

**Iowa Council of Teachers of Mathematics**  
**ICTM Executive Meeting Agenda**  
**13<sup>th</sup>-14<sup>th</sup> June 2008**  
**MESKWAKI HOTEL**  
**1504 305<sup>th</sup> Street**  
**Tama IA 52339**

Judy Slezak, President, called the meeting to order at 1:00. She welcomed and thanked everyone for making the effort to attend the meeting given the recent flooding.

Members present: President – Judy Slezak, VP Middle School and Journal Co-Editor: Diane Royer ; Regional Director 267 -Vicki Oleson; Regional Director AEA 8 - Linda Seeger; Regional Director AEA 10 -Marlene Meyer; Regional Director AEA 11- Marcia Carlson; Great Prairie AEA -Lynn Selking. AEA 1 Director – Ed Berry; AEA 4/12 Director – Connie Nolan; AEA 13 Director – Nancy File; AEA 14 Director and Program Co-chair– Ruth Avazian; Elementary Vice-President – Jane Haugen; Secondary Vice-President – Rachel Kruse; Treasurer – Laura Brincks; NCTM Rep – Joyce Becker; Journal Co-editor – Lori Mueller; Pre-Conference Chair – Deb Tvrdik; Conference Program Co-chair – Brooke Fischels; Gov't Relations Rep – Ed Rathmell; DOE Math Consultant – Judith Spitzli; Executive Secretary – Maureen Busta

Absent: VP Post Secondary – Catherine Miller; Past President – Cheryl Ross; AEA 9 Director – Albert Hayton; Student Director – Callie Kronlage; NCTM AFC Central 2 Rep – Tom Muchlinski; Conference Chair – Dave Blum; Conference Exhibits Chair – Travis Nuss; Newsletter editor/Webmaster – David Burrow.

The new or re-elected members of the board are: President – Judy Slezak, VP Middle School and Journal Co-Editor: Diane Royer (2<sup>nd</sup> term); VP Post Secondary: Catherine Miller (2<sup>nd</sup> term) and Regional Directors: AEA 267: Vicki Oleson; AEA 8: Linda Seeger, AEA 10: Marlene Meyer (2<sup>nd</sup> term); AEA 11: Marcia Carlson; Great Prairie AEA: Lynn Selking

## II. Reports and business

### A. Executive Secretary – **Maureen Busta**

- Motion to approve February minutes (Rathmell, Avazian)

Motion passed unanimously    Yes 20    No 0    Abstain 0

Contact information for the board members was provided to all board members and members were asked to let Maureen know if there were any changes.

### B Treasurer – **Laura Brincks**

- Treasurer's reports were provided to all executive board members. The following overview was provided.

June 1, 2007 – May 31, 2008

Balance Forward	\$ 39858.02
Income	\$ 25524.02
Expenditures	\$ 31562.03
New Balance	\$ 33820.01
Current Checking	\$ 799.96
Current Savings	\$ 22495.05
Current CDs	\$ 10525.00
Total	\$ 33820.01

- Motion to approve treasurer’s report (Rathmell, Meyer)  
Motion passed unanimously Yes 20 No 0 Abstain 0

- **Motion to revise Constitution By-Law Article VII: Executive Committee, Section 2 (Meyer, Rathmell).**

Section 2: Travel expenses of Executive Committee members and presidential appointees to Executive Committee meetings shall be paid by the Council at a rate set by the Executive committee. ~~not to exceed the State of Iowa rate for business expenses.~~ The rate will be determined at the ~~beginning of each ICTM fiscal year.~~ ICTM June Retreat.

Motion passed unanimously Yes 20 No 0 Abstain 0

- Motion to increase the mileage rate from .40 per mile to .45 per mile effective immediately (Brincks, Berry)  
Motion passed unanimously Yes 20 No 0 Abstain 0

C. Membership report - **Maureen Busta**

The following information was provided to each board member. It lists the membership information from 2006-2007 and from 2007-2008. Complete membership lists were given to the President, Vice- Presidents and members of the nominating committee. A list of members by AEA was given to each of the Directors. All Board members were asked to check the lapsed membership lists and to do all they can to contact those members so that they will renew their memberships.

	Regular	Student	Instit.	Retired	Ret. Free	Free Promo	Reg- \$38	Reg- \$50	Total per month	# of renewals
Jul-06	10							1	250	11
Aug-06	22	2	0	8		1	2	7	916	42
Sept. 2006	33	3	1	4	1	6	2	12	1406	62
Oct. 2006	30	8	19			3	2	9	1831	71
Nov. 2006	35	1	4	4			3	7	1329	54
Dec. 2006	25	4	7	1			4	12	1522	53
Jan. 2007	41	33	21				2	11	2346	108
Feb. 2007	13	1	2	1	0	55	3	5	704	80
Mar. 2007	8	0	0	0	0	0	2	2	336	12
Apr. 2007	9	0	2	0	0	0	0	2	350	13
May-07	5	0	0	1	0	0	0	2	205	8
Jun-07	5	0	0	0	0	0	1	4	338	10
<b>Total</b>	<b>236</b>	<b>52</b>	<b>56</b>	<b>19</b>	<b>1</b>	<b>65</b>	<b>21</b>	<b>74</b>	<b>11533</b>	<b>524</b>
	0.45	0.10	0.11	0.04	0.00	0.12	0.04	0.14		

	Regular	Student	Instit.	Retired	Ret. Free	Free Promo	Reg- \$38	Reg- \$50	Total per month	# of renewals
Jul-07	7	1		2			4	7	657	21
Aug-07	7	1		1					150	9
Sep-07	18	3	2	2			2	3	681	30
Oct-07	22		1	2			1	2	623	28
Nov-07	19	13					2	5	771	39
Dec-07	26	1					1		563	28
Jan-08	88	11	3				2	5	2246	109
Feb-08	12	1				55	1		283	69
Mar-08	25	5							525	30
Apr-08	8	1		2			1	2	313	14
May-08	11							3	370	14
Jun-08	5			3			1		153	9
Total	248	37	6	12	0	55	15	27	7335	400
	0.62	0.09	0.02	0.03	0.00	0.14	0.04	0.07		

#### D. NCTM Representative – **Joyce Becker**

Joyce Becker and Judy Slezak attended the NCTM Annual Conference in Salt Lake City, Utah. ICTM was designated as a Gold Level Member (2008-2011) of the NCTM Affiliate Leadership Circle for having at least 50% of our ICTM members who were also members of NCTM. Consignment materials were facilitated by Joyce Becker at the ICTM Annual Conference. NCTM has started a rebate program that they will pay ICTM \$3.00 for every membership renewal of NCTM if the members check the Iowa Affiliate option. Joyce will write an article for the newsletter to make sure all ICTM members know of this opportunity.

#### E. Government Liaison – **Ed Rathmell**

Two items were reported.

I. Board of Regents Mathematics/Science Initiative at UNI – legislature funded 3 million dollars. The goals are to: 1) improve math achievement in state K-12  
2) Increase quality and quantity of math teachers, 3) establish collaborative connections to constituents. Ed Rathmell and Vicki Oleson will write an article for the newsletter this fall providing an update of this work.

II. CISCO project. This project is focused on improving mathematics achievement in elementary schools nationwide. The goal is to have every Elementary school building have a math specialist. They want cohort groups and every math course would be taught by a math specialist even in grade 1 or would utilize a math coach. Modules might be available next summer. Information indicates that elementary teachers do not know the pedagogy and content that is needed. Teachers will be asked to take courses in training. CISCO will provide technical support.

#### F. Department of Education – **Judith Spitzli**

**Career and Technical Education:** Construction and Business Teams worked together this summer. Teams of mathematics teachers and community college instructors worked together to take the CTE curriculum and look at the imbedded mathematics, and enhance how they are teaching mathematics. If anyone is interested in being involved they are to contact their AEA's. Judith was asked to write an article for the September newsletter.

**Math Science Partnerships.** All new funding were partnerships – the three that were funded will impact 200- 300 teachers: UI Walter Seaman, Problem Solving, Iowa City area (3 year initiative );

Des Moines School District (CGI) 200 teachers over 3 years; Loras College – Lesson Study/CGI – also middle grades

**Every Student Counts** – 5<sup>th</sup> year of a 5 year initiative . This year there will be a strong emphasis on the Iowa Core Curriculum. The components of Every Student Counts will still be integral to the initiative: teaching for understanding, distributive practice and problem-based instructional tasks, but the content will be Iowa Core Curriculum.

**Iowa Core Curriculum** – the 9-12 curriculum is mandated by 2012. The 9-12 curriculum is in its 2<sup>nd</sup> year with one major revision. The word integrated has been replaced by the words connected and coherent. The K-8 curriculum was approved in April and it is now on the website with an expansion to take place in a couple of weeks. It will be mandated by 2014 with implementation plans in place by 2010. Grades 9-12 have written 5 units - they are models of what the 9-12 curriculum would look like and not intended to infer that they are the Core. If you taught these it doesn't mean that you have taught Iowa Core. It is a model for professional development not the end all for this curriculum. A K-8 team will begin shortly writing 2 units for each K-2, 2 units for 3-5, 2 units for 6-8

**CGI** – no more first year training, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> year people for training. The intent is to build a body of trainers in Iowa.

**Other:** A new mathematics consultant is going to be hired. Judith recommended that sessions at the ICTM Annual Conference include an ESC one, a CGI session and an ICE session

**Presidential Awards** - Diane Royer was recognized as the Secondary Presidential Awardee. The current work is with identifying finalists for the elementary grades. Everyone is encouraged to nominate someone for Secondary in the fall, which is the next round.

#### G. Professional development day - **Cheri Ross**

Judy Slezak reported for Cheri Ross who was not able to attend. ICTM was asked by the Social Studies organization whether we were interested in going to the Legislature to have one day set aside in the state for professional development. There were only two people who responded to the newsletter article seeking feedback. Cheri recommended that the idea be tabled at this time.

#### H. Pre-Conference Report – **Deb Tvrdik**

Copies of the results of the evaluation for the pre-conference were provided to all Executive Board members. This year attendance was down due to Valentine's day and weather. This is the 3<sup>rd</sup> year. Idea is to give beginning teachers ideas for use right away. Tom Allen couldn't come this year, Key Curriculum will bring someone next year. Board members are asked to provide a 10 minute presentation. It was recommended that some of these sessions also be offered at the conference on the next day.

#### . Conference Report – **Ruth Avazian, Brooke Fischels, Connie Nolan (Speakers), Laura Brincks(\$), & Maureen Busta (Registration, etc.)**

(Wrap-up of 2008 conference)

Ruth noted that she was concerned about arranging speakers for the conference since there was other professional development days planned for the same day as the ICTM Conference. The sessions on the TI Inspire were able to be spread out. Brooke indicated that Dave Blum is fantastic. The form needs to be changed. More sessions on Department of Education initiatives were recommended. Names need to be given to Ruth for speakers, 5 – 10 speakers' names are recommended. The conference is lots better at Southwoods due to parking concerns. Board members were asked to review the evaluation forms from last year's conference. A better way needs to be used to get the word out since no bulk mailing was sent last year. The following report was submitted by Maureen Busta relating the attendance for the February 2007 conference as compared to the February 2008 conference.

## February, 2007 Conference

Exhibitors	18
Board Members	24
Speakers	92
Participants	360
Students	39
Total	533

## February, 2008 Conference

Exhibitors	28
Board Members	18
Speakers	67
Participants	217
Students	45
Total	375

### I. Communications Report – **David Burrow, Lori Mueller, Diane Royer**

Lori reported that articles are needed for this year. Deadline for articles is Aug. 1<sup>st</sup>. There was discussion about whether the journal should be offered to members for electronic delivery the same way that the newsletter is available. It was recommended that a preference for electronic delivery is put on the membership form for newsletter and journal.

### J. IMSC Report – **Judy Slezak**

IMSC meeting was held on April 25<sup>th</sup> in Urbandale

Highlights of reports made from participants were:

- 1) Establishment of a school at UNI for Research and Practice – PreK-12
- 2) ICC Essential concepts and skills being established
- 3) Project Lead the Way – 60 sites in Iowa – budget of \$3.1 million
- 4) Can there be a link on ICTM for IMSC?
- 5) The award winning schools from the high school student summit displayed their projects for the participants. The projects consisted of posters, brochures and videos to increase the achievement level of students in math and science; to promote the enrollment of greater numbers of students taking additional science, technology, engineering and math courses; and to inform students of science, math, engineering and technology careers.
- 6) The 2008 Student Summit will be held at UNI in November.

Joan Dunea, Executive Director is retiring and Lynn Countryman will assume her responsibilities.

Judy will ask at the next IMSC meeting why the funds to the ICTM Conference were cut from \$500 to \$250.

### K. The Board Approved the following appointments:

Executive Secretary – Maureen Busta (File, Mueller)

Pre-Conference Program Chair – Deb Tvrdek (Becker, Royer)

Affiliate Leadership Conference, Philadelphia – Judy Slezak, Marlene Meyer

NCTM Washington DC – Joyce Becker and Judy Slezak

Nominating Committee - Lori Mueller, Judy Slezak, Cheri Ross

Nominations are needed for President-Elect, Elementary Vice-President ,Secondary Vice-President, AEA 1, AEA 4/12, AEA 9, AEA 13, AEA 14

Nominations for VP Secondary – Sarah Harvey  
AEA1 – Sue Runyon  
AEA14 – Terry Wingert  
Angie Schidelar

#### L. Directors' Report

AEA 1 – Ed Berry – two day workshop and a two week workshop, TI Inspire workshops , CGI Training  
AEA 267 – Vicki Oleson – an article will be written for newsletter  
AEA Northwest – Connie Nolan – an article will be written for newsletter  
AEA 8 – Linda Seeger – Feb/March TI Inspire preview – She will e-mail David for Newsletters  
AEA10 – Marlene Meyer - Training for TI-Inspire in Iowa City, Working on Teaching for understanding K-5, 6-12 year two, Iowa Core Curriculum will be supported  
AEA11 Marcia Carlson – E2T2, this summer are grade band classes on algebra  
AEA 13 – Nancy File - Next week will be a 2 day workshop of E2T2 groups – formative assessment, technology. One of the keynote speakers will be Diane Royer,  
AEA 14- Ruth Avazian - ESC at high school level and also at elementary, CGI training. Des Moines is going to host some training for AEA 14.  
Great Prairie – Lynn Selking – 4<sup>th</sup> year of ESC – IMAP – presenters Cos Fi and Eric Hart.  
Casio Classpad, an on-line class is available and is seen as better than IN-Spire. A site license for is available for \$500 for 20 or 21 licenses. Southeast Polk has these in their classrooms if anyone would like to see them in use.  
All directors are encouraged to write an article for the newsletter.

Judith Spitzli indicated that Authentic Intellectual Work (AIW) was an ongoing initiative that crosses disciplines and would be another idea for a conference session.

#### M. Miscellaneous :

Speakers for conference – A firm deadline of December 30<sup>th</sup> was recommended.  
Suggestions for keynote speakers: Key Curriculum would be willing to get us a speaker but not necessarily Michael Sierre (Discovering Geometry) who had been requested. Peggy Whitsome (NASA Astronaut), Fred Newman – AIW – would be excellent (is not math however could focus on math) , Linda Levi CGI K-5 focus, Cathy Seeley, (\$1550 - \$3000) a day. Information on speakers needs to be on the website. Judy Slezak will contact Cathy Seeley.  
Friends of Math Awards & Lifetime Achievement Awards – add to web site? Several possible recipients were discussed: Chris Nugent & Dan Willis with Japanese Lesson Study (6 years in state), Megan Balong, Lifetime Achievement –  
Review ICTM Constitution - Look at tomorrow morning  
Door prizes for conference and pre-conference  
How to handle people volunteering to speak that should not be speakers  
Distribution lists for directors  
Other?

### **3:00 – 6:00 Small Group discussion –**

The Conference, Publications, Outreach and Membership committees met and planned for the next year. Committee members were:

Conference - facilitated by V. P. Rachel K, Ruth A, Brooke F, Joyce B, Judith S, Ed B, Connie N, Deb T. Items for discussion:

1. Conference Feb 20, 2009 and “to-do list”
2. Pre-conference Thursday night Feb 19, 2009
3. Registration for West Des Moines teachers as last year?

Publications – facilitated by V.P. Diane R, Lori M, Marlene M, Vicki O, Ed R. David Burrow. Items for discussion:

1. Journal
2. Newsletter
3. Website

Outreach – facilitated by V.P. Cathy M, Nancy F., Marcia C., Lynn Selking . Items for discussion:

1. Grants

Membership – facilitated by V. P. Jane H., Judy S. Maureen B, Laura B, Marlene M. Items for discussion:

1. Keep/refine procedures?
2. Membership brochure

Groups will report out starting at 9:00 on Saturday morning.

Dinner was held. Preliminary budget work was drafted by Judy Slezak, President, Maureen Busta, Executive Secretary, and Laura Brincks, Treasurer

Regional Directors reviewed the Regional Directors’ handbook.

### **Saturday, June 14<sup>th</sup>, 2008**

The meeting was called to order by President Judy Slezak at 9:00 AM.

Members present: President – Judy Slezak, VP Middle School and Journal Co-Editor: Diane Royer; Regional Directors: AEA 267: Vicki Oleson; AEA 8: Linda Seeger, AEA 10: Marlene Meyer; AEA 11: Marcia Carlson; AEA1: Ed Berry, AEA 4/12 Connie Nolan; AEA 13 Nancy File; AEA 14 and Program Co-Chair – Ruth Avazian; Great Prairie AEA: Lynn Selking; Elementary Vice-President – Jane Haugen; Secondary Vice-President – Rachel Kruse; NCTM Representative – Joyce Becker; Newsletter editor/ Webmaster - David Burrow; Journal Co-editor – Lori Mueller; Conference Program Co-chair – Brooke Fischels ;Executive Secretary – Maureen Busta, Treasurer – Laura Brincks

Absent: Past President – Cheri Ross; AEA 9 Albert Hayton; Student Director – Callie Kronlage; NCTM AFC Central 2 Rep – Tom Muchlinski; Pre-Conference Chair – Deb Tvrdik; Conference Chair – Dave Blum; Conference Exhibits Chair – Travis Nuss; Gov’t Relations Rep – Ed Rathmell; DOE Math Consultant – Judith Spitzli

Ruth reminded everyone to provide 5 – 10 speakers’ names to her for the conference.

## **VII. 9:00- Reports to whole group from Vice Presidents - small group discussions and action as needed**

### **Conference Committee: Rachel Kruse reported.**

The theme: **Math at the Core: All Ages, All Stages.**

Keynote Speaker: Cathy Seeley, 10:00. If Cathy can't speak then possibly ask David Schwartz, Peggy Whitsome, or Fred Newman. Focus will be on Iowa Core Curriculum. It was recommended to offer a panel on model core in the morning and afternoon. Conference flyers will be prepared for teachers and administrators. The Flyer for the administrators will focus on why they should send their teachers to the conference. Maureen is to put an apple core by the Core Curriculum sessions in the program booklet to highlight those sessions. The committee would like to recommend that there be a larger room for hospitality. Maureen is to get the e-mail addresses for school administrators from each AEA and send them an e-mail perhaps with a subject line "Iowa Core Curriculum – Are your teachers ready?" The price of the conference will again include the price of the meals. The To Do list was completed and is attached. The business meeting will be held before the keynote and it will be in the program as 10:00 Keynote/Business Meeting. It was recommended that perhaps some of the pre-conference sessions could be repeated at lunch time. The Pre-conference recommendation included watching the time for the elementary pre-sessions times. Some of the presenters took too much time and then there wasn't enough time for others. Could a bell be rung, so that all have time?

The fee structure will be:

Registration: Member \$60

Non/Member \$90 includes membership

Member/Speaker \$10.00 includes meal

Non/Member Speaker \$30.00 meal/membership

Students \$10.00

### **Publications – Diane Royer , VP Middle School reported**

Newsletter – timeline – everything is to be sent to David by Sept 1<sup>st</sup>. Pictures need to be sent to David for board members. In mid-August Judy will contact all board members to remind them to get their articles submitted. David will organize the newsletter. Maureen will mail it. Maureen will update and send electronically to David. IMSC will have link on our website. Judy will look up and send to David. It would be good if VP's would write newsletter articles about the committees they chaired at the June Retreat.

Journal – Lori Mueller reported that the journal committee reviewed the submitted articles and no more articles are needed for the upcoming journal. The cover of the Journal will reflect the conference theme. It is recommended that a link be put on the web for the journal and look at having it a member link only. There will be a question on the membership form asking if they would like the journal as well as the newsletter sent hard copy or electronically. Maureen will seek information from the members by e-mail as well. Maureen is to report back to the board on whether the members prefer that publications be sent electronically or not.

### **Outreach Committee: Nancy File, reported**

NO change in the "possible" number for each type of grant and the amount listed for each grant. The board agreed and there is money in the budget if we end up giving these grants.

Dates for all the grants be changed as follows:

**Aug 1 (08)** Grant applications available from ICTM regional directors for ICTM website

**Oct 15 (08)** Grant applications due to Maureen Busta

**November 15** Grant recipients decided. Recipients will be contacted  
**February (09)** Announcement of grants recipients at ICTM Conference

Another date changed was under the "Criteria for Award"  
Submit receipts... by December 1 (09) NOTE: this allows those traveling to a fall regional or NCTM Conference to apply a year ahead and still go the next fall.

On each of the applications, we added the line:

**ICTM Membership Expires:**\_\_\_\_\_ This is a subtle reminder to those applying that they must be current members (and not expired memberships)

In addition, the committee recommended a tri-fold (similar to the membership one) that promotes each type of grant. This would be placed in the conference folders and also available to regional directors wishing to promote them. There would be NO YEARS listed with the new dates so it could be used over and over and not have to correct the dates every year.

The "lack of" grant winners presenting at the conference or writing an article for the Journal was discussed. It was thought that this was just as much ICTM's as the recipient error. It was recommended that the chair contact the most recent winners and remind them of their obligation.

That would include: Dave Braet - Colo Nesco Schools  
Robin Nebus - Carlisle  
Michael Marchketti - DMPS ( Central HS)

Laura B (treasurer) may have emails if needed.

Lastly, it was recommended that Catherine Miller write an article for the Fall Newsletter announcing and promoting the grants available. The article needs to be sent to David Burrow by August 1. It was suggested that a panel discussion perhaps could be held at the ICTM Annual Conference for the grant awardees. It also was recommended that a regular newsletter article be in the April newsletter advertising the grants so that members could think about writing a proposal during the summer and applying in the fall. It was also thought that if the newsletter is out by mid-September members would still have time by mid-October to fill out their applications. Grants also need to be advertised at the Conference.

### **Membership committee - Jane Haugen**

The membership brochure will be updated to highlight other benefits of ICTM membership. Judith will encourage all AEA math Consultants to promote membership and we will get in touch with all AEA math consultants to get the brochure on their websites and help us get the word out. Executive board members are encouraged to take brochures to any workshops that they attend. Judith is asked to provide info at ESC. Electronic information needs to be sent to each AEA Math Consultant and school administrator in Iowa. Ed Berry & Brooke Fischels will design something to be sent to the administrators in Iowa.

### **Laura Brincks - Treasurer - Budget**

Laura facilitated the work with the budget. The budget was balanced at \$38055.

- Motion to approve budget (Oleson, File)  
Motion passed unanimously Yes 18 No 0 Abstain 0

**Nominations were taken for the following positions**

President-elect: Sue Runyon, Ruth Avazian

Secondary VP: Mike Dillon, Sarah Harvey, Martha Wiiley, Ed Berry

Elementary VP – Jane Haugen, Barb Adams, Michelle Carnahan

AEA 1– Terry Balk, Sue Runyon

AEA 9: Sandie Campie

Northwest – Kathy Wankum, Tracy Wingert

AEA 13 Nancy will get some names for Lori

AEA 14 : Kerry Hohback, Angie Shindelar

- Motion to approve (Becker, Royer) the following awards to be presented at the 2009 ICTM Annual Conference.

Lifetime Achievement –

State Friends of Math –

Chris Nugent and Dan Willis,

Megan Balong

Motion passed unanimously    Yes 18    No 0    Abstain 0

Jane will write up something for credentials for Chris & Dan. Vicki will write up something for Megan. Deb Tvrdik needs to write something on Dave Blum’s. Edward Rathmell will be done by Judy Slezak

**Constitution:** Judy Slezak will bring up Constitution changes in Feb.

**Director’s Handbook:** Revisions to the Director’s Handbook included changing all of the references to the ICTM Winter Conference or any reference to dates are to be changed to “ICTM Annual Conference”.

**Other:**

Judy would like on-line voting. There are web servers like survey monkey – Rachel \$250 possibly.. It was suggested to look into Moodle which would allow for setting up the ballot.

It was suggest that biographies be provided for regional directors to help members make decisions.

- Motion to approve (File, Becker) the purchase of a digital recorder for the Executive Secretary not to exceed \$100.

Motion passed unanimously    Yes 18    No 0    Abstain 0

XIII.    Motion to adjourn (File, Kruse)