

**Minutes
Board of Directors Meeting
November 12, 2011**



Approved by the Board: December 10, 2011

President Barbara Reniak at 9:00 A.M, called the meeting of the Board of Directors of the Montego Bay Civic Association to order. The President led the Pledge of Allegiance.

Roll Call: The President and 12 (of 13) voting members were present. Twelve owners attended.

President Barbara Reniak – Present					
P = Present		Voting Members		A = Absent	
Sue Frankowski, VP	P	Sandy Kvech, Treas	P	Tony Kendrick, Sec	P
Steve Borkowicz	P	Eileen Furnari	P	Bill Hastings	P
Linda Herzberg	P	Larry Holdren	P	John McDermott	P
Tom Seibold	P	John Shifflett	A	Bill Trumpler	P
Al Weber	P				

Good of the Association:

- **Agenda Sequence:** The agenda location of the “Good of the Association” was again discussed. Remarks provided at the October meeting were repeated. The President reconfirmed that the location will remain at the beginning of the Board Meetings and encouraged everyone to attend Committee Meetings to provide input while the Committee is developing a recommendation to the Board instead of waiting for it to come before the Board during the business section of the Board Meeting. Everyone was reminded, as pointed out by Paul Svoboda at the October meeting, that the meeting guidelines continue to include that the President has the discretion to recognize Owners who may wish to speak during any segment of the agenda – the Good of the Association segment and the Business segment. Owners in attendance argued that the Board cannot represent the owners if the owners are not allowed to speak during the business segment of the agenda. The meeting guidelines were again referenced that the President has the discretion, as always and previously, to recognize owners who wish to speak. It was also mentioned that owners in attendance do not represent the majority of owners and the opinions of those in attendance can be heard but the Board was elected to run the Association for more than those who attend Board meetings and express personal opinions.
 - An owner wanted clarification that once the business portion of the meeting begins “we can’t comment” on the issues brought up during committee reports or discussions by the Board. The President responded, “No, you cannot comment unless you are recognized by the President.” The owner then expressed their opinion that “there is no value for me to sit here since I can read in a few weeks all that y’all will be talking about in the next hour or so.” The President agreed that the minutes reflect the comments and business discussed during the business portion of the meeting and reading the minutes would be the same as attending the business portion.
 - Larry Holdren expressed an opinion, agreed to by Sandy Kvech, that those owners in attendance should have an opportunity to speak before a board vote is taken because they might share some information that could change the way a Director would vote on that issue.
 - Sandy Kvech stated that the Good of the Association should be moved to the end of the meeting because, based on what an owner might say about a vote that was taken may cause that motion to be reconsidered. She stated that once the meeting is over then it cannot be reconsidered.
 - Linda Herzberg commented that the Board would spend hours, and has, beating a dead horse.
 - Tony Kendrick clarified that during a meeting a motion voted on can be reconsidered before that meeting adjourns. After a meeting has adjourned, the decisions of the Board are final; however, at a following meeting a motion can be made that would address any previous motion that the Board may decide to revisit (not reconsider) and rescind.
- **Release of Minutes:** It was requested that the full minutes be posted sooner. Everyone was reminded of the decision of previous Boards that no minutes would be posted until they were approved by the Board to ensure that any erroneous information would not be released “as fact” and remain published without correction. The compromise was to post motions made and the result of the votes, which was a factual outcome and not subject to debate. Owners requested if more contexts could be added to the summary minutes, on all issues discussed and not just those that required a motion and vote of the Board. It was

agreed by a sense of the Board that a brief synopsis could be added. There was a brief discussion about setting a deadline for releasing minutes but it was agreed that the final minutes need to be approved by the Board (at the next Board meeting) and a deadline was not reasonable to those who are tasked with preparing reports; such as the minutes and the budget report.

- **Committee Meeting Scheduling:** It was asked why committee meetings are starting to be held more often during the week than on the weekends when part-time members might be able to attend. The President responded that meetings are scheduled when the members of the committee are available; however, it will be encouraged that whenever possible weekend meetings will be considered first. It was also requested, and was agreed to by sense of the Board, that announcements regarding committee meetings will include the topic area to be discussed as a way to inform those who might wish to attend.
- **Holiday Party:** The Holiday Party for Owners is to be from 2pm to 4pm on December 10, 2011, at the Association meeting room. Additional details will be provided later. Anyone who is interested in helping decorate or providing food or refreshment, please contact the party coordinator, Anne McDermott, at John.McDermott@montegobaycivicsoc.com.

Business Meeting – Director and Officer and Committee Member participation only

Secretary's Report:

Motion: Tony Kendrick Seconded: Larry Holdren	Waive the reading of the minutes of the October 8, 2011, Meeting of the Board and accept them as modified during the discussion.	Passed
Voted in Favor: 12	Steve Borkowicz, Sue Frankowski, Eileen Furnari, Bill Hastings, Linda Herzberg, Larry Holdren, Tony Kendrick, Sandy Kvech, John McDermott, Tom Seibold, Bill Trumpler, Al Weber	
Abstained: 0		
Voted Against: 0		

DISCUSSION: The draft minutes were provided to the Board on November 7, 2011. One correction (spelling) was received and the correction was made. Sandy Kvech provided two corrections (one an incomplete sentence and the other a missing conjunction). No other corrections were received. The President called for the vote.

Minute Format: The Board received two owner complaints that the motion to pass the current bylaws was never voted on. For the benefit of all owners, the format used for the past 13 months was explained: The table format is used to show the motion and the results of the votes, and the voting record of individual members. Any discussion is formatted below the table. The discussion is, chronologically, before the vote is taken – which is then reflected up in the table. The Secretary asked that anyone on the Board who hears comments that a vote was not taken on the bylaws of March 12th to correct them with the information that the bylaws were voted on.

Treasurer's Report:

Motion: Sandy Kvech Seconded: Bill Trumpler	Approve the Treasurer's Report for October 2011.	Passed
Voted in Favor: 12	Steve Borkowicz, Sue Frankowski, Eileen Furnari, Bill Hastings, Linda Herzberg, Larry Holdren, Tony Kendrick, Sandy Kvech, John McDermott, Tom Seibold, Bill Trumpler, Al Weber	
Abstained: 0		
Voted Against: 0		

DISCUSSION: Sandy Kvech reported she modified the budget reports. There are five delinquent dues for 2011-2012 and four delinquent accounts for 2010-2011.

- The collection process was explained as: dues are paid by May 1, if they are not paid by June 1 the owner is assessed a penalty, if they are not paid by July 1 the account is turned over to the attorney for collection. The attorney notifies the owner that they are delinquent and gives them a deadline to pay the MBCA fees and associated attorney fees, and if not paid, a lien is then placed against the property.
- The operating budget is on target overall.
- The President called for the vote.

Donation Request:

Motion: Linda Herzberg Seconded: Larry Holdren	Donate \$100 to the Worcester County Sherriff's Office for their annual child safety and drug prevention education program.	Passed
Voted in Favor: 12	Steve Borkowicz, Sue Frankowski, Eileen Furnari, Bill Hastings, Linda Herzberg, Larry Holdren, Tony Kendrick, Sandy Kvech, John McDermott, Tom Seibold, Bill Trumpler, Al Weber	
Abstained: 0		
Voted Against: 0		

DISCUSSION: Sandy Kvech reported on a request from the Worcester County Sherriff's Office for a donation for their child safety and drug prevention education program for children and parents in the community. She reported that there was 65% remaining in the donation budget. The President called for the vote.

President's Report:

- The President reported that the HVAC system installation has been completed.
- **Budget Assumptions:** The President announced her guidance to the Budget and Finance Committee as they work up the 2012-2013 budget request:
 - Conduct an in-depth review of the current budget and adapt it to the needs of the Association.
 - Keep the budget flat-lined for 2012-2013; do not exceed the amount budgeted overall for 2011-2012.
 - Fully fund the scheduled incremental amounts of the Reserve Budget 5-year plan approved by the Board.
 - Reduce the annual dues amount below the 2011-2012 level.
 - The Board provided various perspectives regarding a reduction in the dues:
 - Do not reduce the dues before the Reserve accounts are fully funded. The response was that with the five-year funding plan already approved, that will ensure when the money is needed it will be there, that fully funding the reserve accounts will continue as planned and dues could still be reduced.
 - That dues should never be reduced and owners will appreciate that they aren't being increased. The response was that at the last General Membership Meeting owners did question why dues could not be decreased instead of having \$50 thousand in unobligated operating expenses.
 - The Reserve budget should be based on the remaining life of an asset. And that it should be funded at a rate to have the funds available when the end of the remaining life is reached. To accelerate the funding you would have owners today paying for an asset that may be way out in the future and they may not benefit from because they may no longer live here – the replacement funding should be spread out over the life of the asset instead of putting the burden on owners who are here now.
- **Meeting Schedule:** The President asked the Board to consider in December whether the Board wanted to cancel the January meeting; keeping in mind there are budget and bylaw action considerations.

Old Business: None.

Committee Reports:

Advisory and Strategic Planning: Bill Trumpler, Chairman – no report.

Architectural Review & Permit Processing: Tom Seibold, Chairman:

- The committee is moving forward to schedule a meeting with the Town of Ocean City zoning and permit representatives to get the MBCA in line with the city.

Budget and Finance: Kathie Kendrick, Chairman:

- Announced a Committee meeting on December 3, 2011, at the Association Office at 10:00 am.
- Invited Committee Chairman to submit their budget requests no later than December 3 for the request to be considered; otherwise, the Committee will develop the budget without committee input.

- The 2012-2013 budget recommendation will be presented to the Board at the December 10, 2011, Board Meeting.

Bylaws and Declaration: Tony Kendrick, Chairman:

- Announced that the Bylaws and Declaration Committee has completed its work on the proposed bylaws and is releasing them out of Committee and to the Board for the Board to begin their review and considerations of the recommendations and to provide any changes or comments. He also announced that the Association Attorney reviewed the proposed bylaws and his recommendations have been incorporated in the draft (with two noted exceptions) that is being provided to the Board and posted on the website. Those of his Committee present at today's Board Meeting were Kathy Trumpler, Mary Jane Maxwell, and Bill Hastings.
- Mr. Kendrick indicated that after the Board's reviews and changes are made that a final draft will be developed and that is the version that will be sent out to all Owners for them to review and make recommendations and that version will be the basis for meetings and other communication methods. The final document will be developed and sent out, along with a ballot, no later than 30 days before the April 21, 2012, General Membership Meeting. The ballot is to be returned, in the provided envelop, by the April 21, 2012, meeting and they will be counted at that meeting.
- The President arranged for an information meeting with the Attorney for members of the Committee who could attend. Those who were able to attend the meeting were President Barbara Reniak, Secretary and Committee Chairman Tony Kendrick, Kathy Trumpler, Mary Jane Maxwell, and Melissa Leone. He added that the informational meeting was no different than the informational meeting that the Treasurer, Sandy Kvech, and the Advisory and Budget Committee members had with the University of Salisbury professor and students regarding the audit for the MBCA, which also not announced to the general membership.
- Mr. Kendrick provided the following points of information resulting from the information gathering meeting with the Attorney at the Attorney's office:
 - **Closed/Open Meeting:** The Attorney agreed that the meeting was not a Committee meeting and, therefore, did not need to be announced to the general membership. He added that even if someone believed it was a committee meeting it would not be an open meeting because legal advice was being provided and, therefore, it met the HOA Act requirement of when a meeting can be closed.
 - **Referencing a Manual:** The Attorney confirmed that Bylaws can reference an operational and procedures manual.
 - **Validity of Bylaws:** The Attorney determined that the March 12, 2011, Bylaws are valid. They have been in place and operational since March 12th and because there was no timely challenge regarding the vote, the Bylaws are valid. Therefore, as required by the March 12th Bylaws, the proposed Bylaw revisions will go out to the owners for their vote for or against approval. If the proposed revisions do not pass, then the Association will continue operating under the March 12th Bylaws – which, by rejecting the proposed revisions would be an affirmation by the General Membership of keeping the March 12th Bylaws unchanged.
 - The President recognized Harriett Piler. Ms. Piler asked what was meant by "timely." Mr. Kendrick responded that it was "2 to 3 months." The President added, "he said that several months had passed" without a challenge.
 - Mr. Kendrick recapped some of the discussion included options that perhaps this current Board could revote the March 12th bylaws and pass them with 12 votes, or that the current Board could pass (under the previous bylaws) the current proposal without going out to the membership, or the current Board could pass the proposed bylaws and then ask the owners to ratify them. The point was also raised that selectively extracting something from the previous bylaws, such as approving the proposed bylaws with a vote of 12, opens up validity questions for other actions the Board may wish to take that the March 12th Bylaws do not allow. The determination of the Attorney supported the sense of those attending that, for the Good of the Association; the March 12th bylaws are valid.
 - Bill Trumpler asked that even though some owners are saying that the March 12th bylaws are not in effect because there were not 12 votes; the Attorney is saying "that doesn't matter." Mr. Kendrick responded that that was correct; the March 12th bylaws are valid. The discussion also raised the points that since March 12th the Association has been operating under the bylaws (entering into contracts, passing an operating and reserve budget, making decisions binding on the Association, changing the definition of 'full-time resident,' and conducting an election, etc.)

that the March 12th bylaws are, therefore, so extremely intertwined with the operations of the Association that they are inseparable. Because the Association has been operating under the March 12th bylaws since March 12th and there was no challenge to the vote, the March 12th bylaws are in effect.

- Sue Frankowski held to opinion that the March 12th vote on the bylaws was never taken. Mr. Kendrick responded that it was a misreading of the minute format, as explained earlier – that the vote is taken chronologically at the end of the discussion; just as all motions and minutes have been formatted over the past 12 months. Mrs. Frankowski stated she does not believe that a vote was taken. Mr. Kendrick responded that the March 12th minutes, which show that the bylaws were passed, have been approved. Mrs. Frankowski then stated that she did not think that the March 12th minutes were approved. Mr. Kendrick repeated that the Attorney has determined that the March 12th bylaws are valid and in effect. Mrs. Frankowski then asked when a motion can be made to rescind the March 12th bylaws and the President and Board members pointed out that that is not a valid motion because the owners would have to vote on rescinding the March 12th bylaws.
- Sandy Kvech expressed a concern that 51% may not pass the proposed bylaws; which she stated the proposed bylaws were preferable to the March 12th bylaws. She stated that if the proposed bylaws are not passed that the Association would continue to operate under the March 12th bylaws. There was general agreement with that conclusion.
 - Harriet Pilert commented that Mrs. Kvech needs to ‘sell’ the proposed bylaws so that they would get passed.
 - Mr. Kendrick stated that everyone would get a copy of the proposed bylaws and have an opportunity to question and make recommendations before a final version is sent out to the owners for a vote. Mrs. Kvech still voiced her concern that 51% approval may not be obtained.
 - Mr. Kendrick responded that the Montego Bay Community is an involved community. More than 1100 responded to the question regarding habitability, and more than 817 (compared to less than 350 for previous elections) voted in the last election. The President remarked that when information is put out to the owners for their vote that the votes tend to come back. Mr. Kendrick added that not receiving 51% for the proposed bylaws indicates that the majority are more in favor of the March 12th bylaws.
 - Bill Hastings commented that the ballot can be sent out with a Recommendation of the Board to vote in favor (or not) of the proposed bylaws.
- **Frequency of Board Meetings:** The frequency of Board Meetings can be as often as the Board wants. The Attorney also said that on the off-months, the Executive Committee can meet to continue the work approved by the Board or prepare recommendations for the Board to consider at the next Board Meeting. The Bylaw & Declaration Committee agreed that such flexibility would be a benefit and, therefore, is recommending the option that the Executive Committee can meet administratively (and not just in an emergency) if the Board so decides in developing a Board Meeting schedule. *[Inserting this flexibility is one of the two exceptions to the recommendations of the Attorney.]*
- **Electronic participation:** The Attorney agreed that electronic participation in meetings is reasonable, is the wave of the future, is in common practice now with some of the Associations he represents and with some of the clients he defends, and can be counted as “present” for a meeting. The Committee recommendation is to allow unlimited electronic participation and the Attorney made no edits to that section.
 - The Board noted that it would be unlikely that a Director would attend all meetings electronically and that some Directors, even when attending a meeting in person – between meetings there is no interaction with the Board or the community.
 - The Board noted that just as, “Will you take a salary?” is an election question of candidates, it will also be an election question, “Do you intend to attend more meetings electronically than in person?” It was mentioned that it is possible that owners would not vote for someone who will only participate electronically.
 - It was also mentioned that having the option to participate electronically is a good thing.
- **Protecting personal information:** The Attorney agreed that the personal contact information held by the Association should be protected and not released to any owner who asks.

- The Secretary, Tony Kendrick, stated that under the HOA Act an Association can withhold specifically identified association documents from release if there is a legal written opinion by the Association's attorney that such documents should not be released.
- The Secretary will obtain such a written legal opinion from the Association Attorney.
- **Distribution costs:** The Attorney also agreed that information an owner, or petitioner, wants to share with other owners must be at their own expense and not at the expense of the Association. And they must obtain a mailing or e-mail list from sources other than the Association.
- **Late penalty:** The Attorney confirmed that an annual dues late penalty of 10% can be applied only once. However, the outstanding amount, of the annual dues plus 10%, is the amount that the Association can apply an interest rate of 18% per year (as authorized by the Declaration of Restrictions).
- **Primary Controlling Documents:** The Attorney was asked which document would be the prevailing controlling document of the Association – the Articles of Incorporation or the Declaration of Restrictions. The Attorney clarified that each document serves a different purpose. The Articles of Incorporation are prevailing in establishing the Montego Bay Civic Association, Inc., and how it is managed – via establishing bylaws. The Declaration of Restrictions is the prevailing document for restrictions or requirements that “run with the land.” Both are binding on all Owners.
 - The President recognized Harriet Pilert, Owner. Ms. Pilert asked if that distinction could be shared with owners by putting it in the next newsletter. Mr. Kendrick responded, yes. And he mentioned that he was citing these various points as a way to get them into the minutes and start the public sharing of bylaw information.
- **Notification:** In general, on which meetings get “notice” by mail, the bylaws are clear – mailed notices are sent for General Membership Meetings, annual dues notification, and ballot issues. The efforts currently being employed (notifying owners via e-mail, posting on the web, and posting on the bulletin board) were considered sufficient for other types of meetings listed in the Bylaws.
 - Sandy Kvech asked if there was any discussion of increasing the number of General Membership Meetings. Mr. Kendrick responded that other than the two annual meetings required by the bylaws, additional General Membership Meetings can be called for by the Board. He indicated that language would be developed giving such flexibility for more than two General Membership Meetings.
- **Filling vacancies:** The section on filling vacancies on the Board was shortened and clarified, after receiving the Attorney's recommendations. **[This is the second exception to the Attorney's recommendations.]** After the General Membership elects the Directors (including the 4 officers), if a vacancy occurs it will first be filled from within the Board by a vote of the Board; if no one on the Board accepts the vacant position then it will be offered to the candidate with the next highest votes (and on down the line of candidates) and candidate acceptance does not need a vote of the Board; and if all candidates decline the vacancy offer, then the President can appoint someone from the General Membership with Board approval. If the President's position is the vacancy, it shall first be offered to the Vice President. If the Vice President declines then the process for filling the vacancy follows the procedure outlined above. Anyone filling a vacancy can vote on motions and second motions.
 - Linda Herzberg asked that if the President's position goes vacant doesn't the position get filled by the Vice President.
 - Mr. Kendrick responded that the Committee is proposing that a vacancy for President 'shall' be first offered to the Vice President. However, if the Vice President declines (because the Board cannot force the Vice President to fill the position even though that is the primary purpose and function of the Vice President) then a President will be elected by the Board from among its members. If all Board members refuse, then the Board can offer the position to a member in good standing.
 - Mr. Kendrick mentioned that the previous version was that if the Vice President refuses to fill the President's position they would be removed from the Board because they would not be fulfilling their duties for which they were elected. The Board would then need to fill the Vice President's position with someone who would accept the President's position and then the Board would have to fill the Vice President's position again. However, the Committee has reconsidered and is recommending that the Vice President be given the option to refuse and still remain as Vice President.
- **Forwarding mail responsibility:** The Attorney also agreed that it is the responsibility of the owner to keep their mailing address current. The Association needs only to send mail to the mailing

address indicated by the owner. If third-class bulk mail does not get forwarded, that is an error on the part of the owner. To avoid any issues regarding mail getting forwarded, the owner needs to make sure they keep a current address listed with the Association.

- John McDermott asked whether there would still be a Manual.
 - Mr. Kendrick responded that there would be because the Manual will put in place written controls and procedures on how the Board will exercise their authority under the Bylaws. The Manual is for the Board and will be approved by the Board. The Manual can be amended by the Board as events or requirements change. The Manual is more of a “how to” manual instead of granting any authority not approved by the Owners.
 - Mr. Kendrick indicated that the members of the Bylaw and Declaration Committee are interested in continuing their work by working on the Manual for implementation of the Bylaws. He gave an example that the Bylaws call for elections every August and the positions that need to be filled and the deadline to declare intent to run as a candidate. And the Manual will be how the Board intends to conduct the elections, how the ballot will be developed, etc.

Communications: Tony Kendrick, Chairman:

- There was general discussion of increasing the number of newsletters that are issued – suggestions ranged from increasing printed newsletters to three or four times a year to keeping the two printed newsletters and issue electronic newsletters on the web and via e-mail at other times.
 - The President recognized Kathy Trumpler. Mrs. Trumpler suggested that the Board should consider more newsletters and just see how it goes. She recommended electronic newsletters instead of more newsletter getting mailed out.
- The challenge of getting content was discussed.
- The technical issues of putting meeting videos on the web are still a challenge.

Park and Pond: Al Weber, Chairman:

- Reported on the outcome of the October 29, 2011, Park and Pond Committee meeting.
 - Wes Allen, Vice President of Envirotec, attended.
 - A proposal for shoring up the shoreline on the Bahia side of the pond using bio-logs will be developed and, based on costs, a phased-in project (perhaps over a three-year period) will be proposed.
 - Resurfacing the walkway around the pond was also discussed. The President has already obtained a couple of estimates and will pass those along to the Committee.
 - The increased cost of chemicals was attributed to the lower level of water in the pond over the season allowing growth of algae.
 - The three fountains have been pulled and they will be cleaned, refurbished, and stored. They will be reinstalled around March of next year.
 - The bay pump will be removed, refurbished, and stored within the next two weeks. The bay pump will also be reinstalled around March of next year.
 - Other companies were contacted to consider bidding on maintaining the pond. One company operates out of Ohio and does not cover this area. Another company is more focused on evaluating what is needed and telling us what to do instead of doing it. Another company works out of Virginia but has an office in Delaware and they will come to visit and evaluate the pond.
- Linda Herzberg reported on the success of the new benches being installed around the community. Each of them has been purchased by an owner and, therefore, the Association costs have been reimbursed in full. Mrs. Herzberg requested the Association pay for three more benches (which reduces the shipping costs), which, again, will be reimbursed once they are sold. Mrs. Herzberg reported she had already sold one of the three benches. She also remarked she would provide information of where they will be placed in the community.
 - The President recognized Harriet Pilert. Ms. Pilert questioned placing too many benches around the pond and the impact that would have on residents who live around the pond.
 - Bill Hastings recommended that the common areas owned by MBCA could be another location for benches. Sandy Kvech indicated that one location already discussed was at the putt-putt course.

Pools and Recreation: Eileen Furnari, Chairman:

- The sense of the Board was to continue providing umbrellas at the pools rather than ask members to bring their own umbrellas. The recommendation is to invest in commercial grade umbrellas.

City Hall: John McDermott, Chairman:

- Ocean City Council President, Jim Hall, has offered to meet with owners of Montego Bay, at the owner's convenience. The sense of the Board was to make available the Association meeting room for any owners who would like to attend. Details will be worked out and provided. It is not a meeting that is sponsored or endorsed by the Association. The meeting location is all that is being made available for the Good of the Association. However, the Association will let owners know of this opportunity via e-mails and possibly posting it on the web. The general topic will be Council business and decisions and what is happening downtown. Mr. McDermott added that local elected officials meeting with various community groups is not all that unusual and mentioned the names of other council members who routinely meet with homeowner groups and other association groups.
 - The President recognized Kathy Trumpler. Mrs. Trumpler suggested that Mr. Hall could address the community at the April 2012 General Membership Meeting. The response was that making it part of a meeting sponsored by the Association would give the appearance that the Association is endorsing what Mr. Hall is saying. And, therefore, meeting with Mr. Hall should be totally separate from a meeting of the Association.
 - The President recognized Dennis Julian. Mr. Julian endorsed the idea of Mr. Hall being available to meet with owners and perhaps it could be on a day when owners might already have set aside some time to attend an Association meeting. Not to be part of the Association meeting but on the same day, and separate, as the Association meeting.

Neighborhood Watch: Linda Herzberg, Chairman:

- Reported she will be attending a meeting downtown this week regarding the emergency evacuation process.

New Business: None.

Closing Comments:

- Closing Comments: Various comments and suggestions were made on how the agenda topics of committee meetings could be shared in advance along with the notice of the committee meeting. Various committee chairmen commented on how their committee meetings are inclusive of those who wish to attend and speak even though they aren't a member of the committee. And that such participation helps in the formulation of recommendations to bring to the Board.

Adjournment:

Motion: Sue Frankowski Seconded: Bill Trumpler	Adjourn	Passed
Voted in Favor: 12	Steve Borkowicz, Sue Frankowski, Eileen Furnari, Bill Hastings, Linda Herzberg, Larry Holdren, Tony Kendrick, Sandy Kvech, John McDermott, Tom Seibold, Bill Trumpler, Al Weber	
Abstained: 0		
Voted Against: 0		

DISCUSSION: The President called for the vote.

The meeting adjourned at 10:53 a.m.

Submitted By:
Tony Kendrick, MBCA Secretary