

BOARD MEETING

MINUTES

May 10, 2017

The North Carolina Board of Funeral Service met for a duly scheduled Board Meeting at 9:00 a.m. on May 10, 2017, at the Board's office, 1033 Wade Avenue, Suite 108, Raleigh, North Carolina.

Present: Charles Graves, President; Matt Staton, Vice President (by telephone); Mark Blake, Mike Stone, Valduis Lockhart, Don Brown, Steve Herndon, and Kelly Byrd. Absent: Craig Olive.

Also Present: Catherine Lee, Interim Executive Director; Christina Cress, General Counsel; Staff members Brett Lisenbee, Compliance Liaison; Lyn Cochrane, Darrell Cagle, and Chuck Grunewald; Dorman Caudle with Carolina Donor Services; Bill Forsberg, Executive Director of the North Carolina Funeral Directors Association; Fred Jordan with Miracles in Sight; Attorney Henry Lancaster II, Funeral Directors & Morticians Association of N.C., Inc.; Jeff Gray and Maggie Craven, the Board's Administrative Law Counsel with Bailey & Dixon; Jeff Shackleford and Edward Kosmos, Funeral Service Licensees.

Mr. Graves called the meeting to order at 9:08 a.m., led the Pledge of Allegiance. Mr. Byrd had the invocation.

Mr. Graves read the Ethics Statement. Mr. Lockhart stated that he and Mr. Brown attended the Annual House of Representatives Meeting of the National Funeral Directors and Morticians Association in Montego Bay, Jamaica.

Mr. Graves reminded everyone to turn off their cell phone ringers.

Mr. Graves stated former Board staff member, Lloyd Davis, passed away and offered condolences to the Davis family. Mr. Davis was originally employed by the Board on the audit staff in 1992.

In Mr. Olive's absence, Mr. Staton presented the March 8, March 30, April 12 and April 17, 2017, minutes and stated they had previously been e-mailed. Mr. Lockhart made the motion to approve and Mr. Brown seconded. The motion carried.

Public Comment: There was none.

At this time, Fred Jordan and Brett Lisenbee entered the meeting.

Ms. Cress requested that the Disciplinary Committee report be presented out of order at this time.

Disciplinary Committee: Mr. Lockhart presented the following cases: Summary Dismissals—C17-031, C17-038, C17-039; Dismissals—C17-016 and concurrent case M17-005, C17-017, C17-020, C17-023, C17-024, C17-025, C17-026 and concurrent case C17-034, C17-027, C17-033, C17-034 and concurrent case C17-026; Letters of Caution—C17-050, C17-021, C17-022, C17-029, C17-032, M17-007, M17-008, M17-009; Consent Orders—M12-008, M15-002, M15-005, M15-050, M16-050, M17-006, C16-094, C16-098/C17-030. (Mr. Lockhart recused himself from the discussion or vote on C16-098/C17-030), C17-014; Notices of Hearing—M16-016, M16-057, M17-011; Denial of resident traineeship applicant—M17-010; and a General Recommendation—The Disciplinary Committee recommends that it assume responsibility for reviewing trainee disciplinary matters, including late

monthly work reports. The Disciplinary Committee further requests the right to have this issue revisited at a later date if necessary. Mr. Blake suggested Case C17-014, C16-098/C17-030 and the General Recommendation be voted upon separately. Mr. Lockhart made the motion to approve the recommendations for all matters but the General Recommendation, C17-014 and C16-098/C17-030. Mr. Stone seconded and the motion carried.

Mr. Byrd made the motion to approve the recommendation for C16-098/C17-030. Mr. Blake seconded and the motion carried. Mr. Lockhart did not participate in the vote.

Mr. Lockhart made the motion to go into closed session to discuss a matter of attorney-client privilege. Mr. Byrd seconded and the motion carried.

Upon proper motion by Mr. Byrd and seconded by Mr. Brown, the Board returned to open session. At this time Darrell Cagle entered the meeting. Mr. Lockhart made the motion to accept the recommendation for C17-014 and Mr. Brown seconded. Mr. Lockhart, Mr. Herndon, Mr. Graves, Mr. Brown, Mr. Byrd and Mr. Staton voted yes. Mr. Stone and Mr. Blake voted no. The motion carried.

Questions ensued regarding the General Recommendation for trainee disciplinary matters to come before the Disciplinary Committee. Ms. Lee stated it was Board staff's opinion that this transition would allow for the more effective and efficient handling and disposition of trainee-related matters, given that the responsibilities of administering the Trainee Program have shifted to the Legal Department. Mr. Blake made the motion for trainee suspensions and terminations to be sent to the Disciplinary Committee and all other trainee-related recommendations to come before the Trainee Committee. Mr. Lockhart seconded and the motion carried. Mr. Stone asked that the full Board be apprised of other status updates to the traineeship program over the next several Board meetings.

At this time, Henry Lancaster II entered the meeting.

Public Hearing: Ms. Cress stated it was 10:12 a.m. on May 10, 2017, at 1033 Wade Avenue, Suite 108, Raleigh, and public comments regarding rulemaking were being accepted regarding adoption of 21 NCAC 34B.0617 Practicing During Disasters and 21 NACA 34B.0618 Practicing During Emergencies. There were no comments at this time. The Public Hearing was then recessed, to be continued later in the Board meeting.

Preneed Committee: Mr. Blake stated the Committee met via teleconference on May 8 with Mr. Blake, Mr. Brown and Mr. Staton and makes the following recommendations:

The Committee recommends that the Board initiate subrogation proceedings against the following former licensees whose mishandling of preneed funeral funds has resulted in the Board's Preneed Recovery Fund paying multiple reimbursable Preneed Recovery Fund claims:

- Alton C. Hunnicutt, former owner/manager of Martin's Funeral Service.
- David C. Ward, Jr., former owner/manager of Ward's Funeral Service
- Edward McGimpsey, former owner/manager of Ebony Funeral Service

The Committee reviewed a request from a preneed establishment to waive its surety bond requirement. The supporting documentation provided by the establishment does not demonstrate solvency to the satisfaction of the Committee. Specifically, the establishment's current and long-term liabilities greatly exceed its assets. The Committee recommendation is to deny the bond waiver.

The Committee reviewed Preneed Recovery Fund Claim Number P15-002 in the amount of \$2,250.00, and recommended denial of the claim.

The Committee reviewed Peneed Recovery Fund Claim Number P15-038 in the amount of \$395.00, and recommended approval of the claim in the amount of \$395.00.

The Committee reviewed Peneed Recovery Fund Claim Number P15-056 in the amount of \$6,641.76, and recommended approval of the claim in the amount of \$6,641.76.

The Committee reviewed Peneed Recovery Fund Claim Number P17-001 in the amount of \$9,627.35, and recommended approval of the claim in the amount of \$9,627.35.

The Committee reviewed Peneed Recovery Fund Claim Number P17-002 in the amount of \$5,795.00, and recommended approval of the claim in the amount of \$5,795.00.

The Committee reviewed Peneed Recovery Fund Claim Number P17-004 and P17-005 for the respective amounts of \$1,400.00 and \$900.00, and recommended approval of the claims in the aggregate amount of \$2,300.00

The Committee reviewed Peneed Recovery Fund Claim Number P17-006 in the amount of \$2,275.00, and recommended approval of the claim in the amount of \$2,275.00.

The Committee reviewed Peneed Recovery Fund Claim Number P17-007 in the amount of \$7,718.00, and recommended denial of the claim.

The Committee reviewed Peneed Recovery Fund Claim Number P17-008 in the amount of \$750.00, and recommended approval of the claim in the amount of \$750.00.

The Committee reviewed Peneed Recovery Fund Claim Number P17-009 in the amount of \$1,450.00, and recommended approval of the claim in the amount of \$1,450.00.

The Committee reviewed Peneed Recovery Fund Claim Number P17-010 in the amount of \$6,995.00, and recommended approval of the claim in the amount of \$6,995.00.

The Committee reviewed Peneed Recovery Fund Claim Number P17-011 in the amount of \$9,647.11, and recommended approval of the claim in the amount of \$9,647.11.

The Committee reviewed Peneed Recovery Fund Claim Number P17-012 in the amount of \$7,000.00, and recommended approval of the claim in the amount of \$7,000.00.

The Committee reviewed Peneed Recovery Fund Claim Number P17-013 in the amount of \$1,509.00, and recommended approval of the claim in the amount of \$1,509.00.

The Committee reviewed Peneed Recovery Fund Claim Number P17-014 in the amount of \$5,915.94, and recommended denial of the claim.

The Committee reviewed Peneed Recovery Fund Claim Number P17-015 in the amount of \$3,997.65, and recommended approval of the claim in the amount of \$3,997.65.

The Committee reviewed Peneed Recovery Fund Claim Number P17-016 in the amount of \$5,777.65, and recommended approval of the claim in the amount of \$5,777.65.

The Committee reviewed Peneed Recovery Fund Claim Number P17-017 in the amount of \$1,100.00, and recommended approval of the claim in the amount of \$1,100.00.

The Committee reviewed Preneed Recovery Fund Claim Number P17-018 in the amount of \$8,926.28, and recommended approval of the claim in the amount of \$8,926.28.

At this time, Jeff Gray entered the meeting.

Mr. Byrd made the motion to accept the recommendations of the Preneed Committee for all matters. Mr. Herndon seconded the motion. Discussion ensued regarding Board staff's efforts to recoup some of the funds expended. Mr. Lockhart made the motion to accept the recommendations. Mr. Brown seconded and the motion carried.

Finance/Personnel Committee: Mr. Lockhart stated a majority of the Finance & Personnel Committee met via teleconference May 4. Mr. Lockhart reviewed the financials and made the motion to approve. Mr. Byrd seconded and the motion carried.

At the May 4, 2017 teleconference the following items were discussed:

Current staffing needs, in light of recent and upcoming employee turnover; Status of recruitment efforts to fill the vacant Southeast inspector position/Board Inspector position; Status of recruitment efforts to hire a permanent Executive Director; Status of payroll and 401(k) transition to automated methods and calculation of accrued compensatory leave for eligible employees; Review of current insurance coverage for Board operations; Recognition of Tanya Pearson and Brett Lisenbee for their 10-years' of service to the Board; Recognition of Lyn Cochrane for her nearly 25-years' of service to the Board, in light of her upcoming retirement from full-time employment in June.

The Committee makes the following recommendations to the Board:

- 1) Allow Board staff to hire a permanent receptionist/filing assistant rather than continue to use temporary employees through a staffing agency
- 2) Maintain current staffing levels within the Legal Department and allow Board staff to hire a full-time Legal Assistant with bookkeeping experience
- 3) Cease recruitment efforts toward filling the advertised Board Inspector position at this time
- 4) Authorize Board staff to evaluate costs for, and to purchase, cyber liability insurance coverage and employee dishonesty insurance coverage
- 5) Direct Board staff to calculate the accrual of compensatory leave time, as set forth in the Board-approved Employee Handbook, for all employees to whom compensatory leave time is given

Mr. Lockhart made the motion to accept the recommendations and Mr. Brown seconded. Discussion ensued. Mr. Lockhart restated the motion to accept the recommendations but to exclude recommendation #3 and Mr. Brown seconded. Mr. Lockhart, Mr. Herndon, Mr. Graves, Mr. Brown, Mr. Byrd, Mr. Staton and Mr. Blake voted yes. Mr. Stone voted no. The motion carried.

Traineeship Committee: Mr. Blake stated two trainees were scheduled to appear before the Committee. Trainee #1 will be allowed to restart traineeship in May and will lose credit for the month of February. However, if Trainee #1 fails to timely submit another work report going forward, then traineeship will be terminated. Trainee #2 did not appear so the traineeship is still suspended. If no request to transfer traineeship to new supervisor is received by the July Board meeting, the traineeship will be terminated. Mr. Blake made the motion to approve the recommendations and Mr. Herndon seconded. The motion carried.

At this time, there was a five minute recess.

Upon reconvening of the meeting, Chuck Grunewald entered.

The Public Hearing then reconvened and Ms. Cress asked if there was any Public Comment on the proposed two rules. Ms. Lee departed the meeting to see if anyone was outside waiting to make comment. Upon returning, she announced she had found no one outside wishing to comment and the Public Hearing was concluded.

Continuing Education Committee: Mr. Graves stated that the Committee had met via electronic correspondence on April 26, 2017. One course was discussed—Final Expense Insurance—which was an online self-study program. Committee was recommending approval of 2 hours of CE credit. Mr. Lockhart made the motion to approve the recommendation. Mr. Brown seconded and the motion carried.

Laws, Rules & Legislative Committee: Mr. Graves stated a majority of the committee met via teleconference on April 28, 2017. Three items were discussed.

- 1) A Request for Declaratory Ruling submitted by corporate counsel for SCI and received by Board staff on April 10, 2017. Committee recommends that the Board vote to accept the Request for Declaratory Ruling, and allow the Committee to bring a proposed ruling on the issue to the Board for its review and approval at the July 12, 2017 Board meeting.
- 2) A Draft of the Memorandum of Understanding agreement between the Board and the NC Cemetery Commission, which was prepared by Board staff with input from a representative of the Cemetery Commission. Committee recommends that the Board vote to approve the draft Memorandum of Understanding, and instruct Board staff to request a meeting with all co-sponsors of HB529/SB479 and the NC Cemetery Commission to present and discuss the approved MOU.
- 3) Committee discussed legislative updates regarding HB529/SB479. The Committee also discussed the need to have a designated response team in place for legislative updates that are likely to happen during the interim between now and July, when the Board is next scheduled to meet. Committee recommends that the Board vote to delegate authority jointly to the Committee and to the Board's Interim Executive Director and Legislative Liaisons to act as they deem appropriate in response to any legislative issue that could have an impact on the Board between now and July, when the Board is next scheduled to meet. Whenever time permits advance notice, the Board's Interim Executive Director and/or Legislative Liaisons will attempt to contact and receive feedback from each member of the Laws, Rules & Legislation Committee prior to acting during this interim period.

Mr. Byrd made the motion to approve the recommendations by the Laws, Rules & Legislative Committee. Discussion ensued. Mr. Herndon seconded and the motion carried.

Technology Committee: Mr. Byrd stated the Committee had met via teleconference on April 27 to discuss the progress made since February on the following:

- 1) Payroll conversion to ADP
- 2) Updating PBX phone systems
- 3) Transitioning use of QuickBooks to secondary bookkeeper
- 4) Redesigning website, updating content, and make more forms available online
- 5) Improving NCBFS Web Portal Security
- 6) Ensuring compliance with open meeting laws by posting notice of Board and applicable Committee meetings on Board website and NC SOS website
- 7) Increasing NCBFS domain security and improving anti-virus protection on IT resources
- 8) Improving security and reliability of NCBFS servers and office workstations
- 9) Transitioning NCBFS paper files for preneed annual reports to digital files
- 10) Analyzing NCBFS currently-used database to recommend overhaul

- 11) Improvements to tracking and managing trainee information electronically
- 12) Upgrades to NCBFS hardware and network capabilities
- 13) Purchases of IT resources made as of March 30 toward facilitating the items set forth above

The Committee makes the following recommendations to the Board:

- 1) Transition services currently provided by MiraComp for database management to Chuck Grunewald, NCBFS IT Manager.
- 2) Provide tablets to Board members for use at Board meetings for review of documents, in lieu of hard-copy notebooks
- 3) Evaluate options for cyber liability insurance coverage

Mr. Byrd stated Mr. Grunewald was available for questions regarding the recommendations. Discussion ensued regarding Recommendation #2. Mr. Byrd made the motion to accept Recommendation #1 and table Recommendation #2 for further discussion. Mr. Lockhart seconded and stated Recommendation #3 had been previously covered under Finance & Personnel. Discussion ensued and Mr. Grunewald responded. Mr. Graves called for the vote and the motion carried.

Crematory Authority Committee: Mr. Staton stated the Crematory Authority met via teleconference on March 21, 2017. In attendance were Mr. Headley, Mr. Graves, Mr. Shaver and Mr. Hundley. Mr. Staton was not able to attend. The Authority addressed old business from the previous on February 22, 2017 relating to a request from the Crematory Association of North America (CANA) to allow on-line certification and re-certification for Crematory Operators. Following a review and discussion of additional information submitted, the Authority voted to accept CANA's request for Online Crematory Operators Certification Program. The course is recommended for Board approval. Mr. Staton made the motion to approve the recommendation. Mr. Lockhart seconded and the motion carried.

Interim Executive Director's Report: Ms. Lee offered the following information.

The 93B-2 report had been timely submitted to NC Secretary of State, Attorney General's office and JLAPOC. There are 33 Preneed Annual Reports that have not been submitted and three with pending information to be completed. All Board Members have filed the required SEI forms by April 15th. Ms. Lee reminded the Board members that the June meeting had been canceled. The staff payroll system is transitioning with ADP and the 401(k) is transitioning to Principal. Inspector Darrell Cagle is the Board's liaison with the Commission of Anatomy. Discussion ensued. Mr. Blake asked Ms. Lee to invite a representative of the Chief Medical Examiner's office to come to a meeting. Ms. Lee will see if someone is available for the July Board meeting. The North Carolina Funeral Directors Association 2017 NCFDA Educational Conference & Exposition is being held May 22-23, 2017 at the Raleigh Convention Center in Raleigh. Ms. Lee, Ms. Cress and Mr. Lisenbee will be representing the Board at this Conference. The 90th Annual Convention of the Funeral Directors & Morticians Association of North Carolina, Inc. is being held at the Greenville Convention Center in Greenville June 19-22. Ms. Lee, Mr. Lisenbee and Mr. Cagle will be representing the Board at this Convention. The 114th Annual Meeting of the International Conference of Funeral Service Examining Boards will meet in New Orleans February 28 thru March 1, 2018. Mr. Graves and Mr. Olive were honored in The Conference's April 2017 E-Newsletter for being two of the eighteen Board members from across the country to complete The Conference's Board Member Training Certification. The contract with Castle, our testing company, will expire at year end. Ms. Lee and Ms. Cress will review other options before renewing with Castle. The recruiting for the Executor Director and Inspector positions will be discussed in closed session.

Mr. Lockhart thanked Ms. Lee for her leadership during the Executive Director transition period.

Compliance: Mr. Lisenbee presented the following information.

There have been 3,390 preneed contracts recorded since the March 8, 2017 report; approximately 1,878 Certificates of Performance have been processed. There are 180,488 active contracts as of May 6, 2017, and preneed contracts have been entered through April 28, 2017. There are 1,663 individuals licensed to sell preneed as of May 8, 2017. One funeral home has been licensed to sell preneed since the March 8 meeting—Community of Hope, Hobbsville.

Mr. Lisenbee reported that March and April 2017: 36 funeral establishments were inspected, 29 preneed examinations were conducted, 8 crematories were inspected, 2 chapels were inspected, 2 unaffiliated practitioners, and 2 mutual burial associations were inspected. Inspectors fielded 306 compliance phone calls and responded to approximately 6 compliance opinions via email, 3 service of consumer complaints, 6 service of notice of hearings, 1 service of final agency decision, and the teaching of 2 continuing education classes. Individual inspector reports were provided for the Board to review.

New Funeral Homes: Family Funeral Home & Cremation Service, LLC, Dunn; Horton & Sanderlin Funeral & Cremation Services, Inc., Elizabeth City; Blakely's Funeral & Cremation Service, LLC, Monroe

Change of Funeral Home Ownership: Brooks Funeral Home & Crematory, Morehead City; Lancaster Funeral & Cremation Service, Louisburg; Harrelson Funeral Service, Caroleen

New Chapels: Tribute Cremation Society, Statesville; Lancaster's Franklinton Chapel, Franklinton

New Crematories: Burke Mortuary and Crematory of Newton, Newton; Beam Funeral Service & Crematory, Marion

Crematory Ownership Change: Brooks Crematory, Morehead City; First Cremation Society, Louisburg

New Funeral Service Licensees: Jeffrey Fisher; Jarrod Carpin; Kim Lester; James Warren II; Terri Merz; Charles Parr, Jr.; Krista Sands; Al Hicks; Danielle Lawter; Anna Wrenn; James Smith; Nichol Fisher

New Funeral Director Licensees: Frederick Jordan IV; James Spangler III; Michael Kilpatrick; Joshua Bugajski; Donald Copley; Garrett Holland; Mark Green; Keyna Chiles; Bradford Bailey; Donnica Boston

New Transporters: Presley Melvin; Gerald Wallace; Dewey McNeil

New Trainees: Crystal Branch; Julieanne Byrd; Mohammed Elammari; Autumn Elledge; Donny Jernigan; Michael Johnson; Janet Lowe; Lillie Pope; Veronica Watson

Attorney's Report: Ms. Cress stated there were 4 hearings scheduled. Three were resolved by consent order and one hearing was scheduled to be heard today. Ms. Cress reviewed the disciplinary matters. Ms. Cress stated that Legal is now current with the processing all cases, consumer complaints and Preneed Recovery Fund claims as they are received by Board staff.

Ms. Cress reviewed pending bills HB529/SB479, HB689, HB701, HB628, HB629 and HB455.

A consumer now living in Georgia requested revocation of their preneed contract since they are now living out of state. Proper documentation and a copy of their new preneed contract executed in the consumer's new state of domicile was provided. This request came in May 9 and since the Board will

not meet again until July, rather than hold it for that length of time, it is presented and staff's recommendation is to allow revocation pursuant to statute. Mr. Blake made the motion to allow revocation. Mr. Byrd seconded and the motion carried.

Ms. Cress updated the Board with regards to rulemaking process and the Public Hearing just held, reminding the Board that no public comments were received during the Hearing. Ms. Cress updated the Board regarding its periodic review process, following the Board's vote on initial rule classifications in February. It is now time for the Board to make final rule classifications. These final classifications will then be reviewed by the Rules Review Commission at its June meeting. One e-mail comment was received indicating that "all looks concise." A motion to make final the Board's initial periodic review classifications was made by Mr. Lockhart and seconded by Mr. Brown. The motion carried.

Ms. Lee stated an advisory memo to all Regulatory Boards regarding Board Members had been issued by OSBM, OSHR and OSC regarding whether the per diem is taxable income and whether Board members must be covered by the Board's Workers Compensation policy. If this is approved, Board Members will be considered "board staff" for a day and the per diem will be taxed as such per recommendation of independent auditors. There is no Board action or change at this time.

Mr. Blake had questions regarding a contingency plan if the Recovery Fund becomes depleted. Ms. Cress responded if the pending changes to the Board's practice act is enacted, the Board will have the authority to deposit up to \$10 per preneed contract filing fee toward the Recovery Fund. Furthermore, subrogation actions are being pursued to seek reimbursement directly from the licensees. The three cases discussed in the Preneed Committee Report is an example. Discussion ensued.

Old Business: There was none.

New Business: Ms. Lee proposed staff review Board forms and bring the changes before the Board at the July meeting. Laws, Rules & Legislation would work with staff on the forms review. At this time, Tanya Pearson entered the meeting.

Mr. Lockhart made the motion to make Ms. Lee the Board's legislative liaison, ethics liaison and rule-making coordinator during Ms. Cress' upcoming leave. Mr. Brown seconded and the motion carried.

Ms. Pearson reviewed the revised Schedule A Preneed Sales Licensees form and the updated Preneed Funeral Trust Fund Transfer Memorandum now titled Substitution of Financial Institution Form. Ms. Pearson stated the confusion with the Preneed Funeral Trust Fund Transfer Memorandum form appears to be the name of the form and the flow of completing it by the preneed establishment and the financial institution. Both forms should now be easier to complete and read. Mr. Byrd made the motion to accept the new forms. Mr. Lockhart seconded and the motion carried.

At this time, Mr. Graves presented Ms. Pearson and Mr. Lisenbee with a service award for their ten-years' of employment with the Board of Funeral Service.

Mr. Blake had questions regarding the turnaround time for a newly licensed funeral director or funeral service licensee to receive their wall certificate. Ms. Lee will respond to Mr. Blake by the July meeting.

At this time, there was a ten-minute recess. Upon return, Mr. Lockhart made the motion to go into closed session to discuss a matter of attorney-client privilege. Mr. Byrd seconded and the motion carried.

Upon proper motion by Mr. Byrd and seconded by Mr. Herndon, the Board returned to open session. Mr. Brown moved to authorize pursuit of Injunctive relief and a show cause motion against Crown Memorial Park. Mr. Lockhart seconded and the motion carried.

The meeting then recessed until the hearing.

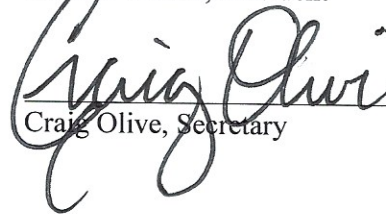
Mr. Lockhart made a motion to adopt recommendation No. 3 from the Finance and Personnel report. Mr. Brown seconded and the motion carried.

Ms. Cress stated that a proposed Consent Order that had been negotiated by the parties for Case No. M16-039, the only case remaining on the hearing docket for this month, and requested that the proposed Consent Order be reviewed by the Disciplinary Committee and brought before the full Board for its review and vote in July.

Upon proper motion by Mr. Lockhart and seconded by Mr. Herndon, the meeting was adjourned.



Charles Graves, President



Craig Olive, Secretary