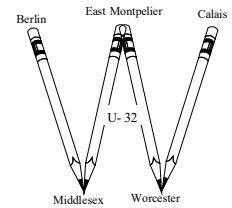


Washington Central Unified Union School District

WCUUSD exists to nurture and inspire in all students the passion, creativity and power to contribute to their local and global communities.

1130 Gallison Hill Road
Montpelier, VT 05602
Phone (802) 229-0553
Fax (802) 229-2761

Meagan Roy Ed.D.
Superintendent



**WCUUSD Finance Committee
Meeting Agenda
10.11.22 8:30-9:30 AM
Central Office, 1130 Gallison Hill Rd. Montpelier
Via Video Conference**

Virtual Meeting Information

<https://tinyurl.com/yyy5yh8y>

Meeting ID: 843 6818 3961

Password: 518350

Dial by Your Location: 1-929-205-6099

1. Call To Order
2. Approve Minutes of 9.13.22
3. Informational Reports
 - 3.1. Monthly Reflections
4. Discussion/Action
 - 4.1. Review and Approve Pre-Qualification Criteria for 2023 Capital Improvement Projects
 - 4.2. Review and Approve 2023 Dental Premiums
 - 4.3. Review and Discuss FY 2023-24 Budget Development Components
 - 4.4. Review and Advise on School Board Budget Training
5. Next Meeting Date and Future Agenda Items
 - 5.1. Next Regular Meeting: November 8, 2022
 - 5.2. Prepare for the School Board Budget Training
 - 5.3. Prepare for November Community Forum
6. Adjourn

WCUUSD Board Norms - Adopted November 18, 2020

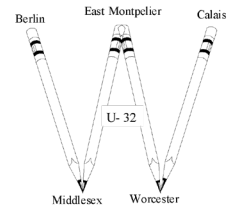
- **Public input** – Notify the community about public forums and opportunities for public comment at board meetings.
- **Community involvement during regular meetings of the board** – Every meeting will include at least one opportunity for public comment. Public comment is an opportunity for board members to listen and ask clarifying questions. If a board member feels a concern raised in public comment warrants further board discussion, they may request that the issue be added to a future agenda.
- **Community dialogue** – The board may periodically schedule community forums that allow for dialogue, questions and answers from the board or the district leadership team.
- **Stay on time** – Start and end on time. The chair may appoint a time-keeper.
- **All voices will be heard** – Every board member gets a chance to speak. Some topics warrant having each board member speak in turn to ensure full representation.
- **Reflection** – To allow time for reflection, the chair and agenda steering committee will plan time for complex or contentious issues to be discussed at more than one meeting before the board votes, except where a decision is urgent.
- **Announcements in reports** – Announcements from the administration will appear in the reports and not as discussion items.
- **Role of the board** – At the end of each board meeting reflect on whether the board remained focused on its policy-making and oversight role during the meeting, rather than operational details that are the responsibility of leadership team.
- **Respect each other** – Listen, allow others to be heard, share concerns, assume positive intentions, be present, celebrate successes.

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Jennifer Miller-Arsenault
Interim Superintendent



**WCUUSD Finance Committee
Meeting Minutes Unapproved
9.13.22 8:30-9:30 a.m.
Central Office, 1130 Gallison Hill Rd., Montpelier
Via Video Conference**

Present: Flor Diaz Smith, Susanne Gann, Ursula Stanley, Chris O'Brien, Meagan Roy, Eric Andersen, Steven Dellinger-Pate, Daniel Keeney

- 1. Call to Order: Flor Diaz Smith called the meeting to order at 8:34 a.m.**
- 2. Approve Minutes of 8.9.22: Ursula Stanley motioned to approve the minutes from 8.9.22. Eric Andersen seconded and the motion passed.**

3. Informational Reports

3.1. Monthly Reflection:

Susanne reported that the search to fill the Financial Accountant position at Central Office has begun. She advised that the essential duties and responsibilities for this position will be in accounts receivable, financial reporting and budget support, cash management, record retention, capital asset and grant tracking. The position responsibilities have remained the same with a few duties that were shuffled around. Susanne reported on the tasks that were completed in August for the Finance Team. The following were completed:

- RHR Smith completed the onsite portion of the FY2021-22 annual audit the week of August 8, 2022. The audit is on track for reporting to the Board in December.
- The annual statistical report was due to the AOE on August 15, 2022.
- Personnel projections are updated for the new year based upon new hire salary and benefits.
- Preparation for the FY 2023-24 budget development has started. We have begun with the Food Service and Community Connections funds in anticipation of Board review in October. The initial requests for Special education are coming together based upon current student needs. This segment of the budget is a moving target throughout the budget process. Students coming, going, or newly identified for services may change the request as we move closer to Board approval.

Susanne reported that at the District in-service we had 44 employees that were new to the District or transferred to a new school building. We have continued to add to this number since the opening of school, as we fill remaining vacancies. Susanne thanked Virginia Breer for her work making the necessary changes in the payroll for new employees in the payroll software as well as employees who terminated in a short window of time. Susanne also acknowledged that the District welcomed two new Administrative Assistants. Christopher Pollard is new to Doty and Shannon Knowles is new to Rumney. Penny will be working with them to be sure they are adequately trained in accounts payable functions and Virginia will give them guidance in payroll.

3.2. Capital improvement Project Updates:

Susanne and Chris provided a memo that gave updates on the projects in the District that were completed or close to completion over the summer. These projects included U-32 storm water, air handling unit upgrades, roof replacement, bathrooms, scoreboards, field hockey field refurbishment, softball dugouts, windows, ventilation at Calais, bathrooms at Rumney, and across the District security access and cameras. Susanne recognized Bill Ford and advised we did not have issues that other districts faced with projects being incomplete at the start of the school year. Daniel Keeney asked about the air handling upgrades and what the project consisted of as it didn't appear that it was completed yet. Chris O'Brien advised that basically all parts are being replaced except for the housing of the equipment. Chris advised it should run more efficiently with new parts. He advised that it was more affordable to replace parts as opposed to replacing the entire unit.

4. Discussion/Action

4.1. FY 24 Capital Improvement Project Budget Revisions:

Susanne and Chris provided a memo in regards to projects for next year. The Superintendent Authorized Engineering Ventures to proceed with bid development for the parking lot project, Margolis and Healy to proceed with a safety and security program assessment for district-wide security work, and Black River Design to proceed with the scope and budget development for the remaining capital projects. Black River Design enlisted Roy Swain P.E. of Kohler & Lewis Mechanical Engineering to summarize the scope of work and provide us with a rough budget for each item. The project was originally thought to be around \$300,000. The reassessment including soft costs of 25% and 10% contingency for change orders came to a new budget estimate of \$1,278,750. There has been discussion surrounding the ARP ESSER funds that are unallocated. That amount is currently \$795,501 and could be used to offset the HVAC work if completed by September 30, 2024. If we use the remaining unallocated funds, it would increase the use of ARP ESSER on the capital improvement budget by \$483,249. Daniel Keeney asked what would happen if the ARP ESSER funds weren't an option. Susanne advised that the projects would have to be spaced out over time. Chris O'Brien advised that on the older units it would be better to replace them as the vendor is no longer in business and trying to replace the parts is not feasible. Ursula asked what the typical lifespan is when new HVAC units are put in. Chris advised approximately 20-25 years. **Ursula Stanley motioned to recommend that the Board authorize the Superintendent to engage Black River Design to develop the necessary bid documents and vendor prequalification's for the Doty AHU damper replacement, U-32 Boiler Circulator Pump Replacement and the U-32 HVAC Energy Recovery Units (ERUs) 20-year upgrade, for an amount not to exceed \$1,278,750. Daniel seconded and the motion passed unanimously.**

4.2. Operating Budget Policy & Planning:

Susanne gave an overview of a memo she provided regarding Operating Budget Policy & Planning. This highlighted a plan for a Debt Management Policy, a Fund Balance policy and budget planning discussions around expenditures. She asked the committee to think about questions they may have as she will be developing a draft. Susanne advised that our debt is hovering around \$10 million combining all outstanding debt. If we go over that amount our debt is no longer tax free therefore we become less attractive to lenders and we would get a higher interest rate. Daniel advised he hadn't seen a summary of our debt and asked about the nature of it. Susanne advised that it is in the audit and will be sure to provide it. Daniel asked historically what the trend has been. Susanne advised the District has not incurred new debt since the merger.

Meagan asked if the auditors have a recommendation for debt load? She is aware of their recommendation for fund balance. Susanne advised there is nothing highlighted about a debt level that is acceptable from the auditors. She has not reached out to the auditors about this. Ursula asked if we were to set a policy that were to say we will not incur any new debt and there is something catastrophic at one of our schools that needs to be fixed, we would be stuck. We should perhaps set guidelines. Daniel asked if Susanne would come back with the audit and actions that she is taking. Susanne advised that would be a good idea. Ursula spoke about bonds and how they are part of the debt that will eventually be paid off. Flor advised that it would be important for a policy to not be restrictive, she also spoke about assets of the District. Susanne spoke about fund balance and the concerns that Chris McVeigh had around the 2% reserve. She advised there are no rules stating that it has to be 2% and it depends on comfort level. We could increase it to say 5% however that would limit our use of the fund balance in other ways. Steven advised that historically at U-32 before the merger they used 4% and after the merger it was changed to 2% for the entire district. Flor suggested doing some comparisons with other districts for the board to see. Susanne spoke about establishing consistent parameters for recurring expenditures and how she is looking to identify the level for budgeting for tuition reimbursement for staff, identify a process for budgeting for transfers to enterprise funds and the capital reserve fund, and guide requests for expanded staffing or services.

4.3. Review & Approve Budget Timeline and Process:

There was some discussion as to whether the school open houses were included in this timeline so as not to interrupt them. Meagan advised that perhaps next year they will be included; they were not included in this one. No motion was made to recommend to the board as there were only 3 members but will be included in the 9.21.22 board meeting.

5. Next Meeting Date and Future Agenda Items

- 5.1.** Next Regular Meeting: October 11, 2022
- 5.2.** Prepare for the School Board Budget Training
- 5.3.** Prepare for November Community Forum
- 5.4.** Review and approve the Dental and HRA budget
- 5.5.** Review and approve the Food Service budget
- 5.6.** Review and approve the Community Connections budget

6. Adjourn: The meeting adjourned at 9:35 a.m.

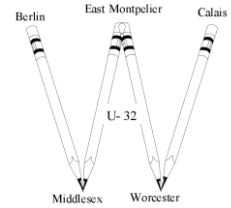
**Respectfully Submitted by,
Melissa Tuller
Administrative Assistant**

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne D. Gann, WCUUSD Business Administrator
RE: Monthly Reflections
DATE: October 6, 2022

We have officially appointed Penny Sanville as the new Financial Accountant for Washington Central Unified Union School District. Penny has served WCUUSD as the Accounts Payable Accountant since 2018. She is excited about the opportunity to learn and grow and expand her ability to support the school district. We will temporarily outsource her Accounts Payable role through a talent resource agency, while we advertise to fill the Accounts Payable position with a permanent hire. This will allow us to take the time necessary to train Penny in her new role and will give us the ability to pre-screen possible candidates.

Congratulations Penny on this new endeavor and thank you for accepting the challenge!

Virginia recently sent all employees some news related to payroll and benefits. The notice provided employees with information about accessing their pay stubs; making name and address changes; open enrollment; HRA, Medical FSA, DCAP year-end and roll-over; VSTRS and VMERS online access. A new link has been added to the WCUUSD website for employees to access payroll and benefits news updates here: <https://www.wcsu32.org/Page/1378>. Virginia's continued efforts to support everyone in accessing payroll and benefits information is appreciated.

The district's EPIC RPS representative, John Consul, Jr., has scheduled four days of online meetings to counsel new and current employees regarding the district's 403(b) plan. Employees are signing up to meet with him for 20 minute sessions over the phone or on a Teams' meeting during October 17th - 20th between 8:40 am - 3:20 pm. John will review existing accounts, individual plans and answer questions employees may have about the plan. He will also use the time to set up new accounts as desired. Employees are able to schedule time outside of these meeting times to meet with John, as well. Thank you to Melissa and Virginia for coordinating these meetings.

Monthly Reflections

The FY 2023-24 Act 173 Special Education Plan is due to the AOE October 15, 2022. We must report the number of students on IEPs, staffing and service requirements, and budgets for students anticipated to reach the Extraordinary Cost level. The Student Services Director has been meeting with administrators from each school to review the needs of current students on IEPs, specifically identifying any changes in the current year and anticipated changes for next school year.

Thank you to Renee Bates, Administrative Assistant for Special Services for her work to verify staff, students and tracking vendor expenses.

Grant reimbursement requests were sent to the AOE for the first quarter on September 30, 2022. These requests were for district expenditures from July through September on the approved budgets of the IDEA Grants, Consolidated Federal Grants, School Improvement grant and ARP ESSER grants.

Exciting news to report. The district was just approved for a \$30,000 Cybersecurity ESSER grant to establish a cybersecurity framework and data breach response plan to maintain access to education platforms, tools and pathways that will support academic and mental health recovery efforts and the fidelity of student educational work. The district will use the funds on vulnerability and penetration testing, network bandwidth monitoring, DDOS mitigation and vulnerability rectification services.

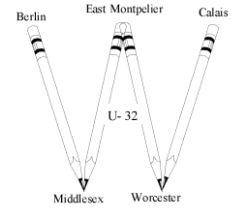
Thank you to Mark Kline, Director of Technology who worked very hard to develop a program narrative that addressed the pandemic impact, planning process, communication process, identified consultants and technology, described sustainability and success and the scope and sequence for the grant application. The application for this grant opened July 15, 2022 and was due to the AOE August 19, 2022. Without Mark's efforts, the district would not have been able to submit the completed application in such a short window of time.

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne Gann, WCUUSD Business Administrator
Chris O'Brien, Director of Facilities
RE: Prequalification Criteria for 2023 Capital Improvement Projects
DATE: October 6, 2022

Review: At the September 21, 2022 meeting, the School Board authorized the Superintendent to engage Black River Design to develop the necessary bid documents and vendor prequalification for the Doty AHU damper replacement, U-32 Boiler Circulator Pump Replacement and the U-32 HVAC Energy Recovery Units (ERUs).

Update: We met with Bill Ford of WF Project Inspections and John Hemmelgarn of Black River Design to establish the schedule for vendor prequalification and bidding on the 2023 U-32 ERU replacement project. As we dove into the requirements of the Vermont Bid Law and pre-qualification, we identified the need for the school board to establish pre-qualification criteria that contractors must meet to be included on a selected list of pre-qualified bidders for the 2023 U-32 ERU replacement project and the 2023 U-32 Parking Lot and Sidewalk Replace Project. We recommend the Board establish the following pre-qualification criteria:

1. maintains a clear and stable organizational structure;
2. holds licenses and/or registrations appropriate to the work to be performed;
3. has sufficient experience or expertise with related projects;
4. has sufficient financial capacity;
5. does not maintain a current construction load that would interfere with its ability to perform the work;
6. has positive references from credible and knowledgeable sources; and
7. has experience in successfully completing competitively bid school projects of similar size and type;
8. has a proven ability to keep past projects within budget;
9. has a proven ability to keep past projects on schedule;
10. has a track record of successful construction projects in the area within the last five years;
11. has knowledge of and experience with the location and local subcontractors;
12. has an established commitment to this area;

13. has an ability to obtain performance and bid bonds;
14. has demonstrated quality of workmanship and ability to control/encourage quality in subcontracted work;
15. has a track record of fairness on change orders after the bid and during the construction phases;
16. has a track record of sound project management, coordination with subcontractors, timely submittal of required documentation, and attention to responding to the concerns of the owner during construction;
17. has a proven ability to maintain safe working conditions;
18. has a proven ability to safely and efficiently work around school children and activities;
19. has a proven ability to close out project after reaching project substantial completion;
20. has proven follow-up on completed projects;
21. has a willingness to return to correct warranted items.

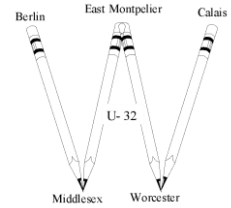
Recommended Board Action: The Board establish the recommended prequalification criteria that contractors must meet to be included on a selected list of pre-qualified bidders for the 2023 Mechanical Projects and the 2023 U-32 Parking Lot and Sidewalk Replacement Project.

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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne Gann, WCUUSD Business Administrator
RE: Approve Dental Premiums for Calendar Year 2023
DATE: October 6, 2022

Review: WCUUSD has operated a successful self-funded Dental program since 1995, only increasing rates nine times in 27 years. Self-funding the plan allows the district to keep premiums low and provides the District with rate information for budget development earlier than other districts. The District assumes relatively low risk in self-funding this, as the maximum plan payout per employee is only \$1,000 and a 6-month reserve is planned.

Program Components:

- WCUUSD staff provide benefit coordination for employees.
- The District contracts with EBPA/CBA Blue, a 3rd party administrator to process dental claims.
- The District develops the budget for the Dental plan and sets the annual premiums.
- The plan maintains a reserve fund, equal to at least six months of estimated claims to ensure cash is available for plan payments and for maintaining premium levels.
- The FY 2022-23 beginning fund balance is \$123,677. Budgeted claims for FY 2023-24 are \$230,243, assuming the average of the prior two years' actual claims plus an 8% annual inflation increase. See accompanying budget spreadsheet for other revenue and expenditure estimates.

Program Timeline (The plan year goes from January 1 – December 31):

- January 1 – new premium rates take effect.
- April – prior calendar year claims can be considered final. Review of plan projections completed and surplus and deficits are identified.
- October – plan projections are completed and budgets for the following year are developed. The WCUUSD School Board sets the Dental Insurance premiums for the next calendar year.
- November – open enrollment begins. Staff notifies benefit-eligible employees that they may elect to change their benefit elections for the coming calendar year.
- December 1 – benefit changes sent to EBPA/CBA Blue.

Board Action Needed: Staff recommends that the board set the calendar year 2023 Dental Insurance Premiums as follows: Single Plan \$552; 2-Person Plan \$1,080; Family Plan \$1,512.

**WASHINGTON CENTRAL UNIFIED UNION SCHOOL DISTRICT
SELF-FUNDED DENTAL INSURANCE BUDGET
FY 2023-24**

BEGINNING FUND BALANCE	\$ 231,393	\$ 107,213	\$ 123,677	\$ 123,677	\$ 124,854
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REVENUES	ACTUAL 2021	ACTUAL 2022	BUDGET 2023	PROJECTED 2023	BUDGET 2024
Interest Income	\$ 3,300	\$ 3,300	\$ 2,200	\$ 2,200	\$ 3,300
Employee Participation	\$ 123,451	\$ 114,021	\$ 128,058	\$ 102,312	\$ 125,808
District Share	\$ 154,787	\$ 150,284	\$ 151,278	\$ 158,976	\$ 161,184
Total Revenues	\$ 281,538	\$ 267,605	\$ 281,536	\$ 263,488	\$ 290,292

EXPENDITURES	ACTUAL 2021	ACTUAL 2022	BUDGET 2023	PROJECTED 2023	BUDGET 2024
Employee Claims	\$ 201,533	\$ 193,260	\$ 210,903	\$ 213,188	\$ 230,243
Benefit Coordination	\$ 39,599	\$ 42,371	\$ 42,371	\$ 33,732	\$ 40,478
Monthly Administrative Fees	\$ 12,780	\$ 12,413	\$ 13,600	\$ 12,375	\$ 13,140
Tax Reporting & Compliance	\$ 1,836	\$ 1,997	\$ 2,000	\$ 1,916	\$ 2,198
Processing Materials & Communications	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100	\$ 1,100
Refund to Employees-Per BOD Action	\$ 23,870	\$ -	\$ -	\$ -	\$ -
Refund to District-Per BOD Action	\$ 125,000	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 405,718	\$ 251,140	\$ 269,974	\$ 262,312	\$ 287,160

CURRENT YEAR INCREASE / (DECREASE)	\$ (124,180)	\$ 16,465	\$ 11,562	\$ 1,176	\$ 3,132
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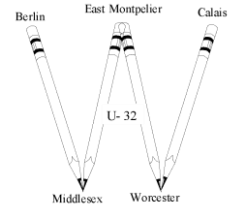
ENDING BALANCE	\$ 107,213	\$ 123,677	\$ 135,239	\$ 124,854	\$ 127,986
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Meagan Roy Ed.D.
Superintendent



TO: WCUUSD Finance Committee & School Board
FROM: Susanne Gann, WCUUSD Business Administrator
RE: FY 2023-24 Budget Development Components
DATE: October 6, 2022

Dental Fund: WCUUSD has operated a successful self-funded Dental program since 1995, only increasing rates nine times in 27 years. Self-funding the plan allows the district to keep premiums low and provides the District with rate information for budget development earlier than other districts. The District assumes relatively low risk in self-funding this, as the maximum plan payout per employee is only \$1,000 and a 6-month reserve is planned. The recommended Dental premium for budgeting purposes is \$552 per enrolled person, which meets the current negotiated benefit. This also maintains a fund balance equal to at least six months of estimated claims.

HRA, FSA, DCA Fund: WCUUSD has operated a Flexible Spending Account (FSA) and Dependent Care Reimbursement Account (DCA) since 1995 and the Health Reimbursement Account (HRA) since 2018. MyMoney/Further is the 3rd party administrator for processing HRA, FSA and DCA claims. This relationship began in 2022, and was an overall positive transition from the previous administrator. Employees are responsible for the last dollar of their health insurance deductibles. Max plan payment is \$2,100 single/\$4,200 families for professionals, administrators and related and \$2,200 single/\$4,400 families for Education Support Personnel (ESP) and related support staff. Previous budgets have been developed using \$1,500 single/\$3,000 families.

Community Connections: WCUUSD runs the Community Connections program at the Elementary Schools which provides various levels of before school and after school child care programming. The District has previously supported this program with a \$40,000 transfer from the general fund. It is recommended that the District increase program support to \$50,000 in FY 2023-24 to support initiatives to recruit and retain quality employees.

Food Service Fund: All families in the State of Vermont have had breakfasts and lunches paid in full since the beginning of the pandemic. It is uncertain whether this benefit will be continued by the state of the federal government next year, so the food service budget has

been developed assuming students that do not qualify for free or reduced breakfast and lunch will pay full price for their meals. The budget estimates full price meals at \$3.75 for breakfast and \$4.75 for lunch. If the Board wants to consider subsidizing reduced price and/or full-price student meals in whole or in part, calculations can be run to advise the impact on the budget as we move forward in the development process.

FY 2023-24 Budget Recommendations

Enterprise Funds	Beginning Fund Balance	FY 2023-24 Projected Fund Balance Increase (Decrease)	FY 2023-24 General Fund Budget	Budget Increase (Decrease)
Dental Fund	\$123,677	\$ 3,132	\$552 per person	No change.
HRA, FSA, DCA Fund	\$668,527	(\$118,028)	\$1,500/\$3,000 per person	No change.
Community Connections	\$131,716	(\$ 50,000)	\$ 50,000	\$ 10,000
Food Service	\$188,272	\$ 0	\$ 50,371	(\$98,743.86)

November Community Forum Preparation: The Community Forum November 2, 2022 is currently scheduled for, “Building a Vision Before Building a Budget.”

Last year’s format:

- Slideshow presented by the Leadership Team
 - Theory of Action
 - Strategic Objectives
 - Plan for Moving Forward
 - Enrollment trends
 - Prior Year budget review
 - Budget Timeline Snapshot
- Breakout room discussion: Focus Questions
 - Which aspects of our district are most meaningful to you?
 - What are we spending too many resources on (time/money)?
 - What are we spending too little resources on (time/money)?
 - List 3 programs/services that reflect what you value most about WCUUSD and that you feel should be prioritized in the FY 2022-2023 budget.

What do we want to keep the same and what do we want to change?

What can we do to spread the word about the meeting ahead of time?

What else?