

**JAMES/KILMER CONDOMINIUM ASSOCIATION  
BOARD OF DIRECTORS MEETING  
October 25, 2011**

A meeting of the Board of Directors of James/Kilmer Condominium Association (the "Association"), an Illinois not-for-profit corporation, was called to be held on Tuesday, October 25, 2011, in the James House Hospitality Room, 1560 North Sandburg Terrace, Chicago, Illinois, pursuant to By-Laws.

**CALL TO ORDER**

Judy Barnes, Vice President of the Association, called the meeting to order at 6:40 p.m. A quorum was present in that the following directors were present:

Frances Andrews  
Judy Barnes  
David Beck  
Dan McNamara (arrived 6:55 p.m.)  
Tom Meyers  
Dorsey Ruley

Duane Hickling and Betty Latson were not in attendance.

Also present were Richard Vicens, Property Manager, and James Losik, Site Supervisor, of DK Condo, A Draper and Kramer Company. Barbara A. Roberts acted as Recording Secretary.

**CABLE PROVIDER PRESENTATIONS**

Ms. Barnes announced that the first part of the meeting would consist of presentations by representatives of the cable providers RCN and Access Media 3 (AM3), to inform unit owners about their offerings. She also announced that the Association's Annual Meeting and election will take place on November 8, with Candidate Night on November 2, that it's important to reach the quorum needed for the election, and that 42<sup>nd</sup> Ward Alderman Brendan Reilly will be on hand for an hour before the Annual Meeting starts, to speak to residents and answer questions. Ms. Barnes then returned to the subject of the cable provider presentations. She explained the function of the Technology Task Force – led by Nancy Slattery and including Nancy Baltus, Fran Copeland, Tom Meyers, Ron Miller, Mary Occhipinti, Jay Owens, Dorsey Ruley, Frank Sokol and Gina Zehr, supported by Property Manager Richard Vicens – which was to conduct research into the offerings of the various cable providers serving Chicagoland and recommend a provider to the Board as the Association nears the end of its current contract with RCN. Ms. Barnes then gave the floor to Jim Porter, the Senior Account Manager for RCN in Chicago, who introduced himself and Tom McKay, RCN's General Manager.

Mr. Porter remarked that RCN has been James/Kilmer's cable provider for over ten years, and gave a brief history of changes and advances in cable service over that time, including the addition of all-digital telephone service, noting that RCN now has 350 bulk clients in the Chicagoland area, and emphasizing RCN's continuing efforts to improve in the areas of technology and, especially, customer relations. He mentioned the establishment of the "manager's hot line" service that allows property managers to call RCN's Chicago office directly, a local care number for users to call instead of the 800 number, and the position of building relations representatives, each rep being assigned various properties to work with property managers and residents. Mr. Porter stated that RCN's proposal for contract renewal includes a rate decrease. Mr. Porter then turned the presentation over to Mr. McKay.

Mr. McKay's opening remarks were as follows:

- Last year RCN was acquired by another firm, is now a private company, and has been able to invest heavily in its network as well as equipment and services.
- All of the company's customer service representatives are now in the United States, and the call center's hours have been expanded to 24 hours a day, seven days a week.
- Local network and features upgrades include making TiVo available to all cable TV customers, a new HD box that enables multi-media surfing, and the addition of the sports-oriented cable channel Versus to the Signature level of service, at no increase in price.
- James/Kilmer has been offered decreased bulk rates.
- RCN considers itself to be on the cutting edge of technology and customer service, competing with Comcast and AT&T, and continually adding HD channels.
- RCN has the network, the customer base and the technology to continually update its system, and its modem speeds will continue to increase.

Mr. McKay then continued his remarks in response to unit owner questions:

- Cable wiring does not prevent full HD broadcasting. RCN provides full HD and delivers what the programmer provides. The cable wiring can deliver any product provided with no limitation.
- The service packages will be sold in a different way. The Premier package will be broken down into "pods": bundles of programming like movies, news, Child and Family, sports and so on, which can be purchased separately.
- Ancillary services will be subject to a new pricing system, such that one standard box is provided with the contract, and additional boxes are \$4.95 each.
- Contact between RCN and the Management Office will be improved, with Hector Garcia acting as the bridge between the two.
- Recent Internet outages were caused by an interruption in the signal and were not a bandwidth problem. If users make note of the outages, RCN can monitor them, just as it monitors the buildings' bandwidth.
- The buildings' loop wiring poses no limitations; however, deteriorated or dirty wiring, broken or open connections such as from a microwave oven, or off-air channels bleeding into the system can all cause interruptions. RCN can conduct unit-by-unit building clean-ups.
- System slow-downs should be investigated but are most likely caused by bad signal-to-noise ratios. The user's modem can be checked remotely.
- All customer service representatives are now in the U.S.; there are no more off-shore call centers.
- A direct line to RCN is available to all users. Outages are tracked when users call the 800 number and inform RCN. In addition, there is a local customer service number for Chicago – 312-955-2500, which has been available for three years – that reaches the customer service staff on the North Side of Chicago. The dispatch staff, the technicians and the network monitoring staff are also at that location.
- HD boxes will go down in price to \$10.
- The TiVo box must be connected to the Internet, and on November 15, the Whole-Home DVR Product will be launched, with a quad-tuner TiVo with remote units so all channels may be watched on all TVs in a unit. The cost for the quad tuner plus one remote, to serve two TV sets, will be \$22.95.
- Versus will be added to the Signature service on November 1.
- Speed will be increased and costs will be decreased in the new package. Five mb will stay the same price: \$30, 10mb will change to 25 mb and will decrease from \$60 to \$40, and 50 mb and 75 mb will be offered.
- Pricing will be by feature: Internet, TV or phone.
- Adding more boxes is negotiable.
- The quad tuner TiVo will allow recording of more channels at once while watching other channels.

- Users can consult with a customer service representative or attend an RCN service night for help in deciding the optimum configuration for their units.
- Premium channels are available for purchase, but are not part of the Signature package. The acquisition of VOD (Video On Demand) is complete, and much of it is free. HBO-GO is also available and Cinemax-GO and Fox-GO are being considered.
- The Independent Film and Sundance channels are part of the Entertainment pod of the Premier package, for \$10. In November the Hallmark movie channel will be in the Premier family tier.
- The 75 mb upper end of the Internet is available; 60 mb costs \$90.
- Downtime will still be experienced because all cable – the loop-through wiring – is susceptible to dirt in the signal. Downtime is not caused by a breakdown in the nodes. Nodes are monitored constantly and are backed up by battery. The building wiring is like old-fashioned Christmas tree lights, such that if the wiring is modified in any way, everything below the level of the modification is affected. Building outages are monitored.
- [Referring to the spreadsheet distributed to residents:] Everything on the spreadsheet is accurate except that the modem pricing is \$30.
- There is enough bandwidth to cover everyone in the building. The bandwidth was expanded to cover the network upgrade.

At 7:25 p.m., Ms. Barnes informed Mr. McKay that his time was up; she thanked him and Mr. Porter for their presentation.

Ms. Barnes then introduced Lindy Cain, a Senior Account Executive from Access Media 3 (AM3). Ms. Cain thanked Mr. Vicens, Ms. Slattery and Mr. Sokol, and introduced the Regional Sales Manager, Craig Holuj, and Eric Welles, the Vice President of Business Development. She then began her presentation, as follows:

#### Who is Access Media 3?

- Access Media 3 is a TV, Internet and Phone provider that services exclusively to multi-unit properties.
- Headquartered in Oak Brook, Illinois with offices also in Minnesota and Florida.
- Largest nonfranchised provider of TV, Internet and phone in the Midwest.
- Access Media 3 is a Competitive Local Exchange Carrier (CLEC) that is regulated by the local government, state government and the Federal Communications Commission (FCC).

The product to be delivered to the Association is IP Advantage.

#### IP Advantage: the latest technology in service delivery available today

- Delivers TV, Internet and phone service via the existing copper wiring in each building, thus eliminating the need to rewire the building. Presently, the buildings are in a loop system, and this will eliminate that and make it a home run system going directly to each unit, so if there is an outage in a unit, it is only going to be in that unit and not the whole tier.
- Delivers 1080-pixel resolution to the TV. Residents can receive picture quality equivalent to Blu-Ray players. This is the clearest possible picture available.
- 24/7 remote monitoring of all equipment in a unit from the infrastructure to the receiver. This is very important to the end user because it enables AM3's technicians to troubleshoot almost anything remotely – your receiver, your router, the way your modem is working: AM3's technicians will know about the problem almost before you do.
- Internet can be delivered at synchronous speeds. This means that residents will have the same upload speed and download speed. This provides the highest quality Internet that can be leveraged for the latest Internet needs (video chat, streaming movies, etc.). This will also allow the Association to take advantage of the latest advances in technology or Internet service.

There has been a lot of conversation about the differences in DVR receivers between AM3's and the TiVo receivers that are currently provided by RCN. These are some of the features of AM3's HD/DVR receiver.

DirecTV HD/DVR Receiver: delivers the latest features

- Allows up to 100 hours of HD programming or 400 hours of standard programming.
- User can record two shows and watch a third.
- It has DirecTV to PC: you can watch your recorded shows on your PC.
- Media Share from PC to TV. You can view your photos on your TV. Anything that you have on your PC you can view on your television.
- You can set the receiver to record an entire series so you never miss an episode of your favorite shows; it is very, very easy to set up a recording on this device.
- With this receiver, we can set up our Whole Home Service in your unit, which enables you to watch a recorded TV show in one room, "Pause" it, and continue watching it in another room.

We have provided an example of the in-unit equipment which is going to be needed in each unit. There has been talk about setting up a "mock" unit, but we could not figure out a way to deliver the signal, so what is displayed on the table just outside this room is a sample of each of the devices listed up here.

In-Unit Equipment

- The first one is an HD/DVR receiver for each resident in the building that orders HD and/or DVR service.
- Up to four standard receivers at no cost. Only the HD/DVR receiver and the standard receiver will work with the system.
- In each unit will be a Residential Gateway Cell Pipe, which is AM3's way of delivering all the services to each unit: the Internet, the phone service, the TV, and there is a connection for each of those services on the back of the Cell Pipe. This will be necessary in each unit.
- There are two items that may or may not be necessary in a unit: the first is an Internet Connectivity Kit, which allows a receiver to receive a wireless signal from a wireless router; this eliminates the need for a cord to set up a connection between the Internet and a TV, and also allows viewing of direct-to-TV cinema.
- The other is a MoCa kit, which is a conversion device that eliminates the need to run wires all through a unit.

Access Media 3 deals exclusively with multiple-unit properties, and it tries to make the implementation process as easy for the end user, the residents of James/Kilmer, as possible. An implementation schedule has been distributed to the Board, with an updated version for the Board provided tonight. The detailed implementation process can be refined once the contract is signed.

Access Media 3 Implementation Process

- The AM3 operations team will need about two months to update the backbone – the existing vertical copper wire runs – in each building. A team from the subcontractor, ProCom, will enter each unit, test the copper runs, and replace them as necessary; ProCom has over 45 years of experience with AT&T-Ameritech.
- During that two months, Marketing will design a building-specific flyer. This is based on what the Board decides to approve – just bulk TV, bulk TV and Internet. AM3 will then host tabling events, coordinating with the Property Manager, to determine upgrades, if any, desired by each resident, so that everything is set up prior to installation in each unit.
- After the backbone is complete and each unit is ready for installation, two months after the contract is signed, AM3 will conduct installation sweeps of each tier. The current system is arranged by tier, and the sweeps help reduce downtime for the end user.

- Resident downtime will be limited to the assigned date of their tier installation; up to that point, residents can use their RCN receivers until the time that the AM3 team enters a unit for the installation. AM3 uses a completely different backbone from what RCN uses: the copper telephone wire rather than the coaxial cable in each unit.
- Instructional sessions and end-user assistance events will be hosted by AM3, coordinated with the Property Manager, most likely in the James House penthouse, throughout implementation, to make the transition as easy as possible for residents.
- The entire process will take four to five months, but AM3 will not bill the James/Kilmer Condominium Association until the entire implementation is 100% complete; there will be no double billing.

#### Customer Service

- Customer service is very important to everybody, and AM3 prides itself on its customer service. AM3 has a 24/7, newly revamped customer service center located in Oak Brook, Illinois.
- In the event of problems, AM3 will dispatch technicians from its facility at 1100 West Cermak, minutes away from James/Kilmer.
- James/Kilmer will be assigned its own 800 number, and there will be Customer Service Representative (CRM [Customer Relationship Manager]) located at the customer service center assigned only to James/Kilmer who is familiar with the buildings. The CRM's job is to make sure that everyone is satisfied with AM3's service at all times, and also to make sure that the Association is kept abreast of any new technology and changes in the industry.
- A Service Level Agreement that is customized for James/Kilmer is included in the contract.
- The IP Advantage product will also allow AM3 to directly monitor each receiver, and that receiver will notify AM3 even before any problem is noticed by the end user; this eliminates much of the need for technician visits to the buildings. According to statistics compiled in August, at the time AM3 had 38,000 customers in Chicago, and it was able to handle 85% of problems remotely.

#### The AM3 Customer Service Team

- Oak Brook Call Center: Toll-free 866-263-3241; a new, exclusive number will be assigned to James/Kilmer once the contract is signed.
- Two Customer Relationship Managers: Linda Arquilla (630-776-7692) and Amy Sutton (847-208-2527).
- Implementation Project Manager: Jeannie Hall (630-880-4406).
- During the time that AM3 has been working with Richard Vicens and the Task Force, its CEO, Scott Rediger, has also been involved, and Eric Welles is also available, so there are several people to call on if necessary.
- James/Kilmer would be one of the largest associations in AM3's portfolio and would receive the highest level of customer care.

#### What makes Access Media 3 different from its competition?

- No FCC license and franchise fees or Chicago Amusement Tax; this is because the signal is brought to the buildings via satellite rather than via city runs, AM3 is not a franchise, and AM3 is a CLEC, a Competitive Local Exchange Carrier. Currently, about 12% of the RCN bill consists of taxes.
- The latest technology is made available to James/Kilmer.
- Up to 12 local channels are offered to the Association, for use such as a building information channel, a CTA routing channel, or perhaps for advertising by local enterprises for another revenue stream for the Association.
- Complimentary TV service, with all the channels that DirecTV offers, for up to ten locations in the buildings, such as the office and common areas, including wireless service where needed.

- Complimentary Internet connections for all common areas and the office, whether or not AM3 is chosen for bulk Internet service, featuring symmetrical Internet speeds for upload and download.

Ms. Cain complimented the Technology Task Force members and Mr. Vicens on their efforts.

Ms. Cain, Mr. Holuj and Mr. Welles then continued their remarks in response to unit owner questions:

- The "home run system" is like new models of Christmas tree lights, in which a bulb can be removed from the string but the other bulbs stay lit. This is unlike the existing loop system, in which if the system in one unit fails, all of the systems below that unit in its tier will fail as well.
- The home run system will use existing phone wires, as U-verse does. All wiring will be inspected, and any faulty copper wiring will be replaced. It will be necessary to gain access to each unit's telephone cabling and phone jacks.
- TV reception is via satellite, Internet service is via a large pipe.
- Sandburg Village's "wind tunnel" should have no effect on reception; installations on other similar buildings experience no problems because of winds or clouds. Only very heavy thunderstorms with extensive cloud density interrupt service. The satellite dishes are heavy-duty commercial grade. The installation on The Legacy, which is closer to the lake, experienced no down time during the February blizzard. J. D. Powers and Associates ranks DirecTV number 1 for the last 11 years in having the least down time.
- IP Advantage requires a special DirecTV receiver. Up to four standard receivers are provided per unit at no cost, or one HD/DVR receiver per unit at no cost. A second HD/DVR receiver carries a one-time fee of \$199.
- The two dishes would be installed on the roof of Kilmer House. They have a low footprint, are three feet in diameter, and protrude three to four feet above the roof.
- Because height is not necessarily desirable, Kilmer was chosen because all of the phone wires go through the garage, so a shorter run would result in better signal quality. The Kilmer roof experiences less wind and is the most secure location. However, the dishes could be mounted on the James House roof if necessary.
- All phone numbers, even those provided through RCN, can be ported, so residents can keep the same number. The \$19 charge includes three-way calling, voice mail, call forwarding, remote access and many other features.
- Email addresses will change, or residents can pay \$3.45 per month to RCN to keep an RCN email address. AM3 recommends getting a universal email address such as hotmail or gmail, to which RCN email can be forwarded.
- Two options were presented to the Task Force and the Board: a single-play option with TV only, or a double-play option with TV and Internet, at 3/3 mbps synchronous speed for \$31 per unit, with a \$9-per-month charge to the resident. An upgrade to 6/6 mbps would cost \$19 per month, to 10/10 mbps would cost \$29 per month, and to 20/20 mbps would cost \$39 per month. AM3 would bring its own local-area network into the building, and speed can be upgraded, if desired, for the whole building as part of the double play option. A cell pipe which acts as a modem would be provided for every Internet user. For bulk TV only and AM3 retail Internet, 3/3 mbps costs \$21, 6/6 mbps costs \$25 and 10/10 mbps costs \$35.
- Upgrading the backbone will not affect existing AT&T service because "dry pairs" – unused pairs – only will be used. T1 lines are not used; the connection from AM3 to the buildings is exclusively fiber optic.
- Older TiVo boxes will work but neither newer ones nor cable cards will. TiVo is creating a box that will work with the AM3 system.
- A list of available channels is displayed on the table outside the Hospitality Room. Task Force member Nancy Baltus performed an extensive channel comparison. All 616 channels will be available with bulk purchase; end users will choose their channels in a retail purchase. HBO, Cinemax and Showtime are available for \$6.60 per unit per month.

- DirecTV is losing some channels owing to a carriage conflict. The contract with Fox is over owing to an increase in price.
- There will be minimal downtime during installation. Voice service will be down for about two hours. There will be no Internet downtime.
- There will be no service charges for the initial installation, for new residents signing on, or if there is a problem with AM3's equipment. There will be a charge for service only for such situations as a new TV installation.
- The installation appointment window is four hours.
- During severely inclement weather, only TV service has the potential to be affected.
- All nine HBO channels are available.

At 8:25 p.m., Ms. Barnes informed Ms. Cain that her time was up; she thanked Ms. Cain, Mr. Holuj and Mr. Welles for their presentation.

Ms. Barnes then announced the start of the regular Board of Directors meeting.

### UPDATES

Mr. Vicens reported on the current status of several projects:

- James House Windows – Phase IV is 25% complete. The Phase II mast climbers are down, and the staging over the front entrance canopy will shortly be removed.
- James House Concrete – This project has stopped because the mast climbers on the east side of the building could not be removed in time. The project will begin again in mid-March 2012 with five separate crews to start on the balconies, after which the painting will be done, and the entire east side of the building will be finished between May 1 and May 15.
- North Mall Project – Not much more will be done this year except for some terrace work at Kilmer House.
- ComEd Vault – Work on the vault is finished.
- Lateral HVAC Pipes – Bids have been received and evaluated. They are very close, and Management is about to make a recommendation to select a contractor and hire a project manager; in addition, a security plan is in place, so that project will be moving forward soon.
- Kilmer House Façade – This project is moving forward. Mr. Vicens will work personally with residents on any issues that arise. Progress meetings are held every Wednesday, and the job will be completed before the end of the year.

Mr. Vicens stated that contractors are permitted to work on Saturdays if they were not able to work on any weekdays; no overtime is paid for such Saturday work. He also stated that the \$20,750.00 remobilization charge from Golf Construction is due to its being delayed by the Window Replacement Project; this will be covered by the contingency fund. He also stated that the power cable hanging down on the 02 tier has been tied off and will be removed.

### REGULAR OPEN FORUM

Numerous unit owners commented for and against both RCN and AM3, recounting positive and negative experiences both from personal knowledge and from remarks by friends and acquaintances. Ms. Slattery noted that residents are familiar with RCN's service, and that the Task Force had received good references for AM3. She also noted that while AM3 has a price advantage because no taxes are included in its prices, RCN's terms are negotiable. Ms. Slattery also pointed out that while only one supplier could be chosen for cable TV, residents can get Internet service from any supplier they choose. Mr. Beck stated that the Board will engage in further discussion about the suppliers.

A unit owner asked that a pushbutton be installed for opening the handicap-access door near the Receiving Room instead of the motion sensor, for security reasons. Mr. Vicens stated that he will make the change.

A unit owner volunteered to help put up the building's Christmas trees.

### **APPROVAL OF MINUTES**

Mr. Beck asked if there were any additions or corrections to the minutes of the Board meeting held on September 27, 2011. There being none, **David Beck moved that the draft of the minutes of the Board of Directors meeting held on September 27, 2011, be approved as presented. Frances Andrews seconded the motion, and it passed, with Ms. Slattery abstaining.**

### **TREASURER'S REPORT**

Owing to the absence of the Treasurer, there was no Treasurer's Report.

### **COMMITTEE REPORTS**

#### **HOA Report**

Mr. Beck reported that the HOA Board will approve distribution of the proposed 2012 budget at its meeting on October 26, and that the budget includes a 5.14% increase, the first HOA assessment increase in ten years. He stated that HOA will set up display boards showing the proposed plans for landscaping around James House. Mr. Beck added that the North Mall Project will be completed in 2012. Mr. Ruley asked if the North Mall Project included painting the James/Kilmer garage. Mr. Vicens informed him that this is part of the J/K capital plan and that he would call Mr. Ruley about the plan, but that painting will be done after the expansion joint repairs are completed in the summer or fall of 2012.

#### **Garage Committee**

Ms. Barnes reported that numerous people attended Joe Neely's funeral service on Saturday.

#### **Communications Committee**

Ms. Barnes reported that the October newsletter has been distributed and work has started on the December newsletter.

#### **Technology Task Force**

Mr. Beck reported that Task Force member Frank Sokol announced at the September 27 Board meeting that the Task Force recommended AM3 to be the Association's cable TV supplier. He added that the Board deferred its decision until RCN and AM3 could make their presentations tonight.

#### **Pet Committee**

Ms. Barnes stated that she will check with Nichelle Meadors as to the number of unregistered pets still outstanding, adding that residents should report unregistered pets to the Management Office. Carol Abrioux supported this statement.

### **MANAGEMENT REPORT**

Mr. Vicens stated that he had nothing to add to his previous update report.

### **ACTION OR DISCUSSION ITEMS**

Ms. Barnes suggested dealing with the second and third action items on the Agenda before discussing approval of a cable TV provider. The Board agreed.

#### **Approve Engaging A Project Manager**

After a brief discussion, upon motion duly made by David Beck and seconded by Tom Meyers, the following resolution was made:

**BE IT RESOLVED, that the Board of Directors authorize the Property Manager to identify and hire a project manager for the lateral HVAC pipe replacement project for an amount not to exceed \$10,000.00 at an hourly rate up to \$100.00. After discussion, the motion passed unanimously.**

In the discussion, Mr. Beck confirmed with Mr. Vicens that the fee would be paid out of the direct charge for the project. Ms. Frances questioned hiring a project manager at this early stage in the project. Mr. Vicens responded that a project manager is needed to help Management and the Infrastructure Committee with the planning process, including determining the implementation plan and security measures, in order to come up with a total cost for the project.

#### **Approve Remodeling Applications**

Upon motion duly made by Nancy Slattery and seconded by Tom Meyers, the following resolution was made:

**BE IT RESOLVED, that the Board of Directors approve the remodeling of Units #1106, #2507, #2608, #3103 and #405K, according to the requests submitted by the unit owners that have been reviewed and found to be in compliance with the Association's rules, regulations and conditions, and that will be subject to ongoing inspection by the Association's Assistant Chief Engineer. The motion passed unanimously.**


#### **Approve Cable TV Provider**

Mr. Beck questioned voting on this matter at this time. Ms. Slattery noted that unit owners attending tonight's meeting had many questions for the presenters from RCN and AM3 and that it would be a good idea to now ask unit owners what they want in the way of service, pointing out that the Task Force's first survey dealt with fact finding about residents' current usage of RCN; Mr. Vicens added that the Task Force also sought to determine residents' interest in subscribing to bulk Internet service. Mr. Meyers referred to an email from Task Force member Frank Sokol and suggested that his questions be addressed, as well. Mr. Beck pointed out that the Board must vote on this matter no later than the December Board meeting, and that this would give the Task Force enough time to circulate another survey. Discussion ensued about seeking better terms from RCN, about perhaps using RCN for television service and AM3 for Internet service, about losing available price advantages, about addressing concerns about losing the signal from the DirecTV dish, and about relaying more information about the suppliers' proposed offering to residents. The consensus of the Board was that the Task Force should survey residents as suggested by Ms. Slattery, including specific questions about residents' current RCN Internet usage and experience, and also provide them with more information, and should discuss terms further with RCN and AM3, with the proviso that this needs to be done within the next week so that a firm recommendation can be made at the December Board meeting. The matter was tabled until the December Board meeting.

**ADJOURNMENT**

There being no further business to come before the Board, upon motion duly made by Tom Meyers and seconded by David Beck, the meeting was adjourned at 9:15 p.m.

Respectfully submitted,



David Beck, Secretary