

Albuquerque Bilingual Academy
ABA GC Meeting Minutes for Virtual Meeting
Date: April 25, 2022

Board Members Present	Brenda Baca, Doris Cole, Jose Garcia, *Julian Munoz	
Absent	Melissa Trujeque	
Others in Attendance	Chris Jones, Kyle Hunt, Danielle Miranda, Priyam Banerjee, Esteban Cole	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Brenda Baca called the meeting to order at 5:37pm & Roll Call by Brenda Baca	
Item	Discussion	Action/Recommendation
Approval of Minutes	03/28/2022	Brenda Baca called for a motion to approve the 03/28 minutes. Brenda Baca motioned Jose Garcia seconded -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Approval of the Agenda	04/25/2022	Brenda Baca called for a motion to approve the agenda. Jose Garcia motioned Brenda Baca seconded -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Budget Report Updates	<u>Hunt:</u> Starting with our Revenue Reports, we have been receiving everything pretty much as expected. Expenditures, we're still on track. We still have a few minor negative lines that we will be addressing before the end of the year. But nothing concerning; we're still audit compliant with a large available in SEG. We are planning to use almost all of our federal funds and carry over the ones that will carry over. As for our Bank Account, we did have positive cash flow. We did deposit \$434,515 and only dispersed \$319,824. Our bank account ended at \$3.12 million at the end of the month with a very few outstanding checks, most of them being reimbursements to employees. Going to the Balance Sheet, most of that money is actually now in Operational of that \$3.12. Some of it ended up in Food Services and then HB-33 and SB-9. Going down year over year, we're pretty much on track from where we were. We have expanded some of the programs and larger state initiatives, so we do have some differences there. We didn't have food services last year. But overall, we're pretty much on track with how we were last year. Same program except for not being remote anymore.	
FY23 Budget Review and Public Comment	a. FY23 Operational Budget b. FY23 Teacher Salary Schedule c. FY23 PED Format School Calendar <u>Hunt:</u> a. FY23 Operational Budget- The left column is the description of items, then we have what we projected for this year that we're currently in, then the FTE for that year, then we have our actual FY23 budget, then FY23 FTE, then the differences in percentage, and then notes. Starting with our cash carryover, we came into this year with \$1.345 million in carryover in just our Operational budget. Two years ago, it was \$90,000. One year ago, it was \$450,000 and then it jumped to \$1.345 million. That was mainly due to stacking of the K-5 Plus and our ELTP. Looking at next year, we still expect it to actually grow to \$1.9 million. That means that we are operating on a surplus for our current SEG to expenditures of about \$550,000. <i>*Julian Munoz- entered meeting at 5:46pm.</i> FY23 Operational Budget- We're still operating at a surplus. It's not the \$800,000 surplus we had in previous years because K-5 Plus shifted to below the line. But we're still operating at a good surplus. Going down to our SEG, we did go from \$3.8 million to \$4.2 million; most of that is from the unit value increase. However, we did lose enrollment from FY21 80/120 days; so we actually had to use this year's 80/120. We actually lost students but we're projecting to grow students back. But overall, this is based on about 350 kids with 365 to growth. We're actually expecting which Mr. Jones will touch on, hopefully 385, if our numbers plan out which would actually give us a couple \$100,000 more of growth which we'll be adding in mid-year. Going down, we actually aren't budgeting E-Rate anymore; we've moved it to a discount program instead of a reimbursement. So now our internet bill instead of being a couple \$1,000/month it's \$200/month. So actually we'll be seeing that savings of revenue down in the expenditures next year which I will touch on that line again as well. However, most of our actual programs have not changed. There is a few notes where I added an additional FTE, you might notice where the FTE's have weird numbers, and that is because we're operating at a K-5 Plus Program. So all of our FTE's in operational are pretty much considered a .9. but now as we go down into the chunk of it, this is probably the biggest change that we've had, which is now PED has now given us the directive that we are breaking out all benefit lines instead of just being grouped up as one. It is now grouped up as your job class and your program codes. So Subs, Kinder Teachers, SPED	

Julian Munoz called for a motion to approve the FY23 Budget as presented by Kyle. Brenda Baca motioned Jose Garcia seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained

	teachers, EA's, SPED EA's, Bilingual Teachers, Teachers, Athletic stipend. Those all get their own separate benefit code for each benefit, which there are 10 different lines in total. So that is why there are a bunch of 0's and corresponding numbers on the other end because we're having to break up all of these benefits now. I think in the reports we're still going to roll them up a little bit better but for budgetary purposes we are breaking them out line by line which is quite a big change. As you can see, it adds several pages to our budget. Overall, though, looking at our other items we do have a continuation of a lot of other things. We decreased other professional services because we're hoping to remove the long-term sub and gain an actual FTE in-house but we'll see how that shakes out. Another major change is we do have \$500,000 in General Supplies and \$1.2 million in Supply Assets. We don't expect to spend \$500,000 on paper, pencils, and markers or \$1.2 million on desks or anything but because of compliance issues from previous year's legislation it dictated that 70% of your budget has to be within Function 1000, Function 2100, and Function 2200. Which are the functions that are directly related to children being in the classroom; to keep us compliant, that is where we store our carryover even though we actually planned to carry that over into the next year's budget as we have this year. Because at the end of the day, you do have to vote on a balanced budget where revenues equal expenditures. Going down, we are continuing with one Health Assistant at .5 FTE that will also be an Auto Sub for us. Broken up benefits for ELTP stipends that are actually carried from other positions that are federal funds but we'll pay for their ELTP portion out of Operational. Then we have our Ancillary services and as you can see we actually have a lot budgeted for ancillary. Such as therapists and psychologists; we technically don't have any students who need those services currently but it's possible that might enroll one where we'll need to contract that ancillary service through CES. The SPED department within PED likes to see x number of \$ budgeted towards SPED services to make sure that we are using the SPED funding that they give us within our Operational Fund. Going down, we do have our Superintendent continuing and a stipend for the board support, which is broken up in benefits as, previously notated. Continuing with professional development, auditing, and legal, all of those items. I did add \$20,000 in for possible lobbyist, now that we're getting all of these capital projects. I've seen some lobbyists in NM be really effective during the legislative sessions and securing up to \$50-60,000 for capital projects, so it might be something we want to look into next year for the next legislative session. We still have a Principal and then we have two front desk receptionists and broken up benefits for those. Then some minor line items for copy rentals, etc. Then we have the central office, which is for the Director of Operations. IT related services and then software. Then we have our custodial, which is continuing with just one person and continuing with contracting nightly custodial. We do have a change in communication services; it is dropping from \$84,000 to \$50,000 due to the changes in E-Rate, which I previously discussed. Then some minor things for student transportation. Then I also left \$492,000 in construction services for capital outlay. In case operational does need to pay for some of our renovations within the buildings or one of the many other projects we're attempting in this next year. But overall, the budget is balanced from \$6.136 million in expenditures to \$6.136 in revenues. We do not actually expect to spend that \$6 million in total; I actually expect us to continue to grow our cash carryover. When I did our initial budget, from \$1.9 million to hopefully \$2.3 for FY24; so we are still operating at a surplus even with some of these additional added things that I've notated. I did actually already submit this to PED; it was due to PED on Friday. We did our preliminary review earlier today and they had no questions; they said it was a very clean budget and they were very happy with how it turned out. So we already passed that checkoff. <u>Jones:</u> Kuddos to Kyle. I ended up getting an email from the state and our budget representative actually gave him a lot of credit for submitting the budget on time and working through a 2-hour session with her to make sure that the budget was approved. So good job to Kyle. <u>Hunt:</u> b. FY23 Teacher Salary Schedule- Here we have the certified salary schedule for teachers. The legislative minimums which changed this year as you guys may have noticed. It was a new minimum of \$50,000, \$60,000 and \$70,000 for Level I's, II's, and III's. On top of that, this year, just with FY22, not for next year but for this year, we have to give everyone a 3% raise but it's only for the last quarter of the year, so April-May. So we only have to pay them ¼ of that 3% raise but it makes their salaries actually increase 3%. On top of that, we have to increase their salaries by 4% for next year and then an additional 3% for ELTP and K-5 Plus on top of that. So it is actually a 10.25% raise once you multiply all those additional factors such as 1.03 X 1.04 X 1.03. So it is actually awesome; some of our salaries schedule numbers on the later parts of the salary schedule, they were actually above if we just did a minimum raise and then we did \$200-300 increments because our salary schedule does award years of experience and educations pretty highly. So we actually increased all of our bottom cells by that 10.21% and increased it up and then we if they did make the new minimums match which these actually moved up to \$68,000, \$57,000, and slightly under \$49,000 for each of these minimums. This does mean that almost all of our teachers here at ABA are going to be getting a 10% to up to 13-14% if they were at the very bottom. But everyone is at least getting 10.21% which is really great. I've seen a lot of interesting interpretations from House Bill 2 and how they wrote it from unions and stuff stating that	
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	3% after they factor in ELTP stipends and other things but that's not how I interpreted it. I've talked to other business managers and they all agreed that this is the best way to not include ELTP contracts, not to include additional separate increments, and leave all those same contracts or stipends. c. FY23 PED Format School Calendar- You guys actually already voted on the FY23 Calendar but I do have to convert it to the PED format and with some of those things in the budget review with PED today, they did have a few minor changes. So, I do want to present it to you guys for approval as well as it is typically a budget item to be approved. And you do vote on this actual school budget document as notated right here on line 2. Our first instructional day is August 10th and our last is May 30th. Going down, we have all of our items for early release, professional development, and all of our holidays. Then that gets converted into the PED format where you can see our teachers begin on August 3rd and they go all the way to June 13th for our ELTP days. This meets all of the requirements for base instructional hours, ELTP hours, and professional development hours. Because of the way they did change some things, it technically looks like we are losing instructional days because they had me mark our early release days as ½ day instead of a full day, as we had done in the past. Our previous calendar did show 180, even though we had the same early release schedule. However, talking to the budget analysts, it seems like it's not going to be a big deal. We had a few notes on it and it's just a change in how they're wanting to present it this year. However, we did keep our total teaching contract days at 186 the same, which is what we were aiming for. Then pay dates, board-meeting dates, and report card dates. Then you can see the calendar checks stating that we are ok with our total hour requirements.	
Approval of BARs	<u>Hunt:</u> BARs for consideration: a. # 0040-I 24106 b. # 0041-I 11000 c. # 0042-I 25153 1. Justification: \$19,987- To budget allocation increase as directed by PED. 2. Justification: \$23,606- To increase operational budget to match 3% salary increase award as provided by PED. 3. Justification: \$43,788- To increase budget based on Medicaid revenue received through the year.	Julian Munoz called for a motion to approve BARs #0040-I, #0041-I, and #0042-I. Brenda Baca motioned Jose Garcia seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
FY 21 Audit Corrective Action Plan/Financial Improvement Plan	<u>Hunt:</u> As previously discussed, we did have one finding from the audit this last year. 2021-001 Financial Close and Reporting (Significant Deficiency) and it was due to a mix-up within our capital assets. I didn't realize there were some expenditures going towards the turf installation, I should've included in the asset schedule, and because of that we got dinged. We corrected it before the finished the financial statements but once they recognized that error, we're pretty much stuck with it. We do have a response here that we're going to start tracking these projects with a new tracker to make sure that we include those and that this mistake will not happen again. This is the start of our tracker. We already did have all the HVAC installations which them themselves would be fixed assets but we actually got to include all of the necessary payments that went into putting those into Buildings B and A. This pretty much our corrective action plan that if PED asks for it which they haven't in a few years, we can provide them and say "we're already making progress towards correcting our audit and making sure that they won't happen in subsequent years."	
Special Issues	Discussion	Action/Recommendation
Approval of Modular Restroom Purchase	<u>Hunt:</u> So for the Building with the indoor gymnasium/training facility, we had talked about going to Brycon for indoor restrooms. That was going to cost us \$400,000 and it was actually going to eat up a lot of the space. We were going to lose out on 30-40% of the turf that we had spent \$2-30,000 installing. So we started to explore the idea of doing a manufactured restroom right outside the front doors. We liked this idea because it could service restrooms for not only that gymnasium but also for recess and when we install the field in the next year or two and we don't want to do a restroom pad over there for the time being. It will really open up that building to be able to do rentals so we could start bringing in revenue to fund other programs for the school. Palomar Buildings is a CES purchase so we don't actually have to go to RFP and their price specified was actually \$151,000 because we do want the aluminum deck, steps, and ramp. We did reach out to 10 vendors and only two applied. Palomar and one other building solutions I think in AZ and the other quote for them for doing the same thing was \$250,000 for just the restroom and delivery. Now this \$151,000 is just the restroom manufacture and delivery; we're still looking at companies to come and actually install it. Tearing up the asphalt, running the utility lines, and helping us do the permitting and engineering for that. That will hopefully be brought to you in the next meeting. <u>Munoz:</u> So how does this work though? What if the foundation is not ready for when this gets delivered? <u>Hunt:</u> So they won't actually begin until it's almost ready to be delivered, then they will start pouring the footings and stuff like that, and then they'll raise up the building and start installing it then. But installation itself should only take a few weeks, I think. <u>Garcia:</u> What's the time for even getting this building?	Julian Munoz called for a motion to approve contract as presented with a condition of a solid deadline of delivery and installation. Brenda Baca motioned Jose Garcia seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained

	<u>Hunt:</u> 6 months. We've already started contracting the potential vendors and we've had a few come out and start giving us quotes and preparing proposals. We don't have any final ones yet but we're hoping to have them start their engineering and permitting process within the next 2-3 months. That way once the building is delivered, they are ready to start installing and we can have it ready hopefully by 2023. <u>Garcia:</u> Can we get that in writing from them? That it is going to be 6 months because we know how everything is going right now. <u>Hunt:</u> Yeah, we actually do have an email that says. Did it say 5-6 month or 6-7 months, Chris? <u>Jones:</u> I thought it was B. <u>Hunt:</u> He did mention 6-7 but he did say that since it's not huge, there is a possibility that it could be much shorter but they are made to order. We did request like a washer and dryer hookup in this to help with our Title I compliancy and other items. But yeah, we do have it and we're hoping it will stay to the 6 months. We did have him reprice it because he gave us this initial quote in the end of March but before we missed the meeting and so we had to redo the quote to make sure the material pricing was up to date as of today as it is stated 04/20. <u>Garcia:</u> Yeah because they're requiring 50% down, right? <u>Munoz:</u> Yeah, I saw that, yeah. <u>Garcia:</u> If they're going to require 50% down and then it takes them 8-12 months to get it out, you know and then we're kind of out of it until then. Unless they have it in writing that, they're going put it out in this amount of time. If not, we could always say that if it's not out in this amount of time maybe there is a fee for so long after this time and have them pay. I don't know what kind of contract they have but they have to have some kind of contract. <u>Hunt:</u> Yeah, I can definitely reach out. <u>Garcia:</u> Just so we get it in the timeframe that they say they're going to deliver it in. <u>Hunt:</u> Definitely, so if you guys want to approve this and me and Jones can send you and Mr. Munoz the contract to re-review before we actually sign and execute a PO.	
Approval of RoofCARE Contract for Buildings A, B, and C.	<u>Hunt:</u> It is for redoing the roofing of Buildings A, B, and C. This is from RoofCARE; the people who previously did D, E, F, and G two years ago. In those two years, they did all four of those buildings for I think it was \$60,000/building or so, it was like \$230,000 for all four buildings. Our roof doesn't need to be replaced yet but it is in poor condition. You can see all of the gravel that goes on top of the asphalt peeling off and falling all around the backside of the buildings. There are some photos that show that kind of condition. We've noticed some leaks in the skylights and one skylight is fully broken. This is a 10 -Year Metacrylics Acrylic Roof System Renovation for all 3 buildings. Unfortunately, because of the way the industry currently is our price is \$239,072.78 for the 3 buildings, so we are now at \$80,000 a building. This is acrylics, the other one we did was some different type of surface, and when he initially did that quote, it was \$300,000 versus \$100,000 a building. He said "let's do the acrylics and you still get your 10-year warranty and it's going to save you \$70-80,000." <u>Munoz:</u> And this is the same company we used, right? <u>Hunt:</u> Yes, sir and they are a CES vendor, so we don't have to go through RFP or any other type of procurement.	Julian Munoz called for a motion to approve the RoofCARE contract. Brenda Baca motioned Jose Garcia seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Approval of State Grant Applications- BMEP, Pre-K, FAEA	<u>Jones:</u> 1. Bilingual Multicultural Education Program Funding Application- As you know our charter is built upon this proposal which is a 50/50 dual-language model. The funding source that goes into the bilingual education program is pretty substantial so we do depend on that as well. At the very beginning, we have to identify the Courses and Instructional Models. So per grade level I have to identify what are we teaching and then what are we using to actually instruct. The first thing I do is I list the courses in Spanish per grade level and we also have the curriculum that we've identified as well as the BMEP Model. We have to identify the teacher licensure number to make sure that we're fully staffed and per statute we have to make sure that we have the staffing that's appropriate; people have to be appropriately licensed. Module 2 is Language Proficiency & Instructional Materials. So we have to identify which assessment we're using and that is Avant. We talk about how we implement the assessment in the spring. Then we get into the English Proficiency which is ACCESS and that is once per year as well. Next we talk about using assessment results and we differentiate instruction based on student's present levels of performance. Instructional materials is the next section and we talk about the core curriculum that we've adopted. For us, it is McGraw-Hill Wonders and Maravillas and we have these two curriculums in place. They're in tandem, side-by-side programs that complement one another; one is in Spanish and one is in English. The teachers actually align instruction based on the language and they focus on particular standards. Next is Professional Development and for the last few years we've implemented CLAVES. CLAVES is a model in which we try to identify student's appropriate cultural background. We've had some really focused PD from dual-language education of New Mexico which are focused on culturally and linguistically responsive instruction. Next section is the BMEP Parental Advisory Committee (PAC) and we have Jimmy Gonzalez our Dean of Students who has worked with a group of parents throughout the year and shared what it is we're working toward	Julian Munoz called for a motion to approve the three applications as presented. Jose Garcia motioned Brenda Baca seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained

	in terms of our bilingual program. They have provided us with input and that input has been utilized to develop this application; we did seek input from stakeholders and we continue to do so. That is pretty much the extent of the BMEP program application. We know that we're a 50/50 dual-language emersion model; it's a two-way model so they do learn for 3 hours in English and 3 hours in Spanish per day. We try to seek out input and evaluate our program on a regular basis. 2. Pre-K Application- Hopefully you got a chance to review that award letter. The Pre-K application is written on an annual basis through last year at which time they adopted the Early Childhood Bureau. The PED spent of money on early childhood about two years back. We have a 5-year award letter. Ultimately for us right now with Pre-K, we have one classroom. That classroom has 20 students and it is a 10-1 student-adult ratio; we have 1 teacher, 1 EA, and 20 students. We do receive supplemental funding for a state Pre-K grant and that funds the positions as well as all of the programing. We just received an adjustment in a memo from PED that states that we'll be able to honor the mandatory increases in salary that have come down from the legislative session. But other than that there's no changes and there was not an application required. 3. Fine Arts- This is another application that was recently submitted. We have a fine arts program that emphasizes one music teacher and one art teacher. Those two teachers are a part of our specials staff who provide that enrichment for our students. We have about 2-3 hours of instruction per week depending on the schedule for students; we have A and B week to try and balance out our specials schedule. But ultimately students participate in fine arts either 2 or 3 hours per week between visual arts and music. The music teacher does provide a wealth of knowledge and information following the music standards that NM has adopted and they try to integrate language and literacy through music. Music is a brand-new thing for our school and what we hope to do with music and the adoption of music program is to have Mr. Villa, who is our music teacher, really try to incorporate language and reinforce the acquisition of language. We've been fairly successful in that. The visual art teacher tries to integrate a lot of cultural aspects and things that would assist out students to support their well-rounded education. Fine arts for us doesn't pay a lot but it gives us some support and really the FTE of one teacher because our award is not that high especially with the increases.	
GC Conflict of Interest Discussion and Signatures	<u>Jones:</u> Obviously that is a time that we disclose any relationships that we have with staff members. Any conflict of interests in terms of a business interest. At that time what we're doing is disclosing if we're profiting from the school. Obviously none of that is happening but it is an annual thing; you guys have signed it in many years passed. So what I would like to do is send it out to you through Adobe Sign and I want to get those back as quickly as possible. I will attempt to send those first thing in the morning and if you can return those to me as soon as possible. Essentially it is the same thing that we've done every year and there has not been a change in any of the relationships among our staff members when it comes to the relationships with board members. I'll send that out first thing in the morning. Please guys, if you can send that back before the site visit on Wednesday or before the end of day tomorrow actually it would be ideal.	
Head Administrator Evaluation Prep	<u>Jones:</u> My evaluation is coming up. You guys know that my contract ends at the end of the fiscal year which is the end of June. What I would like to do is to have Mr. Munoz enforce the evaluation process. That would require that you guys take the individual questionnaires, the evaluation forms that were previously developed and approved by the PED. You are going to gauge the progress that we made as a school and of course my leadership abilities. So if you guys could start the discussion around that. I would love to have that done at our next May meeting, so that I have an answer and decision in terms of my employment. During the May meeting, we can issue a contract at that time. I would appreciate that and Mr. Munoz has the forms and will be in contact. <u>Munoz:</u> Just send me one and I can get it prepped and send it out to everybody. <u>Jones:</u> Thank you sir. I appreciate you guys in advance.	
Head Administrator Report – enrollment, staffing, site visit, upcoming events	<u>Jones:</u> • Enrollment- right now my report shows that we have 281 students enrolled at the K-5 and addition to that we have 144 students at the secondary level. We are sitting pretty in terms of enrollment as of now. We're still looking to increase enrollment of course. It looks like we're almost hitting our enrollment cap; we have a few spaces left in selective grades. • Car Show- We have a car show that is coming up and I want to thank Mr. Garcia for his assistance. He brought the idea to my attention at some point awhile back and we've had a few meetings to discuss the logistics. So on May 7th we're going to have our first annual car show thanks to Jose, Garcia's and all kinds of other vendors that are donating their products to us so that we can make this a success. It's a benefit. It is going to be something that of course helps us to fundraise but most importantly because we're under our enrollment cap, I think this is going to be huge for our school in terms of exposure. Having families from the area come to our school for a community-based event, to see that we exist; they get a chance to kind of explore our campus a little bit	

	and they get to learn as we will have a table set up where we provide information about the school and what we offer. You have to remember that each student brings in a unit value and that unit value is around the range of about \$5,000. I think that's a huge thing for us in meeting our enrollment cap. We're hoping to have 75-100 cars that register and participate as well as several school organizations selling things as a fundraiser. We're hoping to partner with some community organizations to come out and share information including APD. It's going to be a really fun celebration so we do encourage you all to come out if you guys can come on the 7th; it's going to start at 9 and end at 5 at our La Morada location. It's going to be a lot of really beautiful vehicles and our mariachi group will be performing and really just a multitude of other things that are happening that are really exciting for our school. We're hoping that it will draw in more students, more families, and more support from the community. Again, I thank Jose and of course the administration team for helping spearhead this as well as the volunteers who assisted with us. • Staffing- Staffing looks good. It looks like we have 3 positions that we're making for next year. I believe one has already been filled so we'll end up with 2. We have a really strong staffing plan for next year. We have a good administration coming back so we'll be able to share ideas with one another; I'm excited about that. • Site visit- Our annual site visit is coming up this Wednesday. They are coming in to see if we're in compliance with all of our charter terms, the charter contract, and our performance framework. They require that we do certain things throughout the school year and this is just check to help us correct any actions if necessary. We'll keep you updated at the next meeting along with the evaluation; I will share the results. I do thank you guys for your time this evening.	
Public Comment		
Announcement of Next GC Meeting	Next GC meeting: <u>Monday, May 23, 2022 (due to holiday); 5:30 pm</u>	Julian Munoz asked for a motion to adjourn. Brenda Baca motioned Jose Garcia seconded Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Adjourn	Meeting was adjourned at 6:41pm	