

**MINUTES FOR BOARD MEETING OF THE NEVADA STATE BOARD OF ARCHITECTURE,
INTERIOR DESIGN AND RESIDENTIAL DESIGN**

March 26, 2014

Board Conference Room, 2080 East Flamingo Road, Suite 120, Las Vegas, NV 89119

Wednesday, March 26, 2014

Chairman Greg Erny called the meeting to order at 9:06 a.m.

Roll Call: Greg Erny, Chairman; John Klai, Secretary/Treasurer; George Garlock, Larry Tindall, Sean Tanner, Jim Mickey, William Snyder and Kimberly Ciesynski. Sandy Peltyn arrived at 11:45 a.m.

Also in attendance: Gina Spaulding, Executive Director; Louis Ling, Legal Counsel; Betty Ruark, Chief Investigator; Monica Harrison, Laura Bach and Tammy Bond, staff.

AGENDA ITEM 1 Public Comment

There was no public comment.

AGENDA ITEM 2 Approval of Consent Agenda

Consent agenda included the following:

- A. Approval of Agenda
- B. Approval of Minutes: January 29, 2014
- C. Secretary/Treasurer Report
 - 1. Nevada Architect, Registered Interior Designer and Residential Designer Licensing Statistics
 - 2. Wells Fargo Bank Statements
- D. Ratification of Reciprocal Licenses (see attached list)
- E. Firm Name Approval Requests
 - 1. YSM Design P.C.
 - 2. JMA Nevada Architecture, P.C.
 - 3. Van Woert Bigotti Architects, a Professional Corporation
 - 4. Phillips Architecture
 - 5. URS CORPORATION ARCHITECTURE, P.C.
 - 6. Richard Beard Architect
- F. Firm Registration Approval Requests
 - 1. C2K Architecture, Inc.
 - 2. kaNV, Inc.
 - 3. Atwood Design

Architects: Registration by reciprocity

7054	Paul W. Browne	7061	David A. Bailey
7055	Charles E. Chase	7062	Mygdalia Boles
7056	Stephen C. Hambrecht	7063	Alan J. Bricker
7057	Brent A. Roberts	7064	James M. Cober
7058	David Grooms	7065	Don M. Dacumos
7059	Geneva M. Kowalski	7066	Mohammed B. Esa
7060	Reinaldo Acosta	7067	Stephen E. Hulsey

7068 Darren L. Machulsky
7069 Naomi O. Mirgolio
7070 Edward W. Morse
7071 Vicki J. Pollard
7072 Kurt L. Schmitz

7073 Alfred A. Lindsay
7074 Peter T. Mason
7075 Brian T. Tolman
7076 Amy L. Williams

Board members requested agenda item 2E-2, 2E-6, 2F-2 and 2F-3 be pulled from the consent agenda. Item 2F-3 was pulled pending the registration of Lyndsay Atwood as a registered interior designer.

Motion: Garlock moved to approve the consent agenda, items 1 through 2E-1, 2E-3 through 2E-5, and 2F-1. Motion seconded by Tanner.

Vote: All in favor. Motion passes.

AGENDA ITEM 2E-2 Firm name approval request: JMA Nevada Architecture, P.C.

Motion: Garlock moved to approve the firm name approval request for "JMA Nevada Architecture, P.C." Motion seconded by Mickey.

Garlock asked for further clarification regarding the ownership structure of the firm. Spaulding clarified the ownership structure and Garlock said that it appears to comply with the board's firm requirements.

Vote: All in favor. Motion passes.

AGENDA ITEM 2E-6 Firm name approval request: Richard Beard Architect

Motion: Klai moved to approve the firm name approval request for "Richard Beard Architect." Motion seconded by Tanner.

Klai asked why the name Richard Beard Architect needs board approval. Spaulding said that because it is a professional corporation it must be approved by the board.

Vote: All in favor. Motion passes.

AGENDA ITEM 2F-2 Firm registration approval request: kaNV, Inc.

Motion: Klai moved to approve the firm registration request for "kaNV, Inc." Motion seconded by Garlock.

Klai asked for an explanation of the acronym, kaNV, Inc.

Mickey asked why it was necessary for the board to reconsider a firm that was originally approved in 2007. Spaulding said that in 2007 it was approved by Firm Name Approval as 100% owned by registrants and is now coming before the board as a Firm Registration with 70% of the firm held by a Nevada registrant.

Erny tabled item 2F-2 pending clarification by staff of the meaning of the acronym 'kaNV.'

AGENDA ITEM 5 **Discussion and possible decision regarding the application of Brian W. Erickson for architect reciprocal registration**

Spaulding said Mr. Erickson's architect reciprocity application revealed that his NCARB record contained disciplinary action. Spaulding said Erickson let his license lapse in Colorado in July 2011 and upon reinstatement of his Colorado license disclosed to the board that he practiced architecture while his license was lapsed. The Colorado board issued Erickson a Letter of Admonishment. Spaulding said his Colorado license is currently in good standing.

Motion: Klai moved to approve the application of Brian W. Erickson for architect reciprocal registration. Motion seconded by Garlock.

Vote: All in favor. Motion passes.

AGENDA ITEM 2F-2 **Firm registration approval request: kaNV, Inc.**

Staff researched the meaning of the acronym 'kaNV' previously provided to the board upon its original approval on January 10, 2007. Staff told the board that 'ka' has no specific meaning and 'NV' stands for Nevada.

Vote: All in favor. Motion passes.

AGENDA ITEM 6 **Discussion and possible decision regarding the application of Paul F. Madigan for architect reciprocal registration**

Spaulding said Mr. Madigan's architect reciprocity application revealed that his NCARB record contained disciplinary action. Spaulding said that he was disciplined by the Colorado board for continuing to practice architecture while his license was lapsed between July 2003 and July 2004. His license was reinstated and is in good standing.

Motion: Klai moved to approve the application of Paul F. Madigan for architect reciprocal registration. Motion seconded by Garlock.

Vote: All in favor. Motion passes.

AGENDA ITEM 7 **Discussion and possible decision regarding the application of Thomas F. Tedrow for architect reciprocal registration**

Spaulding said Mr. Tedrow's architect reciprocity application revealed that his NCARB record contained disciplinary action. Spaulding said that Tedrow, whose base state is Colorado was disciplined for practicing architecture in Florida without a license. Spaulding said Tedrow is currently licensed in both Georgia and Florida.

Motion: Klai moved to approve the application of Thomas F. Tedrow for architect reciprocal registration. Motion seconded by Ciesynski.

Vote: All in favor. Motion passes.

AGENDA ITEM 3A **Deliberations/Action on applications for registration: Architect**

Klai swore in the following individuals as architects:

1. Marjuven Lucero.....7077
2. Jerry A. Vargas.....7078
3. Amanda E. Twitchell.....7079

Motion: Garlock moved to approve the registration of the above referenced individuals as architects. Motion seconded by Snyder.

Vote: All in favor. Motion passes.

AGENDA ITEM 3C **Deliberations/Action on applications for registration: Registered Interior Designer**

Klai swore in the following individuals as registered interior designers:

1. Lyndsay D. Atwood.....207-ID
2. Briana Tiberti.....208-ID

Motion: Ciesynski moved to approve the registration of the above referenced individuals as registered interior designers. Motion seconded by Tanner.

Vote: All in favor. Motion passes.

After the board conducted the swearing-in and registration ceremony, Erny introduced Randy Lavigne, Hon. AIA, Executive Director of AIA Nevada and AIA Las Vegas. The five new registrants were recognized for their milestone accomplishments of becoming registered in the state of Nevada and Lavigne presented each of them with a Certificate of Recognition on behalf of the AIA.

Erny welcomed the new registrants to offer any comments or concerns and any feedback they had regarding the path to licensure.

Vargas said that he had a great experience at the local Prometric testing center and is also glad to know that exam candidates have the ability to take the ARE in any state and are not limited to testing in the jurisdiction they are being licensed in. Erny said there are also international test sites in London and Dubai with the ability coming soon to also take the exam in Hong Kong.

Two new registrants said they were happy to see exam pass rate notifications that previously took several weeks to receive now being received from Prometric within days of taking an exam.

Several of the new registrants expressed thanks to board staff and especially Harrison for always being accessible to answer questions throughout the entire process.

Mickey asked the new registrants for input regarding exams to aid in an upcoming committee that will be meeting to review exam content. One new registrant said there is a lot of crossover on exams to the extent that at times the exam content made it seem like she studied for the wrong exam. Another registrant said the 4.0 Version of the Structures Exam that replaced Version 3.1 was so simple by comparison.

One registered interior designer said she found NCIDQ's website difficult to navigate and the site's area for test scheduling was confusing. Ciesynski said the website is currently in transition and users should soon see an improvement.

The new registered interior designers suggested that students in interior design programs across the country be better educated regarding which jurisdictions require registrations and the steps that need to be taken for licensure. Ciesynski said there is a current ambassador program within NCIDQ to help get the word out to candidates about licensing requirements in the different jurisdictions. Erny added that there is an effort being made for both the professions of architecture and registered interior design to educate students in various programs. Spaulding said that is a great suggestion. She said NCIDQ currently only supplies the candidate's name and certificate number to board staff, but perhaps we can work with them to connect with candidates to better educate them on the pathway to licensure.

Spaulding addressed new registrants telling them that the registration ceremony is an opportunity for new registrants to meet their profession's board and to know that they are here to help them. She said the best advice to take away is to always call their board with any questions or concerns for clarification before moving forward only to possibly have a problem arise later. Erny said to use their base state board as a resource and that the board is here to help them make sure things are smooth along their path.

Spaulding advised architect registrants not to wait to get NCARB certification as a portability mechanism to seek licensure in other jurisdictions. She said it is also important to research laws and rules in other jurisdictions prior to beginning the pursuit of any projects in those jurisdictions.

AGENDA ITEM 2F-3 Firm registration approval request: Atwood Design

Erny recalled this item that had been tabled pending registration of Lyndsay D. Atwood.

Motion: Klai moved to approve the firm registration request for "Atwood Design." Motion seconded by Ciesynski.

Vote: All in favor. Motion passes.

AGENDA ITEM 4 Discussion and possible decision regarding NRS 623.349, NRS 623.350 & NAC 623.740 and the Nevada Supreme Court decision regarding DTJ Design vs. First Republic Bank

Ling reviewed the memorandum with board members provided in the board e-book dated March 14, 2014 regarding NRS 623.349, NRS 623.350 and NAC 623.740 and the Nevada Supreme Court decision regarding DTJ Design vs. First Republic Bank.

Ling told the board that as board counsel he monitors Nevada Supreme Court decisions regarding administrative law to determine their relevance in regards to the boards and commissions he represents. Ling said he was contacted by Noah Allison, attorney for Martin & Allison, Ltd. of Las Vegas regarding DTJ Design vs First Republic Bank.

Ling said that upon review of the published opinion in this case and the statutes, he drafted the memo to summarize the laws as they applied in the case to give the board an opportunity to discuss the laws and whether or not changes to the law need to be proposed regarding issues of corporate ownership of architectural practices. Ling said now is the time to have that discussion as Nevada will soon be heading into the next legislative session.

Ling said the Nevada Supreme Court took a strict reading of our registration statute regarding the requirement that firms be properly registered with the board. Ling said enforcement occasionally encounters individuals getting registered who contract under unapproved firm names and there is confusion as to who is involved. The Nevada Supreme Court looked at the board's laws, applied them and the end result in this case was that the firm not properly registered with this board was barred from filing a lien against the property for the collection of architectural service fees.

Erny introduced attorney, Noah Allison, who was present to discuss the issue with the board. Allison said he agreed with Ling's memorandum and summary. Allison discussed his concerns with the board regarding NRS 623.349 and NRS 623.357. He wanted to propose that the person bringing action to collect fees must be the person who performs the work and a registrant.

Spaulding said when a firm seeks board approval it is a two-step process where the individual must first get registered in Nevada. Then the individual seeks firm name approval or firm registration with the board. If it is a foreign corporation, 2/3 of the ownership must become Nevada registrants or they must re-incorporate in Nevada with the individual registrant holding

2/3 or more ownership of the Nevada entity. Spaulding said there are a number of ways a firm can approach meeting Nevada's requirements for firm approval or registration.

Tindall said it is a responsible control issue where, for example, a firm's staff may have a hand in a project but ultimately a registrant must be in responsible control. Garlock said we register individuals and not firms. He said the board is concerned with the individual far more than the firm and that we do have an avenue to create a firm that meets the requirements for Nevada. If there is an issue we go after the registered architects. Spaulding said these conversations are held on a daily basis to help firms understand their options.

Erny said that in the context of protecting the public we license individuals only and not firms because firms and/or businesses come and go. He said if the license stays with the individual there is an individual to hold accountable in case there are any problems that have to be addressed.

Erny thanked Allison for enlightening the board so the issue can again be put forth in the newsletter to Nevada registrants regarding the importance of practicing under an approved firm name and the potential impact it can have on a registrant who does not contract properly with a client.

Ling said another issue to consider is when an owner hires a well-known architect licensed in another jurisdiction. The owner later discovers that Nevada requires the owner to contract with a Nevada registrant. Ling said he hopes this case will help prevent those scenarios and cause owners to ensure their architect is registered before entering into a contract. Klai reminded the board that Spaulding takes every precaution with Nevada registrants reminding them to always inquire of the board regarding any jurisdiction's statutes before proceeding if they are unsure about the law.

Erny said this discussion would continue among board and staff under Agenda Item 10.

AGENDA ITEM 8A-1 Case No. 13-048N In the matter of Ryan K. Winterfeld and RKW Drafting & Design Solutions

The Respondents are alleged to have violated NRS 623.360.1 (a) (b) and (c) by holding themselves out as being qualified to practice architecture and by engaging in the practice of architecture, for three projects located in Nevada without having certificates of registration issued by this Board.

Staff received an anonymous complaint regarding someone advertising drafting services on their vehicle (website address www.lasvegasdrafting.com.) Further investigation revealed that the Respondents had photos of architectural drawings they prepared on their title block and were advertising services that fall under the practice of architecture to the general public. One set of plans located on the website was submitted to the Henderson Building department for a garage conversion and permitted.

The Respondents were sent a Notice of Charges concerning these projects and a response was received. The Respondents' case was discussed with Chief Investigator Ruark and the decision was made to offer the Respondents an opportunity to settle this issue informally rather than face a disciplinary hearing before the Board. A settlement agreement was negotiated incorporating a Guilt Clause and an Administrative Penalty of \$10,000, which is stayed upon the condition of the Respondents being in compliance with all the terms of the settlement agreement and committing no violations of NRS 623 during the next three years. A confession of judgment was also negotiated and the Respondents are required to pay the Investigative Costs in the amount of \$1,700.

Staff recommended approval of the settlement agreement.

Motion: Klai moved to approve the settlement agreement. Motion seconded by Tindall.

Vote: All in favor. Motion passes.

AGENDA ITEM 8A-2 Case No. 09-070N In the matter of Paul and Vicky Kaleta and Basin Strategies and litigation related thereto

Ling presented the facts in this case.

Paul and Vicky Kaleta and Basin Strategies of Stateline, Nevada, were found to have violated the Nevada Revised Statutes, Chapter 623, at the January 23, 2013 board meeting. The Kaletas, who do not hold Nevada licenses to practice architecture, were found to have violated NRS 623.360(1)(c) by practicing architecture without a certificate of registration issued by the board.

The board levied the maximum civil administrative penalty of \$10,000.00 for the cause of action violated. Additionally, the board ordered the Kaletas to pay \$5,210.97 in costs and fees associated with this action. The board also ordered Paul and Vicky Kaleta and Basin Strategies, Inc. to cease and desist any and all activities that constitute the practice of architecture, residential design, or registered interior design. All fines, fees, and costs were to be received by the board's office no later than six months from the effective date of the order.

The respondents filed a petition for judicial review of the board's order. On March 3, 2014, the board's order was upheld by the Ninth Judicial District Court with a judgment given to pay an additional \$5,996.00 in attorney's fees and costs incurred in the board's successful defense of the petition for the judicial review.

The respondents had the right to appeal the upheld order to the Nevada Supreme Court no later than April 8, 2014. Respondents chose to try to resolve the matter with the Board and a settlement of lawsuit was negotiated with the following conditions:

The \$10,000.00 civil administrative penalty is stayed, subject to compliance with all terms and conditions of the settlement. If the respondents default on any of the terms and conditions of the settlement the board may execute the confession of judgment for the full amount of

\$21,206.97. The respondents shall pay the board's accrued attorney's fees and costs of \$11,206.97 in full no later than 30 days from the board's acceptance of the settlement.

Ling recommended approval of the settlement agreement.

Motion: Garlock moved to approve the settlement agreement. Motion seconded by Tindall.

Vote: Erny recused himself. All in favor. Motion passes.

AGENDA ITEM 8B **Discussion and possible decision regarding closure of enforcement cases**

Bach recommended the following cases, which were investigated, for closure without disciplinary action:

13-028N 13-057N 14-009N 14-014N

Motion: Mickey moved to close the above-referenced cases. Motion seconded by Klai.

Vote: Garlock recused himself. All others in favor. Motion passes.

AGENDA ITEM 8C **Enforcement Report**

Ruark told the board that she would be retiring from the board as Chief Investigator effective December 31, 2014.

AGENDA ITEM 9 **Review and possible decision regarding the Master Calendar for FY 2014-2015**

Spaulding reviewed the Master Calendar for FY 2014-2015 with board members.

Spaulding and Erny proposed to the board members that the Master Calendar be amended to reschedule the January board meeting for Thursday, January 15th and the March board meeting for Wednesday, March 4th. This would allow for board discussion of resolutions and important issues prior to the Regional Summit to be held March 13- 14, 2015.

Ciesynski asked that Spaulding add the NCIDQ Annual Meeting to the Master Calendar. The meeting will be held in Albuquerque, New Mexico November 13-14, 2014.

Spaulding asked for volunteers wishing to attend NCARB's National Meeting in Philadelphia, PA scheduled June 18-21, 2014. Spaulding, Erny, Mickey, Snyder, Garlock (pending confirmation of schedule), and Klai said they will be in attendance. Spaulding also asked for the board approval for travel for Ling, Harrison and Bond as staff members.

AGENDA ITEM 10 **Discussion and possible decision regarding bill draft requests for the 2015 Legislative Session**

Spaulding said there were two potential housekeeping items to be discussed for submittal as bill draft requests for the upcoming legislative session.

Spaulding said the first issue was in regards to changing NRS 623.210 to give the board the flexibility to participate in future mutual recognition agreements between the United States and other countries. Spaulding said she forwarded the board's existing law to Derek Haase of NCARB Member Board Relations for his review and assistance. Board members and staff discussed the three recommended modifications submitted to the board by Haase to enable acceptance of NCARB Certificate/Mutual Recognition Agreements.

Motion: Snyder moved to approve a proposed bill draft to amend NRS 623.210 as proposed in Option 2 of the recommended modifications to NRS 623.210 to enable acceptance of NCARB certificate/mutual recognition agreements. Motion seconded by Tindall.

Vote: All in favor. Motion passes.

Regarding NRS 623.192, the board members discussed the proposed housekeeping item to change the name of the National Council for Interior Design Qualifications to Council for Interior Design Qualifications in the statute.

Motion: Ciesynski moved to approve the proposed change to NRS 623.192. Motion seconded by Tanner.

Vote: All in favor. Motion passes.

Ling led the continued discussion from Agenda item 4 regarding NRS 623.357 and NRS 623.349 with board members agreeing that staff would continue to thoroughly educate registrants regarding proper registration of firms and entering into contracts via the Focus newsletter and perhaps a separate notice to registrants addressing the issue to further assure the statutes and regulations are considered and followed. Ruark said that every individual applicant for registration gets thoroughly educated via telephone interview regarding how to practice in Nevada and reminded that they are to be in responsible control at all times.

Spaulding noted that the proposed bill drafts are housekeeping rather than substantive and it is possible that the Governor will not allow the boards to submit any bill drafts this session. If that turns out to be the case, these housekeeping items should be deferred to the next legislative session. Board members concurred.

AGENDA ITEM 11 **Discussion and possible decision regarding NCARB's request that the Board share its registrant data with them**

Board members discussed NCARB's request that registrant data be shared with NCARB for their nationwide registrant database. After some discussion among board members and staff the board agreed to wait and see how the information will be used by NCARB before approving the sharing of Nevada registrants' information.

AGENDA ITEM 12A Discussion and possible decision regarding the proposed change to the IDP related to the Six Month Reporting Rule

Motion: Klai moved to accept the proposed change to the IDP related to the six month reporting rule as written. Motion seconded by Snyder.

Vote: Garlock opposed. All others in favor. Motion passes.

AGENDA ITEM 12B FYI: NCARB CEO Update for January and February 2014

Erny said this information was provided for board members' information.

AGENDA ITEM 12C FYI: NCARB Implementation of the Tri-National Mutual Recognition Agreement with Canada and Mexico

Erny said this information was provided for board members' information.

AGENDA ITEM 12D FYI: NCARB Fast facts March 2014

Erny said a noteworthy item in this edition of NCARB's Fast Facts was the introduction to NCARB's new Legislative Tracker, a resources tool for all member boards that monitors, reviews, and summarizes legislation being introduced nationwide that affects the regulation of architecture.

AGENDA ITEM 13 Update regarding the Nevada Residential Design Exam content

Spaulding updated the board regarding administration of the August 2014 residential design exam. Prometric informed the board that they were unable to locate the residential design exam content they were housing. The board has copies of the exams but not the exam keys. Prometric does not have the keys.

So that the exam can be self-administered, Chairman Erny appointed Tindall, Mickey, Snyder and himself to sit on the RD examination committee to review the existing testlets and verify the correct answers. After the committee completes its work, the exam would then be administered in August 2014.

Regarding future residential design exams, Spaulding will be working to put together a new residential design examination writing committee as well as identifying a new vendor to administer the residential design examinations. This process will be lengthy and will take at least a year.

AGENDA ITEM 14 Registered Interior Design Issues

Ciesynski said that there has been a recent increase in the number of NCIDQ exams being scheduled.

AGENDA ITEM 15 Executive Director Report

Spaulding said the Regional Summit in San Antonio was a success bringing all the boards together while still allowing the regions to meet maintaining their autonomy.

The Nevada board's region, Region 6, will be hosting the Regional Summit in 2015 with two options for location: Las Vegas, Nevada or Long Beach, California. Spaulding asked for suggestions from the board for potential meeting venues if Las Vegas is chosen. Board members suggested checking into the following venues: Planet Hollywood, Trump International, Hilton Grand, Aria, Green Valley Ranch, City Center, Four Seasons, and the M.

Spaulding said Kevin McOsker of the Clark County Building Department has asked that we allow them to publish, on their own letterhead, the recently approved Permit Now Review Program summary in the Focus newsletter. Board members agreed that this could be published as long as the board can clarify that by publishing the article or summary, it is not an endorsement by the board.

Spaulding told the board that the 2014 CEU Seminars have been scheduled for Las Vegas on Thursday, May 22, 2014 and in Reno on Thursday, December 4, 2014. She said we have chosen the South Point Hotel and Casino as the venue for the Las Vegas seminar.

Because ADA and Green Energy were the top two suggested topics requested by those in attendance at the 2013 CEU Seminars, the guest speaker chosen for both 2014 seminars will be ADA Specialist, Janis Kent who will be speaking the entire day on 'Stepping Thru Accessibility.'

Targeted email blasts will be sent to all Nevada registrants in the weeks leading up to each of the seminars. There will be a \$30 charge per attendee for the catered lunch this year. This will also help reduce the number of no-shows.

Regarding the 2014 Blue Books, the initial print job of the 9,000 copies was below standard. Spaulding asked board members to review sample copies of the inferior book and asked for input regarding a reprint of the books. Board members said they would like to see the inferior product reprinted at no additional cost to the board. Spaulding said the printers did not put the aqueous protective coating on the books that would have prevented smearing. On the second print, they said they will apply the coating and will not charge additional fees for the reprint or the second shipments to all entities. Bond will be contacting each building department and ask that they dispose of the faulty books. The board will mail one 2014 Blue Book to each Nevada registrant upon release of the publication.

AGENDA ITEM 16 Board Counsel Report

Ling said there was nothing to report.

AGENDA ITEM 17 Public Information Report

Bond told the board that the first 2014 issue of the *Focus* newsletter was provided to them in their e-book. She said they will find within the newsletter the 2013 Expired List of Registrants that will also be sent to each building department.

Bond told board members that she and Spaulding were invited to speak at UNLV on Friday, March 7 where they spoke with students about the new regulation regarding early eligibility, the ARE rolling clock, gave tips on timing of testing, internship, and the role of our board as they move along the path to licensure and then moved into a question and answer session. There were approximately 25 students in attendance.

AGENDA ITEM 18 Items for future agenda

- Residential design stamp issuance to all residential designers

AGENDA ITEM 19 Public Comment

There was no public comment.

Chairman Erny adjourned the meeting at 2:13 p.m.

Gina Spaulding, Executive Director

John Klai, Secretary/Treasurer