
Minutes From the Thirty-Fifth Annual International Neuropsychological Society Meeting

Portland, Oregon

Board of Governors Meeting February 6, 2007 Portland, Oregon, USA

Members Present: Erin Bigler, Agnes Chan, Jack Fletcher, Igor Grant, Robert Heaton, Catherine Mateer, Robin Morris, Jenni Ogden, George Prigatano, Andrew Saykin, Feggy Ostrosky-Solis, Gerry Taylor, Barbara Wilson, Bob Bornstein (ex-officio)

Members Absent: Adele Diamond, Eli Vakil, Morris Moscovitch

1. Call to Order

President Barbara Wilson called the meeting to order at 10:00 am.

2. Review of Minutes

The minutes from the Board Meeting held July 25, 2006 and the Business Meeting held July 28, 2006 in Zurich, Switzerland were reviewed, with one minor correction noted. Both sets of minutes were unanimously approved with the revisions.

3. Treasurer Report

Erin Bigler, Treasurer of INS, reviewed the current finances of the Society, which he indicated pleasure in reporting were in a positive situation. Dr. Bigler introduced Susan Wheatley, the bookkeeper in the Treasurer's Office, who also attended the Board meeting. A comprehensive Treasurer Report was distributed to Board members. As of December 31, 2006, the Society held \$1,078,184.91, topping the \$1M mark for the first time. The majority of the funds are currently held in seven \$100,000 Certificates of Deposit, which are in various stages of maturity. It is anticipated that there would be sufficient reserve to warrant purchase of an 8th \$100,000 CD after the Portland meeting.

Dr. Bigler indicated that the Boston meeting had been the most successful meeting from a financial perspective in the Society's history, and had yielded a profit of approximately \$165,000. The final reconciliation from the Zurich meeting had not yet been received from the Local Organizing Committee, and the debt incurred to date on that meeting was about \$20,000. Dr. Bigler stated that all indications are that the current meeting in Portland would be another successful meeting from a financial perspective.

The Financial Report included a detailed comparison of income and expenses across the last five North American meetings, and a detailed profit/loss statement for all of the Society's meetings over the last five years. Variations in financial profits and losses depend on meeting attendance, overall conference expenses, registration fees (which

increased after the 2003 meeting in Hawaii), and audiovisual expenses. Average meeting attendance is now 1800–2000, up from 1500 at the time Portland was initially selected and confirmed as a conference site. There was a brief discussion of the high cost of audiovisual support at the meetings, but it was decided that there were no other reasonable alternatives (e.g., having the Society purchase, maintain, and set up AV equipment). It was agreed that the Society would continue to work with local vendors to get the best possible pricing for AV support. Fees for annual meeting registration are still felt to be very reasonable compared to those charged by other societies and at other meetings. It was requested that this portion of the Treasurer Report be amended slightly to include information about when there was a change in fees.

The Society's investments are held with Huntington Investments at the Huntington Bank. The seven \$100,000 Certificates of Deposit are yielding interest rates of between 4.8 and 5.15%.

Dr. Bigler indicated that two of the Society's awards accounts are currently in the red; these include the Rennick Award account and the Cermak Award account. He explained that interest income cannot be used to fund individual accounts, but that interest must be allotted proportionately across the accounts. \$500 is given to recipients of each of these awards at each meeting. In contrast, the Benton Award account, Matthews Scholarship account, and Butters Award accounts all have sufficient funds to cover the awards. Board members agreed that the importance of these awards is high and costs are low relative to the meeting function.

Motion: *That the Treasurer supplement funds in the Rennick and Cermak Award accounts to keep funds neutral while allowing awards to be granted. (Grant/Saykin)*

The motion passed unanimously.

Dr. Bigler asked the Board to consider providing a stipend to the Chair of the Program Committee. At present, the Chair of the Program Committee receives a travel budget of up to \$2000 for airfare and hotel

coverage for 6 nights, but no stipend. The work and responsibility of the Chair is substantial, involving close communication with the President to form the meeting, and coordination of reviews for over 1000 abstracts.

Motion: *That the Society provide the Chair of the Program Committee for each meeting a stipend of \$2000 in addition to the costs of travel and accommodation. (Fletcher/Heaton)*

The motion passed unanimously.

Dr. Bigler described that the Society begins a new budget each year, keeping funds within the General Fund rather than in individual categories. Dr. Bigler noted that the Society intended to invest \$1M in CDs before it begins to look at other ways to invest, and he has tried to build to this and to stay within a budget that will allow this, moving as much as possible into CDs when it is possible. At the beginning of each budget cycle, the previous year's budget is used as the watermark for the new budget year. This has generally been effective as in most areas, annual expenditures are right at or just below the previous year. At present, however, individuals responsible for operations within various categories (e.g., publications, international liaison) are not able to use carry forward funds. Carry forward potential can be a real asset to good fund managers and allow more flexibility in carrying out their goals. Dr. Bornstein noted that the Executive Office has reduced costs in the last year due to some savings in salaries (moving from two 1.0 FTE positions to two 0.75 FTE positions). It was suggested that surplus funds be moved from the offices of the Executive Secretary and Treasurer at the end of each year, but that the other categories be allowed to carry forward and use unallocated funds at the end of each year.

Motion: *That the Treasurer take surplus funds from the Executive Secretary's Office and the Treasurer's Office and move it into the General Fund at the end of each year. (Fletcher/Taylor)*

The motion passed unanimously.

Dr. Bigler tabled the Treasurer's Report and the 2007 budget proposed for the Society, noting that details from the Report will appear in a future JINS publication.

Motion: *That the Board accept the 2007 Budget based on the 2006 actual expenses of the Society. (Grant/Ostrosky-Solis)*

The motion passed unanimously.

President Wilson expressed thanks and appreciation on behalf of the Society to Dr. Bigler for his very able contribution as Treasurer.

4. Executive Secretary Report

Bob Bornstein, the Executive Secretary, reported that the current membership of INS is approaching 5,000 members, and that the number of memberships from outside of North America are growing proportionately faster than those from within North America. 21% of new members this year are from outside of North America. Dues payments are stable. There has been some transition in the Executive Secretary's office but that they are now stable in terms of personnel. He thanked Ave Sofranko and Sue O'Brien both of whom have been doing an excellent job.

Dr. Bornstein is nearing the end of the third year of his current 5-year term as Executive Director. Dr. Grant indicated that, as incoming President, he would undertake a review of the office over the next year, working closely with Dr. Bornstein to identify the format and content of the review.

5. Committee Reports

At 11:00 am, President Wilson welcomed the Committee Chairs who were able to attend.

A. Program Committee—Portland

Bob Butler, Chair of the Portland Program Committee, reported that the Committee had received and reviewed close to 1100 abstract

submissions, and had accepted 93% of them. 53 were accepted as papers and 893 as posters; 56 symposia had been invited and/or accepted. He expressed feeling that there was an excellent mix of presentations of scientific and clinical interest, and with a strong emphasis on rehabilitation. Dr. Bornstein noted that there are currently 1,785 registrants for the conference, making it the second highest INS meeting in attendance in the history of the Society (after Boston, and slightly ahead of Baltimore). Dr. Butler asked the Board to consider two suggestions; first, that because of the steep learning curve in serving as Program Chair, that Chairs be appointed for a period of three years; and second, that the number of content categories for submissions be paired down. President Wilson indicated that his proposals would be considered by the Board (*see New Business*). Dr. Grant expressed his thanks to Dr. Heaton for what appears to be an excellent meeting program.

B. Program Committee—Bilbao

Mariana Cherner, Chair of the Program Committee for the Bilbao meeting which will be held July 4–7, 2007, reported that 514 abstracts had been received prior to the January 31, 2007 deadline, including 9 symposia. Five plenary speakers have been confirmed and there are 3 invited symposia. Registration costs are for members \$200EU (\$250EU late fee), for non-members \$300EU (\$360EU late fee), and for students \$95EU (\$110EU late fee). One day passes are also available for \$85EU (\$95EU late fee). The main reception will be at the Guggenheim Museum and is included in the registration fee. Given over 500 submissions, it was thought that attendance would be 700–800. The Local Organizing Committee is currently looking for additional sponsorship from companies and developing co-sponsorship with the local psychiatric society.

6. Continuing Education

Jennifer Manly, CE Director, reported strong interest in the CE offerings in Portland. Dr. Manly provided an update on the plan for CE in Bilbao. There will be 6 CE sessions, all of which will be delivered on the first day in order to conserve resources. Three have been set and she is working on 3 additional ones.

Dr. Manly then provided an update on work done to date to consider the value and cost/benefit to providing CE courses online. A survey of INS members is planned to assess interest in online courses for CE credit, and will be sent out after the Portland meeting. Dr. Manly has also discussed costs of CE through distance delivery with APA and members of the publications committee. Dr. Grant indicated that it would be important to have the Treasurer look at economic impact of online CE courses for the Society, as CE is an important source of income at the annual meetings. Dr. Fletcher suggested the Society might be able to attract interest in CE from non-members who would not otherwise attend the meetings, and suggested a business plan for non-members would be useful.

Dr. Manly indicated that there had been an attempt to record both audio and visual components of CE presentations at the INS in Baltimore for later use in providing distance CE credits, but that linking power point images with audio and visual was an expensive and cumbersome undertaking. Dr. Bornstein noted that it involves a lot of post-production work, resulting in fewer purchases at the meeting (there are many fewer tape purchases after as compared to during meetings). He added that it would also have the effect of reducing the number of speakers who would be willing to give release/permission to publish their audio and visual materials by distance, and that copyright would likely be a significant issue.

7. International Liaison Committee

Bernice Marcopulos, Chair of the International Liaison Committee, reported on a new program that had recently been piloted. She worked with Alberto Fernandez in Cordoba, Argentina to set up a teleconference that took place on October 20, 2006. A group in Cordoba called in to Bernice in San Diego, who gave a talk. The Argentinean group paid

\$263 for a translator, and she was able to respond to questions from the group in real time. The Charles Matthews funds were used to support the teleconference. Dr. Marcopulos expressed that this approach is both very cost effective, and consistent with and responsive to input gathered from a survey of international members which indicated that what they hoped to get from their involvement with the Society was more opportunities for scientific exchange and training. With current teleconferencing technology, this can be accomplished in a very cost effective way, and teleconferences could be advertised in advance. Dr. Marcopulos proposed that a small committee continue to work with her to develop these initiatives. It was agreed that Feggy Ostrosky-Solis, Jennifer Manly, Mariana Cherner, and Andrew Saykin will work with Bernice to further explore the potential of this approach. She expressed that she would like to see this become a flagship program under the ILC, and that it would be the main focus of the remainder of her term. The Board reiterated a previous decision that the Charles Matthews funds would be used to support activities like this, rather than supporting individual travel to meetings for international members, as the impact of regional teleconferencing was thought to be considerably higher.

Dr. Marcopulos reported that most regional representatives had indicated a desire to renew their appointments, but that she was seeking input for appointments in Southern Europe, Eastern Europe, and was also hoping to make a new appointment in Russia.

8. Publications

Sureyya Dikmen, Chair of the Publications Committee, indicated that the *Journal of the International Neuropsychological Society, JINS*, is doing very well under the able editorship of Dr. Katheen Haaland. Turnaround times are very impressive, with an average of only 5 weeks between submission and the first response, 2 weeks for reviews to be completed, and only a 4 month delay between acceptance of manuscripts for publication and actual publication.

The Journal used 943 of 1056 available pages in 2006, though the last issue of 2006 and the first two issues of 2007 are completely filled. *JINS* is charged on the basis of pages allocated and a meeting with the publisher about this is scheduled for later in the week.

The quality of the papers published has been maintained, and *JINS* continues to enjoy very good impact ratings among psychology, neuropsychology and neurology journals. A table providing Impact Factors and Rankings for 2003, 2004 and 2005 in comparison to other major neuropsychology journals was provided. Rankings of *JINS* were also provided relative to the major Neurology, Psychiatry and Neuroscience journals. The proportion of submissions and published articles coming from countries outside of North America is a little lower than it has been in the past.

Dr. Grant expressed that Dr. Katheen Haaland has done an excellent job as Editor of *JINS* and asked that a message of thanks and appreciation be carried back to her from the Board.

There was considerable discussion about posting abstracts in advance of the meetings. To ensure that this is possible, it was strongly recommended that abstracts for all meetings go through Scholar One. Dr. Bornstein noted that not using the standard system resulted in some difficulties in Zurich, and that use of Scholar One will be in place for all meetings from now on. Once submissions to Scholar One are accepted, INS staff can start working on developing pdf links so that they can be uploaded on the website prior to the meeting. This year all abstracts for the Portland meeting were posted on the INS website on January 17, 2007, almost 3 weeks prior to the meeting. Erratum are developed for any submissions that are withdrawn.

Whereas previously, abstracts were published in print copy at the end of the year, so as not to interrupt the flow of regular articles, Cambridge can now post abstracts shortly after the meeting when they do the 'cleaning up.' It is possible that such posted abstracts could be cited as an electronic supplement, including a volume number and pages,

almost coincident with the meeting. This will be explored with Cambridge. To have print copies available for the meeting would require moving the application deadline earlier, and it was agreed that this would not be workable or desired.

Two books published by the Society, one on frontal lobe function and the other on neurogenetic disorders of development have been completed. A 2nd Edition of the Dictionary is currently being worked by David Loring.

9. Awards Committee

Don Stuss, the Chair of the Awards Committee, could not be present, but a detailed report of the Committee was tabled. The Board approved the recommendation of the Awards Committee that Dr. Anna Barrett receive this year's INS Early Career Award. Dr. Grant expressed that in the future, the Board asks that the Awards Committee provide the CV of recommended award recipients, and the names of the other candidates that were considered. (Martha Denckla was not present at the Board Meetings but announced at the General Meeting that Dr. Heather Conklin was the recipient of the 2007 Rita Rudel Award for her work on the sequelae of treatment for malignancy in children.)

10. Elections

President Wilson thanked Bob Heaton, outgoing Past-President for his service to the Society. She also thanked Eli Vakil, Morris Moscovitch, and Gerry Taylor, Members at Large, who will be rotating off the Board at the end of the Portland meeting for their contributions, and requested that a formal letter of thanks be sent to them.

President Wilson then expressed congratulations to Dr. Michael Corballis, of New Zealand, who is the new President-Elect. He will serve after the terms of Igor Grant and Jack Fletcher. She also congratulated the newly elected Members at Large, who are David Loring, Meryl Butters, and Robin Morris.

Dr. Grant acknowledged and thanked Dr. Wilson for her contributions to the Board and for her leadership as its President.

11. Site Selection

Dr. Bornstein reviewed plans for future meeting sites, which are as follows: Bilbao, Spain, July 4–7, 2007; Waikoloa, Hawaii, February 6–9, 2008; Buenos Aires, Argentina, July 2008; and Atlanta, Georgia, February 11–14, 2009. The 2009 mid-year meeting is currently planned to be in Helsinki, Finland (in conjunction with the Nordic Neuropsychological Societies). The Sites Committee has been asked to explore Acapulco, Mexico as a site for the February 2010 meeting. The July 2012 meetings are currently planned to be held in Oslo, Norway. Potential European meeting sites that are being explored for 2011 include Edinburgh and Krakow.

With respect to the Acapulco meeting as a potential winter meeting site, it was noted that some members have difficulty obtaining funding to go outside of North America, and that costs might be prohibitive for students. Several noted that airfares are actually cheaper than for other sites such as Hawaii and that there are many direct flights from around North America. The Board decided to proceed with exploration of Acapulco for the 2010 winter meeting.

There are several destinations in play for a summer meeting in 2010, including Sydney, Australia, Hong Kong, and Cape Town, South Africa.

A Lunch Break for Board Members and Committee Chairs was taken.

12. Old Business

A. Fiscal Support of Proposals to the Society

After receiving a proposal for support of a research activity from a group of Australian members, the Society appointed a subcommittee at the Zurich meeting in July 2006, to consider how the Society

should respond to such requests. Jack Fletcher, Chair of the Subcommittee, tabled a report developed by the subcommittee and spoke to it. He indicated that the subcommittee believed it was essential for the Society to maintain its mission, which is the broad dissemination of neuropsychological knowledge for its members through international meetings, the International Liaison Committee, continuing education, journals and other publications. He noted that the Society currently has no mechanisms for receiving or accepting research proposals or for evaluating or adjudicating them. The conclusion of the subcommittee was that such activities were presently outside the scope of the Society's mission and mandate. Dr. Fletcher suggested that it was the committee's recommendation that the proposal from the Australian group not be supported, not because it might not be meritorious, but that first, to do so would require a mechanism not currently in place, and that second, there was no financial reserve in place to fund unsolicited proposals.

Motion: *That the INS Board accept the report of the INS Subcommittee on Support of Unsolicited Research Proposals to guide it in its treatment of unsolicited proposals for funding. (Grant/Saykin)*

The motion passed.

13. New Business

A. NIH CSR Request

The NIH has invited the Society to invite two scientific leaders to attend an Open House meeting to discuss the appropriate representation on NIH study sections. Several members, though it was unclear about whether members of NIH would be acceptable. Dr. Bornstein agreed to work through a membership list to identify appropriate contacts and respond to the request.

B. Matthews Scholarship Funds

It was agreed that the Charles Matthews funds would not be used for individual travel to meetings, but for higher impact uses such as international teleconferencing or support of regional meetings.

C. Rehabilitation Interventions Taxonomy Project

The Society was invited by Dr. Tessa White to send a member from INS to a 2–3 day working conference intended to begin developing an international taxonomy of rehabilitation interventions. Board members expressed that such a taxonomy might be of benefit to its members, however, it was unclear if Dr. White was

looking to have someone who represented the Society or who would function independently but lend a neuropsychological perspective. It was also unclear how the results or outcomes of the project might be conveyed and how contributors would be listed. It was agreed that Dr. Mateer would follow up with Dr. White to obtain clarification and would report back to the Board.

D. Further Discussion

Agnes Chan, Board member, asked if the Board might consider a meeting in Hong Kong earlier than 2013, indicating that with a shorter timeframe it might be possible to apply for some funding within Hong Kong. Dr. Grant suggested that a small group of Board members consider this suggestion as well as other venues still under consideration. Drs. Bornstein, Wilson, Grant and Heaton volunteered to undertake such a discussion and report back to the Board after the Portland meeting.

The Board considered suggestions put forward to the Board by Dr. Butler, Chair of the Program Committee for Portland. With respect to a longer, potentially three year term, Dr. Wilson noted the importance of each President being able to choose Program Chairs. She added, however, that this year it was recommended that the Program Chair put two ex-Program Chairs on the Committee. This appeared to be helpful and could be recommended to the Program Chair in future years. Dr. Bornstein added that the Executive Secretary's office was also working hard to offload some of the burden of the Scholar One activity on the Program Chair. It was decided that no formal change in policy with respect to the appointment term for Program Chairs needed to take place. With respect to the large number of categories for abstracts, Dr. Wilson noted that the Chair already has absolute discretion about the number and the titles of categories that are used for any particular meeting, and that these can vary reflecting ways in which the Chair wants to structure the meeting.

Dr. Fletcher returned to the discussion of potentially offering on-line CE credits, and recommended that the Board continue to keep this under consideration, noting that technology is changing quickly, and that it might prove to be cost effective in the future.

14. Adjournment

Dr. Wilson adjourned the meeting at 2:20 pm.

Respectfully submitted
Catherine Mateer, Secretary

Membership Business Meeting Portland, Oregon, USA February 9, 2007

1. Introduction

Dr. Wilson, the President of the Society, called the meeting or order at 12:45 pm.

2. Secretary's Report

The reading of the minutes from the last business meeting of the Society held in July 28, 2006 in Zurich, Switzerland was waived.

3. Treasurer's Report

Erin Bigler, Treasurer of INS, reviewed the current finances of the Society, which are strong. As of December 31, 2006, the Society held \$1,078,185, topping the \$1M mark for the first time. Dr. Bigler stated that all indications are that the current meeting in Portland would be another successful meeting from a financial perspective. A detailed

publication from the Office of the Treasurer will appear in a future *JINS* publication.

4. Executive Secretary's Report

Bob Bornstein, Executive Secretary of INS, reported that the current membership of INS is approaching 5,000 members, and that the number of members from outside of North America is growing faster than that from within North America.

There has been some transition in staff within the central INS office. Dr. Bornstein thanked Susan Wheatley, who handles the accounting work in Dr. Bigler's office, as well as Polly Tassett, Tiffany Tasset, Susan O'Brien, and Ave Sofranko, for their able assistance throughout the year and for their work on helping the annual conferences run so smoothly.

5. Committee Reports

A. Program Committees

Portland

President Wilson thanked Bob Butler, who served as the Chair of the Portland Program Committee, for his work and that of his committee members on behalf of the Society for their hard work in developing an excellent program. There are currently 1,785 registrants for the conference, making it the second highest INS meeting in attendance in the history of the Society (after Boston, and slightly ahead of Baltimore).

Bilbao

Mariana Cherner is Chair of the Program Committee for the Bilbao, Spain meeting which will be held July 4–7, 2007. Dr. Cherner reported that over 500 abstracts had been received prior to the January 31, 2007 deadline, suggesting considerable interest in the meeting and the likelihood of strong attendance. She indicated that the committee will be reviewing abstracts and constructing the program over the next several weeks. The INS reception will be held in Bilbao's famous Guggenheim Museum.

B. Continuing Education

Jennifer Manly, CE Director, reported a strong attendance at the CE offerings in Portland. She invited feedback from the membership on the CE program and suggestions for future CE topics and speakers.

C. International Liaison Committee

Bernice Marcopulos, Chair of the International Liaison Committee, indicated that she was pleased to hear about membership growth outside of North America, and asked the Executive Director about specific areas of international growth. Dr. Bornstein indicated that he did not have the information at hand, but would get back to her with more information.

Dr. Marcopulos announced that a new program had recently been piloted. The program will use the Charles Matthews Fund to collaborate with regional neuropsychological societies to support teleconferences and regional conferences. The first of these teleconferences was recently held with a group of neuropsychologists in Cordoba, Argentina and was very successful. Dr. Marcopulos expressed that this approach is consistent with and responsive to input gathered from a survey of international members which indicated that what they hoped to get from their involvement with the Society was more opportunities for scientific exchange and training. With current teleconferencing technology, this can be accomplished in a very cost effective way. Dr. Marcopulos indicated that she would continue to work with the INS BOG to develop these initiatives.

D. Publications Committee

Sureyya Dikmen, Chair of the Publications Committee, indicated that *JINS* is doing very well under the able editorship of Dr. Katheen Haaland. Turnaround times are very impressive, with an average of only 5 weeks between submission and the first response, 2 weeks for reviews to be completed, and only a 4 month delay between acceptance of manuscripts for publication and actual publication. *JINS* continues to enjoy very good impact ratings among psychology, neuropsychology and neurology journals.

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E. Awards Committee

Martha Denckla announced that Dr. Heather Conklin was the recipient of the 2007 Rita Rudel Award for her work on the sequelae of treatment for malignancy in children. Dr. Denckla requested some assistance from the membership is helping to make this award, an early career award for work in the area of neuropsychology and child development, better advertised in order to increase the pool of appropriate applications.

F. Elections

President Wilson thanked Bob Heaton, Past-President, and Eli Vakil, Morris Moscovitch, and Gerry Taylor, Members at Large, who will be rotating off the Board at the end of the Portland meeting for their contributions.

President Wilson then expressed congratulations to Dr. Michael Corballis, of New Zealand, who is the new President-Elect. He will serve after the terms of Igor Grant and Jack Fletcher. She also congratulated the newly elected Members at Large, David Loring, Meryl Butters, and Robin Morris.

G. Sites Committee

Dr. Bornstein reviewed plans for future meeting sites, which are as follows: Bilbao, Spain, July 4–7, 2007; Waikoloa, Hawaii, February 6–9, 2008; Buenos Aires, Argentina, July 2008; and Atlanta, Georgia, February 11–14, 2009. The current plan is for the mid-year 2009 meeting to be held in Helsinki, Finland (in conjunction with the Nordic Neuropsychological Societies). The Sites Committee has been asked to explore Acapulco, Mexico as a site for the February 2010 meeting. The July 2012 meetings are currently planned to be held in Oslo, Norway. Other potential meeting sites that are being explored include Hong Kong, Krakow, Edinburgh, Cape Town, and Sydney.

6. New Business

No new business issues were raised by the membership in attendance.

7. Meeting Adjournment

Dr. Wilson turned the meeting over to Dr. Igor Grant, incoming President of the Society. Dr. Grant thanked Dr. Wilson for her work as President and on the BOG. He acknowledged the growth in membership and the greater interest in rehabilitation enjoyed by the Society under her leadership, and thanked her for the wonderful presidential address that she delivered in Zurich. Dr. Grant presented Dr. Wilson with a gift to express the Society's appreciation and in honor of her Presidency.

There being no further business, President Grant adjourned the annual meeting at 1:05 pm.

Respectfully submitted
Catherine Mateer, Secretary