

**SHASTA COUNTY FIRE SAFE COUNCIL, INC.**  
9444 Deschutes Road (at the Shasta Co. Farm Bureau), Palo Cedro, CA 96073  
**Board of Directors Meeting Minutes**  
July 21, 2022

**Call to Order:** The meeting was called to order at 10:30 am by Tania Greenwood, Vice President & Acting President/CEO.

**Mission of the Shasta County Fire Safe Council:**

The primary Mission of this Corporation shall be focused within Shasta County to help protect the citizens, property, and natural resources from the effects of catastrophic wild land fires.

**Present:** Board Members and Guests were welcomed.

**Introduction of Officers:**

Acting President/CEO - Tania Greenwood  
Vice President - Tania Greenwood  
CFO - Vacant  
Secretary/Treasurer - Frances Belden  
Executive Officer - Pam Bates  
Project Coordinator - Sarah Sumner

**Introduction of Directors:** Jim Chapin - Founding Director

Barbara Holder  
Francis Berg  
Richard Karem (via Zoom)  
Steven Fitch (via Zoom)  
Vacant Position  
Vacant Position

**Meeting Conduct:** (Tania Greenwood)

A. Goals:

- Conduct business in a professional and efficient manner.
- Provide an opportunity for all to participate.
- Complete all required business transactions on the agenda.

B. Meeting Rules – In Person:

- Adhere to the agenda
- Speak loud enough for all to hear
- Raise your hand to speak
- Actively listen and participate
- Take turns speaking
- Ask questions at the appropriate time
- Public Comment Period
  - Please limit comments to 5 minutes (unless scheduled on the agenda)

- C. Meeting Rules – Video Conferencing:
- Mute your microphone unless you are speaking
  - Be mindful of background noise and activities
  - Position your camera properly
  - Limit distractions
  - Raise your hand if you wish to speak
  - Avoid talking over people (be aware of an audio delay)
  - Public Comment Period
    - Please limit comments to 5 minutes (unless scheduled on the agenda)
- Thank you.

**Agenda Additions, Deletions, or Request for Executive Session:**

- A. None

**Introduction of Guests & Visitors:**

- A. Guests & Visitors:
1. Laura Cagle – CalFire, Home Inspections
  2. Jesse Penland – U.S. Forest Service, Redding, CA
  3. Brandon Dethlefs – U.S. Forest Service, Redding, CA
  4. Steve Iverson – Redding, CA
  5. Royal Burnett – Retired CalFire
  6. Patrick Jones – Shasta County Board of Supervisors
  7. Carl Skinner – Shasta Lake, CA
  8. Mary Rickertt – Shasta County Board of Supervisors
  9. Suzanne K. Jahn & Chris Jahn (Son) – Wonderland Blvd., Redding, CA
  10. Lora Dominick – Lead, Lakehead/O’Brien Mountain Fire Wise
  11. Maureen Tuebert - WSRCD - via Zoom
  12. Sarah Seiler - WSRCD - via Zoom
  13. Kelli England - WSRCD - via Zoom
  14. Jane Anderson - Oak Run FireWise - via Zoom
  15. Michelle on iPhone

**Active Project Reports**

- A. CEO’s Activity Report:  
Tania Greenwood, Acting President/CEO – Tania shared that she is very involved in the transition process from when Richard Sealana resigned to the here and now of activities of the Shasta County Fire Safe Council. She shared that she has been working closely with Pam Bates to insure that commitments made and procedures started under Richard Sealana, continue in a seamless manner.
- B. Active & Future Projects Mapping Project:  
Jim Chapin shared that he will be working with Richard Karem, in conjunction with VESTRA, who will be mapping Shasta County area projects. There was discussion on this process. Pam Bates shared that this came about after having conversations

with CalFire and explained how the mapping will be done with VESTRA and the McConnell Foundation.

C. CWMP - Whitmore Home Hardening Demonstration Project:

Tania Greenwood shared that 37 applications have been received and 27 Home Assessments have been completed. We are currently in a holding pattern while the Environmental & Historic Preservation Clearance (EHPC) is conducting surveys. Hopefully, we'll be "swinging hammers" in October. We are working closely with CalOES and FEMA. SCFSC has received its first advance Grant Reward so WSRCD can be compensated for all the work they have put into this project to date. This is a 3-year Pilot Program: 1<sup>st</sup> Year - 25 homes; 2<sup>nd</sup> year - 150 homes; 3<sup>rd</sup> Year - 300 homes, will have home hardening work done. Jim Chapin asked about Defensible Space being implemented around these homes before the home hardening can be done, and Tania indicated that this would be the process – first, defensible space would be taken care of around homes, and then the home hardening would be done. One thing we're waiting for is for the fire season to end. When this Pilot Program is completed and successful, this program will be expanded to the entire State of California.

D. O'Brien Right-of-Way Project Proposal:

This project involves clearing of roads in the O'Brien Mountain Community and they are moving forward with the McConnell Foundation, who stated that they can help find the funds through grants but that the actual work will be contracted out. The Sierra Nevada Conservancy having expanded their area of influence, the O'Brien area is now in their zone and so they are able to accept project proposals within that region and the O'Brien Community is a very high priority area. WSRCD is actively doing the proposal and SCFSC is in more of a supportive role. The proposal will be submitted for review on the 29<sup>th</sup> of this month. If approved, the grant writing will begin. Richard Karem made a few comments regarding this project.

E. Bullskin Ridge Project Proposal:

Bullskin Ridge is a major ridge separating the communities of Oak Run and the other communities on Phillips Road, Bullskin County Road and Buzzard's Roost Road. Our project which we want to propose to the Sierra Nevada Conservancy, is where the ridge leaves the County Road and it's going to be a little more than 3 miles along an existing logging road from the Bullskin County Road to the Phillips Road County Road and it's about half on private land and about half on Sierra Pacific land and there are only 3 land owners. Sarah Sumner and Jim Chapin have been working on the conceptual application which has to be in on July 29<sup>th</sup> also, to SNC. If this conceptual application is accepted, a write-up of the complete cost of the project is next and then the final application is due in October. Jim shared that he's been working closely with SPI and they approve of this project. It would protect the watershed and approximately 500 homes.

Richard Karem reminded those present that SCFSC did not get the grant for Mule Ridge Fuel Break and he will meeting with CalFire to discuss why we did not get the grant and to hopefully get some direction, going forward, to be successful in getting that grant in the future. We keep running into projects and it's becoming apparent that mapping of all the projects going on in Shasta County will be helpful in making everyone aware of what projects are going on so we are not duplicating what others are doing. We have information from BLM, Forest Service, Sierra Pacific, Park Service and CalFire and some funding to get started. We need to be more interactive with WSRCD and SPI and work with Vestra on mapping projects in Shasta County.

F. FM Alert Emergency Notification Program:

Jane Anderson reported on the FM Alert Emergency Notification Program and that it is working and people are aware of this program. While she has been at home for a while, she had noticed that the monitor is off and a few hours later, it comes back on. Jane has some concerns about this. People can get the monitors through the "Alert FM" website for \$99.00. PG&E has some available for free to low income people. These monitors can go along with persons when evacuated and keep them in touch with what is happening in their specific area in real time.

### **FireWise Community Group Updates & Reports**

- A. Sarah Sumner shared that FireWise is a national community recognition program administrated by the National Fire Protection Agency and communities can choose to go through the process and create an action plan for their community to become more fire safe and once they go through the process, they become FireWise recognized, which has a lot of benefits.
- Dusty Oaks FireWise Group – Sarah met with them and they got their community FireWise Assessment form filled out, formulated their 3-year action plan and Sarah watched them do their portal work and after all their portal work was done, they now are waiting for formal recognition.
  - Oak Run FireWise Group – They are in the process of filling our their FireWise Assessment form, formulating their 3-year action plan and doing their portal work.
  - Happy Valley scheduled their initial orientation meeting for FireWise which coincided just as the Peter Fire was starting. That meeting will be rescheduled.
  - Mountain Gate – wants to organize.
  - Montgomery Creek – wants to organize.
  - Igo-Ono Community has reached out and will have their first initial orientation meeting on September 12, 2022.
  - West Redding FireWise Group – their follow-up meeting planned for 7/25/2022.

- B. County-wide FireWise Meeting in Palo Cedro on July 11, 2022, was reported on by Barbara Holder. There were about 20 in attendance who shared lessons learned, procedures, how to move forward from frustrations and lots of momentum was felt. The Education Trailer was a wonderful asset. Many communities have not been recognized yet but are now in process. Tania Greenwood shared her experience with the Whitmore FireWise Community which is now nationally recognized. Jim Chapin asked about Big Bend and if they have reached out to be a FireWise Community. Since they have not, Jim stated he would follow-up with some people he knows there. Jesse Penland, U.S. Forest Service, shared that he gave out many flyers at one of their recent events which were well received. Barbara Holder shared that there may be another meeting of members of FireWise Communities in Shasta County. Barbara also suggested that Sarah Sumner, Jane Anderson, and herself, meet with Julie Driver of KIXE Channel 9 and possibly do a PSA on FireWise Communities and how to organize them.

### **New Website for SCFSC**

- A. Sarah Sumner reported on handling the full overhaul of the current website and shared that we are using a new website host called “Streamline.” They specialize in working with non-profits. The previous website uploaded our content after we submitted it to the webmaster and with this website, we do our own content, which is why it is low cost to SCFSC. Sarah shared that she is willing to take care of maintaining this new website and that she needs some good pictures from the Board as well as information on events, etc. Streamline has training available and she shared what is included.

### **Mountain Gate Issue**

- A. Suzanne Jahn and her son Chris Jahn spoke about their issue with their neighbors on Wonderland Blvd. He also said that the property owners have been in and out of prison. Chris has spent lots of time and money on his mother’s property to take care of defensible space around their home and they have done some home hardening to help preserve their property and home in case of a fire. He reported that their neighbors have lots of trash, old vehicles, an old trailer, etc. on their property. Chris shared that they dump motor oil and other hazardous materials in the year-round creek which runs through their properties and have not done anything promoting defensible space.

Laura Cagle, CalFire - Home Inspections, spoke to them about when she last visited that property and that when they go again, law enforcement will accompany them. Jim Chapin shared that CalFire would be the agency to help them enforce defensible space and code violations. For water problems, they could contact Fish and Game Water Quality Department. Chris and his mother will be following through on this.

### **2 New Potential Board of Directors**

- A. John Urias was nominated by Jim Chapin. John was one of our original Board members. He is a retired Army General and has lots of management skills and

experience. He was the President/CEO of SCFSC when it first began but had to resign to take care of an elderly parent. He is now willing and able to serve on this Board.

**Richard Karem moved, and Francis Berg seconded, to elect John Urias to the Shasta County Fire Safe Council Board of Directors. Motion carried.**

Votes in Favor: 7

Votes in Opposition: 0

Abstain from Vote: 2 (Pam Bates & Sarah Sumner)

Directors Absent: 0

Vacancies: 4

- B. Carl Skinner was nominated by Barbara Holder. Carl is an excellent grant writer, has a Science background and has multiple skills. He grew up in Montgomery Creek and joined Lassen Fire Crew after high school. He has 20 years experience in fire management and 26 years in fire research. Currently, he is involved in Forest Restoration Projects in Oregon, and is still doing research. He is interested in Education and Outreach. Brandon Dethlefs, U.S. Forest Service, shared that Carl was someone he looked up to and considers him a Mentor during his career in the U.S. Forest Service and he knows of others that feel the same.

Carl Skinner prefers not to be on the Shasta County Fire Safe Council Board of Directors at this time but will be available for projects and support for our activities.

## **Section II Routine Business Meeting Activities**

### **Approval of Meeting Minutes:**

- A. Approval of Minutes of Board of Directors Meeting on May 19, 2022.

**Francis Berg moved, and Tania Greenwood seconded, to approve the Minutes of the Board of Directors Meeting on May 19, 2022. Motion carried.**

Votes in Favor: 7

Votes in Opposition: 0

Abstain from Vote: 2 (Pam Bates & Sarah Sumner)

Directors Absent: 1 (John Urias)

Vacancies: 3

B. Approval of Minutes of Board of Directors Meeting on June 21, 2022.

**Jim Chapin moved, and Tania Greenwood seconded, to approve the Minutes of the Board of Directors Meeting on June 21, 2022. Motion carried.**

Votes in Favor: 7

Votes in Opposition: 0

Abstain from Vote: 2 (Pam Bates & Sarah Sumner)

Directors Absent: 1 (John Urias)

Vacancies: 3

**President/CEO Reports, Recommendations & Comments - Tania Greenwood, Acting President**

- A. Tania reported that she has been researching and becoming familiar with the SCFSC Governing Documents that she received from the previous President, Richard Sealana, going over all the emails she's received and prioritizing them, learning about what the Committees do and when they meet, and learning all the acronyms associated with SCFSC, and who she needs to be in contact with.
- B. Tania shared that she is very appreciative of the support given to her by the Board members during this important transition period. She also let the Board members know that she was open to any suggestions, ideas, etc. that will help in the transition period.

**Correspondence - None**

**Executive Officer Updates & Reports – Pam Bates**

- A. Pam reported that she has been working on grants with Richard Karem and our stakeholders. One grant that was applied for was from California Fire Foundation in the amount of \$10,000. The grant was approved in the amount \$5,000. for Chipper Days. Jim Chapin offered to help spend it! And to put some protocols in place as to how to use the funds. This will be further discussed under Grant Committee.
- B. Pam reported that she and Sarah Sumner attended Wildland Fire Assessment Program sponsored by California Fire Safe Council in Dinsmore, CA. They were provided a whole assessment checklist which Pam and Sarah found very educational and they are now Certified from Home Assessments. Jim Chaplain also attended this Program is also Certified. It was attended by people from all over California and Fire Safe Councils.
- C. Approval of Subject Matter Expert (SME) for CWMP  
Pam Bates stated that the company, to handle the Contract for Experts with CalOES and FEMA, chosen to perform the necessary investigations for California Wildfire Mitigation Program – Shasta County, Project No. PJ-0974, is Tremaine & Associates, Dixon California. This company is very familiar with Shasta County and has been used by Maureen Teubert, Assistant Project Manager at WSRCD. This company was

also approved by Liston Conrad, representing FEMA, and their bid was the lowest at \$17,417.10. This is for the no-issue parcels.

- D. Pam shared that she has had several conversations with our CPA, Pamela Mainini, regarding Quick Books software for SCFSC. This software is more expensive than previously thought at \$50.00 a month and may be as high as \$600-\$700 per year, depending on the number of Users. Our CPA, Pamela, reported that she is structuring financials for SCFSC and has reconciled her books with Lassen Fire Safe Council and we have the final report from Tom Esgate. The invoices received are minimal and CalOES will need more detail. Pam and Pamela are working with O2 Staffing in order to build a time-keeping product that will allow us to really control the hours and apply them to the proper grants and also which grants require that level of detail. It's a work in progress.

Regarding the CWPP, Tom Esgate billed SCFSC, but we are questioning the billing versus the deliverables. There was discussion regarding what was billed to SCFSC and the work received for the amount of \$10,000. Jim Chapin will look into the billing regarding CWPP billing, payment and possible reimbursement to SCFSC.

E. Approval of WSRCD Invoice for Payment

1. Maureen Tuebert, WSRCD District Manager, shared that the Invoice from WSRCD for services rendered from September 1, 2021, to May 31, 2022, in the amount of \$66,831.14, is ready for approval. There was discussion on what was in the invoice and how involved the detail was for everything charged. Maureen answered questions from the Board. It was the consensus of those present to bring this to a vote.

**Jim Chapin moved, and Tania Greenwood seconded, to approve WSRCD's Invoice in the amount of \$66,831.14, covering work performed from September 1, 2021, to May 31, 2022. Motion carried.**

Votes in Favor: 7

Votes in Opposition: 0

Abstain from Vote: 2 (Pam Bates & Sarah Sumner)

Directors Absent: 1 (Joun Urias)

Vacancies: 3

**Chief Financial Officer's Report:**

- A. Working on Grant received from CFNS-2 and approximately \$34,000 needs to be expended by the end of October 31, 2022.
- B. The Shasta County Fire Safe Council Comprehensive Spending Plan was discussed.



## **Treasurer's Report:**

- A. **Monthly Activity** – Frances Belden, Treasurer, reported on the monthly activity of invoices that were submitted and paid:

6/17/2022 - 02 Staffing Invoice - Amount for week worked 6/17/2022 - Total includes Pam Bates, Robert Wilson, Fran Belden & Sarah Sumner  
Total: \$1,874.35

T&D Properties - Final Invoice for Education Trailer Work - Mileage, Flash drives for Backup, Replacement Posters for inside trailer, 5 DVDs for TV slide presentation, 1 Trailer plug adapter, 1 Ladder, chocks, Velcro  
Total: \$1,333.88

Reimbursement - Richard Sealana - Receipts for pastries for WSRCD Meeting, 2 cases of water: 1 for SCFSC Office & 1 for Lakehead/O'Brien FireWise Education Day plus other expenses.  
Total: \$75.63

6/24/2022 - 02 Staffing Invoice - Amount for week worked 6/24/2022 - Total includes Pam Bates, Fran Belden, Sarah Sumner & Robert Wilson  
Total: \$2,855.13

02 Staffing Invoice - Amount for week 6/3/2022 (forwarded from 02 Staffing on 6/24/2022) for Robert Wilson .  
Total: \$1,022.71

Reimbursement - Fran Belden - Receipts for AVAST Business Security software and a HDMI cable for Monitor at SCFSC Office in Palo Cedro.  
Total: \$82.15

7/1/2022 - 02 Staffing Invoice - Amount for week worked 7 /1/2022 - Total includes Pam Bates, Sarah Sumner, Robert Wilson & Fran Belden.  
Total: \$3,747.08

7/8/2022 - 02 Staffing Invoice - Amount for week worked 7 /1/2022 - Total includes Pam Bates, Sarah Sumner, Robert Wilson & Fran Belden.  
Total: \$3,501.95

7/15/2022 - 02 Staffing Invoice - Amount for week worked 7 /1/2022 - Total includes Pam Bates, Sarah Sumner & Robert Wilson.  
Total: \$2,078.88

- B. **Notes:**

Deposited Siskiyou Insurance Services Refund of Brokers Fee of \$100.00 on 6/16/2022

Total in Chase Business Account: \$430,876.89 as of July 21, 2022

## **Committee Reports**

- A. **Executive Committee** Meetings are held via Zoom on the 1<sup>st</sup> Thursday of each month and Board members are welcome. July 7<sup>th</sup> was our last meeting. Richard Sealana went over the implications of his resignation and new duties for Tania Greenwood, who will be Acting President, and the other officers as well.
- B. **Nominations Committee** members Jim Chapin and Barbara Holder met with Carl Skinner and John Urias as potential Board Members. John Urias was elected to the Board today. Barbara Holder shared that Carl will probably not be joining the Board today. He may know of someone who would like to be on the Board and Barbara will check with him. Jim Chapin will talk with Lora Dominick to see if she would be interested in being on the Board and to be CFO, based on her financial experience. Any nomination candidates should be forwarded to Jim Chapin.
- C. **Grants and Projects Committee** – Richard Karem
- 1) Action Items
    - Work with Pam Bates to create master grant and project timeline and establish priorities for Shasta County Grant.
    - Review existing CWPP for possible Right-of-Way projects and prepare for CCI grant application.
    - Existing funds set aside for Fire Wise Capacity building
    - Rich, Jim and any other Grant & Projects Committee members to meet with Vestra regarding Mapping Project.
    - Develop ranking criteria for future projects - make this a high priority.
- D. **Education & Outreach Committee**
- Barbara Holder shared that Claudia Fletcher of the Oak Run FireWise Group, is the last person to borrow the Education Trailer and take it to Oak Run. She is proposing that she would pick up the trailer, deliver it to location, and make sure that it is properly installed. She's been a Frito-Lay Driver for 38 years, has a spotless driving record and is very comfortable pulling the trailer and parking it. She knows how to use it and how to set it up. She could also train others to use it and become familiar with it.
  - In return, she would like to be paid \$0.58 a mile and maybe receive some compensation at the end of the year.
  - Pam Bates said she would talk to our CPA, Pamela Mainini, to see how this could be done.
  - Tom Twist will be sending a proposal to purchase 'NIT' screens for the Educational Trailer, so that the trailer can be viewed outside without the

sun hindering watching the programs on the trailer. When the proposal comes in, it can be reviewed by the Executive Committee for approval.

- The hitch needs work and the spare tire placement needs to be addressed.
- Barbara also suggested that a Newsletter be published and sent to our Outreach List. There was discussion about how often this Newsletter be sent out - monthly, bi-monthly, semi-annually. It was the consensus that this was a good idea, but no consensus of how often to publish and send.

E. **Budget & Finance Committee**

This Committee meeting was part of a joint meeting with the Executive Committee on July 7, 2022.

F. **CWPP Committee**

Regarding the CWPP, Tom Esgate billed SCFSC, but we are questioning the billing versus the deliverables. There was discussion regarding what was billed to SCFSC and the work received for the amount of \$10,000. Jim Chapin will look into the billing regarding CWPP billing, payment and possible reimbursement to SCFSC and meet with our CPA.

G. **ByLaws Committee**

We need a clean copy of the approved ByLaws from Richard Sealana. Tania will contact him to secure a clean copy which will then be signed by the Board of Directors. Tania shared the idea of getting binders for the Directors for the ByLaws, Rules of Order and other pertinent Resolutions and information.

**Old Business & Follow-up from Previous Meetings**

- A. Termination of Agreements with Lassen Fire Safe Council as of June 30, 2022. Pending per Tania Greenwood, Acting President/CEO.
- B. Review of Invoices submitted by Lassen FSC. Pending clarification of work done by Tom Esgate, Lassen Fire Safe Council.
- C. Review of CWPP Activities & Performance by Lassen FSC. Pending clarification.
- D. Review/Clarification of WSRCD Activities & Invoice (Maureen Tuebert)  
This was discussed earlier in the meeting.
- E. Motion for Approval of Payment to WSRCD for their Invoices was carried.
- F. Palo Cedro Office and Conference Room rent has been increased to \$600, which includes unlimited use of the Conference Room, updated WiFi by Spectrum and the Office space. This increase is negotiable. There was some discussion and Tania will meet with Farm Bureau President, Zane Peterson, to negotiate rent.

- G. Discussion of approval for the new Website Vendor took place after Sarah Sumner made her presentation earlier in the meeting, and it was brought to a vote.

**Richard Karem moved, and Jim Chapin seconded, to approve the new Website Vendor, “Streamline,” for Shasta County Fire Safe Council. Motion carried.**

Votes in Favor: 7

Votes in Opposition: 0

Abstain from Vote: 2 (Pam Bates & Sarah Sumner)

Directors Absent: 1 (John Urias)

Vacancies: 3

- H. Community Foundation of the North State (CFNS)  
Jim Chapin will talk to them about the possibility of reapplying for this grant.
- I. County Co-Ordinator Grant Re-application will be done and SCFSC has been reassured that it will be granted this time around.

#### **New Business**

- A. There was discussion regarding electing a New President/CEO

**Jim Chapin moved and Barbara Holder seconded, to elect Tania Greenwood, President/CEO, of Shasta County Fire Safe Council. Motion carried.**

Votes in Favor: 7

Votes in Opposition: 0

Abstain from Vote: 2 (Pam Bates & Sarah Sumner)

Directors Absent: 1 (John Urias)

Vacancies: 3

- B. There was discussion regarding appointing and compensating Pamela Mainini, CPA, as a temporary CFO until the Board Member position can be filled.  
Tabled.
- C. Begin recruitment for a Project Manager for CWMP Project immediately. There was in-depth discussion on this subject but no consensus was reached at this time.
- D. Discussion regarding approval or disapproval of recording, broadcasting and/or posting online of regularly scheduled monthly SCFSC Board meetings. After discussion, the consensus of those present was no. When Minutes of the Board Meetings are approve, they are posted on our website for interested parties to see.
- E. Jim Chapin shared that he had received a call earlier today from Wendy

Johnson, owner of VESTRA Resource Company, and shared that they asked McConnell to bid on a contract. Jim, Pam, Sarah, and Richard Karem are meeting with Wendy to discuss the FEMA contract which is huge contract. WSRCD will also be part of this bid. Mapping of Shasta County projects will be discussed also.

**Director's Comments & Good of the Order – None**

**Meetings to be Set**

A. Standing Committee Meetings

- Executive Committee: Thursday, August 4, 2022, at 10:00 am- Zoom
- Grants & Projects Wednesday, August 3, 2022 @ 10:30 am-Zoom
- Budget & Finance Friday, August 5, 2022 at 10:00 am-Zoom

B. Other Meetings to be Set

- **August Board of Directors Meeting: Thursday, August 18, 2022, 10:30 am  
9444 Deschutes Road (Shasta Farm Bureau), Palo Cedro, CA 96073  
(Simulcast on Zoom)**

*Note: The President/CEO is an **ex-officio** member of all committees.*

**Meeting Adjournment: 2:06 pm**

**Jim Chapin moved, and Francis Berg seconded, to adjourn this meeting at 2:06 pm.  
Motion carried.**

Votes in Favor: 7

Votes in Opposition: 0

Abstain from Vote: 2 (Pam Bates & Sarah Sumner)

Directors Absent: 1 (John Urias)

Vacancies: 3