

## REGULAR BOARD OF DIRECTORS MEETING

### AGENDA

Thursday, 7 p.m.

May 16, 2013

Community Center

- 1) **Call to order and Pledge of Allegiance.**
- 2) **Review/approve previous minutes.**
- 3) **Member/Guest Forum.**
- 4) **Department/Committee reports.**
  - a) Recreation Dept.
  - b) Maintenance Dept.
  - c) Standards Dept.
  - d) Community Management Dept.
  - e) Architectural Review Committee
  - f) Finance Committee
  - g) Landscaping Committee
  - h) Nominating Committee
  - i) Communications Committee
  - j) Public Safety Committee
  - k) Sports and Park Committee
  - l) Strategic Planning Committee
- 5) **Unfinished Business.**
  - a) Status of Sidewalk at SaxonHill and Military Drive West – Tabled.
  - b) Association assume ownership of Centex Properties – Open.
  - c) Computer (tower) purchase (\$500 authorized) – Open.
  - d) Brick columns survey results (discuss options) – Open.
  - e) BCSD Sub-station (to be discussed at annual meeting with County Commissioner) – Open.
  - f) Review of notary fees - Open
  - g) Mr. Severs
- 6) **Executive/Emergency Session Results**
  - a) Notification of compliant filed with Texas Workforce Commission (details withheld).
  - b) Reward for Hit & Run perpetrator of Wynwood monument (email).
- 7) **New Business.**
  - a) Boy Scouts work-out station project.
  - b) \_\_\_\_\_.
  - c) \_\_\_\_\_.
- 8) **Schedule next monthly meeting. Regular monthly meeting on June 20, 2013 at 7pm**
- 9) **Adjournment.**



*The Villages of Westcreek Owners' Association, Inc.*

*Est. 1994*

**Regular Meeting of the Board of Directors  
Villages of Westcreek Owners' Association, Inc.**

**I. OPEN MEETING:** The Regular Meeting of the Board of Directors was called to order by the President at 7 p.m., on Thursday, April 18<sup>th</sup>, 2013. The purpose of the meeting was to conduct regular business as identified in the pre-announced Agenda. The meeting minutes for the March Regular Monthly Meeting were reviewed and approved by a unanimous vote of Board members (5/0) present.

**Board Members Present:**

John Steele, President	Richard Gentry, Vice President
Jennifer Castro, Treasurer	Kevin Drummonds, Secretary
Kenneth Fowler, Asst. Secretary	

**Board Members Absent:** None

**Staff Present:**

Brenda Tate, Community Manager	Adrian Suttles, Standards Superintendent
Jennifer Bell, Administrative Superintendent	Nancy Griffin, Parks and Recreation Superintendent

**Members Present:**

Guy Oliver	Joyce Oliver	Eugene Hopkins
Barbara Hopkins	Derrick Foyle	Bill Fenstermacher
Rick Severs		

**Guests Present:**

None.

**III. OPEN FORUM:**

Mr. Steele opened the Member's forum. The following members spoke:

- a. Mr. Bill Fenstermacher asked what the process was for taking a courtesy notice to Texas Property Code (TPC) letter. He was concerned that the process is taking too long. The Community Manager and members of the Board explained the process and that we follow the timelines. The timelines are realistic and established in the community standards and by Texas State Law.
- b. Mr. Rick Severs asked why notary fees were now being charged to Homeowners when the service has been free for many years. This item will be added to the agenda under new business as an open item.

**IV. COMMITTEE/DEPARTMENT REPORTS:**

- a. Recreation Department: A written report was provided and is attached to these minutes. The Superintendent (Nancy Griffin) briefed the members present and outlined her activities for the period.
- b. Maintenance Department: A written report was provided and is attached to these minutes. The maintenance contractor was not present; however, the Community Manager took questions. Mr. Drummonds asked why the gas easement on the north side of Sage Run had not been mowed when the other part had been mowed by the maintenance staff. There was a question as to the owner and Mr. Drummonds assured the staff that both properties belonged to the Association after it was donated by K&B Homes on/or about 2001. Mr. Drummonds asked that the ownership be verified (by the deed in the office) and the easement be added back to the schedule (as it has been for the past 10 years). Mr. Drummonds also pointed out some issues with major street fences along Westcreek Oaks Drive, specifically not being painted on the fence itself in several places, but especially along the bottom along almost the whole fence. The Community Manager and Standards Superintendent stated they would look into both issues.

- c. Standards Department: A written report was provided and is attached to these minutes. Mrs. Adrian Suttles briefed the activities for this period. Her report also included information on the Architectural Review Committees' Property Improvement/Change Application (PIA) numbers and the Public Safety Report.
- d. Community Management Department: Mrs. Tate provided a written report, including a summary of delinquent assessments, which is attached to these minutes and briefed from this report. The Manager explained that we received \$1000.00 for our work trailer that had been destroyed when it was hit by a driver. The original cost for the trailer was \$1400.00. The reward for the arrest/conviction of the tagger is awaiting conviction to be paid out since the issue was settled and the person responsible for capturing him can now accept the reward.
- e. Architectural Review Committee. The Committee provided a written report and the chairperson, Mr. Derrick Foyle, briefed from the report.
- f. Finance Committee: Mrs. Castro provided written accrual and cash basis statements from the Bookkeeper. She briefed from these statements and provided a summary of the status of the Association funds. We are currently are running approximately \$70,000 under our budget pending the start of pool season. The Board had asked that Mrs. Tate look into our risks of having CDs versus mutual funds. Mrs. Tate provided the numbers for the bank the Association uses (Mutual of Omaha) to Mr. Drummonds at the meeting; however, the issue was not discussed as funds had been approved at the previous month's meeting.
- g. Landscaping Committee. No written report was provided. Mr. Steele reminded everyone of the work planned for the clock tower that is scheduled for Saturday, April 20<sup>th</sup>.
- h. Nominating Committee. No written report was provided. Mrs. Castro stated that a meeting of the Election Committee would be held on April 24<sup>th</sup>, 2013, at 5 pm, to prepare for the election and count absentee/proxy ballots. Mr. Steele reported that the lawyer had given us his opinion and that the process described in the By-Laws does not conflict with the CC&Rs. Thus, the proxy sent out for the current election is in error and should not have restricted Homeowners proxies to only be given to another Homeowner. No notice was forwarded to Homeowners and no action was taken to correct the mistake since it was so close to the elections.
- i. Communications Committee. Mr. Bill Fenstermacher gave a verbal report. The next meeting is scheduled for May 6<sup>th</sup>, 2013, at 10 am in the Community Center. They are working on options for taking over the newsletter.
- j. Public Safety Committee. Mr. Richard Gentry gave a verbal report. Meetings will be held at the Community Center on the second Thursday of each month at 6 pm. The committee has the support of the Constable and will be assisting us with our Cellular on Patrol. We are looking at getting magnetic signs, shirts, and cell phones via a grant. The next meeting is scheduled for May 9, 2013.
- k. Sports and Park Committee. No report. No meeting was held this month.
- l. Strategic Planning Committee: No meeting was held this quarter and the next meeting will not be scheduled until after the election.

#### **V. UNFINISHED BUSINESS:**

- a. Status of Sidewalk at Saxonhill and Military Drive West. **TABLED.**
- b. Centex Properties. Mrs. Tate briefed the Board there was no movement on this issue this month. This should be accomplished by the next Board meeting. **OPEN.**
- c. Computer (tower) purchase (\$500 authorized). The Community Manager stated that the office also needed to upgrade the software suite (EPI – photo id software) on this device at a cost of \$831. The Board discussed briefly and approved unanimously. The total maximum amount is now \$1331 for this purchase. **OPEN.**
- d. Brick Column survey results. The Board discussed the survey and asked that the Community Manager get some estimates on repairs. **OPEN.**
- e. BCSD Sub-station/Fire Station. Mr. Steele will make this offer and discuss it with County Commissioner Chico Rodriguez at the annual meeting. **OPEN**

- f. Rick Severs is coming up on the end to his 6-year term. According to the CC&Rs, he must be reappointed in order to continue serving. He expressed a desire to continue and stated that he would bring this up to the new Board at the next meeting. **OPEN.**

**VI. NEW BUSINESS:**

- a. Pool Schedule for 2013. The Board discussed the recommended schedule and made a few changes. The Board approved the amended schedule by a vote of four (4) members for and one (1) (Mr. Fowler) abstained.
- b. Notary Issue. The Board discussed this issue briefly and asked the Community Manager to provide information to the Board on the actual costs to the Community for review and discussion at the next Board meeting. **OPEN.**
- c. **Executive Session** results:
- 1) Release of Lien. The Board discussed this issue and approved the release of lien. Details withheld for privacy reasons.
  - 2) 1<sup>st</sup> Quarter Staff Bonuses. The budget was approved for bonuses for the year and the Board approved the Community Manager's plan for distributing them for the first quarter.

**VII. The Next Meeting:** The next regular meeting will be held on Thursday, May 16<sup>th</sup>, 2013, at 7 p.m. in the Community Center.

**VIII. Adjournment:** There being no further business before the Board, the meeting was adjourned at 8:57 p.m.

Written by:

\_\_\_\_\_  
Kevin M. Drummonds, Secretary

Date: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
John B. Steele, President

Date: \_\_\_\_\_

Posted in the VWOA Book of Minutes by:

\_\_\_\_\_  
Brenda Tate  
Community Manager  
VWOA

Date: \_\_\_\_\_

# Parks And Recreation –April 2013

## Board Report

### Programs/Classes

- a. **Soccer**- Spring soccer season 272 participants registered, 25 teams, largest registration ever Season Ends 4-20-13
- b. **Olympic Karate**- Classes on Tuesday & Thursdays 23 current participants.
- c. **SMASHDANCE**- Zumba Fitness is offered each Monday and Wednesday at 7:30 pm 42 participants
- d. **Body Bootcamp**- Tue & Thur 7:30pm
- e. **Cardio Dance**- Wed evenings 6:30 h - i - j & k have 17 participants
- f. **Kickboxing**- Mon 6:30pm
- g. **Women's Total Body**- Mon-Wed-Fri , 9am
- h. **Muscle Toning**- 9-10am Mon-Wed-Fri
- i. **AA Meetings** – Wed's, 12pm – 1pm

### Past Community Events:

- a. Farmer's Market- April 4, Steady attendance - Farmers pleased with day
- b. Easter Egg Hunt- March 23, approximately 525 in attendance  
Mr. Bunny arriving by Fire Truck was a big hit! Thanks Mico Fire Dept.!
- b. Flag Dedication – February 21, Brennan AF JROTC did a great job!
- c. .Mardi Gras was celebrated on Feb 9<sup>th</sup>, 118 homeowners and guests in attendance,  
Layout change made more tickets available

### Future Community Events:

- a. Spring Soccer Banquet – April 20
- b. Rummage Sale – May 4<sup>th</sup>
- c. Pool opening for weekends - May 11
- d. Pools open weekdays – June 7
- e. Annual Picnic – June 15

# ***J & J CONSTRUCTION***

RESIDENTIAL & COMMERCIAL

PO BOX 762349

SAN ANTONIO, TX 78245

(210)722-5609

[Jamiejjconst@aol.com](mailto:Jamiejjconst@aol.com)

## **May**

### **Monthly Maintenance Report.**

**Daily task:** Pick up trash daily, main road ways, walk around Community Center, check swimming pool for leaks and corrosions. Clean and hose down sidewalks around building and check all bathrooms, pavilion, check for wasps & fire ants. Check for graffiti.

**Mowing:** Mow all needed areas, and gathering leaves and keeping the community clean. Clean flower beds and take out the dead foe-ledge and we have had lots of weeds growing due to small amount of rain. Also pruning some of trees up Military drive.

**Land:** Daily trash pick-up, and inspection of property for hazards. We have also been dying the flower beds with environs color for mulch. We are going to have all beds and monuments and cedar areas finished by the end of month. Also assisted landscape committees on Eagle Scout projects.

**Park:** We are testing irrigation for broken sprinklers and water lines, due to soccer season. And we are in the process of repairs. We have repaired vandalized water fountain, and electrical lines. We have built wood lids for our trash bins to keep varmints out. We have been assisting in preparing the park and community pool for opening. Also have been overseeing pool contractor on pool repairs.

**Community Center:** Maintain the centers exterior and also change all a/c filters and check all units. We have had some electrical issues from the rains and we have had some breakers trip and photo cells burned out. Due to lightning, park time clocks were also affected and lighting in pool pump rooms.

## STANDARDS DEPARTMENT MONTHLY REPORT

From: Adrian Suttles, Superintendent of Standards  
To: VWOA Board of Directors  
Subject: Report for the month of April 2013  
Presented to the Board of Directors on May 16, 2013

<u>TOPICS</u>	<u>ACTION AND OR NOTES</u>	<u>STATUS</u>
<b><u>STANDARDS</u></b>		
ARC Committee Membership:	The ARC is staffed with five (5) community residents who volunteer their time on a weekly basis.	Info
PIA's	Fifty (50) were brought before the ARC. Forty-three (43) of these were approved, seven (7) were not approved. Please see ARC Committees detailed report for specifics.	Info
Staffing/Personnel:	Staffed with five (5) part time Standards Monitors.	Info
Standards Violations Documented:	Eight hundred thirty-one (831) violations of our standards were noted in the month of April. March had nine hundred thirty-eight (938) violations documented.	Info
Personal Contact:	Two hundred twenty-three (223) for the month of April. March had one hundred ten (110) contacts.	Info
Thank You Notices:	Three hundred ninety-four (394) were handed out for April. March had three hundred eighteen (318) handed out.	Info
Re-Sale Inspections:	Eight (8) were completed in April. March had six (6).	Info
Yard/Garage Sales:	Fifty-one (51) were applied for in April. March had thirty-three (33).	Info
<b><u>PROJECT MANAGEMENT</u></b>		
Public Safety Report:	Please see report below for crime reported to us in April.	Info
	Villages of Westcreek~Military~Blue rusted Dodge Ram van, plate #58HJB6-Close to Galm ES, near Woods Village-Appeared to be trying to pick up children, children were shooing the van away. Home owner pulled up behind van and the drove away towards town. Officers were called.	4/2/2013
	Highpoint~Point Valley~5 pm-2012 Silver Toyota 4 runner plate #BFW1148, Hertz rental car-2 men (driver African American, passenger Hispanic)-1 guy got out & was messing with front door, 2nd guy went into back yard & looked in back door and windows. He saw neighbors, got scared, jumped fence and took off. Cops were called and report made.	4/3/2013
	Estates~Creek Knoll~About 7 eggs were thrown at windows & cars	4/6/2013
	Highpoint~Point Valley~Approx. 7 am, items stolen out of home owner's garage while both cars were parked in garage & home owner was home. Items taken were bike, electric trimmer, leaf blower and extension cord. Police were notified & report was made.	4/13/2013
	Royal Oaks~Caraselle Loop~2 different mail boxes broken into.	4/26/2013
	Highpoint~Point Valley~Attempted car break in.	4/26/2013



**Villages of Westcreek**  
Owners' Association

Community Managers Report  
For April 2013  
Presented to the  
Villages of Westcreek  
Board of Directors  
March 16, 2013

*Physical Plant*

- Centex- surveys complete Centex properties now Westcreek Properties.
- Wynwood Monument damaged by hit and run driver, no new information.
- The Pools are open.

*Personnel*

- Please welcome our new Assistant Community Manager Mrs. Jennifer Bell.

*Vandalism*

- Graffiti- moderate.

*Other Items*

- Computer Tower Purchased total cost \$488.00. Migration of program in process.

*Exclusive Usage Contracts*

- Pavilion Parties 8
- Community Center 5
- Pool Parties 0

*Closings*

- New 0 Resale 21

*Constant Contact Email Status Report*

- 1542 subscribers



Days	H/O's	Amount
Current	2515	\$196,170.00
1-30 days	509	\$35,173.43
31-60 days	3	\$237.62
61-90 days	218	\$28,550.87
Over 90 days	153	\$58,085.34
Total	883	\$122,047.26

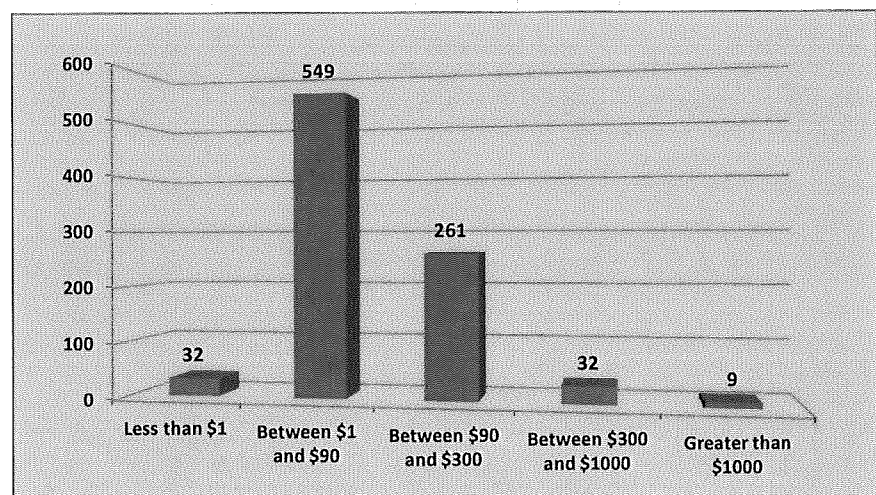
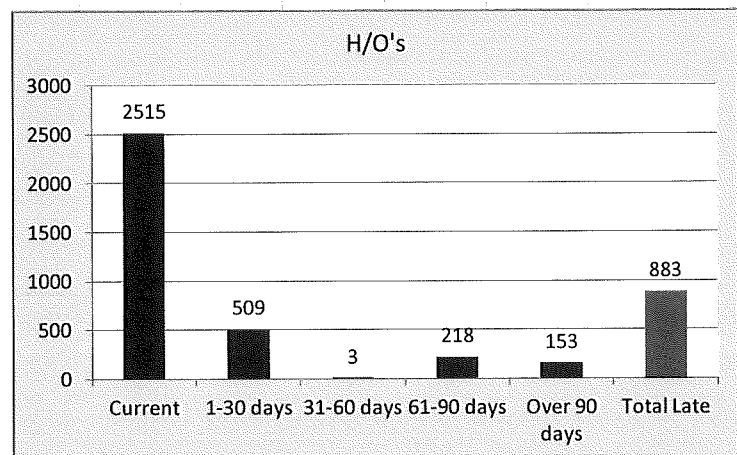
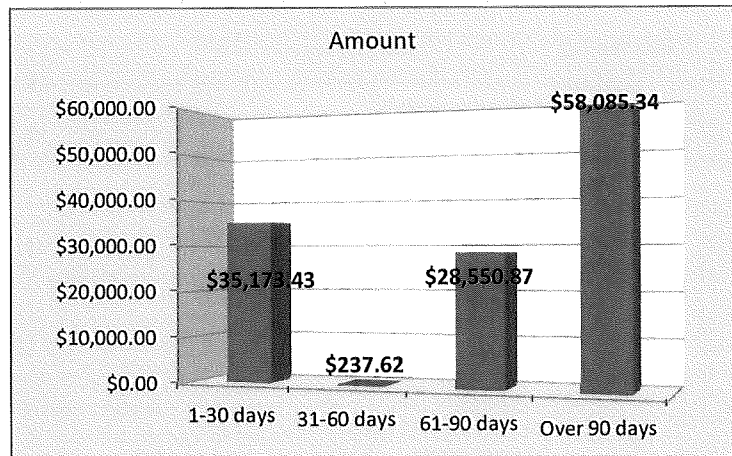
Current homeowner payments  
\$196,170.00

Days	H/O's
Current	2515
1-30 days	509
31-60 days	3
61-90 days	218
Over 90 days	153
Total Late	883

Delinquent total ytd  
122,047.26

Amount	H/O's
Less than \$1	32
Between \$1 and \$90	549
Between \$90 and \$300	261
Between \$300 and \$1000	32
Greater than \$1000	9

## 2013 Delinquent Assessments



# VILLAGES OF WESTCREEK ARCHITECTURAL REVIEW COMMITTEE

## REPORT FOR THE BOARD OF DIRECTORS – MARCH 2013

**Meetings Held:** 04/02/13 - 04/08/13 - 04/16/13 - 04/23/13 - 04/30/13

**Applications Reviewed:** 50

**Applications Approved:** 43

**Applications Disapproved:** 7

1. Request for an enclosed patio on an existing concrete slab. The slab was not attached to the main structure so this would create a larger than permitted detached outbuilding.
2. Request to change trim and front door color. The selected color choice would not complement the existing colors of the house.
3. Request to paint garage door burgundy red. This would not be compatible with the colors of the main dwelling.
4. Request for existing deck and above-ground pool. The deck had been constructed within the side setback adjacent to neighbor's fence.
5. Request to construct deck, arbor, outdoor kitchen and fireplace – the deck would encroach into the side setback. A revised plan was subsequently submitted and approved.
6. Request to display sign in the Sports Park to advertise 'Painting in the Park' activity. Not permitted by Prohibited Signs section of the VWOA Signage Policy.
7. Request for existing storage shed. Shed is located against side fence leaving no room for fence or shed maintenance.



DERRICK J. FOYLE

Chair, Architectural Review Committee

10:42 AM  
05/13/13  
Cash Basis

**Villages of Westcreek Owners Association**  
**Balance Sheet**  
**As of May 13, 2013**

	<u>May 13, 13</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1010 · Operating Accounts	380,398.23
1011 · Reserve Accounts	314,838.39
Total Checking/Savings	695,236.62
Accounts Receivable	
1020 · Accounts Receivable	-168,782.46
Total Accounts Receivable	-168,782.46
Other Current Assets	
1021 · Interest Receivabl	34.19
1030 · Other Current Assets	18,186.94
1040 · Undeposited Funds	334.83
1045 · Due from Operating Fund	17,063.50
1071 · Allowance For Doubtful A...	-15,000.00
Total Other Current Assets	20,619.46
Total Current Assets	547,073.62
Fixed Assets	
1050 · Fixed Assets	-2,270.66
1056 · Community Center^	2021505.24
1057 · Community Center Furniture	18,841.84
1058 · Software	4,673.91
1059 · Vehicle	22,996.00
Total Fixed Assets	2065746.33
Other Assets	
1037 · Chase CD	2,589.29
Total Other Assets	2,589.29
<b>TOTAL ASSETS</b>	<b><u>2615409.24</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Credit Cards	
2040 · Credit Card	1,296.60
Total Credit Cards	1,296.60
Other Current Liabilities	
2020 · Other Current Liabilities	16,952.81
2100 · Payroll Liabilities	2,735.25
Total Other Current Liabilities	19,688.06
Total Current Liabilities	20,984.66
Long Term Liabilities	
2022 · Due to Reserve Fund	17,063.50
2200 · Long Term Notes Payable	1253917.27
Total Long Term Liabilities	1270980.77
Total Liabilities	1291965.43
Equity	
2031 · Retained Earnings	110,577.07
3000 · Fund Balance	1028059.86
Net Income	184,806.88
Total Equity	1323443.81
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2615409.24</u></b>

**Villages of Westcreek Owners Association**  
**Profit & Loss Budget Performance**  
January 1 through May 13, 2013

	<u>Jan 1 - May 13, 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4150 · Miscellaneous Income	7,501.21	736.53	6,764.68
4170 · Program Fees	23,490.50	15,181.69	8,308.81
4180 · Swim Team	0.00	83.87	-83.87
5000 · Revenue	548,355.41	547,349.34	1,006.07
5100 · Newsletter Advertisement	2,440.00	368.30	2,071.70
5200 · Ramage/Yard Sales	1,590.00	1,473.14	116.86
5400 · Pavillion Rental	3,425.00	1,841.37	1,583.63
5500 · Sports Park Committee	0.00	184.11	-184.11
5600 · Fence Repair Reimbursement	3,562.25	0.00	3,562.25
5800 · Community Center	8,845.00	7,733.87	1,111.13
5900 · Concession Stand	0.00	220.97	-220.97
<b>Total Income</b>	<u>599,209.37</u>	<u>575,173.19</u>	<u>24,036.18</u>
 <b>Gross Profit</b>	 599,209.37	 575,173.19	 24,036.18
<b>Expense</b>			
8000 · Operating Expenses	119,136.57	132,544.81	-13,408.24
8200 · Administration	158,565.63	181,956.55	-23,390.92
8300 · Maintenance	13,151.38	14,704.17	-1,552.79
8400 · Recreation Department	40,662.29	69,963.86	-29,301.57
8500 · Misc. & Contingency	308.74	4,051.04	-3,742.30
8980 · Depreciation Expense	10,000.00	11,048.39	-1,048.39
9500 · Reserved Funds	25,761.66	53,363.71	-27,602.05
<b>Total Expense</b>	<u>367,586.27</u>	<u>467,632.53</u>	<u>-100,046.26</u>
 <b>Net Ordinary Income</b>	 231,623.10	 107,540.66	 124,082.44

**Villages of Westcreek Owners Association**  
**Profit & Loss Budget Performance**  
January 1 through May 13, 2013

	Jan 1 - May 13, 13	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4150 · Miscellaneous Income	7,501.21	736.53	6,764.68
4170 · Program Fees	23,430.50	15,181.69	8,248.81
4180 · Swim Team	0.00	83.87	-83.87
5000 · Revenue	502,964.01	547,349.34	-44,385.33
5100 · Newsletter Advertisement	2,440.00	368.30	2,071.70
5200 · Rummage/Yard Sales	1,575.00	1,473.14	101.86
5400 · Pavilion Rental	3,405.50	1,841.37	1,564.13
5500 · Sports Park Committee	0.00	184.11	-184.11
5600 · Fence Repair Reimbursement	3,562.25	0.00	3,562.25
5800 · Community Center	8,560.00	7,733.87	826.13
5900 · Concession Stand	0.00	220.97	-220.97
<b>Total Income</b>	<b>553,438.47</b>	<b>575,173.19</b>	<b>-21,734.72</b>
<b>Gross Profit</b>	<b>553,438.47</b>	<b>575,173.19</b>	<b>-21,734.72</b>
<b>Expense</b>			
8000 · Operating Expenses	119,100.55	132,544.81	-13,444.26
8200 · Administration	160,059.57	181,956.55	-21,896.98
8300 · Maintenance	13,151.38	14,704.17	-1,552.79
8400 · Recreation Department	40,662.29	69,963.86	-29,301.57
8500 · Misc. & Contingency	-25.03	4,051.04	-4,076.07
8980 · Depreciation Expense	10,000.00	11,048.39	-1,048.39
9500 · Reserved Funds	25,761.66	53,363.71	-27,602.05
<b>Total Expense</b>	<b>368,710.42</b>	<b>467,632.53</b>	<b>-98,922.11</b>
<b>Net Ordinary Income</b>	<b>184,728.05</b>	<b>107,540.66</b>	<b>77,187.39</b>

Communication Committee Minutes  
May 6, 2013

In attendance:

Bill Fenstermacher  
Michelle de Jongh  
Gene Hopkins

Barb Hopkins  
Brenda Tate

Meeting called to order at 10:12 a.m.

There was discussion about the current Westcreek web site and how changes can be made to it. Community Manager Brenda Tate explained that there is a guy who does the web site's designing and formatting and places new articles where Jennifer Bell tells him to put them. Jennifer adds new content and basic items such as Constant Contacts. Bill Fenstermacher suggests that the before its next meeting, the Communication Committee could create a story board to illustrate what the various tabs should be, what the sub-menus are and where items belong. He said searching the web site should be intuitive. He also said that once there is a story board, it should make it easier for the IT guy to know where to insert items.

Bill Fenstermacher also suggested uploading videos to YouTube with links on the Westcreek web site. One example is the recent Bexar County Sheriff's presentation to the VWOA community that Bill recorded.

Brenda Tate said she can send newsletters to the Communications Committee to be edited before publication. She said she could send them to Committee Chair Bill Fenstermacher, who could then forward to other committee members. The members would make changes and then send them back to Bill, who would then compile them and submit a consolidated list to Brenda. The committee thought this was a good idea.

The next meeting will be on June 3, 2013.

Meeting adjourned at 10:54 a.m.