

# Minutes



## Executive Committee

Wednesday August 23, 2006 4 to 5:30 PM

Governor's Commission on Disabilities

John O. Pastore Center (Formerly the Howard Center)

41 Cherry Dale Court

Cranston, RI 02920

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(website) [www.disabilities.ri.gov](http://www.disabilities.ri.gov)

**Secretary:** Bob Cooper

**Attendees:** Paul Choquette (Chair); John MacDonald (Vice Chair); Rosemary Carmody; Regina Connor; Judi Drew; Binyamin Efreom; Timothy Flynn; Ronald McMinn; Bill Nieranowski; & Patricia Ryherd

**Excused:** Paul Grenon

### Minutes

**4:00 PM Call to Order Paul Choquette, Chair**

Discussion: Call to order at 4:00 PM.

MOTION: To accept the minutes of the previous meeting, as mailed RMcM/RCo passed unanimously

MOTION: To advance to 3<sup>rd</sup> the Advice and Consent to the appointment of Frances B. Belasco to the Disability Business Enterprise Committee. RMcM/BN passed unanimously

**4:05 PM Liability Insurance Coverage for Commissioners, Volunteers, Fellows, etc. Paul Choquette**

Presentation by Shawn Donahy of the RI Association of Independent Insurance Agents & Kevin Carvahlo, Risk Manager for the State of Rhode Island answered a number of questions concerning the level of coverage of the volunteer Commissioners, interns, fellows and other volunteers. There is a state tax charged to the agent who handles the policy, which is included in the annual premium, even though it is paid to the state (General Fund). The reference in the quote to "Retention" means the same as deductible, but that is only to the Commission as a whole and not to individual volunteers. The Coverage will start as of the morning of August 24, 2006.

The quote for Non-Profit Organization Liability from Tutor Insurance Company through the RI Association of Independent Insurance Agents is as follows:

Retention [deductable] (Each Loss)	Limit of Liability	Premium (One Year)
\$0 each Insured	\$1,000,000	\$2,300

\$0 in the aggregate  
 \$5,000 Entity/Company Retention  
 \$0 Premium for Compliance with Terrorism Risk Insurance  
 Act of 2002

Tax: \$69

MOTION: To authorize the purchase of Liability Insurance Coverage as presented (Policy will take effect in the morning of August 24, 2006) BE/RMcM passed unanimously

**4:20 PM Update from the Retreat Planning Subcommittee Paul Choquette**

**Orientation To Responsibilities**

Topic	Presenter	Time
1. Power Point Commission History	Bob Cooper	¼ hr
2. Functions of the Commission meetings	Paul Choquette	¼ hr
3. Functions of commissioners, committees, staff , fellows & volunteers	Paul Choquette	¼ hr
4. Time for Questions and Answers (spread throughout the session)		¼ hr

**Interactions of Commissioners, Committee Members, Staff & Volunteers**

*Highlight a project or task that the staff/committee is currently working on or have recently completed*

5. Commission staff, 7 @ 4 minutes	Staff	½ hr
6. Committees, 11 @ 4 minutes	Committee chairs	1 hr
7. Dinner while viewing Cable TV (including sample video)	Cable TV producer	25 min.
8. Active Liaisons 15 @ 2 minutes	liaisons	½ hr
9. Mediators	a mediator	2 min.
10. Time for questions and answers (spread throughout the sessions)		¼ hr
11. Making the Connection (everyone will be involved) <i>Think of how your personal involvement with the GCD allows the GCD to achieve the GCD's goals:</i> <ul style="list-style-type: none"> <li>➤ <i>Advocates on behalf of People with Disabilities;</i></li> <li>➤ <i>Expand economic opportunities for businesses owned by or employing people with disabilities;</i></li> <li>➤ <i>Increase the general awareness of the rights and concerns of individuals with disabilities and their families; and</i></li> <li>➤ <i>Ensures that people with disabilities have access to their government</i></li> </ul> There will be a report from each group & use of the self-evaluation form	Will be done in small groups, pre-assigned each containing 1 staff, 1 chair).	1 ¼ hr

Total Time 5 hrs

A power point with photos for items 1-9.

The exercise will help individuals to identify the “why am I here”; “what am I doing”, “what can I do”.

The goal of # 10 is to “seed” the strategic planning.

Find a location such as Cranston Public Library. Email reminder for the Annual Meeting, find dates in mid Sept for the orientation and times of days: 8AM – 1PM or 2-7 PM.

Discussion: The chair briefed the Committee on the planned orientation and passed around a sheet for members to indicate the dates/times they would not be available.

MOTION: To approve the recommendations for the Orientation Session, as presented RMcM/JMacD passed unanimously

**5:20 PM** Advice and Consent to the Appointment of a Member Bill Nieranowski  
to the Disability Business Enterprise Committee

Frances B. Belasco of Warwick

Objective: Executive level position that will utilize my experience and abilities, and offer a challenging and rewarding experience.

Professional Experience

**January 1993 to Present**

Executive Director A New Leaf

135 Gano Street

Providence, Rhode Island 02906

A New Leaf is a 501c-3 non profit, full service florist and garden shop which employs and trains adults with severe and persistent psychiatric disabilities.

Currently my job responsibilities include the development and execution of the annual operating budget. Report to Board of Directors on all aspects of financial reports, client tracking reports and program initiatives.

Report to The Rhode Island Department of Mental Health Retardation and Hospitals all financial and unit reports.

Meeting with Funders, Corporate, Business and Non Profit Account Managers.

Facilitating all training programs for employees, staff and volunteers

Liason to all employees Mental Health case managers and vocational specialists.

Responsible for writing and implementing all grants

Past grants awarded from The United Way, The Rhode Island Foundation, The Champlin

Foundation, Dexter Grant, Marie Lelash Foundation, Levy Foundation, Citizens Trust, Bank R.I. Morgan Stanley Foundation, Lavoie Foundation, Fain Foundation.

Lobbyist for A New Leaf before The Rhode Island Senate Finance Committee Hearings and The Rhode Island House Finance Committee Hearings

Responsible for all Public Relations, have participated in all Television, Radio, and Print Media Reporting and Advertising

Responsible for Strategic Planning

Twelve Year Member of The MHARI Committee for the the promotion of May is Mental Health Month.

This campaign starts with a kickoff at the State House and promotes Mental Health Awareness. It's a month long series that involves educational speakers and programs which help to remove the stigma attached to mental illness.

**June 1983-December 2002**

Almacs Inc.

1 Noyes Avenue

East Providence, Rhode Island 02914

Director of Floral Operations

Supervise daily floral operations for 32 floral departments (Annual Sales 2.5 Million)

Procure and distribute floral goods through warehouse and vendors

Responsible for all training seminars and manuals for departments and store managers

Responsible for all P&L reports to Vice President of Almacs Perishable Division  
Responsible for all Grand Openings and Trade Shows  
Responsible for all Advertising Venues

**Education**

I have studied 5 Languages 7yrs French 2 yrs Spanish  
2yrs Portuguese 2 yrs German 47 yrs English and still trying to get it right !  
BMC Durfee High School, Fall River, Ma Graduated 1977  
Bristol Community College, Associates Degree- Liberal Arts, Concentration Human Services 1980  
Attended Southeastern Massachusetts University, 1981-1982 Sociology /Education Major

MOTION: To give advice and consent to the appointment of Frances B. Belasco of Warwick to the Disability Business Enterprise Committee (vice Diane Cape) for a term expiring on May 1, 2009 BN/BE passed unanimously

**4:40 PM Recommendations for FY 07 & FY 08 Operational Plan (including budget request, resource allocation, performance measurers, etc.) Bob Cooper, Executive Secretary**

Discussion: The Executive Secretary presented four budget options:

- A. Consolidating Communications & Training Responsibilities & Reducing Reliance on Grants for State Employee Wages
- B. Consolidating Communications & Training Responsibilities
- C. 103% Request: Consolidating Communications & Training Responsibilities
- D. Meet FY 07 Enacted Net 5.1% Turnover Savings and FY 08 Current Service Level

Issues from the Development of the Operational Plan that are not included in the options Funding of:

- 1. Travel expenses for the ABLE TOO... production team [pages 3 – 5 in the Draft Operational Plan];
- 2. Orientation and strategic planning retreat –
- 3. 100 copies of members guides, food, etc.
- 4. Staff for additional general revenue funds to pay for more staff time for:
  - a. disability parking enforcement plan reviews, follow-up meetings with police departments, presentations to police chiefs and or the disability parking enforcement coordinators, etc. [pages 12 - 13];
  - b. securing state funding for assistive technology [ pages 21 – 22]

**All Options include the following staffing changes from Plan Adopted in July '06,**

- 1. Executive Secretary shift all time allocated for: DBE; disability compliance; promoting work; along with 5% of Advocacy and 2% of HAVA to Management; RIFANS will take a lot more time at least for the first year
- 2. Principal State Building Code Official will increase by 5% for Compliance and decrease 5% time allocated to ADA Technical Assistance and the State ADA Coordinator's will increase time on State Compliance to reflect Accessibility Committee's FY 07/08 Activities:
  - a. construction plan reviews, technical assistance at the design phase for construction projects and on-site "as-built" accessibility inspections after construction is completed:
    - i. all (public and private) elementary & secondary school housing construction
    - ii. all state funded (in whole or in part) construction projects [pages 14 – 15 & pages 23 - 25]
  - b. accessibility inspections of facilities under consideration by the state for leasing, prior to the selection of the facility to be leased [page 22 – 23]

- c. accessibility complaint outreach, investigations and hearings [pages 27 – 28]
3. Either the Assistant ADA Coordinator or Communications and Training Coordinator will focus promoting work and work incentives to young adults with disabilities & others 30% of work schedule
  4. Senior State Building Code Official focuses on polling place access until the Nov. election. Then shift 5% more to Access Complaints in line with the hearing board & Access Committee's 07/08 activities. Yearly decreases in the portion funded by HAVA grant
  5. 50<sup>th</sup> Anniversary Event Planner position will be filled in September, as a ½ time DataLogic Contract employee. Position will terminate in Dec. 07

All Options include the following Expense	General Revenue		ADA Grant		HAVA Grant	
	FY 07	FY 08	FY 07	FY 08	FY 07	FY 08
Public Relations Services: ABLE TOO... Production (contract through 12/31/07)	\$2,466	\$3,070	\$1,604	\$1,652	\$401	\$413
Training and Educational Services (1 DBE Marketing [pages 28 – 30])	\$500	\$500				
Training and Educational Services Public Awareness – to be determined	\$757	\$757	\$3,620	\$3,620	\$42	\$42
Buildings and Grounds keeping (Custodial) Services (contract through 12/31/08)	\$4,860	\$5,052				
Interpreters/Translators	\$1,094	\$1,102	\$287	\$289	\$258	\$260
<b>Contracted Professional Services</b>	<b>\$27,423</b>	<b>\$10,481</b>	<b>\$5,511</b>	<b>\$5,561</b>	<b>\$701</b>	<b>\$715</b>
Non-Building Related Maintenance and Repairs	\$752	\$757				
Food	\$247	\$249	\$117	\$118		
Office Supplies and Equipment (less than \$5000)	\$2,693	\$2,713				
Computer Supplies and Software and Equipment (less than \$5000)	\$52	\$52				
Postal, Freight and Delivery Services	\$881	\$887				
Subscriptions	\$925	\$932				
Advertising	\$58	\$58	\$33	\$33		
Printing – Outside Vendors	\$0	\$0				
Staff Training	\$310	\$313	\$93	\$93		
Out of State Travel			\$1,458	\$1,509	\$410	\$424
Other Travel Expenses (Parking, tolls)			\$39	\$39	\$14	\$14
Insurance (includes directors' liability)	\$2,679	\$2,753				

coverage)						
Rental/Lease: Equipment	\$19	\$19				
Mileage Allowance – Personally Owned Vehicles	\$2,596	\$2,687				
Central Telephone Services (CENTREX)	\$1,075	\$1,083	\$188	\$190		
Fees: Notary Public	\$0	\$85				
Capital Lease (multifunction printer/copier/fax) (contract through 4/31/10)	\$1,881	\$1,881				
<b>Total Operating Expenses and Capital Equipment Purchases</b>	<b>\$13,242</b>	<b>\$13,537</b>	<b>\$2,853</b>	<b>\$2,915</b>	<b>\$424</b>	<b>\$438</b>
Fellowship Stipends	\$10,350	\$10,350	\$2,588	\$2,588		
Community Grants – Voting					\$50,000	\$50,000
Local Govt. Polling Access Grants					\$25,000	\$25,000
*under multi-year contracts						

**A. Consolidating Communications & Training Responsibilities & Reducing Reliance on Grants for State Employee Wages**

1. Communications and Training Coordinator will coordinate all training and employment & general public awareness activities (includes increased time for promoting work in FY 07)
2. Assistant ADA Coordinator 's position revamped to focus on DBE & ADA Customer Service Technical Assistance including ADA customer related 50<sup>th</sup> Anniversary events
3. DBE/Public Information Coordinator's position will be abolished

<b>Financial Implications Projected Expenses/Budget</b>	<b>FY 07</b>	<b>FY 08</b>
<b>Commission (General Revenue Operations Account)</b>	\$556,549	\$592,590
FY 07 Budget as Enacted (without savings)/	\$556,852	
FY 08 Budget Office Proposed Current Service Level		\$574,102
<b>Available Balance</b>	<b>\$303</b>	<b>(\$18,488)</b>
50 <sup>th</sup> Anniversary Expenses	\$34,560	\$16,131
FY 07 50 <sup>th</sup> Anniversary Budget as Enacted	\$35,000	
FY 08 Budget Office Proposed		\$35,000
<b>50<sup>th</sup> Available Balance</b>	<b>\$440</b>	<b>\$18,869</b>
<b>Grand Total Available</b>	<b>\$743</b>	<b>\$381</b>
<b>Impact on ADA Technical Assistance Grant</b>	<b>FY 07</b>	<b>FY 08</b>
Balance from Prior Year:	\$52,726	\$32,888
Plus: New Receipts/Grant Award	\$22,950	\$22,950

Equal Total Available	\$75,676	\$55,838
Minus: Expenditures	(\$42,788)	(\$32,056)
Equal Balance Forward (to new year)	\$32,888	\$23,781
<b>Impact on HAVA Election Assistance to Individuals with Disabilities Grant</b>	<b>FY 07</b>	<b>FY 08</b>
Balance from Prior Year:	\$59,256	\$42,744
Plus: New Receipts/Grant Award	\$100,000	(\$?)
Equal Total Available	\$159,256	
Minus: Expenditures	(\$116,512)	(\$121,216)
Equal Balance Forward (to new year)	\$42,744	(\$?)
<b>Average Hours / Week (standard 35hr work week)</b>	<b>FY 07</b>	<b>FY 08</b>
General Revenue: Management	22.75	22.75
General Revenue: Advocacy & Public Awareness	33.51	32.55
General Revenue: ADA (Maintenance of Effort)	103.82	82.25
General Revenue: Disability Rights Compliance	33.25	33.25
General Revenue: Election Assistance	-	-
General Revenue: Disability Business Enterprise	17.50	17.50
General Revenue: Promoting Work	21.55	10.50
<b>Total General Revenue hours</b>	<b>232.38</b>	<b>198.80</b>
ADA Technical Assistance Grant	19.53	10.50
HAVA Election Assistance to Individuals with Disabilities Grant	14.00	14.70
Disability Business Enterprise / Public Information Coordinator converting to State Employment on December 24, 2006, until that time:		
General Revenue: Advocacy & Public Awareness	7	-
General Revenue: Disability Business Enterprise	17	-
ADA Technical Assistance Grant	10	-

### **B. Consolidating Communications & Training Responsibilities**

1. Communications and Training Coordinator will coordinate all training and employment & general public awareness activities
2. Abolish Assistant ADA Coordinator's position
3. DBE/Public Information Coordinator's position revamped to focus on DBE & ADA Customer Service Technical Assistance including ADA customer related 50<sup>th</sup> Anniversary events

<b>Financial Implications Projected Expenses/Budget</b>	<b>FY 07</b>	<b>FY 08</b>
<b>Commission (General Revenue Operations Account)</b>	\$528,695	\$573,630
FY 07 Budget as Enacted (without savings)/	\$529,229	

FY 08 Budget Office Proposed Current Service Level		\$574,102
<b>Available Balance</b>	\$534	\$472
<b>Impact on ADA Technical Assistance Grant</b>	<b>FY 07</b>	<b>FY 08</b>
Balance from Prior Year:	\$52,726	\$9,805
Plus: New Receipts/Grant Award	\$22,950	\$22,950
Equal Total Available	\$75,676	\$32,755
Minus: Expenditures	(\$65,871)	(\$63,832)
Equal Balance Forward (to new year)	\$9,805	(\$31,077)
<b>Impact on HAVA Election Assistance to Individuals with Disabilities Grant</b>	<b>FY 07</b>	<b>FY 08</b>
Balance from Prior Year:	\$59,256	\$40,407
Plus: New Receipts/Grant Award	\$100,000	\$100,000
Equal Total Available	\$159,256	\$140,407
Minus: Expenditures	(\$118,849)	(\$127,729)
Equal Balance Forward (to new year)	\$40,407	\$12,678
<b>Average Hours / Week (standard 35hr work week)</b>	<b>FY 07</b>	<b>FY 08</b>
General Revenue: Management	22.75	22.75
General Revenue: Advocacy & Public Awareness	36.73	31.85
General Revenue: ADA (Maintenance of Effort)	89.17	73.50
General Revenue: Disability Rights Compliance	33.25	33.25
General Revenue: Election Assistance	-	-
General Revenue: Disability Business Enterprise	-	-
General Revenue: Promoting Work	21.00	10.50
<b>Total General Revenue hours</b>	<b>202.91</b>	<b>171.85</b>
ADA Technical Assistance Grant	12.25	-
HAVA Election Assistance to Individuals with Disabilities Grant	15.75	17.15
Disability Business Enterprise / Public Information Coordinator does not convert to State Employment:		
General Revenue: Advocacy & Public Awareness	-	-
General Revenue: Disability Business Enterprise	8.5	-
ADA Technical Assistance Grant	26	35
<b>C. 103% Request: Consolidating Communications &amp; Training Responsibilities &amp; Enhancing Assistance to Disability Business Enterprises</b>		
1. Communications and Training Coordinator will coordinate all training and employment & general public awareness activities		
2. Assistant ADA Coordinator 's position revamped to focus on DBE & ADA Customer Service Technical Assistance including ADA customer related 50 <sup>th</sup> Anniversary events		

3. DBE/Public Information Coordinator's position will be abolished		
<b>Financial Implications Projected Expenses/Budget</b>	<b>FY 07</b>	<b>FY 08</b>
<b>Commission (General Revenue Operations Account)</b>	\$556,549	\$591,218
FY 07 Budget as Enacted(without savings)/	\$556,852	
FY 08 Budget Office Proposed Current Service Level		\$591,329
<b>Available Balance</b>	\$303	\$121
<b>Impact on ADA Technical Assistance Grant</b>	<b>FY 07</b>	<b>FY 08</b>
Balance from Prior Year:	\$52,726	\$32,888
Plus: New Receipts/Grant Award	\$22,950	\$22,950
Equal Total Available	\$75,676	\$55,838
Minus: Expenditures	(\$42,788)	(\$32,056)
Equal Balance Forward (to new year)	\$32,888	\$23,781
<b>Impact on HAVA Election Assistance to Individuals with Disabilities Grant</b>	<b>FY 07</b>	<b>FY 08</b>
Balance from Prior Year:	\$59,256	\$42,744
Plus: New Receipts/Grant Award	\$100,000	\$100,000
Equal Total Available	\$159,256	\$142,744
Minus: Expenditures	(\$116,512)	(\$122,250)
Equal Balance Forward (to new year)	\$42,744	\$20,494
<b>Average Hours / Week (standard 35hr work week)</b>	<b>FY 07</b>	<b>FY 08</b>
General Revenue: Management	22.75	22.75
General Revenue: Advocacy & Public Awareness	33.51	31.85
General Revenue: ADA (Maintenance of Effort)	103.82	82.25
General Revenue: Disability Rights Compliance	33.25	33.25
General Revenue: Election Assistance	-	-
General Revenue: Disability Business Enterprise	17.50	17.50
General Revenue: Promoting Work	21.55	10.50
<b>Total General Revenue hours</b>	<b>232.38</b>	<b>198.10</b>
ADA Technical Assistance Grant	19.53	10.50
HAVA Election Assistance to Individuals with Disabilities Grant	14.00	15.40
Disability Business Enterprise / Public Information Coordinator does not converting to State Employment on December 24, 2006, until that time:		
General Revenue: Advocacy & Public Awareness	7	-
General Revenue: Disability Business Enterprise	17	-
ADA Technical Assistance Grant	10.4	-
<b>D. Meet FY 07 Enacted Net 5.1% Turnover Savings and FY 08 Current Service Level</b>		

1. Reallocate the vacant Communications and Training position to an Assistant ADA Coordinator focusing on DBE & ADA Customer Service Technical Assistance including ADA related 50<sup>th</sup> Anniversary events
2. DBE/Public Information Coordinator's position will be abolished
3. Existing Assistant ADA Coordinator will continue to focus on ADA employment and promoting work & work incentives, including employment/work incentive related 50<sup>th</sup> Anniversary events

<b>Financial Implications Projected Expenses/Budget</b>	<b>FY 07</b>	<b>FY 08</b>
<b>Commission (General Revenue Operations Account)</b>	\$528,464	\$573,694
FY 07 Budget as Enacted (with net 5.1% savings)/	\$529,229	
FY 08 Budget Office Proposed Current Service Level		\$574,102
<b>Available Balance</b>	\$765	\$408
<b>Impact on ADA Technical Assistance Grant</b>	<b>FY 07</b>	<b>FY 08</b>
Balance from Prior Year:	\$52,726	\$12,275
Plus: New Receipts/Grant Award	\$22,950	\$22,950
Equal Total Available	\$75,676	\$35,225
Minus: Expenditures	(\$63,401)	(\$47,410)
Equal Balance Forward (to new year)	\$12,275	(\$12,185)
<b>Impact on HAVA Election Assistance to Individuals with Disabilities Grant</b>	<b>FY 07</b>	<b>FY 08</b>
Balance from Prior Year:	\$59,256	\$40,914
Plus: New Receipts/Grant Award	\$100,000	\$100,000
Equal Total Available	\$159,256	\$140,914
Minus: Expenditures	(\$118,342)	(\$127,109)
Equal Balance Forward (to new year)	\$40,914	\$13,805
<b>Average Hours / Week (standard 35hr work week)</b>	<b>FY 07</b>	<b>FY 08</b>
General Revenue: Management	22.75	22.75
General Revenue: Advocacy & Public Awareness	35.68	28.88
General Revenue: ADA (Maintenance of Effort)	83.92	76.13
General Revenue: Disability Rights Compliance	33.25	33.25
General Revenue: Election Assistance	-	-
General Revenue: Disability Business Enterprise	17.50	17.50
General Revenue: Promoting Work	10.50	10.50
<b>Total General Revenue hours</b>	<b>203.61</b>	<b>189.00</b>
ADA Technical Assistance Grant	10.50	0.50
HAVA Election Assistance to Individuals with Disabilities Grant	16.80	0.15

Disability Business Enterprise / Public Information Coordinator converting to State Employment on February 18, 2007, until that time:		
General Revenue: Advocacy & Public Awareness	-	-
General Revenue: Disability Business Enterprise	9	-
ADA Technical Assistance Grant	26	-
<b>Other Areas of Possible Savings</b>		
<ul style="list-style-type: none"> <li>• ADA Grant <ul style="list-style-type: none"> <li>- Out-of-state travel FY 07 \$1,460 &amp; FY 08 \$1,500</li> <li>- G. Frank Hanaway (Architectural Fellowship) \$2,588 in both FY 07 &amp; FY 08</li> </ul> </li> <li>• HAVA Grant <ul style="list-style-type: none"> <li>- RI Disability Vote Project to register, education and get out the vote activities: \$50,000 in both FY 07 &amp; FY 08 (contract for FY 07)</li> <li>- Polling Place Accessibility Renovations \$ 25,000 in both FY 07 &amp; FY 08</li> </ul> </li> </ul>		
MOTION: To only consider only A & C JD/RMcM passed unanimously.		
MOTION To move the previous question BE/RmcM passed unanimously		
MOTION: To recommend the Supplemental FY 07 Budget and FY 08 Budget Request, as presented in Options:		
A. Consolidating Communications & Training Responsibilities & Reducing Reliance on Grants for State Employee Wages		
B. 103% Request: Consolidating Communications & Training Responsibilities		
RMcM/PR passed		
MOTION: To recommend the FY 07 & FY 08 Operational Plan (including performance measurers) as presented PR/RMcM passed unanimously		
<b>5:25 PM                      Announcements and Scheduling of Meetings      Paul Choquette</b>		
Discussion: The Annual Meeting will be Wednesday September. 6, 2006 5 PM.		
<b>Resource Persons:</b>	Christine Rancourt (GCD)	
<b>Adjournment at:</b>	6:10 PM	