



Roosevelt Island Operating Corporation

KATHY HOCHUL
Governor

SHELTON J. HAYNES
President & CEO

BOARD OF DIRECTORS

RuthAnne Visnauskas, Chair, Commissioner of NYSHCR
Robert Megna, Director of BUDGET
Fay Christian
Conway S. Ekpo
David Kraut
Howard Polivy

MINUTES OF THE APRIL 3, 2023 MEETING OF THE ROOSEVELT ISLAND OPERATING CORPORATION BOARD OF DIRECTORS

A meeting of the Board of Directors was held at the Cultural Center, 548 Main Street, Roosevelt Island, NY 10044 on April 3, 2023 at 5:30 p.m.¹

Directors Present:

| | |
|-------------------------------|---|
| Diana Lopez | Representing RuthAnne Visnauskas, RIOC Chair and Commissioner, New York State Homes and Community Renewal |
| Erica Levendosky ² | Representing Robert Megna, Director, State of New York Division of Budget – <i>Attended via Videoconference Pursuant to Public Officers Law § 103-a</i> |
| Fay Christian | Director |
| Conway Ekpo | Director |
| David Kraut | Director – <i>Attended via Videoconference Pursuant to Public Officers Law § 103-a</i> |
| Howard Polivy | Director |

Officers and Staff Attending:

| | |
|----------------------|--|
| Shelton J. Haynes | President/Chief Executive Officer |
| Gretchen K. Robinson | Vice President/General Counsel |
| Kevin Brown | Director of Public Safety Department |
| Daeman Di Stefano | Acting CFO/Comptroller |
| Gerrald Ellis | Deputy General Counsel |
| Matthew Kibby | Director of Horticulture and Grounds |
| Jeugee Perez | Assistant Director of Operations |
| Tajuna Sharpe | Assistant Vice President of Administration |
| Lada V. Stasko | Associate General Counsel |

Others Attending:

| | |
|--------------------|--|
| Richard Famigletti | Arthur J. Gallagher (AIG), Area President |
| Xiao Li | Liu Shiming Foundation, Project Manger |
| Yimeng Sun | Liu Shiming Foundation, Project Manger |
| Jim Pignetti | Roosevelt Island Visual Arts Association (RIVAA), Vice President |

¹ The public comment period preceded the Board meeting and was not a part of the Board meeting.

² Ms. Levendosky left the meeting immediately after the executive session.

1 Chair Designee Diana Lopez called the Board meeting to order at 5:42 p.m. The roll was
2 called, and a quorum found to be assembled and present.
3

4 Ms. Gretchen Robinson, RIOC's Vice President/General Counsel, noted that Erica
5 Levendosky, who is representing Director of Budget Robert Megna, as well as Director David Kraut
6 will be participating remotely, pursuant to Section 103-a of the Open Meetings Law.
7

8 Ms. Robinson noted that the Board would like first to adjourn into the executive session to
9 discuss pending litigation.
10

11 Upon a motion duly made, seconded, and carried by a unanimous vote in favor (Ms. Lopez,
12 Ms. Levendosky, Ms. Christian, Mr. Ekpo, Mr. Kraut, and Mr. Polivy), the open meeting was
13 adjourned for the Directors to go into executive session at 5:44 p.m.
14

15 Upon the return of the Directors from executive session at 6:39 p.m., Ms. Robinson noted that
16 no votes were taken during the executive session. She noted for the record that Erica Levendosky
17 had to leave the meeting moments ago for another meeting.
18

19 * * *

20 **APPROVAL OF MINUTES**

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22
23 The first item of business was the approval of the minutes of the December 22, 2022 meeting
24 of the RIOC Board of Directors. The proposed draft of the December 22, 2022 Board meeting minutes
25 had been previously distributed to all Board members for their consideration.
26

27 Upon a motion duly made, seconded and carried by five votes in favor (Ms. Lopez, Ms.
28 Christian, Mr. Ekpo, Mr. Kraut, and Mr. Polivy), the minutes of the December 22, 2022 Board
29 meeting were APPROVED and ordered filed.
30

31 * * *

32 **NEW BUSINESS ITEM #1**

33
34
35 The first item of new business was the ratification of RIOC's Gender-Based Violence and
36 Workplace Policy.
37

38 Ms. Tajuna Sharpe, AVP of Administration, stated that the State of New York, as an
39 employer, is affected by gender-based violence, which compromises the safety of both victims and
40 co-workers, and results in loss of productivity, increased health care costs, increased absenteeism and
41 increased employee turn-over. To address this issue, Governor Hochul issued Executive Order No.
42 17: Requiring the Adoption of Gender-Based Violence and the Workplace Policies ("EO No.17").
43 Pursuant to EO No.17, every New York State agency was required to adopt Gender-Based Violence
44 and the Workplace Policies by January 1, 2023. In formulating such a policy, RIOC referred to the
45 revised Model Gender-based Violence and the Workplace Policy distributed to state agencies by the
46 Office for the Prevention of Domestic Violence.
47

48 Ms. Sharpe noted that RIOC has issued the Gender-Based Violence and Workplace Policy,
49 which is also posted on RIOC's website. She recommended the ratification of the Gender-Based

1 Violence and Workplace Policy by the Board. This policy is to supersede all inconsistent relevant
2 policies that may be currently in effect.
3

4 Upon a motion duly made, seconded and carried by unanimous vote in favor (Ms. Lopez, Ms.
5 Christian, Mr. Ekpo, Mr. Kraut, and Mr. Polivy), the following resolution was ADOPTED:
6

7 **RESOLUTION**

8
9 **RATIFICATION OF RIOC’S GENDER-BASED VIOLENCE**
10 **AND THE WORKPLACE POLICY**
11

12
13 **RESOLVED** by the Board of Directors of the Roosevelt Island Operating Corporation (“RIOC”) as
14 follows:
15

16 Section 1. that RIOC’s Gender-Based Violence and the Workplace Policy substantially
17 as set forth in the attachment to the Memorandum from Gretchen K. Robinson
18 to the Board of Directors/Shelton J. Haynes dated March 27, 2023, attached
19 hereto is hereby ratified;
20

21 Section 2. that the President/Chief Executive Officer or President’s designee is hereby
22 authorized to take such actions and execute such instruments as deemed
23 necessary to effectuate the foregoing; and
24

25 Section 3. that this resolution shall take effect immediately.
26

27 * * *
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29 **NEW BUSINESS ITEM #2**
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31 The second item of new business was the ratification of insurance binders for Fiscal Year
32 2023-24.
33

34 Daeman DiStefano, Acting Chief Financial Officer/Comptroller, provided the highlights of
35 the FY 2023-24 insurance policies. He described a thorough insurance selection process by RIOC
36 and its brokers AIG, which included exploring approximately 50 different markets. Mr. DiStefano
37 then explained major changes between the expiring insurance binders and the new policies. He
38 discussed the factors leading to the increase in insurance premiums.
39

40 In response to the question from Director Polivy, Mr. DiStefano noted that the increase is
41 mostly in umbrella coverage. He noted that the price increase for properties, the Tram and bus
42 operations, the Youth center operations and claims and losses also contributed to the increase in
43 premiums. He further noted that the Public Officers and Employment Practices policy has not yet
44 been renewed. Mr. DiStefano stated that the insurance binders were renewed at a 19.4% increase, at
45 cost of \$4.5M, so the current budget needs some adjustments. He recommended ratification of the
46 insurance binders for binders for Fiscal Year 2023-24 for the Board’s approval.
47

48 Mr. Di Stefano then answered questions from the Board members. Director Polivy noted that
49 it is not unusual that insurance came higher than budgeted, and that a 19.4% increase feels sensible

1 at the current market. He mentioned that RIOC once had a 76% YOY increase in insurance costs, in
2 2020.

3
4 Upon a motion duly made, seconded and carried by unanimous vote in favor (Ms. Lopez, Ms.
5 Christian, Mr. Ekpo, Mr. Kraut, and Mr. Polivy), the following resolution was ADOPTED:

6
7 **RESOLUTION**

8
9 **RATIFICATION OF INSURANCE BINDERS FOR FISCAL YEAR 2023-24**

10
11
12 **RESOLVED** by the Board of Directors of the Roosevelt Island Operating Corporation of the State
13 of New York (“RIOC”), as follows:

14
15 Section 1. that the Insurance Binders for the period from April 1, 2023 through March
16 31, 2024, upon such terms and conditions substantially similar to those
17 outlined in the Memorandum from Daeman DiStefano to Shelton J.
18 Haynes/Board of Directors, dated March 28, 2023, attached hereto, are hereby
19 ratified;

20
21 Section 2. that the President/Chief Executive Officer or President’s designee is hereby
22 authorized to take such actions and execute such instruments as deemed
23 necessary to effectuate the foregoing; and

24
25 Section 3. that this resolution shall take effect immediately.

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27 * * *

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29 **NEW BUSINESS ITEM #3**

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31 The third item of new business was the ratification of a contract with The Burke Group, LLC for
32 Actuarial Services.

33
34 Mr. DiStefano provided background for the actuarial services contract. He explained that each
35 year RIOC must procure actuarial services to accurately report liabilities for “other post-employment
36 benefits” (“OPEB”), pursuant to GASB Statements No. 43 & No. 75. RIOC has previously contracted
37 with the Burke Group, formerly First Niagara Benefit Consulting. Continuity of services with the
38 Burke Group is in the best interest of the Corporation because the Burke Group demonstrated its
39 qualification to provide the valuations and accompanying report, which were accepted each year by
40 RIOC’s external auditors. RIOC successfully negotiated a not-to-exceed fee of \$7,500, matching the
41 full OPEB valuation fee for those services rendered in FY 2020-2021.

42
43 Mr. DiStefano recommended the ratification of a not-to-exceed service fee of \$7,500 to the
44 Burke Group for FY 2022-23 and FY 2025-2026 and authorization to provide roll forward valuations
45 for FY 2023-2024 and FY 2025-2026 at a not-to-exceed fee of \$3,000 each year.

46
47 Upon a motion duly made, seconded and carried by unanimous vote in favor (Ms. Lopez, Ms.
48 Christian, Mr. Ekpo, Mr. Kraut, and Mr. Polivy), the following resolution was ADOPTED:

1 **RESOLUTION**

2
3 **RATIFICATION OF CONTRACT WITH THE BURKE GROUP, LLC**
4 **FOR ACTUARIAL SERVICES**
5

6
7 **RESOLVED** by the Board of Directors of the Roosevelt Island Operating Corporation of the State
8 of New York (“RIOC”), as follows:
9

10 Section 1. that the contract with The Burke Group, LLC for actuarial services, upon such
11 terms and conditions substantially similar to those outlined in the
12 Memorandum from Daeman Di Stefano to Shelton J. Haynes/Board of
13 Directors, dated March 6, 2023, attached hereto, is hereby ratified;
14

15 Section 2. that the President/Chief Executive Officer or President’s designee is hereby
16 authorized to take such actions and execute such instruments as deemed
17 necessary to effectuate the foregoing; and
18

19 Section 3. that this resolution shall take effect immediately.
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21 * * *

22
23 **NEW BUSINESS ITEM #4**
24

25 The fourth item of new business was the authorization to enter into a contract with EFPR
26 Group, CPAS, PLLC for independent auditing services.
27

28 Mr. DiStefano stated that audited financial statements are a required part of RIOC’s annual
29 reports in accordance with Public Authorities Law § 2800.1. In November 2022, RIOC issued an
30 RFP for auditing services, which was also published in the NYS Contract Reporter, consistent with
31 legislative requirements for public bidding. Out of four bidders, EFPR has received the highest score.
32 The firm has the most experience with New York State governmental entities including public
33 authorities that require similar audit services to RIOC. EFPR is RIOC’s current auditor, having
34 contracted with them for the previous 10 fiscal years. The firm has demonstrated considerable
35 expertise with the interpretation and implementation of Governmental Accounting Standards Board
36 (“GASB”) statements.
37

38 Mr. DiStefano stated that the cost of the three-year term is \$102,100 and the additional two
39 (2) one-year terms will cost a total of \$74,800 for a total of \$176,900 for five years. In the event of
40 a single audit requirement, the Corporation will need to engage EFPR to perform related services.
41 Mr. DiStefano recommended that the Board authorize the contract with EFPR Group, CPAS, PLLC
42 for independent auditing services for a not-to-exceed amount of \$176,900 along with a 10%
43 contingency for single audit and related services for a total price of \$194,590.
44

45 Upon a motion duly made, seconded and carried by unanimous vote in favor (Ms. Lopez, Ms.
46 Christian, Mr. Ekpo, Mr. Kraut, and Mr. Polivy), the following resolution was ADOPTED:
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50

1 Upon a motion duly made, seconded and carried by unanimous vote in favor (Ms. Lopez, Ms.
2 Christian, Mr. Ekpo, Mr. Kraut, and Mr. Polivy), the following resolution was ADOPTED:

3
4 **RESOLUTION**

5
6 AUTHORIZATION TO ENTER INTO CONTRACT WITH
7 NEW YORK STATE INDUSTRIES FOR THE DISABLED, INC.
8 FOR CLEANING SERVICES AT RIOC'S FACILITIES
9

10
11 **RESOLVED** by the Board of Directors of the Roosevelt Island Operating Corporation of the State
12 of New York ("RIOC"), as follows:

13
14 Section 1. that RIOC is hereby authorized to enter into contract with New York State
15 Industries for the Disabled, Inc. for cleaning services at RIOC's facilities, upon
16 such terms and conditions substantially similar to those outlined in the
17 Memorandum from Jeugee Perez to Shelton J. Haynes/Board of Directors
18 dated March 28, 2023, attached hereto;

19
20 Section 2. that the President/Chief Executive Officer or President's designee is hereby
21 authorized to take such actions and execute such instruments as deemed
22 necessary to effectuate the foregoing; and

23
24 Section 3. that this resolution shall take effect immediately.

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28 **NEW BUSINESS ITEM #6**

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30 The sixth item of new business was the authorization to enter into a contract with BrightView
31 Landscapes, LLC for landscaping services.

32
33 Matthew Kibby, Director of Horticulture and Grounds explained the need for the landscaping
34 services on the Island. He noted that there are approximately 20 acres of landscaped areas on
35 Roosevelt Island which include all common areas and the new renovations of Southpoint Park,
36 Sportspark, and Lighthouse Park (with the new Nellie Bly monument "The Girl Puzzle"). RIOC
37 intended to engage a firm to provide landscaping services for these Island areas, providing a higher
38 level of services than the Grounds team are able to provide in-house, such as proper pruning, weeding
39 and plant care.

40
41 Mr. Kibby further discussed the procurement process for this contract. RIOC posted the RFP
42 on January 9, 2023. In response, RIOC received six submissions, with 3 firms successfully providing
43 a full submission. Based on the evaluation criteria and the best value for services provided in the
44 RFP, Brightview Landscapes received the highest cumulative rating score of 88.4. Mr. Kibby stated
45 that the firm is nationally known and their portfolio includes Governor's Island, St. Petersburg pier,
46 the Bellagio Hotel in Las Vegas, and the Massachusetts Institute of Technology in Boston.

47
48 Mr. Kibby then answered questions from the Board Members. He recommended that the
49 Board of Directors authorize a contract with Brightview Landscapes, LLC for a one-year term at a
50 not-to-exceed rate of \$155,000 per year with three (3) additional one-year options to renew.

1 Upon a motion duly made, seconded and carried by unanimous vote in favor (Ms. Lopez, Ms.
2 Christian, Mr. Ekpo, Mr. Kraut, and Mr. Polivy), the following resolution was ADOPTED:

3
4 **RESOLUTION**

5
6 **AUTHORIZATION TO ENTER INTO CONTRACT WITH**
7 **BRIGHTVIEW LANDSCAPES, LLC FOR LANDSCAPING SERVICES**
8

9
10 **RESOLVED** by the Board of Directors of the Roosevelt Island Operating Corporation of the State
11 of New York (“RIOC”), as follows:

12
13 Section 1. that RIOC is hereby authorized to enter into contract with BrightView
14 Landscapes, LLC for landscaping services at RIOC’s facilities, upon such
15 terms and conditions substantially similar to those outlined in the
16 Memorandum from Matthew Kibby to Shelton J. Haynes/Board of Directors
17 dated March 28, 2023, attached hereto;

18
19 Section 2. that the President/Chief Executive Officer or President’s designee is hereby
20 authorized to take such actions and execute such instruments as deemed
21 necessary to effectuate the foregoing; and

22
23 Section 3. that this resolution shall take effect immediately.

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27 **NEW BUSINESS ITEM #7**

28
29 The seventh item of new business was the presentation by the Roosevelt Island Visual Art
30 Association (RIVAA) and Liu Shiming Art Foundation.

31
32 Jim Pignetti, Vice President of RIVAA and a 40-year resident of Roosevelt Island, introduced
33 the Liu Shiming Art Foundation representatives to the Board. He expressed RIVAA’s excitement and
34 gratitude to the Liu Shiming Art Foundation for an extraordinary offer, a gift of a sculpture, the Ansai
35 Waist Drummer to RIVAA’s Island of Art. Mr. Pignetti stated that The Drummer will find a perfect
36 home in our international community. It is the goal of RIVAA to place art throughout our Island,
37 adding vitality, providing interest to residents and tourists, and increasing the quality of life for all of
38 us.

39
40 Yimeng Sun, and Xiao Li - the project managers from the Liu Shiming Art Foundation,
41 distributed the proposal and the promotional materials containing the information about the Liu
42 Shiming Art Foundation.

43
44 Xiu then introduced the proposal for the donation of Liu Shiming’s Drummer sculpture the
45 Roosevelt Island. She explained the cultural significance of the sculpture, the background of the
46 artist behind the sculpture, and an overview of the Liu Shiming Art Foundation. The 1987 sculpture
47 captures the theme when drummers are performing the Ansai Waist Drum, a unique large-scale
48 folkdance consisting of both vigorous dances and frenetic drumming during festivals such as Lunar
49 New Year. The artist sought to achieve a spiritual resemblance through formal resemblance with a
50 focus of creating a simple and innocent charm. The foundation proposed three different sizes of the

1 sculpture with estimated weights for the sculpture to be recast, depending on the environment of the
2 installation.

3
4 Yimeng Sun introduced the renowned artist behind the sculpture. Liu Shiming was a revered
5 Chinese sculptor and an educator, despite suffering from ALC since childhood, which is a progressive
6 degenerative disease. Liu Shiming never let his physical challenges hold him back from pursuing the
7 passion for art.

8
9 As to the logistics, Yimeng Sun noted that the Liu Shiming Art Foundation is willing to cover
10 all the costs associated with the sculpture, including its design, molds, raw material, shipping,
11 handling, customs charge, transportation, and installation. The Foundation commits to covering the
12 cost of design engineering, any subsurface investigation or utility survey that may be required, and
13 any other necessary construction costs. An agreement from the Foundation will be sent out to the
14 RIOC shortly. The foundation has three proposed locations for the installation, which are Southpoint
15 Park and the Riverside Recliner, Blackwell House, and the Meditation Steps. The Foundation would
16 also like to ask for a recommendation and suggestions from the Roosevelt Island community and
17 RIOC regarding the location choices.

18
19 The Foundation was established in 2021 in New York as a 501(c)(3) nonprofit organization.
20 Its mission is to promote Liu Shiming’s artist legacy, preserve the artwork of the artist, as well as to
21 make an engaging platform to collectively support the artist’s history, culture studies, and the
22 humanity of art. In 2022, the foundation also hosted an exhibition at RIRA featuring a collection of
23 Liu Shiming’s works. Residents of Roosevelt Island were bringing their families to enjoy the art-
24 making moments and expressed tremendous passion and gratitude towards the clay workshop
25 organized during the exhibition. Since the workshop was so popular, the Foundation received a
26 strong interest from the local community and is now planning to work together with RIVAA to build
27 a long-term art educational workshop for the Roosevelt Island community.

28
29 In conclusion, the presenters answered the questions from Board members and expressed their
30 belief that the donation of Liu Shiming’s sculpture would be a valuable addition to Roosevelt Island’s
31 art collection.

32 * * *

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35 **PRESIDENT’S REPORT**

36
37 President Shelton J. Haynes started his report by expressing appreciation to RIOC’s dedicated
38 team. He noted that he will be celebrating his seven-year anniversary at RIOC in a couple of weeks
39 and that he is very proud of the work that we’ve done. Per Director Kraut, Mr. Haynes is one of the
40 longest standing RIOC executives, along with Mr. Kenneth Leitner, former General Counsel. He is
41 also the second African American male in this role as CEO in the 39-year history of RIOC, so Mr.
42 Haynes is very proud of that accomplishment. And again, he just wanted to thank the public and
43 RIOC itself for that.

44
45 Mr. Haynes noted that Motorgate has been a hot topic for quite some time, and RIOC is going
46 out with communication with the last modification for the fee structures. Mr. Haynes thanked the
47 public for their advocacy, the insight from the Board and the general public, as well as the elected
48 officials for the dialogue that we have had.

1 Mr. Haynes stated that RIOC started the series of community engagement meetings with the
2 intent to broaden the dialogue between the community and the Roosevelt Island Public Safety team.
3 Rioc has invited elected officials and the NYPD. Mr. Haynes thanked RIRA which was amazing
4 with facilitating that.
5

6 Mr. Haynes noted that RIOC will be celebrating Earth Day on April 22, 2023, and that is a
7 collaborative effort for team RIOC and the Roosevelt Island community. He also stated that RIOC
8 is launching a campaign for the usage of the AVAC system. The system is unique and RIOC would
9 like to have a campaign in terms of proper disposal and discarding of materials for the AVAC. There
10 are several significant changes within property management at times, and we want to make sure that
11 all new residents are educated on the proper use of the AVAC.
12

13 Mr. Haynes then provided an update on the OMNY system. He noted that the MTA has
14 delayed that project to the second quarter of the year. There is a lot of discussion between the MTA
15 and RIOC. RIOC will be more transparent in making sure that updates are provided in a more
16 reasonable timeframe.
17

18 RIOC is re-introducing its newsletter, which is going to be a more collaborative effort to
19 include a lot of the community stakeholders with their good news, as we want to make sure that the
20 community is made aware of all the things that are happening on the island. RIOC also broadened
21 the community calendar, which will be launched at the end of this month. Mr. Haynes invited
22 everyone to share their good news with us.
23

24 Mr. Haynes announced that RIOC has received two awards for the Lighthouse Tower Project.
25 One award was by the New York Landmarks Conservancy, which is a Lucy G. Moses Award for
26 2022. RIOC also received the award from Friends of the Upper East Side for 2023 rehabilitation of
27 the Lighthouse Tower Project. Mr. Haynes congratulated everyone involved in the project.
28

29 RIOC's Youth Center has been quite active. In February, RIOC celebrated Black History
30 month with the Youth Center that hosted a second annual Jazzy Jam session. RIOC's team also
31 conducted a Read Across America initiative. We also had a celebration of Women's History Month,
32 which was unique this year as the Youth Center hosted a Q&A panel with some of RIOC's women
33 in leadership. The panel shared stories and anecdotes about their professional journeys and how they
34 have all risen to their respective careers and offered advice and guidance to the next generation of
35 future leaders here on Roosevelt Island.
36

37 Mr. Haynes further provided updates on Capital Planning and Projects. RIOC is planning a
38 grand opening of Sportspark next month with a ribbon cutting ceremony. The building has now
39 passed all inspections. RIOC is going to provide a new fee structure that is very affordable for all
40 patrons, and that will be announced in another week or so. The goal is to make sure that this facility
41 is very affordable for all. RIOC will be also providing the community with an updated capital project
42 tracker for future projects, which will be revised in the next month or two. All of RIOC's capital
43 projects whether it be the bike lane, bike ramp, or Blackwell Park Phase 2, Lighthouse Project,
44 roadway repairs, and/or new Island-wide camera project could be found in this tracker.
45

46 In conclusion, Mr. Haynes thanked an incredible RIOC team that has grown so much this
47 year.
48

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1 **COMMITTEE REPORTS**

2
3 **AUDIT COMMITTEE**

4
5 The Audit Committee did not meet.

6
7 **GOVERNANCE COMMITTEE**

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9 The Governance Committee did not meet.

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11 **OPERATIONS ADVISORY COMMITTEE**

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13 The Operations Advisory Committee did not meet.

14
15 **REAL ESTATE DEVELOPMENT ADVISORY COMMITTEE**

16
17 The Real Estate Development Advisory Committee did not meet.

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19 * * *

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21 **PUBLIC SAFETY REPORT**

22
23 Ms. Robinson noted that the Public Safety Report was included in the Board package.

24
25 * * *

26
27 Ms. Robinson also announced that the April 20, 2023 Board meeting is being cancelled and
28 that a formal notice is to follow. The next regularly scheduled Board meeting will be held on May
29 25, 2023.

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31 * * *

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33 Upon a motion duly made, seconded and carried by unanimous vote in favor (Ms. Lopez, Ms.
34 Christian, Mr. Ekpo, Mr. Kraut, and Mr. Polivy), the meeting was adjourned at 7:40 p.m.

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Gretchen K. Robinson, Secretary