

Final

Minutes
Virginia Outdoors Foundation
Meeting of the Board of Trustees
Tuesday, September 29, and October 1, 2003
Breaks Interstate Park, Breaks, Virginia

Trustees present: Mr. Frank Kilgore, Chairman, Dr. M. Rupert Cutler, Ms. Katherine Imhoff, Mr. Charles Seilheimer and Mr. Paul Ziluca. Trustee absent: Mr. John W. Abel-Smith and Ms. Jill Holtzman.

VOF Staff Present: Tamara Vance, Executive Director, Sherry Buttrick, Anna Chisholm, Kristin Ford, Leslie Grayson, Estie Thomas, Leslie Trew, and Bill Wasserman. Also in attendance were Ms. Carrie Hagin from the James River Association, Mr. and Mrs. Shockey from Clarke County, Mr. and Mrs. Dickerson from Floyd County, Mr. Mickey McLaughlin from the Board of the Dept. of Forestry, Mr. Jerry Graves from VA Forest Watch, and Mr. Mike Walker, a lawyer representing the 295-64 Associates in Henrico County.

Chairman Kilgore convened the meeting at 12:00 pm. He appointed Ms. Vance as Secretary of the meeting and she confirmed that there was a quorum present.

Ms. Thomas added easement #20a, (Little, 180 acres, Essex County) to the non-consent agenda and moved #21 from the consent to the non-consent agenda, Ms. Vance moved #13 and #8 to the non-consent agenda. Dr. Cutler made a motion to approve the Order of Business as modified above. The motion was approved unanimously.

Ms. Imhoff made a motion to approve the minutes from the June meeting. The motion was approved unanimously.

Mr. Kilgore welcomed everyone to far Southwest Virginia and introduced Mr. Mickey McLaughlin from Buchanan County, a new member of the Department of Forestry Board. Mr. McLaughlin commented on his hope that VOF and the Department of Forestry would be able to work together on common issues. Mr. Jerry Graves of Dickinson County and President of VA Forest Watch discussed the goals and mission of the group.

Ms. Imhoff made a motion to convene a closed meeting pursuant to subsection A, paragraphs 1 and 7, of 2.2-3711 of the Code of Virginia to discuss personnel issues and a legal matter for later consultation with Mr. Fred Fisher. Mr. Seilheimer seconded the motion and it was approved unanimously.

Mr. Kilgore recessed the closed meeting at 2 pm and reconvened the public meeting.

Ms. Trew presented the 295-64 Associates, LP easement (#45) of 77.27 acres in Henrico County. Ms. Trew indicated that the proposal as presented exceeded the Guidelines in regard to allowable division of the property. Ms. Trew presented the staff recommendation to accept the proposal with no division permitted, elimination of the cell tower parcel from the property, and to require

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all structures to be built to minimize view from the surrounding roads. Mr. Ziluca made a motion to accept the easement as modified by the staff recommendation. At the call for further discussion, Mr. Mike Walker spoke to the Trustees about the other restrictions including a 150 ft vegetative buffer to be maintained around entire property, the 3500 sq. ft. limit on dwellings, and siting restrictions to minimize view of the permitted dwellings from the road. He asked the Trustees to exercise the discretion mentioned in the Guidelines to allow the extra requested division of the property. Mr. Ziluca withdrew his motion. Mr. Seilheimer made a motion to accept the easement as presented contingent upon County certification that the easement is in compliance with the County Comprehensive Plan, with the elimination of the cell tower parcel, and including the siting requirements. Ms. Imhoff voted against the motion saying the property did not have enough conservation value to justify her concerns over the allowed division and concern over possible conflict with the Comprehensive Plan. The motion carried with four votes.

Ms. Vance presented the Hanes easement (# 35) of 250 acres in Grayson County. Ms. Vance indicated that the landowners wished to restrict Christmas tree farming on the property and introduced Mr. and Mrs. Dickerson of Floyd County who wanted the same restriction in their easement. Mr. Dickerson commented to the Trustees about his deep concern with various practices employed by the Christmas tree industry and his opposition to it. Staff proposed that language prohibiting Christmas tree farming be developed as an expansion on previously accepted restrictions on intensive agriculture. Ms Imhoff made a motion to accept the Hanes easement with the addition of language prohibiting Christmas tree farming with specific language to be approved by Fred Fisher, but with no co holder. The motion was approved unanimously.

Ms. Vance presented a reconsideration of the Dickerson easement (#6 in the June packet) of 386 acres of Floyd County. The easement proposal was approved at the June meeting and Ms. Vance indicated that the landowners wished to add language prohibiting Christmas tree farming. Ms. Imhoff made a motion to accept the easement with the same additional language outlined above. The motion was approved unanimously.

Ms. Grayson presented the Greystoke Holdings Inc. easement (#33) of 302 acres in Clarke County. Ms. Grayson indicated that the easement was proposed to be co-held with the Virginia Department of Historic Resources (VDHR). She explained that the property has multiple resources and that, despite the fact that the proposal exceeded the Guidelines in regards to allowable division of the property, staff of both VOF and VDHR felt that the conservation resources were adequately protected. Mr. and Mrs. Shockey, neighboring landowners, addressed the Trustees related to their concerns over a proposed road on a previously recorded easement to provide access to parcels and dwellings, permitted on this proposed easement. Mr. Kilgore indicated that the Attorney General's opinion was that VOF had no control over the placement of the road, that the original easement specifically allowed for a road to access adjacent parcels in Grantor's ownership, and that it was a separate issue from the current proposal. Ms. Imhoff made a motion to accept the easement allowing only three parcels and contingent upon compliance with the County's Development Unit Rights (DUR) system, and permitting no cell tower (which was a last minute request the Trustees did not have adequate opportunity to study). The motion was approved unanimously.

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Mr. Kilgore recessed the meeting for a 5 minute break and then reconvened at 4:15pm.

Consent Agenda Easements

Mr. Kilgore opened the floor to questions and/or corrections to any of the easements included in the consent agenda. Ms. Vance indicated that on the Blakeney easement (#2), the language on the last page pertaining to public access had to be modified to allow for a permitted public boat access point. Ms. Thomas indicated that the Little easement (#20a) would be a candidate for the consent agenda if the Trustees had a chance to read the document. All Trustees indicated that they had read the proposal and moved it to the consent agenda. Ms. Imhoff made a motion to accept the consent agenda easements including numbers 1-6, 9-12, 14-20, 20a, 22 and 23. The motion was approved unanimously.

Non Consent Agenda Easements

Ms. Vance presented the Harich easement (#7) of 87.75 acres in Floyd County. Mr. Seilheimer made a motion to accept the easement with the addition of language to restrict permitted junk cars to only those existing at time of site visit and to restrict visibility of the cars from the driving public. The motion was approved unanimously.

Mr. Wasserman presented the Kilgore easement (#8) of 50 acres in Washington County. Mr. Kilgore recused himself from the discussion and vote on this proposal because the landowner is a relative of his. Mr. Seilheimer made a motion to accept the easement as presented. Ms. Imhoff abstained from the vote due to concern over the small size of the required buffers. The motion carried with three votes.

Ms. Thomas presented the Murphy easement (#13) of 101.85 acres in Westmoreland County. Ms. Thomas indicated that the lawyer working on the proposal had been out of the country for some time and that the proposal would be redone using all the newly approved template language before recordation. Mr. Seilheimer made a motion to accept the easement terms as presented, but with the most recent template language. The motion was approved unanimously.

Ms. Thomas presented the Linton easement (#21) of 6 acres in Westmoreland County. Ms. Thomas indicated that the proposed easement would extinguish 9 development rights under the current County zoning ordinance. Mr. Ziluca mentioned that this would be an instance where a local land trust might be a better holder of the easement because perhaps it would have more local than state value. Ms. Imhoff made a motion to accept the easement as presented. The motion was approved unanimously.

Policy Discussion: Co-holding

Ms. Grayson detailed VOF's history and the evolution of co-holding easements with other agencies and land trusts and presented a staff report on the subject to the Trustees. Mr. Wasserman relayed information on the subject from a recent Land Trust Alliance (LTA) meeting and commented on the growing concern towards the issue on a national level. Ms. Carrie Hagin

presented a letter from Ms. Patti Jackson outlining JRA's commented on the need for landowners and other land trusts to have a clearer idea of VOF's thinking and policy of co-holding in order to be effective in working on proposals. Mr. Seilheimer commented that the recent proposal from the Virginia Eastern Shore Land Trust (VES) used a template different from VOF's which was a big departure from previous projects. Mr. Kilgore asked that Dr. Cutler and Mr. Ziluca continue to work with Ms. Grayson and Ms. Buttrick on refining the proposed policy for the Trustees to review in December with the goal being to adopt a conceptual policy that then would be circulated to the private land trusts for input and comment with formal consideration at the first Trustee meeting of 2004.

Non Consent Agenda Easements

Ms. Buttrick presented the Birdsall easement (#24) of 126 acres in Albemarle County. Ms. Buttrick indicated that the landowners wished to complete planned landscaping on the property which may conflict with the standard language in paragraph 5. Mr. Seilheimer made a motion to accept the easement with the deletion of specific language restricting gateposts and with a modification to the grading language in paragraph 5 to be determined with the advice of Fred Fisher which would attempt to allow the proposed landscaping, but also provide protective limitations. The motion was approved unanimously.

Ms. Buttrick presented the Birdsall easement (#25) of 78.35 acres in Albemarle County. Mr. Seilheimer made a motion to accept the easement with the same modifications described in the above motion. The motion was approved unanimously.

Ms. Thomas presented the Broaddus/Gorelick easement (#26) of 7 acres and the adjoining Hardy easement (#36) of 31.25 acres in Northumberland County. Mr. Seilheimer made a motion to accept the easement as presented. The motion carried with three votes.

Mr. Kilgore recessed the meeting for a fifteen minute break and indicated that the meeting would reconvene in the restaurant at 7pm.

Ms. Grayson presented the Bull Run Mt., LP. easement (#27) of 109 acres in Fauquier County. This easement had been approved at a previous meeting but two years had passed and the proposal now contained language providing for a back up co-holder, the Piedmont Environmental Council. An earlier version of this language had been proposed in other easements at the March 2003 meeting and not been accepted by the Trustees and then discussed again in June, but no action taken at that meeting. It had been revised further since then by the lawyer and Fred Fisher in order to provide the landowners some additional assurance that the easement would be upheld against a future challenge or failure on VOF's part. This language had arisen in response to the Mary Moody Northen easement challenge. Ms. Grayson recommended acceptance of the easement with the proposed language, in part, based on the fact that Fred Fisher had reviewed and worked on the language. Mr. Seilheimer made a motion to accept the easement as presented, with the notation that the Trustees were revising the co-holding policy, and that this proposal seemed to the direction the policy was going, but, that acceptance of this individual easement did not necessarily create a precedent. The motion carried with four votes.

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Mr. Ziluca abstained due to misunderstandings as to its effectiveness in response to Mary Moody Northen-type situations and because he believes that co-holding is an inappropriate response to legislative challenges to conservation easements.

Ms. Buttrick presented the Carabillo easement (#28) of 158 acres in Madison County. Ms. Buttrick indicated that the landowners had requested an unusual arrangement of siting restrictions and parcelization, but that she recommended approval of the proposal because most of the requested buildings already existed on the property. Ms. Imhoff made a motion to accept the easement as presented. The motion was approved unanimously.

Ms. Buttrick presented the Childress/Payne easement (#29) of 129 acres in Albemarle County. Ms. Buttrick pointed out the variant language requested by the lawyer pertaining to enforcement of the easement terms by VOF. Mr. Seilheimer made a motion to accept the easement as presented with the variant language. The motion was approved unanimously.

Ms. Trew presented the City of Fredericksburg easement (#30) of 5000 acres. Dr. Cutler made a motion to accept the concept of an easement as a show of support for the project, with the addition of “Salubria” language, co-holding language, the addition of language detailing restrictions on the desired activities and related uses and that a Master Plan when completed could not be less restrictive than the easement itself. The motion was approved unanimously.

Ms. Grayson presented the Cloverland Farm LLC easement (#31) of 228 acres in Prince William County. Ms. Grayson indicated that this proposal included the same back up co-holder language discussed in easement #27. Mr. Seilheimer made a motion to accept the easement as presented. Mr. Ziluca abstained from the vote citing the same reason included in #27 above. The motion carried with four votes.

Ms. Grayson presented the Glenwood Park Trust easement (#32) of 115 acres in Loudoun County. Ms. Grayson indicated that the easement is designed to allow for public use as the property is currently used for horse trails, steeplechases, fairs, and other rural events. Mr. Seilheimer made a motion to accept the easement with the addition of a whereas clause mentioning the historic resource of the Civil War battlefield on the property and the addition of language allowing for earthmoving associated with racecourse purposes. The motion was approved unanimously.

Mr. Seilheimer left the meeting temporarily; Ms. Vance confirmed the quorum.

Ms. Buttrick presented the Griffin easement (#34) of 143 acres in Albemarle County. Ms. Imhoff made a motion to accept the easement as presented. The motion was approved unanimously.

Ms. Buttrick presented the Mint Meadows Land Trust easement (#37) of 217 acres in Albemarle County. Ms. Buttrick disclosed that this property bordered land that she owned. Dr. Cutler made a motion to accept the easement as presented. The motion was approved unanimously.

Mr. Seilheimer returned to the meeting at this time.

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Ms. Grayson presented the Oak Springs Farm LLC easement (#38) of 1304 acres in Fauquier County. Ms. Grayson described the provision in the easement for use of the property for educational or research activities associated with the existing botanical library and its extensive collections. She also disclosed that a corner of this property bordered land that in which she owned a minority interest. Mr. Seilheimer made a motion to accept the easement as presented. The motion was approved unanimously.

Ms. Buttrick presented the Seven Oaks LLC easement (#39) of 75.4 acres in Albemarle County. Ms. Imhoff made a motion to accept the easement as presented. The motion was approved unanimously.

Ms. Vance presented the Slivinski easement (#40) of 57 acres in Warren County. Mr. Seilheimer made a motion to accept the easement as presented. The motion was approved unanimously.

Ms. Grayson presented the Symington Estate easement (#41) of 52 acres in Loudoun County. Mr. Seilheimer made a motion to accept the easement with the addition of language to allow for minimal facilities such as public restrooms and/or a picnic pavilion on the property as it will be ultimately owned by the N. Va. Regional Park Authority. The motion was approved unanimously.

Ms. Grayson presented the Waterford Foundation easement (#42) of 144 acres in Loudoun County. Ms. Imhoff made a motion to accept the easement as presented. The motion was approved unanimously.

Ms. Vance presented the Wiley easement (#43) of 350 acres in Floyd County. Mr. Seilheimer made a motion to accept the easement with the deletion of the non-template extinguishment clause. Replacement language may be developed. The motion was approved unanimously.

Ms. Vance presented the Young easement (#44) of 218 acres in Grayson County. Mr. Ziluca made a motion to accept the easement with the addition of language requiring siting approval from the Grantor for all new residential buildings specifically to protect the views from the New River and also language requested by the landowners to prohibit intensive Christmas tree farming. The motion was approved unanimously.

Easement Proposals: Preservation Trust Fund Proposals

Ms. Trew presented the Bayview Citizens for Social Justice grant request for \$5,500. The 96 acre easement in Northampton County was previously approved at the June Trustee Meeting.

Ms. Thomas presented the Griffith easement (#47) of 93.17 acres in Westmoreland County. She went on to present the PTF grant request in the amount of \$2,500.

Ms. Vance presented the Hoffman easement (#48) of 39.53 acres in Augusta County. She went on to present the PTF grant request in the amount of \$3,800.

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Ms. Vance presented the Mason Family Trust easement (#49) of 548 acres in Rockbridge County. She went on to present the PTF grant request in the amount of \$4,500.

Ms. Vance presented the Ward easement (#50) of 41.35 acres in Augusta County. She went on to present the PTF grant request in the amount of \$3,250.

Ms. Imhoff made a motion to accept the above easements, numbers 47-50, as presented. The motion was approved unanimously. Ms. Imhoff made a motion to approve the staff recommendations concerning the grant awards in the following amount; Bayview- \$5,500, Griffith- \$2,500, Hoffman- \$1,500, Mason- \$4,500, Ward- \$1,500. The motion was approved unanimously.

Easement Proposals: Reconsiderations

Ms. Vance presented the CWPT (VOF-CUL-823) amendment request to allow a boundary line adjustment (#51a). Ms. Imhoff made a motion to approve the adjustment with the following stipulations; 1) that the National Park Service approves the amendment to allow subdivision of the parcel, 2) that the 10-15 acres parcel will remain under the terms of the easement with only mowing permitted- no structures or other alterations, 3) that the 19 acres given to CWPT from Stilwell in exchange for the 10-15 acres parcel will be placed under easement by CWPT, 4) that the ROW easement owned by Stilwell will be extinguished eliminating the possibility of traffic through property to adjoining 115 acres. The motion was approved unanimously.

Ms. Grayson presented three easement proposals comprising Foxlease Farms (#51) totaling 545 acres in Loudoun County. These proposals, Foxlease Farms LLC (157 acres), Bestin Investments, Inc. (177 acres), and Eric I. Steiner and Pascaline Steiner, Trustees, (210 acres) were originally approved together as one proposal, but Mr. Steiner's counsel and accountant have since advised that the easement be conveyed as three separate easements to track with the legal ownerships. The easements have also been updated to the new VOF template form. The total acreage and cumulative terms of the easements remain the same although the landowners have now requested to have twelve secondary dwellings rather than the originally approved ten. Ms. Grayson indicated that the staff recommendation was to approve the three easements as presented because they meet the guidelines and would preserve a significant farm in Loudoun County. Mr. Ziluca made a motion to accept the three easements as presented. The motion was approved unanimously.

Ms. Vance presented the Kibler easement (#52) of 111 acres in Bedford County. Ms. Vance indicated that the landowner wished to permit a commercial building for sales of farm products and that the easement would stipulate that at least 50% of the volume and value of the total sales would be from products grown or produced on the property. Ms. Imhoff made a motion to accept the easement as modified above. The motion was approved unanimously.

Ms. Grayson presented the Piper Enterprises Ltd. easement (#53) of 449 acres in Fauquier County. Ms. Grayson indicated that this easement had been approved at a previous meeting and was being reconsidered because it contains the same back up co-holder language discussed in

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easement #27. The Trustees had accepted the easement at the March meeting but did not accept proposed language regarding a back up co-holder at that time. Mr. Seilheimer made a motion to accept the easement with the backup co-holder language as presented. Mr. Ziluca abstained from the vote with the same reason cited in easement #27. The motion carried with four votes.

Ms. Grayson presented the Roland Farms, I (#54) of 162 acres and Roland Farms, II (#55) of 18.3 acres in Fauquier County. Ms. Grayson indicated that the easements had been accepted at the March meeting but without the proposed language regarding a back up co-holder. Now reconsideration was requested to include the back up co-holding language identical to that included in #27. Mr. Seilheimer made a motion to accept the easements with the backup co-holder language as presented. Mr. Ziluca abstained from the vote with the same reason cited in easement #27. The motion carried with four votes.

Ms. Vance presented a reconsideration of the Tidman easement (#56) in Rockingham County which was previously approved at the March 2003 Trustee meeting. The landowners wished to add an additional 37 acres to the easement, to add an additional single family dwelling with related outbuildings and to permit the existing single family dwelling to be “maintained, repaired, renovated, or reasonably enlarged”. Ms. Vance indicated that the staff recommendation was to accept the revised proposal because it met the Guidelines with the additional acreage. Ms. Imhoff made a motion to accept the easement as presented. The motion was approved unanimously.

Policy Discussion: Procedures for the End of the Year

Ms. Grayson presented a staff proposal for a procedure to handle last minute easement proposals where the landowner desired to complete the project by December 31, 2003, but did not have a proposal ready for the December Trustee meeting. Ms. Grayson proposed that if a landowner agreed to a “template” easement, that would have been a consent agenda” item and could get an easement document submitted by 12pm on December 19, Mr. Kilgore and Ms. Vance would review the easement and could accept the easement on behalf of the other Trustees. The proposal would be faxed to the remaining Trustees immediately and then presented at the next scheduled Trustee meeting. Mr. Ziluca made a motion to approve the proposed procedures as outlined above. The motion was approved unanimously.

Policy Discussion: VOF Guidelines

After some discussion, Mr. Kilgore made a motion to adopt the proposed language amending the Guidelines to include under the Trustee’s considerations regarding an easement proposal, “the extent to which an easement proposal would extinguish permitted development rights”. The motion was approved unanimously.

Policy Discussion: Request by Goochland Land Trust to allow Transfer Fee

Ms. Trew presented a proposal from the Goochland Land Trust (GLT) for VOF to include language within an easement requiring a transfer fee to be paid whenever the eased property changed hands. No action was taken.

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Report of the Executive Director:

Ms. Vance discussed the upcoming General Assembly budget process with the Trustees. Mr. Ziluca made a motion to direct Ms. Vance to request state support for the entire easement program budget. The motion was approved unanimously.

Mr. Kilgore recessed the meeting at 9:30 pm and announced that the meeting would reconvene at 8:00am the following day.

Mr. Kilgore reconvened the meeting in open session at 8:15 am.

Ms. Vance continued with the Executive Director's report and presented several administrative actions taken since the last Trustee meeting. Ms. Ford presented the Luke easement in Rappahannock County which was previously approved at the December 2002 Trustee meeting, but had changed ownership since that approval. Dr. Cutler made a motion to accept the same easement proposal from the new owner, Ms. Jennifer Aldridge. The motion was approved unanimously. Ms. Buttrick presented a proposed quit-claim action involving land owned by Mrs. Jane Heyward of Albemarle County. The action is necessary because of a recently discovered surveyor mistake. Mr. Seilheimer made a motion to approve the quit-claim action. The motion was approved unanimously.

Mr. Kilgore reconvened the previously recessed closed session at 8:30 am to discuss personnel issues and a legal matter to be presented to counsel.

At 9:00am, Mr. Seilheimer made a motion to certify the closed meeting,

“ Whereas, the Board of Trustees of the Virginia Outdoors Foundation (“the Board”) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act: and

Whereas, 2.2-3712 of the Code of Virginia requires a certification by the Board in an open meeting that such closed meeting was conducted in conformity with Virginia law:

Now, therefore, be it resolved that the Board hereby certifies, to the best of each member's knowledge, the following:

- 1) Only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and
- 2) Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

Ms. Imhoff seconded the motion and the motion was approved unanimously.

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At 9:10am, Dr. Cutler made a motion to move the meeting into closed session, pursuant to subsection A, paragraphs 1 and 7 of 2.2-3711 of the Code of Virginia, to discuss legal and personnel issues. Mr. Ziluca seconded the motion and it was approved unanimously.

At 10:45am, Dr. Cutler made a motion to certify the closed meeting,

“ Whereas, the Board of Trustees of the Virginia Outdoors Foundation (“the Board”) has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act: and

Whereas, 2.2-3712 of the Code of Virginia requires a certification by the Board in an open meeting that such closed meeting was conducted in conformity with Virginia law:

Now, therefore, be it resolved that the Board hereby certifies, to the best of each member’s knowledge, the following:

- 1) Only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and
- 2) Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board.

Ms. Imhoff seconded the motion and it was approved unanimously. Mr. Kilgore indicated that the Trustees had discussed the Mary Moody Northen issue and had decided due to legal concerns that any discussions with representatives of the Foundation should take place in a public meeting of the Trustees or in a meeting that included the Chairman and the Executive Director.

Mr. Kilgore reconvened the open meeting at 10:45 am.

In response to a request from Mr. Calder Loth of the Department of Historic Resources, Dr. Cutler made a motion to reopen the discussion on the previously approved Greystoke Holdings, Inc. (#33) easement. The staff report on the previous day had not made it sufficiently clear that the subdivision provision of the easement was to be administered by VDHR. After further discussion detailing the action previously taken on this easement by the VDHR Board and clarification that VDHR would be the primary holder of the easement while VOF was only being asked to assist with the open space aspects of the proposal, Ms. Imhoff made a motion to accept the easement as presented and including VOF template language to allow a cell tower. The motion was approved unanimously.

Confirm Next Meeting Date, Adjourn.

The dates of the next Trustee meeting were set for December 3rd and 4th in Charlottesville.

Mr. Kilgore adjourned the meeting at 11:15 am.

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Respectfully submitted,

Anna G. Chisholm