



The Board of Education of School District No. 61 (Greater Victoria)  
January 19, 2015 Regular Board Meeting - Tolmie Boardroom, 556 Boleskine Road

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**MINUTES**

**Present:**

Trustees Edith Loring-Kuhanga, Chair, Diane McNally, Vice-Chair, Tom Ferris, Elaine Leonard, Deborah Nohr, Peg Orcherton, Rob Paynter, Jordan Watters, Ann Whiteaker

**Administration:**

Sherri Bell, Superintendent of Schools, Debra Laser, Secretary-Treasurer, Pat Duncan, Deputy Superintendent, Shelley Green, Associate Superintendent, Cam Pinkerton, Associate Superintendent, Mark Walsh, Manager, Labour Relations, Deb Whitten, District Principal, Student Services, Janine Roy, District Principal, Educational Services, Vicki Hanley, Recording Secretary

The meeting was called to order at 7:38 p.m.

Chair Loring-Kuhanga recognized and acknowledged the Esquimalt and Songhees Nations, on whose traditional territories, we live, we learn, and we do our work.

Introductions were made around the Board table.

**A. COMMENCEMENT OF THE MEETING**

**A1. Approval of the Agenda**

It was moved and seconded:

That the January 19, 2015 Agenda be approved with the following changes/additions:

**B2. Trustees' Reports**

- b) Trustee Paynter
- c) Trustee McNally
- d) Trustee Ferris

**Motion Carried Unanimously**

**A2. Approval of the Minutes**

- a) It was moved and seconded:

That the November 17, 2014 Regular Minutes be approved.

**Motion Carried Unanimously**

- b) Trustee Orcherton requested a change to the December 10, 2014 Inaugural Minutes by adding the words "*discuss and debate*" on line two after the word "*review*" on page four of the minutes. Trustees agreed with the change.

It was moved and seconded:

That the December 10, 2014 Inaugural Minutes be approved as amended.

**Motion Carried Unanimously**

**A3. Business arising from the Minutes -None**

**A4. Student Achievement**

Central Middle School Principal, Christopher Macintosh, attended the Board meeting and spoke about Centrals' school wide enrichment program. The program runs three sessions per school year in ten week increments. All students have the opportunity to choose an activity that may be of interest to them, such as; floor hockey, wool creations, book club, origami or healthy eating. Principal Macintosh introduced grade seven French immersion teacher, Gabe Levesque, to speak on the activity he was involved in last term.

Mr. Levesque explained his 'mystery' enrichment activity in which students did not know what they were signing up to learn. Mr. Levesque's class focused on proper etiquette, manners, dinner table setting, bow tie making and suitable dress attire. As their final assignment they invited the entire school to a three course sit down meal which they prepared and served using all skills they had been taught. Four of the eighteen students attended the board meeting and served the Trustees sparkling water and chocolate cake.

Chair Loring-Kuhanga thanked Principal Macintosh, Mr. Levesque and students for attending the Board meeting.

**A5. District Presentations - None****A6. Community Presentations**

- a) Peter Milne, attended the Board meeting to speak about Wi-Fi installation at elementary schools and urged Trustees to reconsider the current motion which allows Wi-Fi to be installed in elementary schools following the consultation process.
- b) Colleen Pommelet and Judy Carruth, teachers in the District, attended the Board meeting to express their disappointment about the pay teachers received in September. Ms. Pommelet and Ms. Carruth urged Trustees to vote in favour of the motion with respect to teachers' September pay.
- c) Louisa Elkin, grade three teacher, attended the Board meeting to express her disappointment with the pay teachers received for September 2014. Ms. Elkin urged Trustees to vote in favour of the motion with respect to teachers' September pay.
- d) Bev Bacon, teacher, attended the Board meeting and urged Trustees to address issues pertaining to teachers' including the September pay, alternate forms of testing and the attendance support program.

**B. TRUSTEE REPORTS****B1. Chair's Report**

Chair Loring-Kuhanga reported that Trustees had engaged in two days of orientation since being sworn in on December 10, 2014. Trustees discussed topics which included governance, policies, regulations, bylaws, the School Act, budget, and senior management portfolios and projects. On behalf of the Trustees, Chair Loring-Kuhanga thanked Superintendent Bell and staff for arranging and facilitating the informative sessions.

Chair Loring-Kuhanga reported that she attended and met with the principals of both Esquimalt High School and View Royal Elementary.

## B2. Trustees' Reports

- a) Trustee Orcherton advised Trustees that she would be attending the British Columbia Public School Employers' Association (BCPSEA) AGM on January 30, 2015 as the Board representative. Trustee Orcherton was seeking direction on Ordinary Resolution 0-1 and provided background information to Trustees. Discussion ensued amongst the Trustees with questions of clarification being asked of Trustee Orcherton.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) support Ordinary Resolution 0-1, "*BE IT RESOLVED that the BCPSEA members direct the Public Administrator of BCPSEA to write a letter to the Lieutenant Governor in Council requesting the reinstatement of the BCPSEA Board of Directors, as outlined in Article 7.2 of the BCPSEA Constitution and Bylaws.*"

**Motion Carried**

For: Trustees Orcherton, Paynter, Loring-Kuhanga, McNally, Whiteaker, Watters  
Abstain: Trustees Nohr, Ferris, Leonard

- b) Trustee Paynter reported that he visited Victoria High School and met with Principal Randi Falls and also attended a mental health coalition at the Ministry. Trustee Paynter further reported that he visited municipal staff at the City of Victoria and the District of Saanich about the safer routes to schools programs.
- c) Trustee McNally reported that she attended High Rock Park in Esquimalt where she accepted a book on behalf of the Board of Education. The book is full of photos taken by photographer, Frances Litman, with respect to the Cairn Project (Collaborating to Appreciate and Inspire Respect for Nature). The project was made a reality by many community members including the staff and students at Rockheights Middle School. Trustee McNally passed the book around the Board table and asked Superintendent Bell to share it with board office staff.
- d) Trustee Ferris stated that at the Operations, Policy and Planning Committee meeting on January 12, 2015 a member of the public questioned the integrity of a former Secretary-Treasurer. Trustee Ferris stated that he felt compelled to advise staff that the Board fully supports decisions made by staff, knowing that all decisions are made in good faith.

## C. BOARD COMMITTEE REPORTS

### C1. Education Policy Development Committee

- a) The January 5, 2015 meeting minutes were received for information.
- b) Trustee Nohr referred to the minutes from the Education Policy Development Committee meeting and presented the following recommended motion.

It was moved and seconded:

That the Board of Education of School District 61 (Greater Victoria) select one trustee and direct the Superintendent to appoint two staff members to form a working committee to develop a draft Policy on Concussion Awareness and Care Protocol, circulate it to stakeholder groups in draft form for review and comment and report to the March 2015 Education Policy Development Committee with a draft policy and implementation recommendations (as per Bylaw 9210 The Development of Policy).

Trustee Paynter provided Trustees with additional information with respect to the motion. Discussion ensued amongst Trustees with a recommendation being made to amend the motion by striking the words “*March 2015*”.

It was moved and seconded:

That the motion “*That the Board of Education of School District 61 (Greater Victoria) select one trustee and direct the Superintendent to appoint two staff members to form a working committee to develop a draft Policy on Concussion Awareness and Care Protocol, circulate it to stakeholder groups in draft form for review and comment and report to the March 2015 Education Policy Development Committee with a draft policy and implementation recommendations (as per Bylaw 9210 The Development of Policy)*” be amended to strike the words “*March 2015*”.

**Motion Carried Unanimously**

Further discussion ensued amongst the Trustees with a recommendation being made to amend the amended motion by striking the words “*select one trustee*” and “*to appoint two staff members*” and add the word “*stakeholder*” after the word “*form*”.

It was moved and seconded:

That the amended motion “*That the Board of Education of School District 61 (Greater Victoria) select one trustee and direct the Superintendent to appoint two staff members to form a working committee to develop a draft Policy on Concussion Awareness and Care Protocol, circulate it to stakeholder groups in draft form for review and comment and report to the Education Policy Development Committee with a draft policy and implementation recommendations (as per Bylaw 9210 The Development of Policy)*” be amended to strike the words “*select one trustee*” and “*to appoint two staff members*” and add the word “*stakeholder*” after the word “*form*”.

**Motion Carried**

For: Trustees Orcheron, Leonard, Whiteaker, Ferris, Loring-Kuhanga  
Against: Trustees Paynter, Nohr, McNally, Watters

Further discussion ensued amongst the Trustees with a recommendation being made to amend the amended motion by striking the words “*circulate it to stakeholder groups in draft form for review and comment and report to the Education Policy Development Committee with a draft policy and implementation recommendations (as per Bylaw 9210 The Development of Policy)*” and by adding the words “*and implementation recommendations*” after the word “*Policy*” and “*and present to the May 2015 Education Policy Development Committee meeting as per Bylaw 9210, The Development of Policy*” after the word “*protocol*”.

It was moved and seconded:

That the amended motion “*That the Board of Education of School District 61 (Greater Victoria) direct the Superintendent to form a stakeholder working committee to develop a draft Policy on Concussion Awareness and Care Protocol, circulate it to stakeholder groups in draft form for review and comment and report to the Education Policy Development Committee with a draft policy and implementation recommendations (as per Bylaw 9210 The Development of Policy)*” be amended to strike the words “*circulate it to stakeholder groups in draft form for review and comment and report to the Education Policy Development Committee with a draft policy and implementation recommendations (as per Bylaw 9210 The*

*Development of Policy) and by adding the words “and implementation recommendations” after the word “Policy” and “and present to the May 2015 Education Policy Development Committee meeting as per Bylaw 9210, The Development of Policy” after the word “protocol”.*

**Motion Defeated**

For: Trustees Paynter, Loring-Kuhanga, Watters, McNally

Against: Trustees Orcherton, Leonard, Nohr, Whiteaker, Ferris

Further discussion ensued amongst the Trustees with a recommendation being made to amend the amended motion by adding the words “*including one Trustee*” after the word “*committee*”.

It was moved and seconded:

*That the amended motion “That the Board of Education of School District 61 (Greater Victoria) direct the Superintendent to form a stakeholder working committee to develop a draft Policy on Concussion Awareness and Care Protocol , circulate it to stakeholder groups in draft form for review and comment and report to the Education Policy Development Committee with a draft policy and implementation recommendations (as per Bylaw 9210 The Development of Policy)” be amended to add the words “including one Trustee” after the word “committee”.*

**Motion Carried**

For: Trustees Paynter, Nohr, Loring-Kuhanga, McNally, Watters

Against: Trustees Orcherton, Leonard, Whiteaker, Ferris

Chair Loring-Kuhanga called for the question on the original motion as amended.

It was moved and seconded:

That the Board of Education of School District 61 (Greater Victoria) direct the Superintendent to form a stakeholder working committee including one Trustee to develop a draft Policy on Concussion Awareness and Care Protocol, circulate it to stakeholder groups in draft form for review and comment and report to the Education Policy Development Committee with a draft policy and implementation recommendations (as per Bylaw 9210 The Development of Policy).

**Motion Carried**

For: Trustees Paynter, Nohr, Loring-Kuhanga, Ferris, McNally, Watters, Orcherton, Whiteaker

Abstain: Trustee Leonard

## **C2. Operations, Policy and Planning Committee**

- a) The January 12, 2015 meeting minutes were received for information.
- b) Trustee Leonard referred to the minutes from the Operations, Policy and Planning Committee meeting and presented the following recommended motion.

It was moved and seconded:

- i) That the Board of Education of School District No. 61 (Greater Victoria) request senior administration to provide a report at the earliest possible Operations, Policy and Planning meeting outlining the current and long-term IT directions, priorities, departmental goals and project costs to the District for 2013-2014 and 2014-2015.

Discussion ensued amongst the Trustees with a recommendation being made to amend the motion by striking the words “*earliest possible*” and replacing it with the word “*May*”.

It was moved and seconded:

- i) That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) request senior administration to provide a report at the earliest possible Operations, Policy and Planning meeting outlining the current and long-term IT directions, priorities, departmental goals and project costs to the District for 2013-2014 and 2014-2015*" be amended to strike the words "earliest possible" and replacing it with the word "May".

**Motion Carried**

For: Trustees Paynter, Nohr, Loring-Kuhanga, Watters, McNally  
Against: Trustees Orcherton, Leonard, Whiteaker, Ferris

Chair Loring-Kuhanga called the question on the original motion as amended.

It was moved and seconded:

- i) That the Board of Education of School District No. 61 (Greater Victoria) request senior administration to provide a report at the May Operations, Policy and Planning meeting outlining the current and long-term IT directions, priorities, departmental goals and project costs to the District for 2013-2014 and 2014-2015.

**Motion Carried**

For: Trustees McNally, Nohr, Paynter, Watters, Whiteaker, Loring-Kuhanga  
Against: Trustees Ferris, Leonard, Orcherton

Trustee Leonard referred to the minutes from the Operations, Policy and Planning Committee meeting and presented the following recommended motion.

It was moved and seconded:

- ii) That the Board of Education of School District No. 61 (Greater Victoria) request senior management to provide an update on the initiatives of the Wellness and Attendance Support Advisor to date and going forward including an explanation of Homewood Health and the costs associated as well as cost recovery from the attendance awareness program.

Discussion ensued amongst the Trustees with a recommendation being made to amend the motion by adding the words "*by the June 2015 Operations, Policy and Planning Committee meeting*".

It was moved and seconded:

- ii) That the motion, "*That the Board of Education of School District No. 61 (Greater Victoria) request senior management to provide an update on the initiatives of the Wellness and Attendance Support Advisor to date and going forward including an explanation of Homewood Health and the costs associated as well as cost recovery from the attendance awareness program*" be amended to add the words "*by the June 2015 Operations, Policy and Planning Committee meeting*".

**Motion Defeated**

For: Trustees Paynter, Nohr, Watters, McNally  
Against: Trustees Orcherton, Loring-Kuhanga, Ferris, Leonard, Whiteaker

Further discussion ensued amongst the Trustees with Chair Loring-Kuhanga calling the question on the original motion.

It was moved and seconded:

- ii) That the Board of Education of School District No. 61 (Greater Victoria) request senior management to provide an update on the initiatives of the Wellness and Attendance Support Advisor to date and going forward including an explanation of Homewood Health and the costs associated as well as cost recovery from the attendance awareness program.

**Motion Carried**

For: Trustees McNally, Nohr, Loring-Kuhanga, Watters, Paynter  
Against: Trustees Ferris, Leonard, Orcherton, Whiteaker

Trustee Leonard referred to the minutes from the Operations, Policy and Planning Committee meeting and presented the following recommended motion. Discussion ensued amongst the Trustees.

It was moved and seconded:

- iii) That the Board of Education of School District No. 61 (Greater Victoria) request that the Superintendent and Secretary-Treasurer provide three possible funding proposals for the teachers' \$400,000 salary / benefits to pay for the eighth day of work in September upon teachers' return to the classroom after the strike settlement.

**Motion Defeated Unanimously**

Trustee Leonard referred to the minutes from the Operations, Policy and Planning Committee meeting and presented the following recommended motion. Trustee Watters provided background information and discussion ensued amongst the Trustees.

It was moved and seconded:

- iv) That the Board of Education of School District No. 61 (Greater Victoria) send a motion to BCSTA to be considered for addition to their upcoming Annual General Meeting (April 2015) agenda requesting that the BCSTA resolve to invite a local First Nations representative to conduct a traditional welcome on their territory at all provincial BCSTA conferences and academies.

**Motion Carried Unanimously**

Trustee Leonard referred to the minutes from the Operations, Policy and Planning Committee meeting and presented the following recommended motion. Discussion ensued amongst the Trustees with questions of clarification being asked of Secretary-Treasurer Laser.

It was moved and seconded:

- v) That the Board of Education of School District No. 61 (Greater Victoria) request that the Secretary-Treasurer prepare a report, to be included as an information item for discussion at the February 10, 2015 OPSS meeting, on the financial costs and benefits of BCSTA membership to the district over the last 3 years including all association fees and conferences and the value of any services received.

**Motion Carried**

For: Trustees McNally, Nohr, Loring-Kuhanga, Watters, Paynter  
Against: Trustees Ferris, Leonard, Orcherton, Whiteaker

Trustee Leonard referred to the minutes from the Operations, Policy and Planning Committee meeting and presented the following recommended motion.

It was moved and seconded:

- vi) That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write a letter to the Minister of Education calling upon him to reverse his December 4, 2014 decision to stop funding graduated Adult upgrading courses offered through the province's K-12 public school system.

**Motion Carried Unanimously**

Trustee Leonard referred to the minutes from the Operations, Policy and Planning Committee meeting and presented the following recommended motion.

It was moved and seconded:

- vii) That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent of Schools to conduct research on examples, costs and process for establishing a Strategic Plan, and report back to the Board with preliminary information at the earliest possible OPPs meeting.

**Motion Carried**

For: Trustees McNally, Nohr, Loring-Kuhanga, Watters, Paynter, Orcheron  
Against: Trustees Ferris, Leonard, Whiteaker

Trustee Leonard referred to the minutes from the Operations, Policy and Planning Committee meeting and presented the following recommended motion.

It was moved and seconded:

- viii) That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent of Schools to provide a printed Monthly Progress Report on all motions at Board Meetings attached to the agenda packup so that Trustees and stakeholders can follow the progress of motions that have come to Standing Committees or the Board agendas, record to go back four months in hard copy.

**Motion Carried Unanimously**

Trustee Leonard referred to the minutes from the Operations, Policy and Planning Committee meeting and presented the following recommended motion.

It was moved and seconded:

- ix) That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent of Schools to construct a web page on the SD61 website to be a running record of disposal of motions at the Board table on an annual basis, organized by month, to be archived on the page in a form easily accessible to all stakeholders, annually in December of each year.

**Motion Carried Unanimously**

## D. DISTRICT LEADERSHIP TEAM REPORTS

### D1. Superintendent's Report

- a) Superintendent Bell referred the Board to the Superintendent's Report on Achievement and highlighted a few key points. Discussion ensued amongst the Trustees with questions of clarification being asked of Superintendent Bell.



It was moved and seconded:

To approve the "Superintendent's Report on Achievement 2014-2015" in accordance with Section 79.3 of the *School Act*.

**Motion Carried**

For: Trustees Ferris, Leonard, McNally, Loring-Kuhanga, Orcherton, Paynter, Watters, Whiteaker

Against: Trustee Nohr

**D2. Secretary-Treasurer's Report - None**

**E. QUESTION PERIOD**

**E1.** Chair Loring-Kuhanga read the following question:

How will the questions and answers be organized on the website and will the answers to the questions be presented separately from the minutes in their own section?

Superintendent Bell responded by saying that the questions asked and responses given during the Board meeting will be recorded in the Board minutes. Board minutes are posted on the District website after being approved the month following the meeting.

If for some reason an answer cannot be provided to a question asked during the Board meeting, the individual asking the question will be contacted in a timely manner with a response. In this instance, only the question will be recorded in the Board minutes.

**F. PUBLIC DISCLOSURE OF IN-CAMERA ITEMS**

**F1.** Chair Loring-Kuhanga reported out to the public the following motion that was carried at the January 19, 2015 In-Camera meeting:

That the Board of Education of School District No. 61 (Greater Victoria) report out publically during the regular January 19, 2015 Board of Education meeting that the Aboriginal Employment Equity Agreement has been finalized and signed between the Greater Victoria School District and the Greater Victoria Teachers' Association.

**G. NEW BUSINESS/NOTICE OF MOTIONS**

**G1. New Business**

**a) Trustee Orcherton - Policy on Concussion Awareness and Care Protocol**

Trustee Orcherton withdrew her motion.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to form a working committee including a Trustee(s) and representatives from our stakeholder groups to develop a draft Policy on Concussion Awareness and Care Protocol (as per Bylaw 9210 The Development of Policy).

**Motion Withdrawn**

**b) Trustee Watters - Aboriginal Education Enhancement Agreement**

Trustee Watters presented her motion and provided her rationale.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Chair to write a letter to the Greater Victoria Teachers' Association asking them to reconsider signing the Aboriginal Education Enhancement Agreement 2013-2018.

**Motion Carried Unanimously**

**c) Trustee Nohr - FSA Reference Materials for Parents**

Trustee Nohr presented her motion and provided her rationale.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) provide to all parents the first week of January a point form summary document pertaining to the Foundation Skills Assessment (FSA) referencing the BCCPAC and BCTF documents on this topic with the goal of presenting a full range of perspectives on the issue for parents' consideration; the document will be drafted under the direction of senior administration and will be reviewed at a future Education Policy Committee meeting.

Discussion ensued amongst the Trustees with a recommendation being made to amend the motion by striking the words "*(FSA) referencing the BCCPAC and BCTF documents on this topic with the goal of presenting a full range of perspectives on the issue for parents' consideration; the document will be drafted under the direction of senior administration and will be reviewed at a future Education Policy Committee meeting*".

It was moved and seconded:

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) provide to all parents the first week of January a point form summary document pertaining to the Foundation Skills Assessment (FSA) referencing the BCCPAC and BCTF documents on this topic with the goal of presenting a full range of perspectives on the issue for parents' consideration; the document will be drafted under the direction of senior administration and will be reviewed at a future Education Policy Committee meeting*" be amended to strike the words "*(FSA) referencing the BCCPAC and BCTF documents on this topic with the goal of presenting a full range of perspectives on the issue for parents' consideration; the document will be drafted under the direction of senior administration and will be reviewed at a future Education Policy Committee meeting*".

**Motion Carried**

For: Trustees Orcherton, Leonard, Watters, Whiteaker, Ferris

Against: Trustees McNally, Nohr, Loring-Kuhanga

Abstain: Trustee Paynter

Chair Loring-Kuhanga called the question on the original motion as amended.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) provide to all parents the first week of January a point form summary document pertaining to the Foundation Skills Assessment.

**Motion Carried**

For: Trustees Ferris, Leonard, Loring-Kuhanga, Orcherton, Watters, Whiteaker  
 Against: Trustees Nohr, McNally  
 Abstain: Trustee Paynter

**d) Trustee Watters - FSA Testing**

Trustee Watters presented her motion and provided her rationale.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to inform school-based principals to honour parent requests to withdraw their child from the FSA testing and to refrain from contacting them upon receipt of their withdrawal request form.

Discussion ensued amongst the Trustees with a recommendation being made to amend the motion by adding the words "*as of January 2016*" after the word "*form*". Further discussion ensued with questions of clarification being asked of Superintendent Bell.

It was moved and seconded:

That the motion "*That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to inform school-based principals to honour parent requests to withdraw their child from the FSA testing and to refrain from contacting them upon receipt of their withdrawal request form*" be amended to add the words "*as of January 2016*" after the word "*form*".

**Motion Carried**

For: Trustees Orcherton, Watters, Nohr, Paynter, Whiteaker, Ferris  
 Against: Trustees McNally, Loring-Kuhanga, Leonard

Chair Loring-Kuhanga called the question on the original motion as amended.

It was moved and seconded:

That the Board of Education of School District No. 61 (Greater Victoria) direct the Superintendent to inform school-based principals to honour parent requests to withdraw their child from the FSA testing and to refrain from contacting them upon receipt of their withdrawal request form as of January 2016.

**Motion Carried**

For: Trustees McNally, Nohr, Loring-Kuhanga, Paynter, Watters  
 Against: Trustees Ferris, Leonard, Orcherton, Whiteaker

**G2. Notice of Motions**

- a) Trustee Paynter provided the following Notice of Motion for the February 10, 2015 Operations, Policy and Planning Committee meeting.

That the Board of Education of School District No. 61 (Greater Victoria) direct the Needs Budget Committee to evaluate current district funding levels and allocations in consultation with the Superintendent and Secretary-Treasurer and report to the Board with recommendations and rationale for funding levels necessary to meet its operational requirements and to discharge its responsibility for the improvement of student achievement in the school district.

**H. ADJOURNMENT**

It was moved and seconded:

That the meeting be adjourned.

**Motion Carried**

The meeting adjourned at 10:42 p.m.

**CERTIFIED CORRECT**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer