**Student Government Association Minutes**

October 14, 2014

1. ROLL CALL: Connor Swan, Caitlin MaCauley, Priscilla Aguilar, Danielle Coveno, Andrew Carr, Brian DeMars, Bailey Tolliday were absent.
2. APPROVAL OF MINUTES FROM October 07, 2014: Minutes were approved.
3. PRESIDENT’S REPORT: *Rebecca DiVico*
4. Tonight we have Ken Haar to discuss Phenom.
5. **Ken Haar**: Thank you very much for giving me a few moments tonight. I am going to pass out a few things. A couple members of the Executive Council know what Phenom is. Phenom is an acronym. It stands for Public Higher Education Network of Massachusetts. It is an organization that was started in 2006 by a number of student leaders, faculty leaders and union leaders from across the state. What Phenom does, is try to argue and fight for you. We fight for more accessible and affordable public higher education and for revenue in Boston. We want more money put into Public Higher Education so that you all don’t face tuition and fee increases.
6. So, I passed out two things and those two things are the main reason I am here tonight. The first is just a card with some information to fill out which I will collect at the end of the meeting. As student leaders, it is important for you all to know what is going on at the state level in terms of public higher education funding and other issues. If you fill out that card, we will update you on those things.
7. There is a line on there that you can check to be a member and you have to pay $1.00 in dues every year. We don’t charge any dues anymore. So, if you fill out the card, we will get you information about the events we do throughout the year.
8. The other piece of paper is an advertisement. We just got a grant from the Massachusetts Teachers Association which is a union that represents all the faculty and administrators here on campus. We got a grant from them for $50,000 to set up Phenom chapters on campuses across the state. I think it’s really important to have a group of student activists involved in that. The piece of paper I gave you is actually the advertisement that will go out to MTA members. We are looking for coordinators of groups on each campus, much like a club advisor would be. Also, because we have the grant, we can pay students stipends to be organizers on the campus as well.
9. So, what do we do and what is this all about? Basically, we sponsor a couple of things that you all might be aware of. Every year, we have a lobby day in Boston where students get a chance to go down there and talk to their legislatures about the importance of higher education, about the problems that you may have in regards to your public higher education, such as student debt and the rise in fees every year or any other issues you may have about your education.
10. As far as what the organization does, we meet with legislatures all the time. Students are invited to those types of things all the time. It’s a very educational experience for you all to learn how government operates or, doesn’t operate. You will at least get a chance to see what happens in the state house behind the scenes.
11. I, myself, go down to the state house every month to chair a meeting called the Public Higher Education Summit which has Representatives from the Higher Education Committee, the House and the Senate, Representatives from the Higher education Caucus, Commissioner of Public Higher Education, as well as students and other leaders from across the state. We sit down and talk about how we can get all on the same page and ask for the same thing so that we can make public higher education more affordable for you. We deal with issues like student debt so we can make sure that this is the best public higher education system in the country.
12. We’ve done some pretty remarkable things. A couple of years ago in 2008 or 2009, we almost had a depression and the economy collapsed. In Washington, President Obama had just been elected and they passed a bill that would help the economy. Part of that was aid to the states that would help their budgets which weren’t being supported anymore. So, a lot of that money was supposed to go to Public Higher Education systems but the states were also supposed to do their part. They were supposed to continue to fund the Public Higher Education systems at the rates in which they were doing so previously. Massachusetts did not. They took the money that they were spending on public higher education, decided to let you guys pay more, and put that money into other programs across the state. Well, Phenom filed a federal complaint in Washington DC and won $54 million for the Public Higher Education system in Massachusetts. That is a lot of money. For Westfield State, it meant about $4 to 5 million.
13. Two years ago, our president at the time, Dr. Evan Dobelle was the chair of the Chamber of Presidents, which consists of the nine State University Presidents. He negotiated a deal with the Speaker of the House on the legislative side, where we would have no fee increases for the next three years. The basis of that was to provide extra money to campuses so that you all wouldn’t face fee increases. It worked for one year. We were not able to continue that for last year. But when you think about the number of students on campus, we saved each and every one of you about $400.00 the first year.
14. You can be a part of this. You can very easily be involved. You can help out and you can learn a lot about how the system works behind you and what the political process is of how these schools function.
15. So, I urge you to do two things. First, fill out the card for me so we know who you are and can get you the information or, if we find somebody who wants to be the advisor for the Phenom group on campus, we can give them your names as a point of contact, to get a club like this going, if you are interested. I think it’s a really important thing to do so I hope you all think about it.
16. By the way, I am the Legislative Chair on the Board of Directors for Phenom. That’s why I know a lot about what goes on in Boston.
	* + 1. **Scott Seskevich:** Is this just something that happens during the year or do you all work during the summer as well?
			2. **Ken Haar:** Phenom is a 503(b) corporation. We operate twelve months a year. However, we are a coalition. We have administrators, faculty, staff, parents, alumni and students. But students are the energy of the organization. You guys make it go. In the summer time, we don’t do as much but we do hold a lot of trainings then. If you need organizing training or things like that, we schedule them during the summer when you are off so you can do them. We do operate twelve months but people take it easy during the summer. There are some things we have to do because the legislature sessions starts and ends on July 1.
			3. **Jon Cubetus**: Thank you for coming today. I was wondering if you all are working on anything else besides establishing chapters around Massachusetts.
			4. **Ken Haar**: We just got the grant last month to do this, so it is a big push right now. The summit group meeting tomorrow is about developing the proposal for what we should ask for in the 2016 budget year. That’s a big issue. I can tell you right now that part of that will be to freeze fees across the system, like we did three years ago. We want to get that back. This year, only the UMass system was able to do that. That is one thing you will learn as you deal with the Legislature. There is a lot of dividing down there. It’s always one part of the system against the other. Phenom tries to keep everybody together. That’s our job. We’ve been pretty successful at it but that is one of the bigger things we are working on. We have worked on a number of other things as well. Last year, we planned an access and affordability program for this year. So, people in the state can learn about access to public higher education as well as how to make it more affordable including information on financial aid and how to get it and how to finance your education. How many of you are first generation college students? Where did you get your information about how to pay for it?
			5. **Cleston Flemming**: In my high school, we had an access group. They helped us a lot.
			6. **Ken Haar**: Okay, so you had some help. You are lucky! Most people don’t. Often, there may be one financial aid night at your school and if you’re lucky enough to go or have you parents go, they may learn about it. There was also a Student Debt Subcommittee of the Higher Education Committee last year. They did a lot of hearings around the state. Stone Koury, Student Representative to the Board of Trustees last year, went to those hearings and testified on behalf of you all. Those hearings were all over the state and talked about the issue of all students being in debt. How many of you have loans that you are going to have to pay back? It’s a huge problem. So, that is one of the issues that we are working on. We could have nights on campus where we play some films and Professor Elizabeth Stassinos helped with some of those a few years ago. It wasn’t very well-attended but the event did happen. So, we are working on some of those issues as well.
17. One more thing, the sheets of paper I handed to you are actually designed to go to faculty, to be leaders of this, even though they say they are student stipends, which we are. We want to get at least one faculty member on each campus to be the advisor, of this. The deal is, take the piece of paper and find a faulty member that you think, would be a great advisor to an activist group like this, and give them the piece of paper. Let them read it and tell them you would be interested in working on it with them. Faculty members love to hear that kind of thing. Please turn the cards into Barbara Hand or Rebecca DiVico when you are finished.
18. Thank you Ken Haar.
19. I move to appoint Katherine Robinson as the Student Athletic Council Representative to SGA for the 2014-2015 Academic year. Motion carries
20. **Tyler Hastings**: What exactly does this position entail?
21. **Rebecca DiVico**: this position is a part of the Student Athletic Council and they are appointed by their council to sit on the Student Government Association. They represent all athletes on campus and serve as liaison between SGA and Athletics.
22. The referendum question that I spoke about last week will be emailed this week. A reminder of what the referendum is, it is because the faculty contract is being re-ratified, we as students have to take a vote to say that we want to continue to have our voices heard on Governance Committees. I will be sending out an email to all students explaining what the referendum is and then a few days later there will be a link to a survey. Please take it and encourage your friends an constituents to take it as well.
23. I will be passing around the contact sheet. Please make sure that all of the information is correct and if you are not on the list, please add yourself.
24. I will also be passing around a sign-up sheet for Homecoming it is next Saturday, October 25. The sheet has specific duties that you can sign up for.
25. Evelyn Dina: Request of Information: Volunteering for Homecoming will be a unit per hour. You can get no more than four units for volunteering for this event.
26. **Jon Cubetus**: In regards to the referendum vote, is that only SGA participation or is the poll open to the student body?
27. **Rebecca DiVico**: It will be sent out the all students. We die a Straw Poll last week just because we represent so many students and we wanted to know how SGA felt. However, the vote is to find out how all students feel so, please encourage your friends to take the vote.
28. **Barbara Hand**: Request of Information. Is this part of contractual obligations?
29. **Rebecca DiVico**: Yes. The faculty contract is being re-ratified and part of that includes the necessity of a majority vote of students to be in favor of being represented on Governance Committees. (8:57)
30. On Tuesday, October 21 at 3:00 pm in the Loughman Living Room, there will be a New Science Building and Wilson Backfill Renovation Open Campus Meeting and I encourage you all to attend, if you can.
31. I would like to thank everyone for sticking around last week and getting your picture taken. I haven’t had a chance to do them yet but I appreciate you all doing that. Please email me your answers, if you have not done so.
32. If I skip over your name during the reports and you had emailed me please open new business. All you have to do is make a motion when I ask if there is any new business. I don’t anticipate skipping anyone but everyone makes mistakes and I want to make sure if you want to report you can.
33. Items not listed on the agenda.

1. BOARD OF TRUSTEES’ REPORT**:** *Joshua Frank*
2. Hope you all enjoyed your long weekend. Last week the Board of Trustees met and we had a very long agenda.
3. We approved a proposal to implement a $100.00 service fee to first year Students that have not completed AlcoholEdu and Haven Courses by October 30. For the upper classmen who don’t know what these courses are, these are online mandated courses, with AlcoholEdu it focuses on alcohol education and Haven focuses on sexual assault awareness and reporting. Our goal is that the service fee will get the students who have not completed the courses to do it. At orientation students were warned about the service fee, and people who have not completed the course have been reminded through email to finish it. As of last week this policy only affects roughly 40 students, so if you are a first year student and have not completed these courses, I urge you to do so. Also, this policy does not affect transfer students.
4. **Courtney Keddy**: Does the AlocoholEd course specifically talk about Westfield’s Policies for students?
5. **Joshua Frank**: I don’t know the specifics but Dr. Carlton Pickron and Dean Sue LaMontagne would have that information. I am assuming it does. I’m guessing that, some of the First-Year students have taken the course, so if you guys could elaborate on it, I would love to hear it. For the service fee, that isn’t money that the school is pocketing. That’s what the school pays, for each student, to take the course so, if you don’t take advantage of that, you have to pay the $100 service fee back to the school. We hope that this incentive will be the final push.
6. **Brandon Trafford**: I had a resident come up to me today. She was trying to complete Part two of the AlcoholEdu course but Westfield State was not coming up on the drop down menu. I told her to talk to other students to see how they completed it, but that if that still does not continue to work for her, who should I send her to?
7. **Joshua Frank**: I would send her to Dr. Carlton Pickron, Dean Sue LaMontagne or the Counseling Center. They are all spearheading this initiative.
8. The Board also approved a three Professor Emeritus. I have their names in my office if you’d like to see them.
9. At the meeting we went over and approved our yearly audit, which was over all positive. I have a copy if you’d like to see it.
10. We also approved a new energy project for the campus, which will replace HVAC units in Bates, Parenzo and Woodward hall, and replace lights and other sources of energy to be more energy efficient across campus. There is no distinct timeline on this project, however I will give you all more information as I receive it.
11. We also allocated the last of funds needed for the new Science Building meaning that the project is 100% paid for.
12. We approved an information security policy, which focuses on protecting the campuses electronic services from hackers.
13. We also had a few touch ups on the travel, and motor vehicle and van use policies.
14. We discussed the Presidential Search. As of last Wednesday, October 8 the Presidential search has officially begun. Our first step is to hire a search firm to assist in the process. That process will most likely take us into next semester, and then next semester the search committee will start its work. The board did not decide upon a date as to when we want to have a new President. We want to take our time and allow the process to run very smoothly.
15. The next Board of Trustees meeting will be December 15 at 3:00 pm in the President’s Board Room.
16. Can I see all the Representatives at Large after the meeting?
17. All University Committee**: No Report**
18. Neighborhood Advisory Board**: No Report**
19. VICE PRESIDENT’S REPORT-STUDENT LIFE**:** *Joshua Clark*
20. On Wednesday, October 8, the Substance Advisory Committee met for the first time. We discussed the dichotomy that is the Marijuana Policy. There are a lot of gray areas and conflicts with Federal and State law that exist in the policy. We also discussed agenda items for the year, which of course the smoking gazebos area part of.
21. Our next scheduled meeting is October 22 at 1:30 pm.
22. In terms of the outreach Counselor search committee, the Counseling Center mad a decision and hired Julia Nedry. She will be starting at the beginning of November. Speaking from what I saw during the interview process, I think she will be a good fit for Westfield State students.
23. In terms of Residence Life, they are making good progress on the renovation project taking place in Dickinson hall. For those that follow logic, Dickinson Hall will be renovated in similar fashion to Davis Hall. It will be done in two phases: the first phase will be what you see in Davis, and the second phase will be renovation on common areas and entrances in both residence halls. The first phase is targeting for summer of 2015 whereas the second phase will be all done in the summer of 2016 or spread out between the summer of 2016 and 2017.
24. There is also a discussion about replacing upholstered furniture and the armoires in New Hall. For the armoires, they are looking at doing a similar thing to what you would see in University Hall.
25. I won’t let you get away without updating you on the Gazebos. Apparently Curt Robie and Jason Florek have found Adirondack chairs, at Home Depot, that are cheap enough to replace if they’re broken. Now of course, the chairs shouldn’t be broken but the goal was to find chairs that were cheap enough in case they were.
26. **Amy Szlachetka**: I just want to let you know that I was leaving on Friday afternoon, walking up the hill here next to Ely, past the Gazebo and there was a lot of trash on the ground but, I also notice that there are no trash cans around that area.
27. **Joshua Clark**: Right. I know there was a picnic table. Somebody had moved it from where it was and put it by the gazebo and Facilities and Maintenance had to keep moving it back. So, I will see what the story is. Maybe, we can get a picnic table and trash can over there.
28. I am happy to report that the Student Affairs Committee is full and that we will be meeting on October 27 at 2:30 pm in Ely 003, which is the conference room near Dunkin Donuts.
29. Student Affairs Committee**: No Report**
30. Multicultural Committee**: No Report**
31. Food Services Committee**: No Report**
32. Health Committee: **No Report**
33. Parking Control Board: **No Report**
34. Student Athletic Advisory Board: **No Report**
35. Substance Advisory Committee: **No Report**
36. Community Relations/Fundraising Report**: Justin Connolly**
37. The Stanley 5K is this weekend on Sunday, October 19. I hope to see you all there. I will be there so, if you beat me, I’ll let you take me out for a celebratory be me dinner.
38. The First Blood Drive was last Wednesday, October 8. Our goal was 117 donors and we got 131 donors. So, I was so happy. I wouldn’t have been able to do it without all of the wonderful volunteers that came out.
39. **Barbara Hand**: Who was it sponsored by?
40. **Justin Connolly**: The American Red Cross. Thank them as well.
41. VICE PRESIDENT’S REPORT-ACADEMIC LIFE: *Olivia Dumas*
42. Course offerings booklets are now out and about. Something I would like to point out to you all is if you flip to the very back of the book there is a list of all the courses that are part of the common core. This year myself and John Ohotnicky, the registrar, added plus signs to all courses that will be offered in the Spring 2015 semester. This way you easily know what you can and can’t take in the following semester. Another thing I’d like to point out is that registration dates are on these booklets and they are as follows:
43. Banacos and Honors Advising is now until October 28 with registration beginning on October 29.
44. Seniors advising will begin on October 27 with registration beginning on October 31.
45. Juniors advising will begin on November 3 and registration will begin on November 7.
46. First and Second season athletes advising will begin on November 3 and registration will begin on November 10.
47. First Year advising will begin on November 18 and registration will begin on November 24.
48. For every week during the advising period I’m going to share a keep calm tip, so, “Keep Calm and see what’s, actually, offered in the core for spring 2015.”
49. **Dana Kilby**: Request of Information. There are a couple classes in the Movement Science part of the booklet that are not offered anymore. I would just urge everyone to be careful because you cannot register for it, as the course no longer exists.
50. **Olivia Dumas**: The courses I was referring to are just core courses. If there are questions about major-specific courses and whether they are offered, go to that department head. What I’m talking about are mainly just for core courses that everyone can take.
51. Academic Policies Committee: **No Report**
52. Curriculum Committee: **No Report**
53. Enrollment Management Committee: **No Report**
54. Campus Technology Committee**: No Report**
55. International Programs Committee: **No Report**
56. Library Advisory Committee**: No Report**
57. Writing Liaison**: No Report**
58. VICE PRESIDENT’S REPORT-PROGRAMMING: *Shannon Cullinane*
59. Programming update**: Shannon Cullinane**
60. Last week we had interviews for coming on our NACA Conference in Hartford. We had seven cabbies interview and we are taking them all with our Executive Board.
61. On Wednesday, October 15 we are having Trivia in the Owl’s Nest at 8:00 pm. This month’s Trivia is a little different because Residential Life is teaming up with us to make it one of the Oksoberfest events.
62. There are six tickets left for Six Flags. You can buy them here in the SGA room for $15.00.
63. Our next scheduled meeting is October 15 at 5:00 pm in the Owls Nest.
64. VICE PRESIDENT’S REPORT-FINANCE: *Matthew Carlin*
65. The Finance Committee needs more students, please let me know if you can do this.
66. **Cleaston Flemming**: I would like to volunteer but I will not be here next semester.
67. **Matthew Carlin**: that is fine, Finance Committee Changes each Semester.
68. Remember the Student Organization Council will meet tomorrow, October 15 from 4:00 pm until 5:00 pm in the SGA room 0017.
69. Finance Report: **No Report**
70. Foundation Report: **No Report**
71. SERETARY’S REPORT: *Andrew Morin/Evelyn Dina*
72. Executive Secretary Report: **Andrew Morin**
73. We have a Senator of the Week this week. This senator has always been such an energetic and efficient member of SGA. In his new job as Community Relations and Fundraising Representative, he did a fantastic job planning and coordinating the first Blood Drive of the 2014-2015 school year. The American Red Cross Collected 131 units of blood during this particular drive last week. This exceeded their goal. For your hard work, dedicating and amazing leadership skills, the Student Government Association thanks you. Congratulations Justin Connolly.
74. Legislative Secretary Report: **Evelyn Dina**
75. PARLIAMENTARIAN REPORT: *Sara Palis*

Rules and Regulations Committee:

1. Just a few quick things to go over. The Rules and Regulations Committee had its first meeting last Tuesday, October 7. We looked over a few constitutions at the first meeting. We approved the Westfield Voice Constitution and the Salsa Club Constitution pending some small changes. We sent back the Meditation and Contemplative club and Geocaching Club for larger changes that need to be addressed.
2. I just want to remind everyone about a couple of things from Roberts Rules.
3. For adding a point to someone’s report, you say request for information then say what you have to say. Point of information is no longer a thing to be said during SGA.
4. When new business arrives at the end of the meeting, there needs to be a motion to open new business before new business can happen.
5. If you have something that you would like the senators to be aware of at the end of the meeting, save those short comments for the announcement portion that follows new business.
6. If any senators have any questions about Robert’s Rules, feel free to come speak to me and I will be happy to answer any questions you may have.
7. COMMUTER COUNCIL, CLASS AND HALL REPORTS:
8. Commuter Council: **Tyler Hastings**
9. I accept the resignation of Sergio Arroyo as Representative to Senate for Commuter Council.
10. Our next scheduled meeting is on October 17 at 4:00pm in Ely 003 conference room.
11. Senior Class: **Richard Darrach**
12. Tonight there is an interest meeting for Mr. Westfield at 8:00pm in the SGA room. This meeting is open to everyone please encourage your friends to come, even if they haven’t’ been nominated.
13. Tickets for Mohegan Sun go out next week. There are only 52 seats available so, it will be a first come first serve basis. Tickets are $25.00 and cover transportation a buffet and $15.00 free bet.
14. Out of the Darkness is underway. Keep an eye out for registration and the Random Acts of Kindness campaign information.
15. Our next scheduled meeting is October 17 at 2:00 pm in the SGA conference room 020.
16. Junior Class: **No Report**
17. Sophomore Class**: No Report**
18. First Year Class: **Maddie Creamer**
19. The Class of 2018 held interviews last Wednesday for one open position of Historian and three open positions for SGA Representatives to Senate.
20. I move to appoint Marissa Cremin as Class of 2018 Representative to Senate for the remainder of the 2014-2015 academic year. Motion carries.
21. I move to appoint John Coluombe as Class of 2018 Representative to Senate for the remainder of the 2014-2015 academic year. Motion carries.
22. I would also like to appoint Elise McNamara as Class Historian for the Class of 2018.
23. We will hold interviews for advisors tomorrow, October 15 at 5:00 pm in the SGA conference room E020.
24. We are still looking to fill one additional Representative to Senate position. Our council is coming together nicely and we can’t wait to get more involved in Westfield.
25. Apartment Complex: **No Report**
26. Courtney Hall: **Rebecca Kennedy**
27. I move to appoint Daniel Chamberlain as a Courtney Hall Representative to Senate for the remainder of the 2014-2015 academic year. Motion carries.
28. I would also like to announce Courtney Hall Council is having a Meet and Greet tomorrow night, October 15 at 8:30 pm in the first floor lounge of Courtney Hall. There will be free pizza and soda. I hope to see you there.
29. Our next scheduled meeting is October 22 at 8:30 pm in Courtney Hall 151.
30. Davis Hall: Brendan McKee
31. I move to appoint Jessica Hanam as Davis Hall Representative to Senate for the remainder of the 2014-2015 academic year. Motion carries.
32. Dickinson Hall**: No Report**
33. Lammers Hall: **No Report**
34. Lansdowne Hall: **No Report**
35. New Hall**: Cleston Flemming**
36. I move to appoint Albert Fava as New Hall Representative to Senate for the remainder of the 2014-2015 academic year. Motion carries.
37. Scanlon Hall: **No Report**
38. University Hall**: No Report**
39. UNFIISHED BUSINESS**:**

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1. NEW BUSINESS:
2. ANNOUNCEMENTS:
3. **Michael Basmajian**: Hello everyone My name is Michael Basmajian and I am the campus organizer for MASSPIRG. We are a student run advocacy group that works all across Massachusetts that works on issues important to students. As most of you know, today, October 14, we have got 680 voter registrations, surpassing our goal of 500 for the semester. I want to thank volunteers as well. Even though we hit our campus goal, we have a statewide goal of registering 8,000 students across the state and we still have a bit to go for that. We want Westfield State to be a leader in that goal. Tomorrow, October 15, we will have a table outside of the Library and we are looking for people to help out and volunteer. I am passing out a signup sheet right now for anytime tomorrow, please stop by and help out. This will count towards a unit. It is a great opportunity to get some experience, learn some new skills and meet new people. We can allow student voice to be heard in the midterm election.
4. **Joshua Clark**: I need to see Richard Darrach, Ryan Losco, and Scott Seskevich after this meeting.
5. **Dr. Carlton Pickron**: Don’t leave right after this meeting. Please stay; we have some wonderful treats for you. We have a vendor that you love and thoroughly enjoy. MoFroYo has arrived, courtesy of Interim President, Dr. Elizabeth Preston and the lack of students that showed up at Lansdowne for the event. Finish your business and then MoFroYo and cake for all.
6. **Scott Seskevich**: The Class of 2017 is having an Applebee’s fundraiser. Pick up a flyer by the mailboxes and bring it with you on October 25 and 15% of your meal will go to the Class of 2017.
7. **Justin Connolly**: Stanly 5K is on October 19, please sign up and come.
8. **Sara Palis**: Rules and Regs is meeting after this and can I see all the Class President at the conclusion of this meeting?
9. **Matthew Carlin**: Finance Committee please meet me after enjoying MoFroYo and cake.
10. **Olivia Dumas**: If anybody has questions about advising or registration, please see me after the meeting.
11. **Joshua Frank**: Reps-at-Large please meet me next to MoFroYo.
12. **Evelyn Dina**: Everyone please fill out that contact sheet and get it back to me.
13. **Rebecca DiVico**: Can I please have the homecoming signup sheet back once it is finished?
14. **Courtney Keddy:** 214 days until commencement.
15. ROLL CALL: Connor Swan, Caitlin MaCauley, Priscilla Aguilar, Danielle Coveno, Andrew Carr, Bailey Tolliday were absent.
16. ADJOURNMENT: Meeting adjourned at 6:28 pm.