

**Town of Provincetown
Visitor Services Board
Meeting Minutes from September 11th, 2017,
3:00 pm
Town Hall, Judge Welsh Room
260 Commercial Street
Provincetown, MA 02657**



Members present: Rick Murray – Chair, Lesley Marchessault – Vice Chair, Bob Sanborn, Regina Cassidy, Susan Avellar, Jay Gurewitsch

Members absent: none.

Meeting was called to order at 3:00 pm by Rick Murray.

Staff: Anthony Fuccillo, Radu Luca.

Others: Robert Casper, Mike Miller, Matt Clark, Chip Capelli, Candy Collins-Boden

Agenda:

1. Public Statements – Five minutes maximum per speaker. Board members are not obligated to respond to public statements.

Robert Casper – here to support the Sailing for All Initiative in Provincetown Harbor looking for support from Town Departments and Boards. Is requesting space for a hoist and a floating dock, a gangway for a charitable, non-profit sporting entity; has been advocating for a long time for it, is looking at placing it in 4 places in Provincetown which would extend the sailing / tourist season in town and will have extensive economic impact for the town. Would like the VSB to write a letter of support to the Harbor Committee.

Mike Miller– read out loud the Ptownie mission and vision to the Visitor Services Board. Ptownie has been creating an all-encompassing year-round calendar of events, happenings, etc. Is hoping the Ptownie website will boost sales for local

stakeholders, employs year-round local talent, and partners with local organizations. Ptownie also offers media services and consultancy.

Candy Collins – Boden – would like to congratulate the Schooner Regatta, the Celebration of Life Concert and the Swim for Life & Paddler Flotilla for their event this past weekend and also thank the VSB for its support.

2. Tourism Director report

**A. Approval of media placements, brochures and trade shows--
Tourism Director recommends media placements, brochures and other collateral to promote and market Provincetown as a tourism destination, or town representation in trade shows.**

- **Cape Cod Travel Guide:** Annual Cape Cod Chamber Guide – Place a full page ad in front of magazine
 - Right placement next to Table of Contents
 - Nationally distributed magazine



Cape Cod Travel Guide Reader Feedback:

- ✚ Higher reader engagement: 46% spend 1-2 hours reading the magazine- twice the national average
 - ✚ 82% of the readers decided to travel to Cape Cod
 - ✚ 93% of the readers kept the magazine for later use
 - ✚ 97% said the Travel Guide was a helpful travel planning resource
- 150,000 copies distributed:
 - Newsstands from Coast to Coast
 - Sold in retail outlets for \$5.95
 - Direct mail within U.S. and Canada

- Trade shows in the U.S. and overseas through MOTT representatives in 6 countries
- In-room at premier Cape Cod resorts, hotels and inns
- Corporate and hotel sites throughout New England and New York
- Online digital version available for download
- The first printing will be 60,000 units to drop in January 2018
- The full page rack rate is \$5,450
- Guaranteed premium placement without additional charge
- Early Bird full page rate is \$3,750

Move to approve \$3,750 for a full page ad in the 2018 Cape Cod Travel Guide.

Motion: BS

Second: RC

6-0-0. Motion carries.

Discussion: RC asked whether this is something we typically do. TF said yes, for the past two years we've had a full--page ad next to the table of contents. SA is familiar with the publication. BS likes the publication, thinks it's money well spent, inquired whether the Chamber took out an ad in the same publication. CCB – no, the Chamber did not take out an ad in the upcoming year's issue.

- **Bird's Eye View:** Place six ads in Cape Air Publication, Bird's Eye View
 - Magazine sits in the seat pocket in front of all passengers and is available in airports
 - 850,00 estimated potential passengers traveling all Cape Air routes
 - Ads will list events with call to action to book your trip



CAPE AIR WAS BORN OUT OF A PASSION FOR AVIATION

We have grown to be one of the largest independent regional airlines in the United States. We strive to express our passion for simplicity and service by listening and responding to customers' needs and delivering extraordinary service with a spirit and style of teamwork that celebrates our customers, our communities.



On October 16, 1989 N1376G took off from Provincetown Airport for Boston, piloted by [Dan Wolf](#), Cape Air's CEO and Founder. What began as three flights a day between P-Town and Boston has grown to over 525 flights per day, a fleet of 83 Cessna 402s, 4 Britten-Norman Islanders, 2 Cessna Caravan Amphibians and 2 ATRs, with over 686,000 passengers traveling every year to our destinations.

43 TRAVEL DESTINATIONS

MASSACHUSETTS =	6	VERMONT =	1	NEW HAMPSHIRE =	1
MAINE =	3	NEW YORK =	5	MICRONESIA =	3
MONTANA =	6	MISSOURI =	4	KENTUCKY =	1
ILLINOIS =	2	FLORIDA =	2	PUERTO RICO =	4
BAHAMAS =	1	US & BRITISH VIRGIN ISLANDS =			4

WHERE IT ALL BEGAN

In 1989 Cape Air began service between Boston and Provincetown. On this Cessna 402, famed airbrush artist Jürek gives his unique view of destinations, the historic majesty of Boston and the unique ambiance at the tip of Cape Cod, Provincetown.

Move to approve \$3,900 for a 6 half-page ad campaign with Birds Eye View.

Motion: BS

Second: JG

6-0-0. Motion carries.

Discussion: BS is supportive because it's a great publication and we also get a lot of free advertorials. SA supports and thinks it was beneficial for the WERC to be in this publication.

- **Boston Spirit Magazine:** Subscription only distribution to Reach Greater Boston's, Massachusetts' and New England's affluent and loyal LGBTQA residents

B O S T O N SPIRIT

- **Print Circulation:**
 - 20,000 per issue
 - 120,000 annually
- **Demographics:**
 - The Subscribership majority are professionals in Entertainment, Finance, Healthcare, Real Estate, and Banking
 - They are 6% more likely to earn \$100,000 or more than the average American
 - Four times more likely to have household income exceeding \$250,000
 - Ages 21 to 60+



Place three ½ page ads in Boston Spirit Magazine:

1. November/December Holiday issue – Promote Holly Folly and New Year’s Eve
2. March/April Spring issue – Promote spring events
3. May/June Pride issue – Promote summer calendar
4. Participate in newsletters with 250x250 image with 50 word news announcement
5. Attend annual spring Boston Spirit Magazine Executive Networking Night
6. Attend annual summer sunset harbor cruise and network, give out tote bags and events calendar on board the Provincetown II

Holiday Issue Special:

This year the Magazine is running a special Nov/Dec holiday issue offer to CVB’s and RTC’s only:

1. Purchase a full page of advertorial for \$2,500 we will get a second page at no cost. We could design the two pages of advertorial to tell the story/stories we would like to tell.
2. Purchase two pages of advertorial at \$2,300 per the spend would be \$4,600 and we would get two additional pages at no cost.

This would fall in line with our story telling. The magazine is also digital.

3 Options:

Recommended:

1. motion to approve \$5,400 for Boston Spirit Magazine
2. motion to approve \$6,100 for Boston Spirit Magazine
3. motion to approve \$8,200 for Boston Spirit Magazine

Move to approve \$6,100 for the Boston Spirit Magazine ad campaign.

Motion: LM Second: JG 5-0-0. BS was absent for this vote.

Motion carries.

Discussion: SA wanted TF to discuss further Option 1 as presented. LM likes the opportunity of taking out advertorials and start the story telling. RM supportive of the publication and would like to see events included from Halloween to Valentine’s Day Weekend. JG agrees we need to promote V’s Day more this year because it falls mid-week.

B. VSB Administration

➤ **Community Marketing Conference:**

- 18th Conference on LGBT Tourism & Hospitality
- November 1-3, 2017

- Park Central San Francisco, A Starwood Hotel



Thomas Roth and David Paisley, leaders of the Community Marketing & Insights team, have developed and presented LGBT educational workshops and training sessions since 1993.

- Over 30 speakers!
- The tourism industry’s premiere marketing, sales, public relations and research forum to help you reach LGBT travelers.
- Every year, CMI brings together leading tourism professionals to learn about the gay and lesbian market from the experts – the people behind the success stories.
- Perfect for marketing and sales executives of tourism boards, CVBs, DMOs, accommodations, tour operators, events, agencies and meeting planners.
- Topics include: Internet, print and direct marketing, research trends, LGBT niche segments, sales techniques and ROI tracking, community involvement, press relations and more.
- Early Registration Promo:
 - Registration \$895.00
 - Save \$150! Limited time
 - Sale Ends September 15, 2017

Move to table this Community Marketing & Insights. \$895 + travel until Red Thread has been consulted.

Motion: LM

Second: RC

5-0-0. Motion carries.

Discussion: RM asked TF to make some clarifications on travel costs and a short synopsis on activities during the conference and what the major discussion topics are. TF said current issues are addressed at this conference, including LGBT and especially trans trends in travel, social media influencers, etc. RC would like to see a schedule of the workshops and is comfortable with sending Town staff to attend and have the knowledge here in house. SA wanted to clarify that this is more training for Staff. JG asked TF about his past attendances and things learn about the Community or marketing to the Community and how to communicate to them in this political environment and current social trends. RM asked whether this issue has been discussed with Red Thread. JG agrees with someone from Red Thread attending the conference. BS is generally supportive of staff attending this conference and thinks the intelligence is good.

- **Five Year Plan:** Statistics for planning and budgeting purposes:

- Local Options Rooms Tax Collected FY 2017 = \$2,142,869
- Deposits to the Tourism Fund FY 2017 = \$750,004
- Increase in tax collected FY 2017 = 2.9%
- Three year average Deposit to Tourism Fund = \$723,995
- Three year average increase in tax collected = 5.0%
- Five Year Plan Budgeted FY 2018 = \$700,000

ROOM OCCUPANCY TAX COLLECTED

DEPOSITS	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
May Jun Jul	\$429,018	\$402,379	\$560,266	\$694,685	\$751,002	\$803,236	\$849,508	\$863,927	\$904,588
Aug Sep Oct	\$497,247	\$497,903	\$688,759	\$749,600	\$780,503	\$870,207	\$942,922	\$1,014,238	\$974,980
Nov Dec Jan	\$41,718	\$44,754	\$193,168	\$95,434	\$73,062	\$82,101	\$80,944	\$92,980	\$122,425
Feb Mar Apr	\$54,745	\$50,144	\$75,405	\$96,199	\$132,389	\$96,341	\$106,894	\$111,392	\$140,876
TOTAL	\$1,022,728	\$985,180	\$1,517,598	1,635,918	\$1,736,976	\$1,851,885	\$1,980,268	\$2,082,537	\$2,142,869
% Δ LY	-2.13%	-3.67%	*54.04%	7.80%	6.20%	6.62%	6.93%	5.16%	2.90%

LM asked to clarify on Page 8 of the Tourism Director Report. TF for budget purposes we look at a 3- to 5-year average. RC knows the number of rooms goes down every year and from a budgeting perspective we need to be cautious. SA believes short-term rentals and condominiums should collect / report room tax revenue as well. BS agrees with the proposed numbers for the budget line items; agrees with being cautious in terms of budgeting with everything happening in the world politically and in terms of natural disaster; is concerned about the declining rate of the rooms collecting room tax revenue and is unsure whether, if this short-term rental legislation did pass, the revenue would be allocated towards Tourism. JG hopes Tourism would receive at least a portion of the short-term rental tax collected should the legislation pass. SA asked whether there are studies from other destinations and how they deal with short-term rentals and this is something we can capitalize on. SA asked for clarifications on the Municipal line item and the projects this line item covers. JG is concerned our revenue is barely above inflation rates at the moment and advised to proceed with caution in the next few years, especially when funding various events in town in order to make sure they provide the needed ROI.

TAX BY QUARTER	09/30	12/31	03/31	06/30	Total	tax rate
FY 2017	\$904,588	\$974,980	\$122,425	\$140,876	\$2,142,869	6%
FY 2016	\$ 863,927	\$1,014,238	\$ 92,980	\$ 111,392	\$2,082,537	6%
FY 2015	\$849,508	\$942,922	\$80,944	\$106,894	\$1,980,268	6%
FY 2014	\$ 803,236	\$ 870,207	\$ 82,101	\$ 96,341	\$1,851,885	6%
FY 2013	\$ 751,022	\$ 780,503	\$ 73,062	\$ 132,389	\$1,736,976	6%
FY 2012	\$ 694,685	\$ 749,600	\$ 95,434	\$ 96,199	\$1,635,919	6%
FY 2011	\$ 560,266	\$ 688,759	\$ 193,168	\$ 75,405	\$1,517,598	** 6%
FY 2010	\$ 402,379	\$ 487,903	\$ 44,754	\$ 50,144	\$ 985,180	4%
FY 2009	\$ 429,018	\$ 497,247	\$ 41,718	\$ 54,745	\$1,022,728	4%
FY 2008	\$ 449,645	\$ 455,940	\$ 91,411	\$ 48,002	\$1,044,998	4%

	FY 2011 *Actual	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	Fund %
Tourism Fund	\$587,186	\$572,571	\$607,942	\$648,160	\$693,129	\$728,888	\$750,004	35%
Wastewater Enterprise	\$231,604	\$212,669	\$225,807	\$240,745	\$257,448	\$270,730	\$278,573	13%
General Fund	\$459,475	\$441,698	\$468,984	\$500,009	\$534,699	\$562,285	\$578,575	27%
Special Purpose Stabilization Fund	\$239,333	\$408,980	\$434,244	\$462,971	\$495,092	\$520,634	\$535,717	25%
Total	\$1,517,598	\$1,635,918	\$1,736,976	\$1,851,885	\$1,980,368	\$2,082,537	\$2,142,869	100%
*Tax rate change								

Fiscal Year	3 Year Avg	% Δ to LY
FY 2007	\$950,166	0.50%
FY 2008	\$980,816	3.23%
FY 2009	\$1,000,538	2.01%
FY 2010	\$1,017,635	1.71%
FY 2011	\$1,175,169	15.48%
FY 2012	\$1,379,565	17.39%
FY 2013	\$1,630,164	18.17%
FY 2014	\$1,741,593	6.84%
FY 2015	\$1,856,410	6.59%
FY 2016	\$1,970,097	6.12%
FY 2017	\$2,068,558	5.00%

FY2014	FY2015	FY2016	3 Year Total	3 Year Avg	Fund 3 Year Avg
\$1,980,268	\$2,082,537	\$2,142,869	\$6,205,674	\$2,068,558	\$723,995.30

	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018 Estimate
Toursim Fund Budget	\$450,000	\$613,847	\$600,000	\$600,000	\$615,000	\$630,000	\$665,000	\$700,000
Tax Deposits	*Tax rate change	\$587,186	\$572,571	\$607,942	\$648,160	\$693,129	\$727,314	\$729,379

First Draft of 2019 Budget for discussion:

CHART A	BUDGET		DRAFT		PROJECTIONS							
	FY 2018		FY 2019		FY 2020		FY 2021		FY 2022		FY 2023	
	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
TOTAL REVENUES	700,000		725,000		725,000		725,000		725,000		725,000	
TOTAL EXPENSES												
Tourism Budget												
Marketing	380,000	54.29%	400,000	55.17%	400,000	55.17%	380,000	52.41%	400,000	55.17%	400,000	55.17%
Grants	125,000	17.86%	125,000	17.24%	125,000	17.24%	125,000	17.24%	125,000	17.24%	125,000	17.24%
Municipal	50,000	7.14%	50,000	6.90%	50,000	6.90%	50,000	6.90%	50,000	6.90%	50,000	6.90%
Beautification	10,000	1.43%	10,000	1.38%	10,000	1.38%	10,000	1.38%	10,000	1.38%	10,000	1.38%
Coordination & Support	135,000	19.29%	140,000	19.31%	140,000	19.31%	140,000	19.31%	140,000	19.31%	140,000	19.31%
Tourism Subtotal	700,000	100.00%	725,000	100.00%	725,000	100.00%	705,000	97.24%	725,000	100.00%	725,000	100.00%

Meals Tax Collected for information purposes:

MEALS TAX COLLECTED - DEPOSITED IN THE GENERAL FUND							
DEPOSITS	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017
May Jun Jul	\$102,975	\$207,231	\$229,210	\$224,910	\$234,552	\$250,428	\$274,806
Aug Sep Oct	\$179,526	\$197,940	\$219,782	\$232,972	\$252,871	\$260,733	\$262,239
Nov Dec Jan	\$29,892	\$32,550	\$35,347	\$31,350	\$30,095	\$37,410	\$40,816
Feb Mar Apr	\$27,155	\$30,700	\$27,366	\$36,805	\$35,808	\$34,242	\$38,518
TOTAL	\$339,548	468,421	\$511,705	\$526,037	\$553,326	\$582,813	\$616,379
% Δ LY	* N/A	37.95%	9.24%	2.80%	5.19%	5.33%	5.76%

* Began collecting Meals Tax July 2011

➤ **2019 Tourism Grant Cycle:**

- Legal Notice posted to Town website Tuesday 5 September
- Legal Notice published in Provincetown Banner 9/14, 9/21 & 9/28
- Tourism Grant Applications due 4:00 PM Monday 4 December
- Grant Agreement revision discussion

Move to instruct grantees to request to be placed on the Visitor Services Board agenda within 30 days upon the completion of the event and present an activity report / synopsis of their tourism grants program sponsored event in order to facilitate communication between the grantees and the VSB.

Motion: JG Second: BS 6-0-1. SA recused herself. Motion carries.

Discussion: RM asked the group whether they gave some thought to lowering the grants budget and possibly spending more money on strategic marketing that would bring a higher ROI. SA is sitting on the boards of two organizations in town that received money through tourism grants and would like to abstain from any discussion pertaining to tourism grants.

TF said we've been in touch with Red Thread regarding improving the reporting back from the grantees. BS agrees with RM that grantees should show up before the VSB with a synopsis and final report post event and at a minimum to provide.

C. Marketing & Advertising Insights

By **SCOTT MERZBACH**

Staff Writer

Wednesday, June 28, 2017

[Pictured are, Mary Kay Wydra, president of the Greater Springfield Convention & Visitors Bureau, left, and Rick Sullivan, president and CEO of The Economic Development Council of Western Massachusetts](#)

NORTHAMPTON — Western Mass is the new brand being unveiled in a joint marketing campaign by the Greater Springfield Visitors and Convention Bureau and the Economic Development Council of Western Massachusetts to promote the region to tourists and draw people into the local workforce.



The use of Western Mass means that the former West Mass branding — announced with fanfare in February but immediately met with negative feedback from the public — is being abandoned in favor of a term already familiar to those who live, work and study in the Pioneer Valley.

“We opted to course correct,” said Mary Kay Wydra, the bureau’s president.

“Our hope is that we all start talking Western Mass and use the same language,” Wydra added.

EDC President Rick Sullivan said the decision to put West Mass on pause in April was made

as evidence mounted that it wouldn’t work.

“We were asking people to call ourselves something we’re not,” Sullivan said in an interview with the Gazette’s editorial board Tuesday.

But Sullivan and Wydra say the partnership between the two Springfield organizations and the campaign, which will primarily be used to promote the region in Boston, New York City and Connecticut, are important for the companies and institutions throughout the Pioneer Valley that are finding it difficult to fill positions.

“We were really looking for a brand that resonates outside the region to attract people in,” Sullivan said. “Why not tie the message for economic development to travel and tourism?”

There have been constant challenges in recruiting, training and retaining talent in the region, something Sullivan learned when he began in his position 2½ years ago.

“The biggest issue, in fact pretty much the only issue, was workforce,” Sullivan said, referring to the region’s employers.

Sullivan said members wanted to deploy a marketing term that would allow the region to be talked about in a positive way.

“That hasn’t been done before,” he said.

The marketing work is tying in with one of the primary strengths of the region, specifically the community colleges and vocational schools.

EDC is working to match skill sets and ensure this translates into what is needed by employers. Sullivan pointed to Chinese rail car maker CRRC MA USA working with students at the Roger L. Putnam Vocational Technical Academy, the close connections between Holyoke Community College and MGM, which will operate the casino in Springfield, and Greenfield Community College and the University of Massachusetts Amherst teaming up on environmental sustainability education.

Sullivan said his organization is working to create career pathways and better training to supplement existing workforce development programs that have proven insufficient to meet the demand for current and projected job openings.

“It’s a different place with different opportunities than it was 10 years ago,” Sullivan said.

Both Sullivan and Wydra are confident that the marketing campaign can be successful in getting people to learn more about what is offered in the region, in addition to the well-known attractions such as the Basketball Hall of Fame, Yankee Candle, Six Flags New England and the Eric Carle Museum.

“It’s all about a geo-locator for us,” Wydra said.

Critics OK with pivot

Wydra said she remains pleased with the work done by Cubic Creative, a company based in Oklahoma, observing that it was an internal decision to push for West Mass. The company was hired at a cost of \$80,000 to help with the branding effort, according to Wydra.

“The work of Cubic got us to Western, we went one step further,” Wydra said.

After the organizations reached out to detractors, the Isenberg School of Management at UMass surveyed members of both organizations, people in the GSCVB’s leisure database, EDC’s site selectors, millennials and others through social media. The results found 97 percent preferred Western Mass to be the term used for promoting the Pioneer Valley region of Franklin, Hampshire and Hampden counties.

Cubic’s work has created a style guide and a campaign that uses the phrase “find your firsts.” Local designers are being hired to translate elements of this into print and video.

Dylan Pilon, an East Longmeadow digital marketing and e-commerce intern who launched a petition against West Mass at change.org, praised the leaders of the organizations for making the pivot to a term that is used in the region.

“It was very nice of them to acknowledge and listen to the people,” said Pilon, who was among those invited to participate in the follow-up survey.

Pilon wrote on the online petition that “there is zero value to changing the name from ‘Pioneer Valley’ to ‘West Mass.’”

"I'm glad they made the pivot," Pilon said. "It's very good for the area that everyone who lives here can embrace that."

"I think it's great that they listened to feedback from people and decided to stop the West Mass angle," said Aaron Wood, a design consultant who works in Northampton.

Michael Ash, an economics professor at UMass who lives in Amherst with his spouse, Krista Harper, agreed with this sentiment.

"My wife and I are both fond of Western Mass as the term for our region," Ash said.

Wood said the visual branding still seems dated and could be revamped, but he understands that is likely not going to happen with the money already spent.

While the style guide remains an issue for Ash and Harper, too, it's a minor consideration.

"We were not especially partial to the font and layout of the West Mass campaign, which we thought looked outdated, but they are less obtrusive to residents than was the proposed name change," Ash said.

MGM will help region

Meanwhile, next year's opening of MGM can only benefit the region, Sullivan and Wydra said. Sullivan said MGM has made efforts to tie itself into local businesses and pledged to spend \$50 million locally, while conventions and other visitors could fill hotel rooms.

"From a tourism perspective, we see it as bringing tourists here," Wydra said.

While there may only be so many dollars people can spend, Sullivan said the economic pie can get bigger, and that cities and towns worried about losing out to the casino should welcome people who otherwise might not come to western Massachusetts.

"When you knit it all together, it's a compelling story why people should come here to visit, but also why people should come here to live and work," Sullivan said.

Scott Merzbach can be reached at smerzbach@gazettenet.com.

3. Board Member Statements. Comments from Board members. Discussion dependent. Motions may be made. Votes may be taken.

RM –will entertain a motion regarding the logo if need be, but urged to proceed with caution when trying to design by committee. The VSB hired a Communications Agency and had posted meetings to discuss a new branding and positioning and thinks it's difficult to please everyone.

LM – agrees with BS

BS – asked whether we should schedule a meeting regarding the new logo and branding, possibly schedule a public hearing.

RC – agrees with RM

SA – agrees with RM

JG – would like to request town staff to not print documents that do not need to be printed, in order to save paper.

Move to have scheduled an Open Public Hearing on October 16th to revisit the Visitor Services Board brand identity presented by Red Thread Productions, Inc. and invite Principal Nadine Licostie to be present.

Motion: RC

Second: SA

4-2-0. Motion carries.

Discussion: asked whether the tagline would be addressed as well and thinks this is a mistake. TF asked for direction from the VSB moving forward and the VSB instructed staff to move forward with the newly adopted brand identity, logo and tagline until instructed otherwise.

4. Approval of Minutes. Motions may be made. Votes may be taken.

Move to approve the minutes from 8.28.17.

Motion: BS

Second: LM

6-0-0. Motion carries.

Move to approve the minutes from 8.28.17 with BOS.

Motion: BS

Second: JG

6-0-0. Motion carries.

Motion to adjourn.

Motion: LM

Second: JG

6-0-0. Motion carries.

The meeting was adjourned at 4:30 pm.

Respectfully submitted,
Radu D. Luca