Final Topstone Men's Club Executive Committee Meeting Minutes January 4, 2017

Location: Jared's house

Attendees: Al Cusson, Brian Lathrop, Casey Morris, Dave Melesko, Jared Albert, Joe Staszowski, John Feehan, Phil Richards, Ron Brower, Simon Muska, Tim Berger

Meeting was called to order at 6:20 pm by Phil Richards

1. Approval of the November 30,2016 minutes:

• Unanimously approved

2. Membership Report:

• Simon will draft an explanation of the 2017 membership incentive program, pass it by Casey to confirm the description of a free round and cart is worded correctly and get the final description to Brian L. This information will be included in 2017 membership renewal form mailing in the next week.

3. Membership Communications Report:

- Simon will post the new member and renewal membership forms on the website along with a message regarding the renewal incentive program.
- Simon will determine how to add a comment link on the front page of the website and include a footnote in communication newsletters indicating that comments and suggestions are welcome and how to send them in.
- Simon indicated that Andrew is available for questions on website issues or live scoring.

4 Tournament Committee:

- Phil distributed a draft tournament schedule for the 2017 season. The Wintonbury interclub date has not been confirmed by Wintonbury yet. The 4 man best ball championship will be moved one week forward so it won't fall at a handicap update time. The Greenkeepers revenge will be moved to Nov 12.
- Tim suggested several new options for tournaments to consider for 2017 or future years(some examples are best 15 or 16 holes and tournament of champions (winners of any tournaments during the year)). The board will discuss the 2017 tournament schedule at the February board meeting (Casey will also be consulted to insure any new tournament can be scored in the tournament pairing program).
- The board discussed a concern some board members have heard that the same members are winning most tournaments. Since the reality is the prize money is widely distributed to members, the board agreed to explain the tournament payout system and the numbers of members who have money is past years at the spring banquet.

5 Handicap and Rules Report:

• Brian G will check with the CSGA to determine when we will need to take training again.

6 Treasurer's report:

- Ron distributed the year-end financial spreadsheet showing actual 2016 revenue and expenses. The net gain for 2016 was \$878 and the year-end cash balance was \$2464. These totals are in line with the board's goals for 2016.
- Rod also distributed 2017 revenue and expense spreadsheet assuming 295 members as the board requested. The results showed that the year's net gain would be \$207 based on revenues and expenses expected for 2017. The board agreed to continue discussing the 2017 financials and when the membership is better known, determine if any changes in the Men's club programs should be revised.

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7 **Professional Report:**

• Nothing additional to report.

8 Old/New Business

- The opening day at Topstone is planned for March 18 with the Spring banquet is scheduled for March 15 at Topstone. The fall banquet will be November 10th.
- Al suggested that future 2017 correspondence from the Men's club have a footnote indicating this is the 20th year of the Men's club and the course. This item will be discussed again in February.
- Phil will be emailing a Board meeting schedule for 2017 to board members.
- Dave M will confirm that the spring banquet will be at Topstone on March 15 and discuss pricing and dinner details with the kitchen staff. This topic will be discussed again at the February meeting.

Adjournment:

• Meeting ended at 8:25 pm.

Next meeting date:

• February 1 - 6 PM (Jared's house)

Final Topstone Men's Club Executive Committee Meeting Minutes February 1, 2017

Location: SW Rec Center

Attendees: Brent Colby, Brian Gilbert, Dave Melesko, Dave Romano, Joe Staszowski, Phil Richards, Ron Brower, Simon Muska, Tim Berger, Casey Morris(part time – phone)

Meeting was called to order at 6:10 pm by Phil Richards

1. Approval of the January 4, 2017 minutes:

• Unanimously approved

2. Membership Report:

• Current membership is 71(2 referrals) which is 44 greater than the same time last year.

3. Membership Communications Report:

- Simon indicated he will continue to add a note on correspondence to members reminding them that the board welcomes any comments/questions they have. He will also add a link on the website for comments/questions.
- The next email to members will include a reminder about the spring banquet and membership dues.
- Simon indicated he will be changing the board member's personal email addresses on the website's board page to a generic board address.

4 Tournament Committee:

- Brent presented and the board discussed the draft 2017 tournament schedule. The board discussed adding new tournaments and agreed to include a best 15 hole tournament and a tournament of champions. They also agreed on moving the GKR to Nov 12. Board members were asked to review the tournament schedule over the next week and get any comments to Brent, ccing the entire board. The final schedule will be based on comments received and be approved by email.
- Since some members are not aware of how deep the tournament system pays out and the number of different members who receive payouts, the board agreed to explain the tournament payout system to members at the spring banquet. Tim and Brent compiled a list of gross and new tournament winners for the past year to show the number of different members that have won tournaments.

5 Handicap and Rules Report:

• Brian G will check with the CSGA to determine when we will need to take training again.

6 Treasurer's report:

- Ron distributed the year-end financial spreadsheet showing actual 2016 revenue and expenses. The net gain for 2016 was \$1068 and the year-end cash balance is \$2654. These totals are in line with the board's goals for 2016.
- Ron also distributed the 2017 revenue and expense spreadsheet assuming 295 members (as the board requested). The results show that the year's net gain would be \$62 based on revenues and expenses expected for 2017. The board agreed to continue discussing the 2017 financials and when the membership is better known, determine if any changes in the Men's club programs should be revised.

7 Professional Report:

Final Topstone Men's Club Executive Committee Meeting Minutes February 1, 2017

• Casey called into the board meeting to tell the board that he would not be returning to Topstone this year. He indicated he was moving to Florida to start a new non golf business. The board thanked Casey for all he has done for Topstone and the Men's Club. The board asked Casey if he would attend the spring banquet so everyone could wish him well (which he indicated he would).

8 Old/New Business

- Phil agreed to investigate options for a 20th year Topstone logo.
- Phil asked board members to email him with any items they think should be discussed at the Spring Banquet.
- Simon indicated he is working to finalize the roles and responsibilities of each board position.
- Dave M indicated the price for the spring banquet will be the same as the fall banquet.
- Brian L was asked to determine how many members have been in the Men's club since its inception 20 years ago. Those members might be recognized at the spring banquet.

Adjournment:

• Meeting ended at 8:20 pm.

Next meeting date:

• March 1- 6 PM (Jared's house), but changed to March 8 (Jared's house)

Final Topstone Men's Club Executive Committee Meeting Minutes March 1, 2017

Location: Jared's House

Attendees: Al Cusson, Dave Melesko, Dave Romano, Jared Albert, Joe Staszowski, John Feehan, Phil Richards, Ron Brower, Simon Muska, Jeff Beyer

Meeting was called to order at 6:10 pm by Jared Albert

1. Approval of the February 1, 2017minutes:

• Unanimously approved

2. Membership Report:

• Current membership is 165 which is 37 less than the same time last year.

3. Membership Communications Report:

- Simon discussed
 - Final banquet reminder to be sent out 3/13/17
 - Sending out email the week the tournament schedule opens promoting the match play event linking to the new Match play menu. Email members the week of signups for 4/22-23 that qualifying ends that week.
 - Email open rate is 40-60%. We send out about 5000 emails a year.
 - Executive committee email addresses have been changed to a single email address <u>mensclub@topstonegc.com</u>. Any emails will be forwarded to the appropriate Board member and the President.
 - \circ An updated description of the match play events (explaining the how and when) is now on the website.
 - Hole in One participant list has been updated.
 - 2017 tournament schedule is now active

4. Tournament Committee:

• Discussed under other items

5. Handicap and Rules Report:

• Brian G will check with the CSGA to determine when we will need to take training again.

6 Treasurer's report:

• Ron distributed "what if" financial scenarios assuming 250 and 295 members. The Board discussed options at various levels of membership. The likely measure to take in response to fewer members would be to reduce the tournament payout level to \$7. This action will be discussed at the April meeting when the Board will have a better indication of the membership level.

7 Professional Report:

• Jeff indicated he would not be changing any of the pro shop programs from last year.

8 Old/New Business

• The Board discussed concerns with the lack of membership renewals as compared to last year at this time. Some possibilities are the late spring or competition from other Men's clubs. Jeff will be sending out an email to Casey's email list in the next few weeks and he will include a plug for the Men's Club

Final Topstone Men's Club Executive Committee Meeting Minutes March 1, 2017

and the renewal program. Men's Club flyers will also be available in the Pro Shop and a note will be posted in the golf carts. Simon will also include a write-up regarding the referral program on the website.

- The sign up genius will be discussed at the spring banquet and Simon will give hands on training.
- The 20 year Topstone logo shirts will be discussed at the spring banquet.
- The Board agreed to present Casey with a signature book (members to sign at the spring banquet). Phil will order and get a picture for the cover. A reception for Casey will begin after the banquet ends. Dave M will get a cake.
- The board agreed to raffle off gift certificates at the spring banquet and have a 50/50 drawing.

Adjournment:

• Meeting ended at 8:30 pm.

Next meeting date:

- March 15 Spring banquet delayed to March 22 due to snow
- April 5 Topstone

Final Topstone Men's Club Executive Committee Meeting Minutes April 5, 2017

Location: Jared's House

Attendees: Phil Richards, Jared Albert, Al Cusson, Joe Staszowski, Ron Brower, Brent Colby, Dave Melesko, Simon Muska, Dave Romano

Meeting was called to order at 6:10 pm by Phil Richards

1. Approval of the April 5, 2017 minutes:

- Correction Jared opened the meeting.
- Unanimously approved

2. Membership Report:

• Current membership is 229 which is similar to last year's membership in mid-March. The Board felt the cold weather is holding down membership and membership will pick up as the weather warms up.

3. Membership Communications Report:

- Simon indicated:
 - Questions for the board are being sent in via the links on our emails and website
 - Next email will discuss match play event and include a reminder about giving advice to your match play partner while playing in a tournament that week.
 - Graphics for the website are being investigated

4. Tournament Committee:

- The Wintonbury signups will be done via the SignUp Genius. An announcement will be included in the May email to members. The board will discuss interclub details at the May meeting.
- The Board discussed having Putting contests again this year. Jeff agreed he would run three contests one in June, July and August. Board members offered help if he needs any.
- Jeff indicated he would investigate the scoring for the "Best 15" event such that it can be scored in the TPP.

5. Handicap and Rules Report:

- Brian G checked with the CSGA and the Men's Club is up to date on training.
- Jared indicated that the rules video would be done in April.

6 Treasurer's report:

• Ron distributed "what if" financial scenarios assuming 250 and 295 members. The Board discussed fixed, fixed tournament, variable tournament and discretionary budget expenses and agreed to keep tournament payouts at \$7/per player. The Board also agreed to continue to evaluate the budget at each board meeting.

7 Professional Report:

• Discussed in other sections.

8 Old/New Business

- The Board discussed the gold tee policy and agreed that there is no urgent need to set a rigid policy.
- Dave M agreed to handle trophies this year and Tim will keep a running list of qualifiers for the Best of 15 tournament.

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• The Board agreed to give Ashley and Steve a \$50 gift card to Baby's R Us from the Men's club.

Adjournment:

• Meeting ended at 8:10 pm.

Next meeting date:

• May 3 – Topstone

Final Topstone Men's Club Executive Committee Meeting Minutes May 3, 2017

Location: Topstone Clubhouse

Attendees: Al Cusson, Bert Colby, Brian Lathrop, Dave Melesko, Dave Romano, Joe Staszowski, John Feehan, Phil Richards, Ron Brower, Simon Muska, Jeff Beyer

Meeting was called to order at 6:10 pm by Phil Richards

1. Approval of the April 5, 2017 minutes:

• Unanimously approved

2. Membership Report:

• Current membership is 291 which includes 38 new members.

3. Membership Communications Report:

- Simon discussed:
 - Match play brackets and match status, both are posted on the website
 - Website outages working with Jeff to understand
 - Email to non-returning members regarding being removed from GHIN
 - Hole in One participant list, current on website
 - Tournament schedule and results, now linked
 - Members question send in via website/email links, been used multiple times to date
 - Next communication to the membership, will include a discussion of the :
 - Two Man Best Ball Championship (May 20-21)
 - Wintonbury interclub signups (begin May 14 through SignUpGenius)
 - 20th year Topstone logo apparel orders (which must be in by May 7th)
 - Men's club referral program (ends June 1)
 - Discussion about slow play (Brian G to draft)

4. Tournament Committee:

- Phil will work with Jeff on shirts for interclub.
- Jeff was asked to create cards for match play matches when possible
- Per discussions with Wintonbury, Topstone will handle all the logistic for the interclub match.
- A series of putting contests (same format and structure as last year) was discussed. Event will be run by Jeff with help from the board if needed. The tentative dates would be 6/29, 7/24 and 8/24. A drink cart would be available and kitchen orders would be taken. Signups would be via SignUpGenius.

5. Handicap and Rules Report:

• Discussion on rules video was deferred till the June meeting.

6 Treasurer's report:

• Ron distributed financial scenarios assuming 295 members. With the current membership level, the budgets looks more favorable, but a decision to change the tournament payouts was deferred till the June meeting.

7 Professional Report:

• Jeff indicated he would not be changing any of the pro shop programs from last year.

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• Jeff discussed a potential "Skins Match" event on Monday's at some point. More details to follow.

8 Old/New Business

• Brian L will make up Men's club promotional inserts for the carts.

Adjournment:

• Meeting ended at 7:30 pm.

Next meeting date:

• June 7 – Topstone (later changed to June 8)

Final Topstone Men's Club Executive Committee Meeting Minutes June 8, 2017

Location: Topstone Clubhouse

Attendees: Al Cusson, Brent Colby, Dave Melesko, Joe Staszowski, John Feehan, Phil Richards, Simon Muska, Jeff Beyer, Tim Berger

Meeting was called to order at 6:15 pm by Phil Richards

1. Approval of the May 3, 2017 minutes:

• Unanimously approved

2. Membership Report:

• Current membership is 296 which includes 42 new members.

3. Membership Communications Report:

- Simon discussed:
 - Next email /website postings will include putting contest, match play brackets and logistics, course etiquette, ringers, junior memberships and 4 man best ball championship.
 - A separate page will be created on the website for the tournament of champions which will include rules regarding qualifying and qualifiers to date
- The board discussed the possibility of having a new member's page on the website which would include information helpful to new members including a description of weekend competitions the pro shop holds and their cost. This will be discussed again at a future meeting.

4. Tournament Committee:

- Match play events basically on schedule
- Ringer participation down over last year (154 vs 190).
- Tim distributed a list of tournament of champion qualifiers based on only actual net winners per flight and second net winner if gross winner also won net event. The board agreed that to qualify for the Tournament of Champions, you must win first place gross or net in your flight in any individual gross/net tournament throughout the year. For tournaments in which the first place gross winner also takes first place net, he will be the only qualifier for that flight for that weekend. If you qualify for the event, you will compete in the appropriate flight for your handicap at the time of the Tournament of Champions. For example, if you qualify in C flight, and you move up to B flight at the time of the championship, you will compete in B flight. Tim will give the qualifiers up to date.
- Wintonbury interclub signups are complete. Late cancellations and no one available on the waiting list are being dealt with. Phil will ask George Thompson if he could take pictures during the event.
- The Board discussed and clarified that if a match play event is being played, those participants do not have to enter the Men's club event that day. If they do, match play partners cannot give each other advice.

5. Handicap and Rules Report:

• Discussion on rules video was deferred..

6. Treasurer's report:

• Phil distributed Ron's financial scenarios. The board agreed to keep the payouts to \$7.50 and not to make any changes to the budget at this time.

Final Topstone Men's Club Executive Committee Meeting Minutes June 8, 2017

7. Professional Report:

• Jeff indicated driving nets have been installed.

8. Old/New Business

- Brian L will make up Men's club promotional inserts for the carts.
- Jeff was asked to check with his website consultant on the cost for backups to the Men's club site.

Adjournment:

• Meeting ended at 8:15 pm.

Next meeting date:

• July 12 – Topstone

Final Topstone Men's Club Executive Committee Meeting Minutes July 13, 2017

Location: Topstone Clubhouse

Attendees: Al Cusson, Brent Colby, Brian Gilbert, Brian Lathrop, Dave Melesko, Dave Romano, Jared Albert, Joe Staszowski, John Feehan, Phil Richards, Ron Brower, Simon Muska, Jeff Beyer

Meeting was called to order at 6:05 pm by Phil Richards

1. Approval of the June 8, 2017 minutes:

• Unanimously approved

2. Membership Report:

- Current membership is 299 which includes 42 new members (8 more than last year).
- It was discussed that next year, the membership dues flyer should breakout all things that come with Men's Club membership banquet, tournament card, handicap, etc.

3. Membership Communications Report:

Simon discussed:

- Next email /website postings will include 2nd putting contest, mid- season rates, discussion of local rules and reminder about club championship (and cut).
- Website content current
- A new member's page will be added to the website which would include information helpful to new members including a description of weekend competitions the pro shop holds and their cost.
- Website is now being backed up. The cost is \$40.
- A pro's corner section will be added to the website where Jeff will discuss various rules (including local rules) along with links to USGA rules videos.

A flyer will be available on the first tee discussing ready golf (how to speed up play).

4. Tournament Committee:

- The match play events are a bit behind but matches are scheduled. Jeff indicated he has been asked why there are not disqualifications if match play rounds are not played by the date listed. The board asked Jeff to refer those question to Brent.
- The last round of the 4 man championship will include live scoring. The board discussed and decided if there was a gross first place tie, a playoff would occur. Matching cards would be done if a net first place tie occurred. Jeff will try to group starting times for the leading teams together. How to handle ties for first place will be discussed again before the Fall Classic.

5. Handicap and Rules Report:

• See professional report

6. Treasurer's report:

• Phil distributed Ron's financial scenarios. The board agreed to keep the payouts at \$7.50 and not to make any changes to the budget at this time.

7. Professional Report:

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• Jeff indicated Joe Kelly was concerned about slow play. The board discussed the issue and felt only the course can inforce slow play rules. The board also felt the course make-up contributed to slow play. Phil asked the board to send him any ideas on course make-up changes to improve slow play or any other ideas they might have. Phil and Jeff will discuss potential slow play options before the next meeting.

8. Old/New Business

- The board agreed that mid-year memberships will begin July 22 at the same rate as last year. Mid- year members will not be eligible to play in the club championship. If an associate member joins, their handicap fee will be deducted from the rate. An email will be sent to associate members informing them of the mid- year rate. Brian L will email Jeff a flyer for the pro shop and board members for posting at their work.
- A junior membership request with supporting information was discussed and approved by the board (Kevin Thompson's son). The board decided not to actively solicit new junior members.
- A medical membership deferment was discussed and approved (Mike McMan)). Mike will be asked to destroy his membership card. Guidelines for deferments were also discussed and no changes were deemed warranted.
- Discussion about interclub sign-ups was deferred till the August meeting.
- Phil asked board members to send him any issues that need to be discussed and he would add them to the upcoming board meeting agenda. He suggested that issues should be discussed at the meeting rather than via email.
- Dave M will get prices for trophies for the Tournament of Champion winner. The board will also consider a plaque with the names on it.

Adjournment:

• Meeting ended at 8:45 pm.

Next meeting date:

• Phil will email board members about potential meeting dates for august.

Final Topstone Men's Club Executive Committee Meeting Minutes August 9, 2017

Location: Topstone Clubhouse

Attendees: Brent Colby, Brian Lathrop, Jared Albert, Joe Staszowski, John Feehan, Phil Richards, Ron Brower, Simon Muska, Jeff Beyer

Meeting was called to order at 6:05 pm by Phil Richards

1. Approval of the July 13, 2017 minutes:

• Unanimously approved

2. Membership Report:

- Current membership is 301 which includes 42 new and 2 mid-season members
- Phil received a request in April from Paul Biagioni to potentially defer/refund his membership fee if an injury he received prevents him from playing this year. Paul recently contacted Phil requesting a refund of his 2017 membership fee due to this injury. The board agreed that as long as Paul has not played this year, a fee deferment to the 2018 season would be granted. Brian L/Jeff will check on the rounds played by Paul and get back to Phil, who will email the Board's decision to Paul

3. Membership Communications Report:

Simon discussed:

- Putting contest some concerns were expressed regarding the sign-up procedure and freezing signups. The board discussed, explanations were given and future contests will explain the sign-up rules in more detail. The July contest was cancelled due to weather issues.
- Members will be informed in the next email that they can bring a guest to the August putting contest. A non-member team will not be allowed.
- Website content 46% of emails get opened.
- Interclub signup discussion- deferred to the September meeting so more Board members can participate.

4. Tournament Committee:

- The match play competition is one match behind, but that match is scheduled.
- After discussion about options if a major tournament ends in a tie, the board agreed that the Fall Classic tournament will have a playoff in the event of a tie for gross and matching cards for net. The tournament of champions will match cards in the event of a tie. Going forwards, the tie breaker rule will be communicated on the signup sheet.
- The Intraclub cost will be \$140, payable in advance, which includes greens fees for 2 rounds, hat, and soda & appetizers at the pairing meeting. Signup will begin August 19.
- Upcoming Best 15 holes tournament will be changed to an individual gross/net due to the difficulty in scoring.

5. Handicap and Rules Report:

• Nothing new to report.

6. Treasurer's report:

• Ron distributed the latest financial scenarios showing a breakeven budget for 2017. The Board agreed that no financial changes were needed at this time. Jared indicated he would send out a comparison of rounds played to date for this year vs prior years

Final Topstone Men's Club Executive Committee Meeting Minutes August 9, 2017

7. Professional Report:

- Jeff indicated that:
 - Joe Kelly is making changes to decrease expenses due to reduced rounds this year.
 - Cart keys will need to be picked up in the Pro Shop going forward.
 - Live scoring will be done for the club championship.
 - Hazards are being staked and ground under repair areas are being marked.

8. Old/New Business

- The board discussed the possibility of a scramble tournament before the Fall banquet. This will be discussed at the next meeting.
- Phil is still looking into the board outing location and date.

Adjournment:

• Meeting ended at 8:00 pm.

Next meeting date:

• Phil will email board members about potential meeting dates for September (depending on the date of the outing, the meeting might be held at the outing dinner).

Final Topstone Men's Club Executive Committee Meeting Minutes September 12, 2017

Location: Topstone Clubhouse

Attendees: Al Cusson, Brent Colby, Brian Lathrop, Dave Melesko, Joe Staszowski, John Feehan, Phil Richards, Ron Brower, Simon Muska, Tim Berger

Meeting was called to order at 6:05 pm by Phil Richards

1. Approval of the August 9, minutes:

• Unanimously approved

2. Membership Report:

- Phil indicated that he received a request from a member to sit-in on a Board meeting. Phil indicated the meetings are open to all members.
- No change in membership since the August meeting.
- The Board discussed competing Men's clubs in the area and the benefits ours offered. Board members indicated they heard that some former Men's club members might be coming back to Topstone next year.

3. Membership Communications Report:

Simon discussed:

- Communication emails for the Fall Classic and Tournament of Champions (ToC). Email will indicate that the ToC pairings will be based on handicap.
- Need for updating ringers and Tournament of Champion qualifiers on a regular basis through the end of the year
- The Pro's corner on our website. Jeff will direct people to our page in his weekly tee times email
- How he will pass emails by board members before sending them out (President, Past President, Pro, Committee chairs (if email refers to their committee)

4. Tournament Committee:

- One match is holding up match play event. Brent will get the matches back on schedule.
- Phil discussed a Major/Special tournament description template for Board/Pro Shop use containing information like- type of event, format, handicap %, payouts, schedule, sign-up, communications, tie breaker rules, and cancellation policy. He asked the Board to send him their thoughts. This topic will be discussed at a future board meeting.

5. Handicap and Rules Report:

• Nothing new to report.

6. Treasurer's report:

• Ron distributed the latest financial scenarios showing a breakeven budget for 2017. The Board agreed that no financial changes were needed at this time.

7. Professional Report:

• Nothing new to report.

8. Old/New Business

Final Topstone Men's Club Executive Committee Meeting Minutes September 12, 2017

- The Board discussed a membership survey to get input on what the membership feels is working well and if there are areas that could be improved. An email and paper survey at the Fall banquet (receive an special raffle ticket for filling out) was discussed. The Board agreed this should be done. Survey questions will be discussed at the next Board meeting.
- Dave R will get the trophies (smaller ones for the ToC due to the number of winners, other trophies same size as last year)
- The Board discussed moving the Fall banquet to Nov 10 (Friday) and having a 9 hole scramble before the event. Brian L will confirm that the Pro shop will allow the event and if so, the Board will approve the date change via an email vote.
- An email will be sent to the membership by Oct 6th soliciting interest in becoming a Board member. All Board members whose term has expired have indicated they would like to run for another term. A final ballot will be emailed to members by Oct 27th.

Adjournment:

• Meeting ended at 8:00 pm.

Next meeting date:

• October 2 location TBD