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# TEXAS FEDERATION EXECUTIVE BOARD

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## MEETING MINUTES



**APRIL 24, 2023**

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HAMPTON INN SUITES WACO, TEXAS*

# Texas Federation

## Executive Board Meeting Minutes

April 24, 2023 – 9:00 am – 12 Noon

- **President Charles Graffam:** called the meeting to order at 9:00 am the President had the Executive Vice President Johnny Ortiz led the pledge of allegiance to the flag. The President led the meeting in a silent moment of Prayer for those we lost.
- **Secretary Steven Johnson:** conducted roll call of Executive Board Officers: Members present were Charles Graffam (President), Johnny A. Ortiz (Executive Vice President), Steven Johnson (Secretary), Jim Ploen (Treasurer), Judith Cuthbertson (North AVP), Dora Benavides (South AVP), Rodolfo Carr (Southeast AVP), Williams Cooper (West AVP). Also present was Dorothy Creswell (Nominating Committee Chair), Joel Menking (Network Coordinator) and Ben Weiger (Membership Chair). Also present is the Region IV Vice President Marshall Richards.
- **Secretary Steven Johnson:** stated Mr. President a quorum is present.
- **Approval of October 12, 2022,** Executive Board Meeting Zoom Minutes a motion was made by Williams Cooper and second by Jim Ploen, and the motion passed.

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### FEDERATION OFFICER'S REPORTS

- **PRESIDENT - Charles Graffam:**

- **Texas Federation Register:** The Oct-Dec 2022, Jan-Mar 2023, and Apr-Jun 2023 editions of the Texas Federation Register (TFR) were printed and distributed. The Apr-Jun 2023 TFR is over the budgeted amount. The Executed Board will need to adjust the current budget to allow payment of the latest issue. Future TFR budgets will need to be increased to \$20,000 to pay for the TFR if we decide to keep publishing four issues per year.
- **Chapter Visits:** On February 16, 2023, I visited the Waco Chapter 229 to discuss their plans for the 2023 Federation Conference and to review the hotel facilities for audio/visual support. I found that the hotel has an excellent sound system and easy hookup for a PC to display graphics or video conferencing.
- **Chapter Closures:** Chapter continues to cease operating for lack of attendance and a failure to step up to assume leadership positions in the chapters. In November 2022, the Garland Chapter 1454 and the Toledo Bend-Center Chapter 1764 were closed. The Palo Duro-Amarillo Chapter 1248, the Amy-Stubblefield-Lufkin Chapter 713 and the Temple Chapter 586 are in the process of closing. These chapters merged or will merge with the Lone Star State Chapter 2365 except for the Garland Chapter, which merged with the Red Bud-Dallas Chapter 981, and Temple Chapter 586, which is merging with the Waco Chapter 229.
- **District Representative 4:** Gar On Leung has accepted the position of District Representative 4. He will be attending TXFed2023.

- **Open Officer Positions in the Texas Federation:** Many officer positions remain open in the Texas Federation. The North Area Vice President position has become vacant with Larry Bowlin's resignation. Among appointed positions, we need nominations for Executive Board approval of District Representatives for Districts 1, 5, 6, and 10. The National and State Legislative Officer, the NARFE PAC Coordinator and the Alzheimer's Coordinator positions remain vacant. *(NOTE: Since the EB meeting, Earnest C. Hill has been selected to fill the National and State Legislative Officer positions.)*
- **Executive Vice President - Johnny Ortiz:**
  - **Legislation:** Continue to maintain with Congressman Pat Fallon's staff.
  - **Recruiting/PR:** Chapter 1345 Bonham – Fannin County will participate in the Fannin County Expo on 3/25/2023. This will increase visibility to people all over Fannin County and surrounding areas.
  - **Chapter Meeting:** 11/29/2022: Chapter 1345 Bonham – Fannin County hosted a Federal Employees Health Benefit Program. Members from Chapter 1290, Lake Texoma – Sherman, and past members of Chapter 654 Paris, Texas attended.
  - 12/9/2022: Dewey La Rochelle, District 3 Representative installed Chapter 1345's officers.
  - 1/5/2023: Under the guidance of Federation Vice President Johnny Ortiz, the Lake Texoma – Sherman Chapter 1290 elected to remain an active Chapter.
- **TREASURER - James Ploen:**
  - **General Information:** The March 31, 2023, **Federation Financial Report** was sent to the Executive Board and by reference is included as a part of this report. A summary will be available in the next Texas Federation Register (TFR). Federation 2022 & 2023 quarterly tax forms and reports were issued and required payments made. Monthly and quarterly financial reports were issued to the executive board and to the TFR. Federation 2022 Yearend Reports were issued.
  - **Investments:** Based on recommendations from the Budget Committee, I have implemented new investment procedures. I will be investing \$12,000 on a quarterly basis in the 12-month CDs. This will allow the Federation more frequent access to cash, if needed, with less possibility of having to pay penalties for early withdrawal.
  - **Chapter Dues:** 2022 Chapter Dues were emailed to 35 Chapters for a total of \$4,656 (down \$636 from 2022). One Chapter 520 Rio Grande Valley gained members and two Chapters 801 Longview, and 1430 Austin County remained the same during 2022. All other Chapters lost members. We have two Chapters in the process of closing 713 Amy Stubblefield and 1248 Amarillo. Three other Chapters may close soon 520 Rio Grande Vally, 559 McKinney and 586 Temple.
  - **Dues Withholding Incentive:** None.

- **TFR Publication:** The budget for the TFR line 24 for 8 issues has reached its limit after paying for 7 issues. The agenda for the Board will include an amendment to cover the cost of the eighth issue.
  - **Chapter Assistance:** I have spent much time assisting chapters on a variety of issues (filing IRS Form 990-N, chapter audits, treasurer duties, HQ Chapter Dashboards, possible closings, honorary members verification, etc.). I discovered that chapter information that I had posted to our library on the Federation website had been lost or links were not operating. Joel Menking, the webmaster was notified and was working on corrections.
  - **Accountable Property:** We have accountable property of \$313.91 which is held by the Federation Secretary.
  - **History Of Texas Federation:** Texas Federation was the 3<sup>rd</sup> NARFE Federation it was organized August 22, 1953, and Chartered December 29, 1953, 18 existing Chapters please see handout. As of April 25, 2023, only 5 of the original 18 chapters remain active.
- **SECRETARY - Steven R. Johnson:**
    - **Texas Federation Executive Board** – Prepared and distributed minutes of the April 24, 2023, EBM to the board members. Prepared summary of minutes for publication in the Texas Federation Register (TFR).
    - **Updated the TX Federation Timeline in MARCH** – I must make copies for the Executive Board Members for this meeting. Keep in mind that this is a flexible document. It will be updated after this meeting and posted on the TFR website. The updated Timeline document will be sent to all Federations Appointed Officers.
    - **Federation Officer Roster Update** – Updated after the last Executive Board Meeting. I will update after the Executive Board meeting Election of Federation Officers. Also, I help Chapters with their Key Officer List.
    - **Received Death Notices from Chapters** – A chapter should report the death of a NARFE Chapter member to the TF Secretary and to NARFE Headquarters. The TF Secretary receive death notices from Chapters and prepare a listing for publication in the TFR.
    - **Requested NARFE HQ to issue anniversary certificates** – Anniversary Certificates issue for 2023 to Texas Federation – 70 years, Chapter 228 Austin-Bluebonnet – 70 years, Chapter 229 Waco – 70 years, Chapter 274 Brownwood – 70 years, and Chapter 344 Rose City Tyler – 70 years. Chapter 672 New Braunfels – 65 years, Chapter 862 New Boston – 60 years, Chapter 1273 Eppard-Richardson – 50 years, Chapter 1290 Lake Texoma-Sherman – 50 years, Chapter 1583 N.E. Tarrant County – 45 years, and Chapter 1594 San Antonio – 45 years.
    - **Prepared 12 awards certificates** – Four awards in 2022, Eight awards in 2023 sent up to the TF President for approval.

- **NAVP - Johnny Ortiz:**

- **The North Area** has experienced a few wins and several losses since the last Federation Executive Board (FEB) meeting.
- **The North Area NARFE** population consists of 603 Chapter Members and 540 National Members. Chapter Members are declining while National Members are increasing.
- **Membership** declined in the North Area beginning January 2019 through the end of December 2022. The rate of decline is not as great as it is for the NARFE organization but is nevertheless a trend to watch. The decline can be attributed to several factors but two of the primary reasons are aging members and an unwillingness of current members to fill leadership roles.
- **Another area of concern** is chapter leadership is the same people year after year. We are very thankful for their service but unless we recruit members to “build the bench” current leaders will eventually leave their positions because of age, health, or being worn out from carrying the load for many years.
- **Wins** A District Representative for District 4. Mr. Gar On Leung recently joined NARFE and plunged right in by accepting a leadership role in the Texas Federation. Gar has been a tremendous asset to the North Area with his “can do” spirit.
- **Robert Bradford**, President, Waco Chapter 229, offered to host the 2023 Texas Federation Conference. President Bradford is an experienced conference and convention planner and organizer. President Bradford formed a conference committee from chapter members that accepted diverse assignments in building one of the best conferences ever held by the NARFE Texas Federation.
- **Elston Ekhardt** stepped up and accepted the presidency for NE Tarrant County Chapter 1583 after the passing of long time Chapter President Patricia Perry. President Ekhardt has grown his chapter with two new members with plans to recruit more members from the federal workforce in Fort Worth.
- **Losses** Temple Chapter 586 voted to surrender their charter and merge with Waco Chapter 229. The merger has not been approved by NARFE Headquarters as of March 2, 2023.

- **NEAVP - Judith Cuthbertson:**

- **District Representative 1: (Vacant)**
  - Chapter 862 New Boston October 2022 to March 2023. Meeting held at Big Daddy Rear of the Steer Barbeque Restaurant, Omaha, TX every third Tuesday October meeting Discuss chapters closing in other parts of Texas.  
Election of new Officer for Chapter 862 for 2023, recruit new member.  
Guest speaker Alzheimer's Alliance Tri State Area. November 2022 guest speaker Woodmen Insurance and financial Planner.  
January 2023 Election of Officer Wanda King, President, Linda Baxter Vice President. Judith (Jaye) Cuthbertson, Treasurer, Margaret (Beth) Baxter

Secretary, Linda Baxter Public Relation. Received a thank you card from Dora Barling member husband Jim Barling decease December 2022. Chapter **Anniversary Date 60 Years 2023**. Members were encouraged to visit the NARFE website to updated information. The yearly Treasurer audit will be conducted by Vice President Linda Baxter and submitted to the National Office. Chapter National due paid.

- Installation of Officers. Will be attending Chapter 1345 Bonham March 25, 2023, Fannin County EXPO (NARFE Recruitment Booth).
- No reports for Chapter 1290 Lake Texoma-Sherman currently they are receiving **50 Years Anniversary Certificate 2023**.
- **District Representative 2: James Novy**
  - Chapter 344 Rose City-Tyler making plans to celebrate 70 years of existence in September 2023 will receive **70 Years Anniversary Certificate**.
  - Chapter 713 Amy Stubblefield-Lufkin still waiting for further instruction on possible closing. The member-initiated action back in July 2022.
  - Chapter 801 Longview no report currently.
- **District Representative 3: Dewey LaRochelle**
  - Chapter 122 Dallas received NARFE Certificate of Appreciation in October 2022 for 70 Years.
  - Chapter 559 McKinney is still in the process of merging with Chapter 1273 Eppard-Richardson.
  - Chapter 981 Dallas-Red Bud has probably closed and not told anyone.
  - Chapter 1191 Bluebonnet-Ellis-Navarro CNTY installed 2023 officers.
  - Chapter 1273 Eppard-Richardson is undertaking plans for their **50 Year Anniversary Certificate**.
- **SEAVP - Rudy Carr:**
  - **Reservations and Registration:** for the Texas Federation Conference, 24-26 April 2023 in Waco are completed. Southeast Area will have 10-12 attendees for the Conference.
  - **Southeast Area:** had a Joint District 6 and District 7 Conference on 10 March 2023 at the Spring Creek BBQ, 25831 Northwest Freeway (Hwy 290), Cypress, TX. Thirty attendees represented the seven chapters in the two Districts. Eight awards were presented, and the conference had five Gift prizes and dessert was provided by the Host Chapter 828, Greater North Houston. The conference information was posted in TFR under Southeast Area Events and on FEDHub.
  - **Award:** In December 2022 I conducted a Retirement Ceremony for Harold Remmert, Chapter 1430, Austin County – Bellville, who served as Chapter

President for 22 years. Harold was presented with the Meritorious Service Award and a Distinguished Award for NARFE service for 20 years. Four members from Southwest Houston Chapter 1375 who knew him well also attended. Also sworn in was the new President Ada E. Eben starting January 2023. Also in December, Chapter 1375 hosted a Christmas Social at which time I swore in the new chapter officers for 2023 and the Chapter President presented one of our members with a Distinguished award for serving NARFE for over 20 years.

- **Four South East Area Chapters:** presented Distinguished Awards to their respective members. They were Chapters 607 Bryan-College Station, Chapter 828 Greater North Houston, Chapter 1375 Southwest Houston, and Chapter 1430 Austin County – Bellville.
- I keep encouraging SE Area chapters to use FEDHub because more and more information is being distributed via this community platform.
- I continue to distribute the Region VI and Texas Federation information pertaining to all chapters as messages are received and anytime, I visit a chapter, I brief that information along with news from NARFE Newslines or Advocacy Alerts.
- Submitted two requests to TX 07 Representative to Co-Sponsor the new HR 82 (WEP/GPO)
- **CONCERNS:** Low attendance at Chapter Meetings.  
Lack of members interested in leadership positions.  
Non-Renewals of chapter members.
- **SAVP – Dora Benavides:**
  - **Chapter Milestone Accomplishments:**
  - Dorothy Creswell volunteered and was appointed to fill the vacant position of Representative for District 12 and has been of invaluable service to District 12 Chapters.
  - Joel Menking continues to serve as Representative for District 14 and assists officers and members with any questions and information as well as maintaining the TX website.
  - Attended Chapter 91 Sparkling City by the Sea **70<sup>th</sup> Anniversary Certificate** (1952-2022) celebration held on December 6, 2022, in Corpus Christi, TX. TF Secretary Steven Johnson presented Certificate and letters from NARFE National President Kenneth Thomas and Region VI Vice President Marshall Richards to Joel Menking, President.
  - DR 12 Dorothy Creswell and I presented Chapter 228 Austin-Bluebonnet **70<sup>th</sup> Anniversary Certificate** and read congratulatory letters from NARFE National President William Shackelford and Region VI Vice President Marshall Richards to Jim Ploen, President of NARFE Chapter 0228 Austin-Bluebonnet on February 16, 2023, at South Austin Senior Activity Center.
  - **Alzheimer's Chapter Participation Increased.**

- **NARFE Chapter 91 Sparking City by the Sea Walk to End Alzheimer's Team**  
The NARFE Chapter 91 Walk to End Alzheimer's held on November 12, 2022, raised \$1,568.03 in 2022 for the Alzheimer's Association. Team Leader Joel Menking received "Grand Champion" designation for raising \$1,000 towards 2022 Alzheimer's Walk. I presented Certificates of Recognition to team members.
- **NARFE CHAPTER 0672 NEW BRAUNFELS Walk to End Alzheimer's Team**  
Chapter 0672 New Braunfels Walk to End Alzheimer's held on October 22, 2022, raised \$2,416.00 and continues to be an example for other NARFE chapters to follow. Received a **65 Year Anniversary Certificate**.
- **NARFE CHAPTER 0520 RIO GRANDE VALLEY Walk to End Alzheimer's Team** First time participation by Chapter 0520 RVG under the leadership of President Craig Fitzgibbons. Team members raised over \$500 for Alzheimer's held at South Padre Island.
- **Concerns:**
  1. Chapter members lack interest in leadership positions or recruitment efforts (mainly due to age/declining health of officers and members.)
  2. Some Members do not have the computer knowledge to access chapter meetings via Zoom or to participate in FED-HUB platforms.
  3. Inability to access entrance to local federal installation to recruit "active" federal employees into NARFE. Current active employees are not informed of pay and benefits changes that may impact on their future retirement.
- **WAVP - Robert (Bob) Cooper:**
  - **Report for EMB April 24, 2022, meeting:**
    - Throughout this year, I voted on executive board items by e-mail from my phone.
    - West Texas now has one Chapter remaining Chapter 1495 in El Paso. Chapter 1248 Amarillo-Palo Duro is in the final stages of closing and Chapter 1281 Permian Basin Midland didn't close but just quit having meetings.
    - I also attended the EX-Board Meeting and TXFED in San Antonio on 12 September 2021
- **FEDHub TX Fed District 12 Dorothy Creswell:**
  - The FEDHub Texas Community continues to see gradual growth since the September 2022 Executive Board meeting. For all NARFE usage of FEDHub, NARFE recorded a spike in use from the FEDCon22 National Conference through October, and then less activity at the end of 2022. The Texas Community saw the same trend. Part of this may relate to both Open Season interest, plus increased demand for personal time during the holidays.
  - Currently there are 158 discussions, 15 library files and 1 event (TXFed2023) posted.

- A few more Texas Federation officers have participated including Rudy Carr, Steven Johnson, and Sandra Rogers and most of the early adopters continue to use the Community.
- In November, two 1-hour virtual FEDHub training sessions were presented: November 1 at 7 pm, and November 4 at 10 am. Only twelve attended including five federation officers, four-chapter officers, and three members of New Braunfels 672. A session is scheduled for Waco.
- Several chapter meeting announcements and a district conference have been posted, and several national-only members have been posted.
- FEDHub allows the Community Administrator to send email to all NARFE members in Texas with email (chapter or national-only), whether they have ever logged into FEDHub or not. This was used to publicize the extension of the early registration to March 10 for TXFed2023 and resulted in at least one National-only member signing up for TXFed2023.
- Federation officers should help expand FEDHub use for the benefit of all Texas members:
  - Encourage chapters to publicize their meetings in advance and share newsletters on FEDHub. This is a NARFE-approved way to reach out to all chapters and National-only members.
  - Share good programs topics, speaker contacts, publicity, social events, and fund-raising ideas.
  - Share “icebreaker” activities, and resources – what helps members connect? How do you make your meetings more enjoyable and inviting?
  - What works for small chapters? The median chapter size for Texas is 62 members. If the average meeting attendance is 10-15%, that is only 6-10 attendees.
  - Ask questions related to federal benefits.
  - Have no ideas to share? Then ask the community for suggestions.

**End of Reporting**

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## **BUSINESS MEETING**

- **Financial Items**

- **Review and approve the March 31<sup>st</sup> Financial Report:** James Ploen sent out to the Executive Board, and it is also located in the last TFR. A motion was made to approve the Budget by Rudy Carr (SEAVP) second by Judith Cuthbertson (NEAVP) the motion passed. I always send my bills out to all Chapters by the 15<sup>th</sup> of January. It is important that the Chapter keeps the Chapter roster updated with phone numbers and email address. It is the Chapters Officer responsibility to keep that roster updated and the DR's and AVP's should go out to ask questions are the information correct.
- **Chapter Closing Procedures regarding use of and forwarding final bank balances.** James Ploen stated that number one, you cannot close your Chapter

Bank Account until you get approval from National. You cannot donate to a charity; the money needs to go to the Chapter who they will be transferring to. The Federation Dashboard shows 37 Chapters, we only have 35 Chapters, that need to be updated in the TFR and Website also.

- **Chapter Dues Final Status Report:** James Pleon said the Budget Line 24 for printing the TFR needs to be increased. The President stated a motion need to be made to increase line item 24 from 16,000 to 18,500. Motion by Judith Cuthbertson and second by Steven Johnson motion passed. The line item 12 which is the TFR Coordinator will stay the same.
  
- **Procedures for 990-N filing and reporting:** James Pleon stated he spent a lot of time assisting chapters on a variety of issues like filing Form 990-N, chapter audits, treasurer duties. NARFE Headquarters National Secretary/Treasurers Kathryn Hensley sent out a message to all Federation Chapter Secretaries, Treasurers and Secretary/Treasurers on May 12, 2023, that if you have not filed and are having difficulty, please contact them for support. Some Chapters are losing their tax exemption or have lost it. Filing deadline is Monday May 15, 2023, All Chapters and Federations meet the requirements for filing the simple 990-N postcard. The 990-N you can go to Login.gov, it is very simple to file if you have a computer and follow instructions.
  
- **Honorary Members:** James Pleon talked about the honorary members in your chapters. I have recently reviewed the honorary members listed for my chapter and found all had passed away several years ago. It is the responsibility of the Chapter Treasurer along with the Chapter President to clean that up. Chapters should review their lists of honorary members and remove invalid members. Honorary Members are not paying anything, no one is monitoring them. The Honorary program was discontinued by NARFE many years ago. When your Chapter closes and merges with Chapter 2365 Lone Star State, then that Chapter must work those issues. With the help of Dorothy, we can get a list of honorary members in your chapter to pass out. Please have them monitor.
  
- **To establish a policy regarding reimbursement of toll road fees:** Any toll road submitted on the TF-2 be certified and approved by that Officer. The President needs a motion. SAVP Dora Benavides motion, it was second by Executive Vice President Johnny Ortiz motion passed.

- **Federation Conference**

- **Where will we hold the 2025 Texas Federation Conference? When?**  
It might be hosted in the Houston Area; I have spoken to Chapter 1375 President Phil Kraus he did not say no. We are also looking in the Temple area.
- **Which National Officers should we invite to speak at the TXFed25 Conference?** NARFE National President would be great, like this year.

- **Election of New Federation Officers**

- **Teller Committee Report:** Joel Menking gave his report Meeting date February 16, 2023. Teller Committee Chairperson Joel Menking, members Steven Johnson and Robert Samborski. The number of members in the Federation

Chapters was 2808. The Number of National-Only members residing in Texas was 3104. The total number of Members of the Texas Federation eligible to vote is 5912. Total ballots cast 148. Total valid ballots 144. Percent of members voting 2.4% JAMES PLOEN 93, BEN WEIGMAN 51, Winner JAMES PLOEN.

- **Introduction of new Federation Officers:** James Pleon reelected as the Federation Treasurer.

## ● Staffing Issues

- **Update to TF-10:** Steven Johnson stated the TF-10 has been updated and this is a copy, it has been taped and I have 2 copies, one for the DR-12 Dorothy Creswell, she has her copy and this one is for the DR-4 Garon Leung.
- **NARFE requires Chapters to update their information:** It is important that the Chapter keeps the Chapter roster updated with phone numbers and email address. Also, it is easiest to do online in the AMS or fill out both sides of the paper F-7 Officers Roster sent to Chapter Services, DR, and Federation Secretary. It is the Chapters Officer responsibility to keep that roster updated and the DR's and AVP's should go out to ask questions are the information correct.

## ● AMS Issues

- **AMS Oline:** James Ploen stated in the Chapter Activity Report it does not include in M-112 who the report Transfer out of the Chapter. When members do not pay their Chapter dues they get dropped out of the Chapter and send it too National Only. That is why it is important for the Chapter Officers to review their M-112 report. Dorothy stated that AMS has some tweets in the systems.
- **Membership Report M-112:** The M-112 is a Chapter Activity Report that should be run at least monthly. It shows:
  - Members Dropped for Non-Renewal.
  - Members Passed Away.
  - Members sent a Second renewal notice.
  - New prospective members.
  - Members renewed.
  - Voluntary Cancellation.
  - Changes to address, Phone number, or email.

## ● Other Issues

- **Authorize the Texas Federation to conduct a statewide survey.** We will table that for next time.
- **Procedures for Alzheimer's Checks.** All checks are to be sent to Linda Richards, she is now the new Federation Alzheimer's Coordinator, the Federation Secretary will update the new Officers in the AMS as a Federation Officer with address email and phone numbers.
- **What adjustments need to be made to the Timeline?** We can handle that online later today.

**Remaining Officers to give their Reports.**

- **Texas Federation Network Coordinator:** Joel Menking stated please look at [www.narfe.net/site/tx/](http://www.narfe.net/site/tx/) it is the Federation website if anything you see on that let me know, if you need updated information please contact because that can get out of hand very easy. If you have a change in Federation Congressional and Senatorial Leaders (CD) please let me know. I would like to keep it updated if they are still active or not active, please let me know so I can keep that updated.
  - **Texas Federation Membership Chair:** Ben Weiger stated there is going to be a Postmaster Postal Manger Conference in Texas coming in June 22-25 this is going to be up in Denton, TX. I will try and contact some of the Chapters in the area to see if they would be interested and want to attend to recruit. So be on the lookout for some matching funds request. Texas Membership I came up with some numbers if you are interested. I looked at the M260 Recruiters Report for the last 2 years and it was some discrepancy I'm not sure if they matched or not. Dorothy stated not all members are recruiters' members.
  - **Next Federation Executive Board Meeting:** The next Executive Board Meeting will be Zoom on Wednesday October 4, 2023.
- **Adjourned: 12:00 Noon**

*Charles A. Graffam*

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CHARLES GRAFFAM, PRESIDENT

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STEVEN JOHNSON SECRETARY