**STUDENT GOVERNMENT ASSOCIATION AGENDA**

**April 04, 2017**

1. ROLL CALL: Aaliyah Mercer, Caitlin MacNeill, Jillian Tardi, Maggie Mastroianni and Courtney Smith were absent. Danny Chamberlain, Brandon Donahue and Brianna Pelloso were excused and Andrew Morin sent an alternate.
2. APPROVAL OF MINUTES FROM: March 28, 2017
3. PRESIDENT'S REPORT: **Brendan McKee**
4. Tonight we have Tom Raffensperger, Dean of Academic Information Services and Library Director, here to speak about the first semester of printing restrictions as well as other information form AIS and the Library. Welcome Dean Raffensperger.
5. **Dean Raffensperger**: I would like to discuss the printing limit.
6. It’s a little difficult to say how things are going with the printing limit. We have some preliminary numbers and it looks like printing is down a lot, but there is a lot we don’t know. For example if a department orders a lot of paper and they only use half of it we are not going to know that until later.
7. Pharos printing is down, but I wonder if the faculty instead of having the students print out learning materials, they are doing it instead now. Is there more printing going on somewhere else? Really what I want to see is has paper usage really gone down for the university as a whole and that’s something that I won’t be able to see until the end of the semester.
8. The other part of this is that when students exceed their quota they are charged. Right now it’s over $125 that’s been charged in total for all students, so not much.
9. The reason why there’s a limit is because there’s a lot of paper wasted. The average student would print about 207 pages a year. There were some students who were printing 5,000 pages and one student had printed 20,000. We just wanted to shave off the worst of the use of the system. With our calculations from the previous year we figured that most students wouldn’t have to pay anything extra, like they just naturally don’t exceed the quota.
10. We know there are some printers on campus where you don’t have to use your card; those loopholes are going to be closed soon.
11. **Emmett Witherspoon**: How long has the issue of printing been going on over the years?
12. **Dean Raffensperger**: January is when we started putting this quota in place, but in the previous couple of years Westfield State won an award for having the most recycled paper. That sounds great, but we were wasting more paper than any other college per capita in North America. So yeah we wanted to change that, there was a lot of waste. This has been going on a long time.
13. **Brandon Trafford**: How are you guys accommodating the demand for paper in regards to majors that have a high demand for paper?
14. **Dean Raffensperger**: That’s a good question, the answer is we aren’t. We tried to look at different fields and what we saw was it really came down to different classes. What we try to do is work with faculty and set up workshops with them to learn more on how to go green in their classrooms basically. To do more online rather than requiring students to print out course materials. Different instructors have different pedagogy. Right now we are doing it this way, but we will see if different majors are printing more. This is our first semester and we want to see how it works and get more data before we think about giving different print allotments to different majors.
15. **Andrew Manchino**: You said that all printers on campus will be getting the swipe system, so how is that going to affect colored printing on campus?
16. **Dean Raffensperger**: Yes we are going to get more colored printers because that’s been the request we’ve had from students. They will also have the swipe on it and colored prints will cost more because they cost more.
17. Dean Raffensperger: Now I’d like to discuss 24 hour computer labs.
18. For a couple years we’ve been looking for a place on campus where we could have a bunch of computers available all night, but fairly safe. The place that we kind of focused on was 141 b over in New Hall and it’s a classroom now, but we liked it because there were windows on each side, it was well-lit, we can set it up easily for card swipe entry, and we could set up a security camera in there. We wanted a place that we wouldn’t have to have staffed all the time, but that would still be available.
19. Class room 141 a will be a lounge and 141 b will be the computer lab. We’ve transferred money over to begin work on this project and we hope to get that done this summer so that for the fall we have this in place.
20. **Ashley Deleon**: In regards to the 24 hour computer lab would you also have a 24 hour IT as well because I know sometimes there are printer jams.
21. **Dean Raffensperger**: Right now probably not. It’s all about cost and we have to figure out cost benefit. Part of that is we will see how it goes.
22. **Brendan McKee**: I was just wondering if you knew how many computers were going to be available in the new lab space.
23. **Dean Raffensperger**: I think right now we are looking at 20 to 24 of them.
24. I accept the resignation of Ryan Gonthier, Patrick Kelly and Samantha Simpson as Courtney Hall Representative to SGA.
25. In a recent email sent out to campus by President Torrecilha, he explained that there will be a lockdown exercise planned by WSU’s Emergency Response Team to take place at an unannounced time during the week of April 16. This will involve local and state authorities assisting the ERT to evaluate the readiness of the University in case an actual lock down were ever necessary. There will be more logistical information to come over the next week or so, but keep that on all of your radars.
26. The Public Safety Owl Shuttle van service will be operating under different hours for the remainder of the academic year. After looking at ridership data and fiscal information, the schedule for the vans has changed as follows: shuttles will end operation at midnight rather than 3:00am on Sunday night through Thursday night, and the shuttles on Saturday and Sunday will start at 5:00pm rather than the previous time of 2:00pm. Past that, running times are the same. Should you need emergency transportation during the off-hours, you can still call public safety at X5262 and they will safely escort you to your location. Again, this only affects campus shuttles, not the PVTA. If you have any questions, feel free to talk to me after the meeting.
27. Items not listed on Agenda:

1. BOARD OF TRUSTEES' REPORT: **Brandon Trafford**
   1. All University Committee: **No Report**
   2. Neighborhood Advisory Board: **No Report**
   3. NEASC Steering Committee: **No Report**

1. VICE PRESIDENT'S REPORT-STUDENT LIFE: **Arielyss Santiago**
   1. Student Affairs Committee: **No Report**
   2. Diversity/Inclusion Committee: **No Report**
   3. Food Services Committee: **No Report**
   4. Parking Control Board: **No Report**
   5. Student Athletic Advisory Board: **No Report**
   6. Substance Advisory Committee: **No Report**
   7. Community Relations/Fundraising Report: **Marissa Cremin**
2. Our fourth and final blood drive of the year is coming up a week from tomorrow, Wednesday, April 12 from 1:00pm to 7:00pm in the Parenzo Gym.
3. I need volunteers to sit in the Dining Commons for sign ups beforehand, and volunteers to help run the blood drive. I had to switch the times around a little bit based on availability of tables in the Dining Commons. Please signup if you’re available to help. As always, one hour equals one unit for the month of April. Sign up links are also posted in the Facebook group.
4. Fresh check day and the Health Fair were a huge success with great attendance. Students gave great reviews, so thank you to all that attended.
5. On Monday, April 10 from 10:00am until 3:00pm Health Services will be sponsoring Baystate Community Health Center to offer a free HIV and STI Testing. This will be held in Scanlon Banquet hall. They are required to take your insurance information, but testing is still free.
6. April is Alcohol Awareness month and Adcare, a treatment and support center, will have a table at the Dining Commons on Thursday, April 13 from 11:30am until 1:30pm.
   1. Veteran’s Affairs Report: **Geoffrey Gichuhi**
7. I want to talk to you about an upcoming Open House being held by the Veteans affairs office. This will be on April 29. The Veterans affairs office has recently been relocated to Bates 015 in the basement and we are in the process of getting situated for this grand opening.
8. On May 2 we are hosting a film screening of Almost Sunrise, this will be followed by a discussion panel.
9. **Jacob Lotter**: Do you have the times for the open house and for the movie screening?
10. **Geoffrey Gichuhi**: The open house is Saturday April 29 between 11:30am and 1:30pm. The film screening is on May 2 at 6:30pm with the movie starting at 7:00pm.
    1. Advisory Committee on University Infrastructure: **No Report**

1. VICE PRESIDENT’S REPORT-ACADEMIC LIFE: **Jacob Lotter**
   1. I hope you’re having a great week. I just have a few updates on the VP of Academic Life front. Last week Honors and Banacos students, in addition to rising senior’s registration. I talked to Dr. Laurie Simpson in Advising and she let me know that Registration went smoothly. With that being said, rising juniors, so students who are currently first-semester juniors or second-semester sophomores, will register this Friday, April 7 at 7:00am.
   2. Academic Policies Committee: **No Report**
   3. Curriculum Committee: **Jacob Lotter**
2. Originally today we planned on having Dr. Jennifer DiGrazia and Dr. Catherine Savini from the English Department down to talk about some changes. The English Department would like to implement to English composition in the next couple of years.
3. Unfortunately Jennifer DiGrazia and Chatherine Savini had family commitments come up, so I will be giving a brief presentation on the changes they want to do and then will gather some feedback for them. I need to note before I give the presentation that the English Department already has these proposed changes going through governance which means that it just needs to be approved by both the Curriculum Committee and the all-University Committee before its final and we no longer have a say. Right now, the Curriculum Committee has these proposals tabled so it’s really important that you give me as much feedback as possible so English can try to accommodate accordingly.
4. **Madeline Dexter**: I think that this policy strongly contradicts what we are trying to inforce with the Westfield State Experience. It takes you away from first year classes when everyone on your first year is supposed to do the first year read and then apply it in their English Comp courses. I think it just kind of contradicts what admissions and administrators have been working so fiercely to implement for this incoming academic year.
5. **Jacob Lotter**: I will be honest with you guys, in the Curriculum meeting Michael Filas who is the Associate Dean of the Westfield State Experience was there and said that and the English Department did basically tell him that this was what they want. That is kind of the outlook on that right now.
6. **Cam Swan**: First of all I just wanted to say that I think Learning Communities are a great thing. I’ve been part of one and I really enjoyed the experience and got a lot out of it. The second part is, I think that it sounds great in theory, but I’m not exactly sure why it is necessary since so many majors already have these applied writing classes.
7. **Mikayla Lapre**: My question is regarding transfer students. I was a transfer student and when I came in I was lucky enough that my English comps from my freshman year actually transferred through. If transfer students come in and they haven’t taken that comp 101 are they going to be behind?
8. **Jacob Lotter**: That’s a really good question. It’s one of the reasons Curriculum Committee tabled it because the committee asked the English Department what their plans were for transfer students and they didn’t totally have one so that’s what they are working on right now.
9. **Maddy Scott**: For students that have AP credit from high school that don’t have to take comp 101, would they have to take 201 as a freshman or have to wait until sophomore year and not have any writing classes their freshman year?
10. **Jacob Lotter**: I do not know that is a very good question. I’ll find out.
11. **Marissa Cremin**: You had mentioned that there could be faculty from other disciplines teaching these courses and I was just wondering if it’s definitely something that they have talked to other faculty about who would teach these courses.
12. **Jacob Lotter**: That’s another good question. I’m not sure if they have and I’m not sure if they have thought about what the staffing needs would be in order to do that.
13. **Marissa Cremin**: I also was just wondering if maybe they have thought about if this could be something that could be incorporated into the Westfield State Experience, but not have a lot of clash.
14. **Andrew Manchino**: I do agree with the English Department that this is more valuable than the Westfield State Experience. Being a biology major I really still don’t understand how to write a lab report so it would have been very helpful if this was a thing when I was a sophomore. I think this blows the Westfield State Experience, for me personally, out of the water with the writing classes. Cam Swan mentioned how some majors did that; I didn’t know that, mine doesn’t personally.
15. **Madeline Dexter**: As a nursing student my syllabus is very structured and it would be extremely inconvenient to be taking very heavy nursing courses my sophomore year and English comp 201.
16. **Ashley Deleon**: Going back to Cam Swan’s point, I agree with Andrew Manchino I’ve never heard of that, but learning how to write papers correctly is different in my opinion than research. If you learn how to write correctly beforehand, then that’ll just make your research class that much better. Another thing is if I was a history professor I wouldn’t really want to have to integrate an English book just because I was teaching first years. I would feel as though it’s an inconvenience to me, my syllabus, and students in the class.
17. **John Coulombe**: I think with this 201 it should be more based on whatever major you are you should have to take an MLA or APA or Chicago. It puts you into that specific class and it’s a prerequisite for whatever major you are.
18. **Maddie Spillers**: My freshman year I was in the English 101 class and I think I was one of three people that actually read the first year read. It didn’t feel like a classroom of people that wanted to discuss it so I really support this new English, however I do think that there needs to be accommodations for different majors. I’m an Education major and I didn’t write my first lesson plan until my junior year. I would have loved to have a format for that my freshman year.
19. **Marissa Cremin**: Just an idea could be maybe trying to incorporate a way in which you could get a general idea of every kind of style of writing, but then really focusing in on your area would be helpful, just a thought.
20. **Dianelise Acevedo**: Is this a completely original idea from our own staff or is it something that we have results from other universities that we can compare to?
21. **Jacob Lotter**: That’s a good question and that’s actually not in the slideshow. In the Curriculum Committee meeting, Dr. DiGrazia said that this is actually something that a lot of our sister universities are already doing. That being said I’m not sure what they have for data about how successful this has been.
22. Our next scheduled meeting is April 6 at 3:45 in Ely 003, next to Dunkin Donuts.
    1. Enrollment Management Committee: **No Report**
    2. International Programs Committee: **No Report**
    3. Academic Technology and Information Services Committee: **No Report**
    4. Writing Liaison Committee: **No Report**
    5. Advisory Committee on Academic Planning: **No Report**
    6. Advisory Committee on the CURACW: **No Report**
    7. Guest Lecture Committee: **No Report**
23. VICE PRESIDENT'S REPORT-PROGRAMMING: **Madeline Dexter**
24. Programming update: **Madeline Dexter**
25. Hello everyone. I know we are getting into the really stressful part of the semester but I am here to tell you about some great programming going on for the campus community this week!
    1. Tonight at 8:00pm, after SGA bonding, Campus Activities Board is hosting a Coffee House event in the Owls Nest. There will be coffee, hot chocolate, pastries, and some wonderfully talented students. Please come perform any spoken word, song, comedy routine or anything else you so please.
    2. This is an event I find to be really wonderful that is part of the global awareness week. Tomorrow from 2:00pm until 4:30pm in the SGA Club room, commuter council is hosting an event where they invite students to come make their mark and leave a hand print on the wall. I am definitely going to be there and I think as senators, it would be great if you went as well.
    3. Relay for Life starts at 5:30pm on Friday, April 7 in Woodward. It is an amazing time and everything raised goes to a wonderful cause. If you have not signed up for the SGA team yet there is still time. If you are interested, please see either myself or Jacob Lotter after the meeting.
    4. Black Student Union is also having their “Culturally Defined Showcase” this Friday at 7:00pm in Dever Stage.
    5. The Triple Threat Party is Saturday night April 8, from 10:00pm until 1:00am in the Scanlon Banquet Hall. In case you did not know, it is hosted by the Multicultural Student Association, the Black Student Union, and the Latino Association for Empowerment. If you are purchasing your tickets before the event, please do so at the Campus Window, students are $5.00, nonstudents $7.00. If you are purchasing them at the event, it will be a slight up charge of $7.00 for students and $10.00 for outside guests. Dress code is all white. DJ Boogy will be there so you know it's going to be a great time.
26. With advertisement in the works the Owl Bash calendar has been set and I would like to share that information with all of you! For those of you who have no idea what Owl Bash is, it is a student collaborate end-of-the-year program that will be replacing Spring Weekend. The groups that worked together to plan this weekend are Residence Hall Association, Commuter Council, Diversity and Inclusion, Student Activities, and Campus Activities Board. It has been a detailed process this semester but between all of us, we have laid out a schedule for the weekend and it goes as follows.
27. Thursday, April 20 from 11:00am until 1:00pm there will be a Pet Therapy on the campus green as normally scheduled. Following that we have an Animal Craze Petting Zoo coming in from 2:00pm until 4:00pm on the green. There will be small baby farm animals and miniature farm animals like a small pony and a small alpaca for everyone to ooh and aah over. We will be offering two Paint and Punch sittings: one at 3:00pm and one at 5:30pm. Both will be hosted in the Owl’s Nest. You can sign up online and both seating’s will have a different painting. Then from 7:00pm until 11:00pm in Parenzo Hall we will be having a portable bowling alley and arcade. This is four portable bowling lanes, four stand up throwback arcade games, an air hockey table, and a foosball table. At the same time we will be offering late night snack options in the Dining Commons from 8:00pm until 11:00pm.
28. Friday April 21, from 11:00am until 3:00pm we will be offering Food Truck Friday near Wilson Hall. This will offer a lunch style food truck and a novelty ice cream truck. Both of these trucks will be free. During this time we will also have lawn games out on the Wilson green so in between classes you can come play with your friends for a few minutes and enjoy the hopefully nice weather. Friday from 4:00pm until 8:00pm on the Campus Green is the Power-puff football game. This is will be an all-women’s football game designed to break down stereotypes and empower women. If you are interested, you will be able to sign up for the game with your class council very soon! Men are also encouraged to participate as cheerleaders on the sidelines. Final details for this particular event are still being worked out and will be publicized next week. From 4:00pm until 8:00pm we will also be collaborating with the dining commons to produce a menu of Westfield Favorites, which will be served that night. Our main stage show that evening will be comedian Chris DiStefano from the MTV show Guy Code. He is super funny and will be performing in Dever Stage. Then from 10:30pm until Midnight, we will be having Late Night Pancakes in the Dining Commons with a super great DJ!
29. Saturday April 22, there is a complete day of activities. In the morning, there will be a color run around campus. Registration for this will be from 11:00am until 12:00pm and the race will take place starting at noon! After the run, from 2:00pm until 6:00pm on and around the green there will be our Owl Bash Carnival. This entails a Moe’s donuts, an adrenaline rush obstacle course, two caricature artists, street signs, airbrush tattoos, a photo booth, a fried dough truck, Moolicious ice cream, and a Ferris wheel. Incredibly generous hall councils donated most of these items, which the board really appreciated. During the carnival, WSKB will be hosting their concert from 12:00pm until 5:00pm. After their set, we have invited student performance groups to come onto the stage and participate in Westfield’s got pride. All student performance groups on campus should have received an email from Marcus DiBacco. If you did not, please see him after the meeting. From 4:00pm until 7:00pm on the green will be a BBQ dinner hosted by the Dining Commons. Then there is a two-hour break in the day and then the night picks up at 9:00pm with a Paint U party in Parenzo Hall. The company is named Glowrage. This party runs from 9:00pm until 1:00am. All students are encouraged to make their way over at some point in the evening.
30. Sunday April 23 is our concluding chill day with Brunch served in the DC from 10:00am until 2:00pm. The night will be wrapped up with a screen on the green at 8:00pm. Brendan McKee posted a poll on the Facebook class pages for the movie and the most voted was Moana.
31. **Derek Estrella**: Just as a point of information the dress code is optional. Some people have been getting confused.
32. **Ashley Deleon**: We’re going to put that paint party in Parenzo?
33. **Madeline Dexter**: The way it works is the company comes in the day of and they tarp everything down and they set up their stage and we just throw the party there.
34. **Bryan Pimentel**: Do you know what the person limit is in Parenzo?
35. **Madeline Dexter**: Right now it’s approximately 420 people so we’re kind of hoping that throughout the night some students will wave in and then wave out and other students will wave in as well.

1. VICE PRESIDENT’S REPORT-FINANCE: **Marcus DiBacco**
2. Finance Report: No Report
3. Foundation Report: No Report
4. SECRETARY'S REPORT: **Karina Sallaway/Rebecca Kennedy**
5. Executive Secretary Report: **Karina Sallaway**
6. Hi everyone! This week our LifeSaver was a huge help this past Friday when it came to helping Maddie Dexter run Bingo. Most of the CAB executive board was at the Owl Ball and this senator stepped up and helped Maddie run the whole event, he even offered to run it by himself so that Maddie could stay at the Owl Ball longer. For these reasons Jon Coulombe is our Lifesaver of the Week. Congratulations.
7. I just wanted to remind everyone that Signature Papers will be due this Friday April 7 at 5:00pm and elections will be held the 18 and 19 of April. Pizza with the Candidates will be next Thursday April 13 down here in the SGA room at 4:00pm. I put a flyer at each of your seats and if you don’t mind I would appreciate it if you could put it on your door. Since they aren’t stamped, they can only go on your door, thank you in advance! Please encourage anyone you know and even those you don’t know to come. Thank you!
8. Legislative Secretary Report: **Rebecca Kennedy**
9. I hope you have all had a great week! Today you had three units due for March. If you have not already sent them to me please email them to me after the meeting. For those who are not familiar, at the end of every month we like to do a couple of fun things with units.
10. The Big Unit Award, which is given to the person who sends in the most units every month. This month the Big Unit Award winner is Owen MacDonald.
11. We like to do the Unit Lotto, everyone who sent in at least three units by 3:30pm today is entered into the unit lotto. The winner gets $20.00 in owl bucks. I am going to have Karina Sallaway pick the winner, and it is Allison Bancroft.
12. For April, you will have three units due on April 25 by 3:30pm. Up front there are unit calendars with some upcoming events that are unit opportunities. As always, these are not all of the events that count for units!! Please check the online Student Activities calendar for more events.
13. In other news, the SGA Award Banquet is on Tuesday, May 2 at 5:30pm. For those who are new to SGA this is where we give out awards to different Senators recognizing their efforts on SGA during this academic year. Attendance is required and there will be food served. It's going to be a ton of fun and I look forward to seeing you all there. More details about this event will be released in the coming weeks.
14. This Friday, April 7 is Maintainer’s Appreciation Day! The event is at 9:00am in University Hall. I would love for you all to come and show your support for our wonderful Maintainer’s across campus. If you are interested in coming please come speak to me after the meeting! If you cannot make it I still encourage you all to say hello and thank you to all Facility and Maintenance people on campus.
15. PARLIAMENTARIAN REPORT: Andrew Manchino
16. Rules and Regulations Committee: **No Report**
17. COMMUTER COUNCIL, CLASS AND HALL REPORTS:
18. Commuter Council: **No Report**
19. Senior Class: **Allison Bancroft**
20. We had a very successful brewery trip this past Thursday, April 30. Everyone that went had a great time.
21. Mr. Westfield is this Sunday at 2:00pm at Dever Stage. Admission is $3.00 for students and $5.00 for general admission. The contestants have been working so hard, as have the senior and sophomore class councils. Please come out and help us grant a wish.
22. Backyard Burritos is Saturday, April 29 from 2:00pm to 4:00pm in the Apartment complex courtyard. The event is free and only for seniors. We will have music, games, and burrito boxes courtesy of Moe’s. There will be more details to follow.
23. Our next meeting is Monday, April 10 at 6:00pm in the Club room E021.
24. Junior Class: **Alexis Finn**
25. The Buzz Off is this Sunday, April 9 at 11:00am until 1:00pm. We are not only going to be raising money for One Mission and kids with cancer, there will be a “buzz-er” beater games, raffles and henna courtesy of the very talented Sharleen Varghese. You can still sign up online to buzz your head, but the day of we are accepting walk-ins for the $20.00. Thank you so much and we hope to see you there.
26. Our next scheduled meeting is Thursday, April 6 at 5:00pm in the SGA conference room E020.
27. Sophomore Class: **Abdullah Shafique**
28. I would like to update you on our final Mr. Westfield event before the show. Last week we had hosted our Tye Dye event in which we were able to raise $90.00 for the night. This week we will be tye dying again in addition to our pie contestant event. This Friday, April 7 at 1:00pm in the Owl’s Nest the Mr. Westfield contestants along with the Class of 2019 will host “Pie a Contestant” along with Tye Dye. You can pie any Mr. Westfield contestant or a Class of 2019 council member for $1.00, and you will be able to tye dye your own shirt for $2.00 or if you can buy a shirt to type dye for $5.00. Now if you buy a shirt, you will also receive a voucher for free admission to the show. All proceeds will go to the Make A Wish foundation. As a reminder the show is this Sunday at 2:00pm in Dever Stage, please come out and support your contestant and help us grant a wish.
29. First Year Class: **No Report**
30. Apartment Complex: **No Report**
31. Courtney Hall: **No Report**
32. Davis Hall: **No Report**
33. Dickinson Hall: **No Report**
34. Lammers Hall: **No Report**
35. Lansdowne Place: **No Report**
36. New Hall: **No Report**
37. Scanlon Hall: **No Report**
38. University Hall: **No Report**

1. UNFINISHED BUSINESS:
2. NEW BUSINESS:
3. ANNOUNCEMENTS:
4. **Jacob Lotter**: Junior registration is on Friday, April 7.
5. **Marcus DiBacco**: Finance Committee meeting tomorrow, April 5.
6. **Madeline Dexter**: Please stay for trivia and pizza.
7. **Andrew Manchino:** Rules and Regs get ready we have a fun one.
8. **Rebecca Kennedy:** Can I please get my sign-up sheet for the banquet back?
9. **Brendan McKee:** Just for Rebecca’s sake if you guys could not fidget around when Rebecca does roll call so we can keep it quick.
10. **Jasmine Bobbitt**: 46 days until Commencement.
11. ROLL CALL: Aaliyah Mercer, Caitlin MacNeill, Jillian Tardi, Maggie Mastroianni and Courtney Smith were absent. Brandon Donahue and Brianna Pelloso were excused and Andrew Morin sent an alternate.
12. ADJOURNMENT: Meeting adjourned at 6:46pm

*To ensure the courtesy of others,*

*Please turn off your cell phone before the meeting*