a pilot Load-Out Report process in the Lower Mainland for the next six months for fowl removal.

CARRIED

#### 4.7 Regional Study FYI

Investment Agriculture Foundation has launched the BC Agrifood and Seafood Market Development Program, which includes partial funding for market information and research projects for producer associations and commodity boards. BC Egg is seeking funding to research consumer demand, market pricing and supply of eggs by type and regions in BC, with Nielsen as contractor. Staff have completed Part A and B of the application process and Part B was presented for information.

#### 4.8 Producer Request

A producer would like to receive an extension to accept the 2018 quota allocation so they can have additional time to pay their outstanding accounts receivable balance. The letter from the producer was provided for information.

The Board discussed the situation and agreed that due to the producer's death, an extension will be provided until December 3<sup>rd</sup>. If full payment is received by that time, the producer will receive the allocation. If full payment is not received, a payment plan must be created based on parameters provided by the Board.

**Action:** Staff was directed to contact the producer regarding the situation.

#### 4.9 EFC MOU

In 2008, a Memorandum of Understanding (MOU) was developed to outline the roles and responsibilities of each egg board in the Start Clean-Stay Clean program. The requirements for the parties involved in the delivery and implementation of Start Clean-Stay Clean were agreed to in the MOU signed by the egg board and EFC. EFC has now updated the MOU to encompass both On-Farm Programs, Start Clean-Stay Clean and the Animal Care Program. This second MOU is very different from the previous MOU for SCSC and the SOP for the ACP. A conference

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call with the General Managers for each province has been scheduled for later in November to discuss the details further.

The Board reviewed the revised MOU and discussed some concerns with the new version.

**Action:** Staff was directed to provide an update at the next Board meeting after the meeting with EFC.

4.10 Quota Allocation Follow Up

On October 23rd, BC Egg announced the 2018 Quota Allocation to all stakeholders. To improve the process and communication of our allocations, staff and producer feedback was provided for discussion.

The Board discussed additional feedback provided by producers and potentially holding a closed producer only meeting at the end of the next EPA meeting to discuss the 2018 allocation. Additional consultation will be conducted prior to the 2019 allocation.

**Action:** Staff was directed to contact the BC EPA regarding an allocation meeting.

4.11 Specialty Audit Trial Run

NSF was contracted to conduct nine training audits for the BC Specialty Certification Program from October 22-26. On Friday October 26, the NSF Auditor met with staff for a closing interview to report the findings and review the audit program. NSF had a number of suggestions to improve the wording within the audit instrument and had some suggestions for adding metrics that should eliminate repetitive questions and capture the necessary information.

The Board clarified that the audit was based on the final Code and that a revised audit will be reviewed by the PMC at their January meeting based on the feedback provided by NSF and the producers.

**Action:** Staff was directed to send a letter to the producers thanking them for their participation and providing the next steps for the audit.

4.12 2019 Budget Assumptions

The 2019 Budget Methodology was presented.

The Board reviewed the methodology and provided additional feedback.

4.13 Redeveloped ACP Seg. 3 & Euthanasia Training Proposal

EFC's project team has developed a draft second segment of the redeveloped Animal Care Program audit to assess the requirements in Code sections 7-Euthanasia; and 8-Depopulation and is requesting feedback on the working draft. The segments are written as required in the Code and the elements requested are currently being covered in the euthanasia training being provided by CPC. The drafts were presented for discussion.

BC Egg will continue to offer euthanasia training courses and the Board agreed that if a participant does not complete the hands-on training portion of the course, they will not be certified.

**Action:** Staff was directed to provide feedback to EFC by December 7, 2018.

4.14 Committee Meeting Minutes

4.14a PMC Minutes of July 16, 2018

The PMC Minutes of July 16, 2018 were provided for information.

4.14b Egg Industry Advisory Committee Minutes of May 17, 2018

The Egg Industry Advisory Committee Minutes of May 17, 2018 were provided for information.

4.15 Enriched Pricing

The BCEMB sets the price for all egg production methods except Enriched, which has been a housing type in the province since 2015. The most recent COP study conducted by EFC was on both Enriched and Conventional. BC's enriched producers are wondering when BC will implement Enriched pricing and why we are waiting for it to be implemented Nationally. There are two project teams working at a national level on the COP implementation, the Implementation Assessment Project Team and the Conventional to Enriched Transition and Producer Price committee. Updates on both teams were presented for information.

After additional discussion, the Board agreed that it supports the national pricing projects based on the timelines provided. BC Egg will ensure the internal framework is ready to adapt the pricing once completed and that if the project is delayed, we will review a process to create our own pricing.

4.16 Producer Transfer Request

A producer is looking to sell and is asking for guidance from the Board. The producer sent BC Egg a letter on November 8, 2018, informing us that they would like to sell and requested guidance on the process. The letter and a verbal update were presented for discussion.

The Board agreed with Staff's recommendation to provide the producer with the applicable sections of the Consolidated Orders.

**Action:** Staff was directed to respond to the producer with the applicable sections of the Consolidated Orders.

4.17 EFP Program

The EFP program is to be reviewed from time to time. With the increases in the industry, there has been a suggestion to review the EFP program. If an increase to the program does happen, the processor would also have to review their storage capacity to ensure there is room for the additional product.

The Board agreed to meet with the processor to discuss the topic further.

4.18 Producer Lease Request

A producer is requesting a lease approval to house 10% of his flock at a second location starting in August 2019. The producer is planning to take over barn 1 at the location starting July 2019. The facility is currently being used by a different producer who is in the process of building an organic facility at a separate location with expectations to have all quota at the new location by the end of August 2019. The producer has a verbal agreement to take over ownership and management of the current producer's final flock at the location.

The Board reviewed the producer's request. In efforts to prevent animal welfare situations and to ensure all standards are met, the Board does not agree with the direction provided by the producer.

The Board is looking to review its leasing policy because of the animal welfare situation from the summer and have provided feedback for staff to use in drafting a revised policy.

**Action:** Staff was directed to draft a policy for the December 4 Board meeting prior to discussing it at the following BCEPA meeting.



## **5.0 GOVERNANCE**

### **5.1 A&F Committee Chair Position**

Barry Lockwood resigned from the Board, due to health reasons, which resulted in his resignation as Chair of the Audit & Finance Committee.

**R18-104** It was MOVED and SECONDED

THAT the Board of Directors appoint Amyr Alibhai as the interim chair of the Audit and Finance Committee.

CARRIED

### **5.2 Election Voting Rule Review**

As per the review process in our 2016 BC Egg Election Rules and Procedures, the rules must be reviewed prior to December 31, 2019. At the October 4<sup>th</sup> meeting, Staff was asked to create a draft survey, which was presented for discussion.

The Board agreed with the draft survey and the direction provided by staff.

**Action:** Staff was directed to send the draft survey to the Board and EPA.

### **5.3 Committee Per Diems**

Committee members have requested that the Board review the committee travel per diem policy to ensure that committee members are adequately compensated for time spent conducting Board business. The drafted policy was presented for discussion.

The Board reviewed the policy, provided amendments, and additional direction.

**R18-105** It was MOVED and SECONDED

THAT the Board of Directors approve the Committee Per Diem policy as amended.

CARRIED

### **5.4 Quota Transfer**

To ensure that all quota transfers comply with the Consolidated Orders, the Board has requested to review all quota transfers prior to approval. , Staff requested additional clarification from the Board.

The Board agreed that they want to be made aware of all transfers but approval might not be required for all transfers. Additional amendments to the Quota Transfer policy and form were provided.

**Action:** Staff was directed to amend the Quota Transfer Forms as discussed.

### **5.5 Follow up QAC Analysis**

EFC sent a memo to the egg boards on September 28, 2018 requesting written feedback regarding the proposed QAC Policy, EFC as first receiver of supplemental imports, and the QAC allocation and population growth assessment. EFC provided additional information in a follow up memo to boards. The EFC letters and BC Egg's draft response letter were presented for discussion.

### **5.6 Moratorium Growth Exemption**

BC Egg requested BCFIRB to expand the list of exempt persons from BCFIRB's 12 month moratorium directive on growth quota in order to support succession planning in the egg sector.

BCFIRB sent a letter dated October 24, 2018 outlining an extensive list of questions that BC Egg is to answer if BCFIRB is to consider the request further. BCFIRB also sent a letter to the other supply managed boards asking for their insights and input on the benefits and risks of expanding the list of exempt persons. Staff presented the draft response for discussion.

The Board reviewed the draft letter and provided feedback.

## **6.0 PERFORMANCE REPORTS**

### **6.1 Dashboard**

The Week 44 Industry Dashboard was presented for information.

#### **6.1a Feed Mill Participation Report & AAFC Report**

The November 2, 2018 AAFC Report was presented for information.

### **6.2 Quota**

#### **6.2a Industry Reserve**

The Week 44 Industry Reserve was presented for information.

#### **6.2b IP Report Week**

The Week 44 IP Report was presented for information.

#### **6.2c IP Processor Summary Week**

The Week 44 IP Processor Summary was presented for information.

#### **6.2d EFP Report Week**

The Week 44 EFP Report was presented for information.

#### **6.2e Quota Utilization Update**

The Week 44 Quota Utilization Update was presented for information.

#### **6.2f Quota Credit Update**

The Quota Credit Update was presented for information.

#### **6.2g Inventory Report**

The Inventory Report was presented for information.

#### **6.2h 2019 Forecast**

Due to time considerations, this item was put forward to the December 4, 2018 Board meeting.

#### **6.2i 2019 Production Sleeve**

The 3% production sleeve is scheduled to end on June 30, 2019. At that time, BCEMB has the ability to end, maintain at status-quo, or increase the production sleeve provided to producers in an effort to maximize the provincial allocation that is granted to BCEMB's registered producers.

The Board reviewed the program options and agreed to a 12-month Production Sleeve that will be reassessed and announced each December. Producers must be in compliance with the Consolidated Orders to receive the production sleeve and it will not be subject to production type.

The Board also discussed under producing producers and the option to expire quota credits. It was agreed that these discussions would be included in the December 4 meeting.

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6.3 Financials

6.3a Period 8 & 10 Board & Committee Per Diems & Expenses

Due to time considerations, this item was put forward to the December 4, 2018 Board meeting.

6.3b Period 8 Financials

The Period 8 Financials were presented for information.

The Board reviewed the financials and provided feedback.

6.3c Period 9 Financials

The Period 9 Financials were presented for information.

The Board reviewed the financials and provided feedback.

6.4 Preliminary COP

6.4a Period 10, 2018 COP

Due to time considerations, this item was put forward to the December 4, 2018 Board meeting.

6.4b Period 11, 2018 COP

Due to time considerations, this item was put forward to the December 4, 2018 Board meeting.

6.5 Audit Scores

Due to time considerations, this item was put forward to the December 4, 2018 Board meeting.

**7.0 MEETINGS HELD & UPCOMING**

7.1 Meetings Held Appendix A

Due to time considerations, this item was put forward to the December 4, 2018 Board meeting.

7.2 2018 & 2019 Meetings Upcoming Appendix B

Due to time considerations, this item was put forward to the December 4, 2018 Board meeting.

7.2a 2019 EFC Board Meeting Schedule

Due to time considerations, this item was put forward to the December 4, 2018 Board meeting.

7.2b 2019 EFC and Provincial Boards AGM Schedule

Due to time considerations, this item was put forward to the December 4, 2018 Board meeting.

7.2c 2018/2019 COGA Session

Due to time considerations, this item was put forward to the December 4, 2018 Board meeting.

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7.2d EFC Orientation Session

Due to time considerations, this item was put forward to the December 4, 2018 Board meeting.

**ADJOURNMENT**

The meeting was adjourned at 5:37pm.



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Board Chair



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Certified Correct, Secretary