



**Bylaws
for
Chetco Community Public Library District
Board of Directors**

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for
CHETCO COMMUNITY PUBLIC LIBRARY DISTRICT
BOARD OF DIRECTORS**

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**Bylaws
for
CHETCO COMMUNITY PUBLIC LIBRARY DISTRICT
BOARD OF DIRECTORS**

Voters approved the formation of a library district at the November 2, 1982 election. The Final Order creating the Chetco Community Library District was signed November 15, 1982 by the Curry County Board of Commissioners. Order #4411 details the territory boundaries of the District and was filed with the Curry County Clerk November 17, 1982.

ARTICLE I – NAME

The name of this body shall be the Board of Directors of the Chetco Community Public Library District, hereafter called the Board.

ARTICLE II – PURPOSE AND FUNCTION

The Board shall be the governing body of the Chetco Community Public Library District and shall exercise all powers thereof as authorized in Chapters 357, 294,198 and 192 of the Oregon Revised Statutes and all other relevant state statutes that relate to library districts and Boards. The Board shall strive to serve the needs of the community as a center for informational, educational and recreational materials and programs.

ARTICLE III – MEMBERSHIP

Section 1. Composition

- A. The Directors of the District are a Board of five members elected by the electors of the District (ORS 357.226 – 357.236).
- B. Any elector residing within the District is qualified to serve as a Board member (ORS 357.226).
- C. District employees are not eligible to serve as members of the Board of Directors (ORS.198.115).
- D. Board members are elected and serve at large (ORS 357.241).
- E. Declaration of candidacy for a Board position as described in ORS 249.031 shall be filed with the Curry County Elections Department.
- F. Elected Board members are ‘district officers’ (public officials) (ORS 198.410) and are public officials for purposes of Oregon’s Ethics Laws (ORS 244.020(15)).
- G. Each Director is identified by a position number. Position numbers will be transferred to the successors of each Director position. Positions 1 and 2 run concurrently. Positions 3, 4 and 5 run concurrently.

Section 2. Term of Office

Board members shall serve staggered four-year terms or until election and qualification of a successor (ORS 357.231 & ORS 357.465(3)).

Section 3. Vacancies

- A. Vacancies in the membership of the Board shall be filled by appointment by a majority of the remaining members of the Board in accordance with ORS 198.320.
- B. The period of service of a person appointed shall expire June 30 next following the next regular district election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term for which the appointment was made (ORS 198.320).
- C. The holder of a public office may resign the office effective at a future date that is prior to the expiration of the term of the office. A resignation is binding unless withdrawn in writing by the end of the third business day after the resignation is made (ORS 236.325). Such vacancy shall be filled in accordance with ORS 198.320 and ORS 236.325.

Section 4. Oath of Office

Each newly elected or appointed Director must take an oath of office prior to or at the first Directors' meeting and assuming the duties of the position. The Justice of the Peace, County Clerk, Oregon Public Notary or Municipal Judge must give the following oath of office (ORS 544.100):

"Please raise your right hand. Do you solemnly swear that you will honestly and faithfully discharge the duties of the Office to which you have been elected/appointed, and that you will support the Laws and Constitution of the State, and of the United States of America to the best of your ability?"

Section 5. Education

Board members should be aware of laws and policies pertaining to the District and ethical standards expected of public officials (ORS 244 Government Ethics). Board members are encouraged to participate in trainings sanctioned by the Special Districts Association of Oregon (SDAO), Oregon Government Ethics Commission (OGEC), Oregon Department of Revenue and/or other similar organizations. The budget will include funds for Board member training.

Section 6. Responsibility

It is the responsibility and right of Board members to participate in Board meetings and vote on district issues as part of the Board.

Section 7. Compensation

Board members may be reimbursed for actual and reasonable expenses incurred in the performance of their duties (ORS 357.460(2) based on current federal rates.

Section 8. Recall

Board members may be recalled as per ORS 198.425 - 198.440; ORS 249.865.

ARTICLE IV – OFFICERS AND DUTIES

- A. The officers of the Board shall be Chair, Vice-Chair and Treasurer.
- B. The Library Director shall serve as secretary of the Board and keep the record of its actions (ORS 357.470). The Library Director may delegate any of the secretary's duties to staff (ORS 357.226).

The Secretary is an ex-officio, non-voting member of the Board.

- C. Officers are chosen during the first regular meeting in November. Officers assume office at the December meeting.

Process:

1. A quorum of Directors must be in attendance before an officer may be elected.
2. A Director may be elected as an officer upon receiving a nomination, a second and a vote of the majority in attendance. A Director may not nominate or second their own nomination, but may vote on the nomination.
3. If the nominated Director does not receive a majority, the sitting Board Chair will continue asking for nominations until the office is filled. If an office is unable to be filled, the sitting office holder will remain in the position (the office may become vacant if the most recent office holder is not available) until the next scheduled meeting. The business item will then be placed on the next agenda.
4. The one-year term of office is from December 1 until November 30 of the following year.

- D. Duties of the Chair

1. The Chair shall preside over meetings of the Board, call special meetings, emergency meetings or executive sessions, and with the assent of the Board members, apportion among them special responsibilities, such as Building and Grounds, Personnel, Evaluation of the Library Collection, Future Growth and Development or others that may be appropriate.
2. The Chair will have the same right as other Directors to discuss and to vote on items before the Board.
3. The Chair will sign all documents binding the district that exceed the Library Director's spending authority, or when directed to do so by a majority of the Board, with attest to the Chair's signature by the Treasurer.

- E. Duties of the Vice-Chair

1. The Vice-Chair shall, in the Chair's absence, or during any disability of the Chair, have the powers and duties of the Chair of the Board.
2. In the absence of the Chair and Vice-Chair, the remaining three members shall elect a temporary Presiding Officer.

- F. Duties of the Treasurer

1. The Treasurer shall monitor deposit and distribution of tax funds, grant monies and donations (ORS 357.276). Expenditures paid by check shall be signed by two Board authorized signatories. (ORS 357.276).
2. The Treasurer shall report monthly to the Board on the status of the library's financial condition.
3. The Treasurer will attest the signature of the Chair on all documents the Board directs by signed by the Chair.

- G. Duties of Directors Generally

All Directors, and the Library Director, are eligible to sign checks upon approval and as so designated by the District’s financial institution. Directors, and the Library Director, are prohibited from signing checks paid to themselves, their relatives or businesses with which the Directors or Library Director or their relatives are associated.

ARTICLE V – LIMITATION ON INDIVIDUAL BOARD MEMBERS

- A. Board members have no individual powers separate from the powers of the Board and have no authority to act individually without authorization from the Board. These restrictions include unauthorized involvement in personnel matters.
- B. A Board member shall act as a spokesperson for the Board only when so designated. When not representing the agreed position of the Board, members must identify their statements as their personal opinions and not those of the Board.
- C. Board members have no individual authority to direct staff or activities without delegation of that authority from the Board.

ARTICLE VI – ETHICS AND CONFLICT OF INTEREST

- A. No member of the Board may have any financial interest, either directly or indirectly, in any contract to which the District is a party, nor receive a salary or any payment for material or for services rendered to the District (ORS 357.460(1)).
- B. In the event of a potential conflict of interest, the Director must publicly disclose the nature of the conflict of interest. After publicly announcing the potential conflict of interest at the meeting where the matter giving rise to the conflict is being discussed or acted upon, the Director may participate in the discussion and vote on that matter. The disclosure must be recorded in the meeting minutes (ORS 244.120).
- C. In the event of an actual conflict of interest, a Board member must declare the conflict and abstain from consideration of and voting on the matter (ORS 244.120(2)(a)(b)). The disclosure must be recorded in the meeting minutes.
- D. If any Board member’s vote is necessary to meet a requirement of a minimum number of votes to take official action, after declaring the conflict, the member is eligible to vote, but not participate in any discussion or debate on the issue (244.120(2)(b)(A)).
- E. Prohibitions Regardless of Disclosure
 - a. Solicit or receive, either directly or indirectly, a pledge or promise of future employment based on any understanding that the vote, official action, or judgment of the public official would be influenced by the pledge or promise.
 - b. Receipt of gifts over \$50 in a calendar year received by a public official, relative or member of their household from anyone who has a legislative or administrative interest in the business of the district (ORS 244.025).
 - c. Participation in any interview, discussion or debate regarding the appointment, employment, promotion, discharge, firing or demotion of a relative as defined by ORS 244.202 (16).

- d. For two (2) years after they cease to hold a public official position, a person may not have a direct beneficial interest in a public contract that was authorized by the person acting in the capacity of a public official or participating as a member of the board authorizing the contract (ORS 244.047).

F. Nepotism

Directors cannot participate in any personnel action taken by the Board that would impact the employment of a relative or member of the Director's household in accordance with ORS 244.177.

ARTICLE VII – BOARD RESPONSIBILITIES

The Board shall:

- A. Formulate and interpret district policies, reserving to itself all authority and responsibility not directly assigned to the Library Director and other personnel (ORS 357.490).
- B. Take action as necessary for operation of the District by use of ordinances, resolutions and motions.
- C. Make decisions based upon the law and the needs of the public, and place the needs and constitutional rights of the public above the ambitions of the Board or the District.
- D. Develop and approve the long-range plan of growth and development for the District.
- E. Appoint and supervise a qualified Library Director, who is recognized as having full executive and administrative authority to manage daily operations consistent with District policy and procedure and Oregon Statutes, under its performance review (ORS 357.490).
- F. Arrange for legal representation and consultation (ORS 357.281). Legal counsel shall report to and be responsible to the Board but shall communicate with the Board primarily through the Chair and Library Director. Individual Board members shall refrain from communication with legal counsel without the consent of the Chair or explicit Board direction.
- G. Purchase a bond or other surety that addresses the fiduciary responsibility set forth in ORS 198.220-1 and the District will pay the premium. (see Appendix A pg. 10 March 6, 2007 letter to SDIS – legal opinion)
- H. Arrange for deposit and distribution of tax funds, grant monies and donations (ORS 357.276).
- I. Oversee the District budget
 - a. The fiscal year shall be July 1 to June 30.
 - b. Establish a Budget Committee (ORS 294.414).
 - c. Appoint one person to serve as budget officer (ORS 294.331).
 - d. Direct the Treasurer/Budget Officer to prepare the budget document in concert with the Board (ORS 294.331).
 - e. Approve the annual budget and assess, levy and collect property taxes as per ORS 357.261(4).

- f. Monitor and oversee District finances, taking action to ensure the fiscal integrity of the District.
- J. Approve all documents binding to the District exceeding the Library Director's spending authority. Review the Library Director's spending authority annually as detailed in the Director's employment contract (ORS 357.490).
- K. Approve District employee salary schedules and benefits such as bonuses and vacation (ORS 357.490).
- L. Appoint committees as needed for the operation of the District. Committees have no powers except those delegated by the Board.
- M. Take other such action as is consistent with ORS 357.261, as the Board deems appropriate.

ARTICLE VIII – MEETINGS

Section 1 – Oregon Public Meeting Law

- A. All Board meetings and work sessions shall be conducted in accordance with Oregon Public Meeting Law (ORS 192.610).
- B. All meetings of the Board shall be open to the public except as otherwise provided by ORS 192.630.
- C. Public comment may be allowed at public meetings at the discretion of the Board and in accordance with Public Meeting Law.
- D. Public notice shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of the Board to consider additional subjects (ORS 192.640(1)).

Section 2 – Regular Meetings

- A. Meetings of the Board shall be held monthly on a regularly scheduled day.
- B. The Board may cancel or reschedule the date or dates of regular meetings as it deems fit, subject to the notice provisions of ORS 192.640.

Section 3 – Work Sessions

- A. Work sessions of the Board may be called by the Chair or by three Board members.
- B. Subjects discussed at a work session shall be limited to the agenda items.
- C. Final decisions shall not be made at a work session.
- D. A work session may be held in conjunction with a regular meeting or a special meeting. Final action may be taken at a regular or special meeting held in conjunction with a work session or at the next regular or special meeting.

Section 4 – Special Meetings

- A. Special meetings may be held at the request of the Chair or any three members of the Board.
- B. No special meeting shall be held without at least 24 hours' notice to Board members and the public in accordance with ORS 192.630.

Section 5 – Executive Sessions

- A. The Board may hold an executive session in accordance with ORS 192.640 and ORS 192.660 – 690. The Board may hold an executive session during a regular, special or

emergency meeting, after the presiding officer has identified the authorization under ORS 192.610 – 192.690 for holding the executive session.

B. The Board shall not make any final decisions during executive session.

Section 6 – Emergency Meetings

In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances, but the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice (ORS 192.640(3)).

Section 7 – Quorum

A majority of the Board (three members) shall constitute a quorum. If only a quorum is present, a unanimous vote will be required to take action, unless otherwise specified by State law.

Section 8 – Agenda

The agenda for regular, special, executive or emergency meetings and work sessions shall be set by the Library Director in consultation with the Chair and Board members. A request to add a business item to the agenda or to otherwise consider a special order of business may be requested by any Director at a Board meeting, but will require a majority concurrence of the members present.

Section 9 – Notice

Notice of the time, place and principal agenda topics shall be given for all meetings as soon as is feasible with the exceptions for Notice for Special or Emergency Meetings (ORS 192.630-640). Notices shall be sent to Board members, local media and persons who have requested notice in writing. The Secretary to the Board shall be responsible to arrange for public notice as required.

Section 10 – Accessibility

- A. No meeting shall be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin or disability is practiced (ORS 192.630).
- B. All meetings shall be held in places accessible to the handicapped (192.630).
- C. The District shall provide, upon request, interpreters for the hearing impaired as provided by ORS 192.630.

Section 11 – Minutes (ORS 192.650)

- A. The Board shall provide for the sound, video or digital recording or the taking of written minutes of all its meetings.
- B. Minutes must include all members of the Board present or absent.
- C. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition is to be recorded.
- D. The result of all votes by name of each member – no secret ballots are allowed – shall be recorded.
- E. The substance of discussion on any matter must be included.
- F. The Secretary to the Board shall provide copies of the minutes for all Board members prior to the next meeting.
- G. The Secretary to the Board shall be the primary custodian of all Board proceedings and records.

- H. Officially approved minutes, resolutions, ordinances and a meeting packet will be retained indefinitely, by the Secretary to the Board, as part of the public record. (OAR 166-150-0005).
- I. Draft and approved minutes of public meetings will be made available to the public within a reasonable time after the meeting. (ORS 192.650(1)).

Section 12 – Meetings by Means of Telephone or Electronic Communication

- A. Board members may participate in meetings via teleconference, videoconference, web conference or other technologies allowing synchronous communication among members (ORS 192.670).
- B. Notice shall be made using the same requirements as in-person meetings.
- C. Opportunity for public access shall be provided when meetings are conducted by electronic means whereby the public can listen to the communication at the time it occurs. A place provided may be a place where no member of the Board is present (ORS 192.670(2)).
- D. The Board must refrain from e-mail exchanges or conference calls between a quorum of the Board that may trigger public meeting rules. A series of one-on-one conversations between members of the Board with the intent to discuss a vote or the outcome of a vote could be considered an improperly noticed meeting and should be avoided.

Section 13 – Recess

The Chair may call a recess of a meeting for a specified time whenever it appears, in the opinion of the Chair, that a meeting will be unusually long or that a recess would be beneficial for other reasons. A recess may be called during debate or at any other time during the meeting.

Section 14 – Voting

- A. When the vote has been called for, every present Director has a duty to indicate his or her vote, unless the Director has recused himself or herself due to an actual conflict of interest. No Director may vote by proxy.
- B. The passage of any motion will require the affirmative vote of at least a quorum of the whole Board, unless otherwise specifically provided by State law.

Section 15 – Social Gatherings, Public Functions and Trainings

Gatherings or other functions in which the purpose is not to discuss business items or to receive background information on a potential future business item are not covered by Public Meeting Law. However, Directors should be advised that if during the course of the gathering or other function, a quorum of the Directors were to deliberate on a matter, that would lead to a violation of Public Meeting Law. No quorum of a governing body shall meet in private for the purpose of deciding on or deliberating toward a decision on any matter except as otherwise provided by ORS 192.610 to 192.690.

Section 16 – Adjournment

The meeting may be adjourned by decision of the Chair, a majority vote of the Board or as a result of the loss of a quorum. The time of adjournment is to be announced and recorded in the minutes.

ARTICLE IX – COMMITTEES

Section 1 – Budget Committee (ORS 294.414 – 294.458)

- A. The Budget Committee shall be a standing committee of the Board.
- B. The committee shall consist of the five members of the Board and five electors within the District appointed by the Board. Appointed members cannot be officers, agents or employees of the District.
- C. Appointed committee members shall serve for terms of three years, staggered so that one-third of the terms of appointed members end each year.
- D. Appointed members shall receive no compensation for their service.
- E. A vacancy on the committee shall be filled by the Board for the unexpired portion of the term at the next regular or special meeting.
- F. The committee shall hold one or more meetings to receive the budget document and approve the budget document.
- G. All meetings of the budget committee shall be open to the public with notice of meetings given in the same manner as Board meetings.

Section 2 – Special Committees

- A. Special committees may be appointed at the discretion of the Board or Chair as necessary to assist the Board in accomplishing its purposes.
- B. Special committee members need not be members of the Board.
- C. Meetings of Board committees are subject to Oregon Public Meeting Law.

ARTICLE X – PARLIAMENTARY AUTHORITY

The latest edition of Robert’s Rules of Order Newly Revised shall govern the Board in all cases in which they are applicable and in which they are not inconsistent with the Oregon Revised Statutes, applicable federal, state or local laws and regulations, this policy and any special rules of order the Board may adopt.

ARTICLE XI – AMENDMENTS AND ADOPTION

- A. Adoption, amendment or repeal of the Board’s Governance Policy will be accomplished by a majority vote of the Board acting upon a motion put before the Board at any regular or special meeting.
- B. Board members are to receive at least five days’ notice of proposed amendment or repeal.
- C. In the event that an emergency is deemed to exist, and said emergency is recorded in the Board minutes and agreed to by a majority of the Board members, a guideline or policy can be suspended, added to or deleted from, in the course of a single meeting. An emergency is defined as an unforeseen circumstance or circumstances requiring immediate action so as to prevent diminishing of the public good.

AMENDMENTS AND ADOPTION TO GOVERNANCE POLICY (prior to February 12, 2021)

Adoption: February 1, 2002

Revised: November 2014

Major Revision Adopted: April 21, 2017

Revised & Adopted February 14, 2020 as listed below:

Article IV – Officers and Duties H. (line thru and Italic addition;

Article VII – Board Responsibilities I. (Italic addition) & J. (line thru)

Major revisions and document title change from Governance Policy to Bylaws
per Resolution 20-21-05

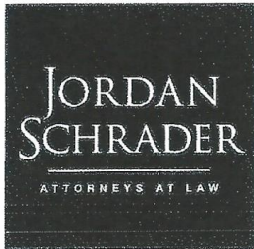
**Bylaws
for
CHETCO COMMUNITY PUBLIC LIBRARY DISTRICT
BOARD OF DIRECTORS**

APPENDIX A

SUPPORTING DOCUMENTS

1. March 6, 2007 Letter to Frank Stratton, Special Districts Insurance Services Trust Legal Opinion Re: Bonding Requirements of ORS 198.220
Letter provided by Kevin Pardy, Underwriting Manager, Special Districts Association of Oregon December 11, 2020

2. Resolution #20-21-05, Signed (insert date)



RECEIVED
MAR 07 2007
S.D.A.O.

March 6, 2007

Mr. Frank Stratton
Special Districts Insurance Services Trust
PO Box 12613
Salem OR 97309

Re: **Bonding Requirements of ORS 198.220**
General Business
Our File No. 42010-19776

Dear Mr. Stratton:

ROBERT F. BLACKMORE

Admitted In:
Oregon

Direct Dial
(503) 598-5581

E-mail
bob.blackmore@jordanschrader.com

Mobile
(503) 740-8186

Pursuant to your request, the purpose of this letter is to provide a legal opinion on whether or not the SDAO/Traveler's Commercial Crime Policy, as supplemented by additional Coverage Forms, and with specific endorsements, complies with the bonding requirements of ORS 198.220. As discussed below, it is my opinion that the policy complies.

The sample policy used for this analysis is the policy that was provided by SDAO to Tualatin Valley Fire and Rescue. My research and analysis has included discussions with Mr. Phil Hopkins of the Secretary of State's Audit Division, analysis of the Traveler's Commercial Crime Policy with coverages and endorsements, and a comparison of the provisions to standard Fidelity Bond provisions. I have also researched the statute for legal opinions and attorney general opinions, and consulted with legal counsel familiar with bonding requirements and the legal and technical distinctions between bonds and insurance products.

Mr. Hopkins confirms the opinions attributed to him by your e-mail of October 25, 2006, but clarifies that the state has not made an explicit finding of compliance with the statutory requirements. We have not conducted any legislative research, and do not believe such is necessary to provide this legal opinion.

Lastly, my research discloses that the policy provided by SDAO appears to be based on the copyrighted Insurance Services Office, Inc. form initially developed in 1982 and 1983. That form was developed to replace the Public Employees Blanket Bond, which was developed and last revised in 1958 by the Surety Association of America. Differences between the Bond form and the Crime Policy initially appear to be substantial due to the change in format; however, the differences are mostly minor. I do not find any general form requirement for statutory bonds in Oregon. Accordingly, a common law form is acceptable, but is conditioned on faithful performance of duty. The added



Frank Stratton
March 6, 2007
Page 2

endorsement for "Faithful Performance of Duty" accomplishes that requirement. In fact, West's Legal forms lists this policy under its forms for Public Official Bonds. In summary, it appears to be a modification or hybrid from the initial 1958 bond form, presumably intended to compete with bonding companies, and is in effect, a bond under the statute. Although not labeled as such, and with some minor modifications, the essential features are present.

The statute requires a bond or a letter of credit. No provision is made within the statute for insurance products, or hybrid products, so on its face the question is whether or not the statute requires strict compliance or substantial compliance. Cases and attorney general opinions do not provide any guidance, but the statute is not specific with reference to form, and no forms are required under other statutes. Further, the Secretary of State's Audit Division, through Phil Hopkins, confirms that the Secretary of State's office accepts the SDAO/Traveler's product as fulfilling the statutory requirements for bonding. The state has not, however, to Hopkins' knowledge, ever conducted a formal analysis of the product for compliance with the statutory requirement. The product does, through its coverages and endorsements, provide a faithful performance of duty standard, similar to a bond obligation. While there are distinctions between the enforcement mechanisms between bonds and insurance products in general, and the processes for payment by the insurance company to the insured, the effect of the added Coverage Forms and endorsements is to provide coverage similar to bonds. We are not aware of any legal opinions which either support or reject the product with respect to compliance with the bonding requirements of ORS 198.220, but the historical context suggests that the product is treated by legal publishers as a public official bond, despite its title.

Taking the above into account, an argument can be made that this product is a bond and strictly complies with the statute. It is my opinion, however, that the policy substantially complies with the bonding requirements of ORS 198.220, and that the statutory language requires substantial compliance, not strict compliance. Accordingly, the product complies with the statutory provisions of ORS 198.220.

As always, please feel free to call if you have any questions or concerns.

Sincerely,

JORDAN SCHRADER PC



Robert F. Blackmore

Chetco Community Public Library District
Resolution # 20-21-05
Adopting BYLAWS for the Board of Directors

WHEREAS, the Chetco Community Public Library District (CCPLD) is a library district, organized and operated under the provisions authorized in Chapters 357, 294, 198 and 192 of the Oregon Revised Statutes and other relevant state statutes for library districts and Boards; and

WHEREAS, a District Governance Policy for CCPLD Board of Directors was created in 1982 and has been amended and adopted over the years; and

WHEREAS, the District has the authority to amend and adopt the Governance Policy and adopt resolutions; and

WHEREAS, the Governance Policy for CCPLD Board of Directors now requires additional clarification and updating; and

WHEREAS, the Board of Directors reviewed and discussed the Governance Policy revisions during Regular Meetings on December 11, 2020 and January 8, 2021;

THEREFORE, BE IT RESOLVED, by the District Board of Directors that:

1. The title *Governance Policy for Chetco Community Public Library District Board of Directors* is changed to **Bylaws for Chetco Community Public Library District Board of Directors**.
2. The Chetco Community Public Library District Bylaws, attached hereto, is hereby adopted by reference.
3. Repealer. The Governance Policy for Chetco Community Public Library District Board of Directors amended and adopted February 13, 2020 is hereby repealed.

The signatures below verify that this Resolution was adopted at the Chetco Community Public Library District Regular Board meeting by a majority vote, and that a quorum of Directors was present.

Patricia Piper, Chair, Board of Directors

Date

ATTEST:

Judith Seyle, Treasurer, Board of Directors

Date