

**CITY OF WIXOM
SENIOR CITIZEN COMMISSION MEETING
COMMUNITY CENTER
49015 PONTIAC TRAIL
TUESDAY, SEPTEMBER 11, 2018**

Chairman Korleski called this meeting of the Senior Citizen Commission to order at 10:03 a.m. with the following individuals in attendance:

COMMISSION: Jean Korleski (Chairman), Anna Contreras, Shirley Pfeffer, Connie Salvati, Joan Roberts and Larry Grant

ABSENT: None

STAFF: Steve Brown (City Manager), Mayor Ziegler, Susan Stevens (Senior Coordinator) and Sheryl Lucas (Administrative Assistant to City Manager, Steve Brown)

PUBLIC: Ken Michlewicz, Suzie Bogrow, Lorna Gillis, Cathy Brackney, Jane Kleban, Dorothy Nelson, Arlene Strickler, Tylene Robinson, Chris King, Kathy Moore, Marlene Alestra, Connie Malloy and Jan Jones

DETERMINATION OF A QUORUM:

A quorum of the Senior Citizen Commission was present for this meeting.

CHANGES OR ADDITIONS TO THE AGENDA:

MOTION and seconded by Commissioner Pfeffer and Chairman Korleski to add as Item No. 1 under Unfinished Business "Senior Commission Officer Nomination and Election".

VENUE CHANGE:

The Senior Commission meeting was held in the City Manager's Conference Room located in the City Manager's Office.

APPROVAL OF JULY 10, 2018 SENIOR COMMISSION MEETING MINUTES:

MOTION and seconded by Commissioners Contreras and Roberts to approve the July 10, 2018 Senior Commission Meeting Minutes.

VOTE:

MOTION CARRIED

CORRESPONDENCE:

There was no correspondence to be reviewed.

Chairman Korleski mentioned that several seniors had requested that a moment of

silence be observed for the victims of September 11th. A moment of silence was observed by all.

CALL TO THE PUBLIC:

Marlene Alestra, 2525 Blue Heron, Wixom. Ms. Alestra addressed the topic of the missing bookcase in the senior center. She noted that a lot of seniors are avid readers. They bring books to the Center as well as drop them off there. There used to be a place to leave books. However, they no longer have that option. She feels the bookcase is necessary. Chairman Korleski agrees and noted that she went through previous meeting minutes back to May, 2018. At that time, Cindy Marsh (who has since left the City's employment) advised that the bookcase, senior plaque and signage would be reinstalled. The seniors are still waiting for that to occur. They previously discussed Ms. Stevens downsizing the bookcase and that has not even happened. Chairman Korleski does not believe that 25-30 books is a large enough amount. Ms. Stevens noted that Ms. Magee has approved the purchase of the bookcase and it is being ordered from Staples. It has three shelves with room for 25-30 books per shelf or a total of 75 books. She circulated the specifications for the bookcase to the Commissioners for their review. City Manager Brown noted that the City library is directly nextdoor to the Senior Center.

Commissioner Grant noted that the puzzles have disappeared from the closet. He noted there were 50 puzzles in that closet. Chairman Korleski suggested using a decorator type box to organize the puzzles.

Commissioner Pfeffer noted that she understands that City Manager Brown has responsibility for oversight of the Senior Center and that Ms. Magee now oversees Parks & Recreation. However, she noted that Ms. Magee approved the purchase of the new bookcase. City Manager Brown stated that Ms. Magee oversees the budget and has some staff which oversee the Senior Center.

Cathy Brackney, 1902 Hopkins, Wixom. She only goes to the Senior Center once per week to pick up *The Spinal Column*. She noted that the renovated Senior Center seems cold and sterile now. The couches are gone and there is less sitting space. It is less inviting whereas before they did activities. Ms. Stevens said that is all in the next newsletter. Ms. Brackney likes the people at the Center. Ms. Stevens noted that the Center has activities like Stitches of Love which is a community outreach program where they donate finished goods to charities including local schools and nursing homes. Unfortunately, she does not currently have someone available to give sewing lessons. This topic will be discussed next week in an email. Ms. Brackney said that she does something similar through the Huron Valley Optimist Club. Ms. Stevens mentioned a 'night night' project where people donate stuffed animals to charities. She would like to get the Senior Center involved in those types of projects.

Jane Kleban, 507 Natures Cove, Wixom. The Senior Center is a vital part of the community. There are 400 members who participate in exercise, dance, activities,

programs, travel and new activities. It provides an environment for social interaction. The seniors are charged for all activities which are not corporately sponsored. The Senior Coordinator position has extremely high turnover and there have been six Coordinators in the last 10 years. Some of them have been full-time while others have been part-time. The seniors are unclear as to what the Coordinator's responsibilities are, what the Senior Commission is responsible for and what the role of the City officials are with regard to the Senior Center. Who handles the budget and what is the budget? Many seniors resist change and were unable to handle the renovation of the Senior Center or the current reconstruction of the City's Civic Center parking lot. That has resulted in low turnout to the Senior Center. The exercise class alone has dropped from 75 to 40 attendees. She noted that the Senior Commission was not asked for any input by the City during the renovation of the Senior Center. It is now less comfortable and less functional. In fact, many seniors now bring their own chairs. The sofa, which was nice for the seniors, was removed. There have been several occasions where there were not enough tables and chairs. There is no signage indicating the location of the Senior Center. There are no side tables on which to place purses, lunch boxes, canes and those items get stacked on empty chairs. Even though the tickets to the State Fair Senior Day were free, the seniors still wanted a bus. Only 16 of the 30 people who signed up in advance attended. Was that because there was no transportation? Commissioner Grant noted that he volunteered to drive people but there was no coordination. He did not go. Ms. Kleban noted that with 16 attendees, four carpools would have accommodated them. It was noted that wheelchairs at the fair were \$12 and motorized wheelchairs were \$30. Ms. Kleban noted that some seniors report that Ms. Stevens does not seem to welcome suggestions while others have been delighted with her. She noted that there was no introduction to Ms. Stevens in her new role as Senior Coordinator in the senior newsletter. Ms. Stevens said that she did not introduce herself because she wanted to focus on programming. Currently, the newsletters are for a 2-month period. She plans for a year in advance. The newsletters will be quarterly starting in January, 2019. Ms. Kleban noted that these are the sorts of things that Ms. Stevens should be communicating to the seniors. Chairman Korleski noted that Ms. Stevens should be using the email addresses when there are changes or additions to the agendas. Ms. Stevens said that she is getting there. She is re-introducing herself to RecPro. She uses social media and communications. There is a .pdf version on the City's Senior page. City Manager Brown announced that due to a commitment to another event, Ms. Stevens will be departing today's meeting at 11 a.m. Commissioner Pfeffer noted that some or most of the seniors do not have computers. She asked whether the newsletter will be mailed to those seniors. Ms. Stevens said that she was informed that newsletters will not be mailed due to budgetary constraints.

Jean Evans, 294 Oak Island, Wolverine Lake. She noted that is terrible. Her neighbors ask if she goes to the Senior Center. City Manager Brown said he is to blame. Ms. Stevens said that she has looked to see how many newsletters would have to be mailed instead of emailed and is trying to arrive at a cost figure for doing that. City Manager Brown said that he can amend the budget during the middle of the year. Ms. Evans noted that there is Facebook and other means of communicating. People coming into

the community do not know that the Senior Center exists. There are lots of new seniors coming into the area. Ms. Stevens noted that there are 26 new Senior Center members since she started. She asked them how they heard about it and they informed her that they saw it on the City's website. She asked them whether they use email frequently. She wants to compile a list of those without email or a lot of contact information in order to figure out how to update it. That could involve using all three tiers of communication for each person. She did not do a lot with things when she arrived as she learned. However, the current program is hers. It will reflect how she does and whether it succeeds.

Jane Kleban, 507 Natures Cove, Wixom. Ms. Stevens should be given an opportunity to settle in and try out her new ideas including signup procedures. Either they will work or not. A presentation should be made to all interested parties outlining the responsibilities of City officials, the Senior Coordinator and the Senior Commission. City Manager Brown noted that Ms. Magee oversees some coordination of the facilities which was an issue in the past. Ms. Kleban asked what the budget is and who manages it. What part is City taxes? What is charged to the seniors? Will the seniors receive a portion of the revenue from the renovation done to the ballroom (with an eye toward using it as a rental) in order to fund senior activities? She feels that the Senior Commission should be solicited before the City makes big ticket purchases. Since Ms. Stevens works an abbreviated schedule, can her hours be posted? Ms. Stevens said that she works 9 a.m. to 4 p.m. Monday through Thursday. She noted that she had a work week off which she pre-negotiated with the City prior to her hire. Ms. Kleban said that the seniors should be able to enter through the side door so that they do not have to walk all the way around. Chairman Korleski noted that some of the seniors are using walkers. She also suggested that the City reconsider purchasing a sofa, cushions and furnishings to soften the sterility, perhaps even through the use of photos. She suggested enlivening the TV feed with pictures of various Senior Center activities. Ms. Stevens noted that is in progress.

Chairman Korleski said that the sofa is very much missed and that the plastic chairs are very uncomfortable. Can the seniors have the old chairs back? Where did they go? The new furniture does not meet the seniors' needs. City Manager Brown indicated there were issues of maintenance with regard to the upholstery on the chairs and decisions to get rid of them were made on that basis. City Manager Brown noted that the tables were chosen for a variety of reasons: they are easily wheeled, easily moved, and stackable. They can re-examine that. He noted that the old chairs are no longer available but he will check on the tables. Commissioner Grant noted that he was able to easily carry the smaller square tables and that they folded up quite nicely. City Manager Brown cited concerns expressed by the staff.

Christine King, 2121 Charms Road, Wixom. She asked whether the tables were donated or disposed of. Ms. Kleban suggested swapping out the current plastic chairs in the Senior Center for the ones in the room where the September 11, 2018 Senior Commission meeting was held. Chairman Korleski suggested making this a budgeted

item for next year (decent chairs and a sofa in the Senior Center). City Manager Brown sought to confirm that the seniors want a reading area with more comfortable seats. Ms. Stevens noted that there are two chairs located in the corner.

Mayor Ziegler noted that Ms. Kleban's summary was a good one. He recalled that there were a lot of competing interests in City Council around the budgeting process for the renovation of the Senior/Community Center. Some Councilmembers wanted to see upgrades and changes while some did not. It was difficult to get that through the process and the vote to redo the Senior/Community Center was close. He was in favor of it. His goal has always been to not make things worse for the seniors. He wanted to give them what they had and maintain that in terms of having a comfortable place. Some Councilmembers wanted to improve the Center with an eye toward using it for increased City revenue. He clearly stated on the record that was not his intent. While they were fortunate to get the upgrades and changes, this is very disconcerting to him. He noted that City Council handles broad policies. The process is supposed to go well and the seniors should be consulted. That would be his preference. Why else would the City change it? If they can do some things within the current budget, it should be done. He wants to see a successful Senior Center but he relates to some of the concerns raised here today by the seniors. As an aside, his wife told him that she is taking up quilting. He thinks the Senior Center would be a good place to learn that. He would like to see a Senior Center where people are working on projects which are senior-friendly. In terms of the relationship between the Senior Commission and the City, you need to understand that the Senior Commission has meetings in order to garner information from residents and advise City Council. Generally, the only way City Council gets input from the senior residents is by reading the minutes of the Senior Commission meetings.

Ken Michlewicz, 365 Beck Road, Apt. 2104, Wixom. He asked whether the businesses that advertise in the senior newsletter are charged for that. Ms. Stevens said that the program is through a company that does church directories. They print the newsletter at no cost to the City. The money that is being brought in by the businesses goes toward paying for the newsletter. The company comes to her and asks whether they can call businesses in the community. They ask the City to get sponsorships right away. This was new to her. The City has a 5-year contract with this company which was negotiated prior to her recent hire. She can only go quarterly. None of those dollars come back to the Senior Center. She was not too pleased with that. We are only one year into that 5-year contract. She has to figure out how to bring in sponsors to offset the costs. That involves identifying local businesses who have not already contributed to other City events, Parks & Recreation and senior events. Mr. Michlewicz noted that it is great that companies like First & Main sponsor the food and entertainment at some of the senior parties. He asked why seniors are still charged for the event when there is already corporate sponsorship. Ms. Stevens said that she looked at this year's Thanksgiving party. She wants it to be elegant, nice and welcoming. However, there are entertainment costs which are not always sponsored so some of the ticket revenue

goes toward entertainment. Sometimes gifts were included and some of the ticket price monies went toward the gifts. This year they had someone come in. The Russian Ballet Company will be performing at no cost between Thanksgiving and Christmas. City Manager Brown noted that Ms. Barker was approached by the ballet company regarding this. Ms. Stevens noted that this is something they will be doing a lot of in the future. She has a lot of business development experience. City Manager Brown said hopefully they will see a lot more of that. Chairman Korleski said that is what the Senior Commission wants.

Mr. Michlewicz encouraged the seniors to visit the Ronald McDonald House in Lansing. He noted that they use pop tabs for fundraising. He asked where the collection for the tabs has gone and noted it was located in the City offices. Ms. Lucas noted that she moved it to the Senior Center and that it is in the closet.

Chairman Korleski reiterated that she has heard many comments from seniors that the Senior Center is no longer comfortable or inviting and that it is sterile and unwelcoming. That image, which has been earned over the last 5 months, needs to be combatted.

Suzie Bogrow, 2718 Warrior, Wixom. She thanked Ms. Kleban for her comments. She noted that there used to be a toaster, a bagel cutter and a blender in the senior kitchen. Some seniors used to stay there for lunch. They always cleaned up after themselves. However, now the cups and everything is gone. Chairman Korleski echoed that the kitchen items, many of which were donated, and some by her personally, have disappeared. She was told that boxes which were moved during the renovation were lost. City Manager Brown noted that he wants to change the name of the Senior Center to 'Center for Active Adults' and install new signage.

Ms. Bogrow noted that they receive notice of events from other communities; i.e., Novi, to post and that they need a bulletin board on which to post activities. City Manager Brown said they are trying to shift that to the TV. Ms. Bogrow said that seniors are coming in and out all day and they do not see everything on the TV. Chairman Korleski noted that the TV screen is a good idea but it means that vital information can be easily missed by seniors who enter and exit quickly.

Lorraine Stroup, 2826 Warrior, Wixom. She noted that a lot of the things that went missing happened when the Senior Center was redone. People come to exercise class and tell her how nice the Center is. Those seniors are frequently from Novi, Farmington Hills, Milford and Livonia and they are coming specifically for the exercise class. Those people are friendly although she has heard that people are not as friendly in the lounge. She encouraged the seniors to be a little more flexible. She is doing great in her class and does not believe that everyone who comes to the Senior Center thinks it is unfriendly. She takes those comments personally as the exercise instructor.

City Manager Brown noted that the goal is to be as welcoming as possible and that is

what Ms. Stevens is working toward. He encouraged the seniors to continue working with her. She is experienced and they are lucky to have her. She wants to focus on getting more seniors coming to the Center.

An unidentified resident (no address provided) urged the seniors to participate in the things the City is trying to do and to keep it local.

An unidentified resident said that she is from Commerce. She notes that the Senior Center has blossomed. There are 10-11 people from the Benstein complex in Commerce who come including the husbands. It is a very welcoming place. They have their own senior center in Commerce but they come here.

An unidentified resident (no address provided) asked what happened to the Wii bowling.

Jan Jones, 1561 Waters Edge Court, Wixom. What happened to the scale in the ladies' room? She really liked that. City Manager Brown does not know.

Ken Michlewicz said that he would love to see the bulletin board which Ms. McMahan used. They used to have 40 people for potlucks. Now they are lucky to get 15. Chairman Korleski noted that communication is important and that the bulletin board served a very useful purpose. It was also noted that Maureen would take pictures of all the seniors attending events. That practice should be re-implemented.

Commissioner Pfeffer noted that the TV monitor needs to list more items including exercise classes and the difference in ticket prices (\$2 for non-members and \$3 for members) and free Mahjong. Currently, the TV displays a lot of still pictures; i.e., nature scenes. She feels it should be more information-centered.

Commissioner Pfeffer noted that if Ms. Stevens' work hours are 9 a.m. to 4 p.m., she can post a sign saying when she is out to lunch. That would be helpful since often the seniors do not know where she is. Also, Ms. Stevens talked about sending out the senior newsletter via email; however, a lot of seniors do not have email. The seniors would be happy to volunteer their time stuffing envelopes to send out hard copy newsletters and would bend over backwards to help. She feels that Ms. Stevens is very bad when it comes to asking for help on anything. Commissioner Grant echoed that Ms. Stevens does not accept suggestions from the seniors.

Commissioner Pfeffer asked whether there can be a sign over the Community Center front door that says "Active Adult Center", either stenciled or painted. She feels this can be affordably done and noted that many seniors do not equate the "Community Center" with the location for the Senior Center.

Commissioner Pfeffer noted that the seniors have asked ad nauseum for the senior memorial plaque to be reinstalled. It should be done. City Manager Brown noted that it will be done. Commissioner Pfeffer noted that the renovations to the Senior Center were completed in March, it is now September and the plaque is still not up. City Manager Brown said that it will be taken care of.

Commissioner Pfeffer asked about the rack of trip brochures. She noted that there is a notebook. Chairman Korleski noted that they were told that they would get a rack. Commissioner Grant noted that this is in previous meeting minutes; however, it has yet to happen.

Commissioner Grant noted that Ms. Stevens is solely using a tour company called Red Carpet Travel for the senior trips even though there are competing companies.

Commissioner Pfeffer noted that the Lions Club donated \$250 to the Senior Center. She asked Ms. Stevens what would be done with those monies and Ms. Stevens told her she does not yet know. Commissioner Grant noted that is in the budget. Commissioner Pfeffer noted that those monies could be used for a couch or a bookcase. City Manager Brown said that he will look into it.

Lorraine Stroup. She remembers some of the seniors objecting to the change in title from 'senior center' to 'center for active adults'. She suggested checking with the seniors before formally changing the name.

Ken Michlewicz. He noted that at a previous Commission meeting he had suggested donating Teddy bears and dolls to the Police Department which could be used for police calls involving children. What came of that offer? It was noted that the Ron Moore of the Police Department said that they do not require those items currently.

Jane Kleban asked if there was not a local group of veterans to whom the seniors could donate items instead of focusing on the group downtown. Chairman Korleski noted that there are no places that house veterans locally.

Jean Evans. She noted that City Hall functions intermittently as a warming center and that there are adequate supplies for people during the winter. City Manager Brown noted that there was a recent conversation about that. He raised the idea of using that space as a cooling center during the summer. However, the Police Chief noted there has not been much use in that regard. However, they will offer it on an as needed basis during power interruptions. Ms. Lucas noted that she added this to the City's website. Commissioner Grant suggested putting it on the City's electronic sign in front of the Civic Center.

Chairman Korleski noted that she was happy that this meeting was mentioned in the City's weekly email 'blast'. Ms. Kleban noted that it would have been helpful to have included signup for the State Fair outing in the City's weekly email. Commissioner Pfeffer suggested adding more senior activities to the City's weekly email.

Commissioner Pfeffer noted that the Commission donated blankets to the homeless veterans in Detroit last year. Will they be doing so again this year? Chairman Korleski said they have not discussed doing so yet. She asked whether there is interest on the

part of the seniors. Ms. Evans said she thinks it is a wonderful idea. Chairman Korleski noted that the veterans group picked up the donations so that the seniors did not have to personally drive to downtown Detroit. Items sought include twin-size sheets for the veterans' cots. Commissioner Pfeffer volunteered to coordinate this with Marian, the contact at the veterans' organization. It was noted that this is the type of project that the bulletin board could be used to publicize. Commissioner Grant announced that his church, which is located at Thirteen Mile Road and Farmington is sponsoring a clothing giveaway on October 13, 2018.

TABLED MOTIONS:

There were no tabled motions.

UNFINISHED BUSINESS:

1. Senior Commission Officer Nomination and Election

Commissioner Grant asked whether any of the Commissioners need to have their terms extended or whether anyone's is due to expire. City Manager Brown said that he believed everyone was in good shape that way. Chairman Korleski noted that Judy Zielinski was appointed as a new Senior Commissioner. Her first meeting will be in November, 2018.

MOTION and seconded by Commissioners Pfeffer and Salvati to nominate Jean Korleski as Chairman of the Senior Commission.

MOTION and seconded by Chairman Korleski and Commissioner Contreras to nominate Anna Contreras as Vice Chairman of the Senior Commission.

MOTION and seconded by Commissioners Salvati and Roberts to nominate Larry Grant as Treasurer of the Senior Commission.

2. Senior Bookcase for donated books

Chairman Korleski noted that this was previously discussed at length earlier during this meeting.

3. Senior Center signage

Chairman Korleski noted that this was previously discussed earlier during this meeting.

NEW BUSINESS:

1. Senior Coordinator Report – Receive and File

Chairman Korleski noted that this was covered.

2. Behavioral Policy – Standards of Behavior

Chairman Korleski noted that this was covered.

3. Senior Programming and Newsletter

4. Wixom Seniors Community Outreach and Charitable Organizations

Mayor Brown noted that the topic of outreach will be tabled until the next meeting when Ms. Stevens will be present to address this.

INFORMATION:

1. Senior Activity Fund Financial Statement

Commissioner Grant noted that he requires copies of the information regarding the financial meeting within the next week. Chairman Korleski noted that the Senior Commission has received no financial information for the last couple of Commission meetings and this is something that should be provided to Commissioner Grant and the Senior Commissioners on a regular basis.

Commissioner Grant noted that the statement shows additions and the new total, \$1,598.66. That is correct based on previous numbers. Chairman Korleski noted that the Chinese auction fundraiser monies were shown as an addition and not a removal. It should have been a deposit of \$135. Those are the 50/50 raffle proceeds. Those monies can be used for the bookcase if necessary.

CALL TO THE PUBLIC:

Bob Thompson, 3649 Barberry, Wixom. He asked how many people went on the recent Frankenmuth senior outing. This was responded to by a show of hands. Mr. Thompson noted that the next Senior Commission meeting should be on the second Tuesday in November. However, isn't that Election Day? Chairman Korleski noted that it is the week before Election Day.

Jane Kleban, 507 Natures Cove, Wixom. She suggested publicly posting the location of the next Senior Commission meeting.

An unidentified woman (no address provided) asked if she could get a copy of the senior newsletter today.

Ken Michlewicz, 365 Beck Road, Apt. 2104, Wixom. Please ask Ms. Stevens to also utilize the services of additional tour companies. Red Carpet Travel, who she is currently using, seems good but their trips are overpriced. There are cheaper alternatives. Chairman Korleski agrees and thinks the seniors can use competing tour companies. It was noted that Red Carpet Travel does not offer casino trips.

Suzie Bogrow, 2718 Warrior, Wixom. She asked why there is a \$5 charge for chair volleyball and noted that previously it was free. Chairman Korleski said that is a good question.

Mayor Ziegler thanked everyone for coming and for the invitation. He feels he got a lot of good information from today's meeting and encourages communication in both directions so that City Council gets feedback. While Council cannot deal with day-to-day issues, it is very concerned from a policy standpoint that the senior program is workable and a pleasing place to come. If you have concerns, please raise them.

Jan Kleban. Does Ms. Magee oversee the senior program? Commissioner Grant noted that Ms. Magee continues to wield a lot of influence even though she is supposed to be overseeing only the finances.

COMMISSION COMMENTS:

Commissioner Salvati noted that she delivered the school supplies which were collected to the Hospitality Center on August 20th and Commissioner Roberts helped her. They made the delivery before school started and the supplies were gratefully received. Commissioner Grant asked who the Hospitality Center distributes the supplies to. Commissioner Salvati believes that individuals from the Walled Lake School District come to pick them up. Chairman Korleski noted that it may target a broader audience and give to those who are needier. She thinks it worked well. Commissioner Contreras noted that when she looked at Hospitality House, she was told that she would have to go to South Lyon and that they would not go to Wixom.

Commissioner Pfeffer noted that the newsletter mentioned euchre and pinochle at 11 a.m. Actually it starts at 10 a.m. Players are needed for this Thursday.

Commissioner Pfeffer pressed City Manager Brown to provide dates for when the senior memorial plaque and the sign outside the Senior Center will be installed. City Manager Brown said that the senior plaque will be taken care of immediately.

Chairman Korleski noted that the next Senior Commission meeting will take place on November 13, 2018 at 10 a.m.

STAFF COMMENTS:

Ms. Fisher noted that there have been communication challenges with Ms. Stevens and that she has not received advance copies of the meeting agendas for the last two meetings or proper notification from Ms. Stevens as to the change of venue for today's meeting. Proposed requests for Ms. Stevens' approval of Senior Commission meeting minutes have had to be emailed to Ms. Stevens multiple times.

ADJOURNMENT:

The meeting of the Senior Citizen Commission was adjourned at 11:38 a.m.

Respectfully submitted,

Nancy Fisher
Recording Secretary