

**State Executive Advisory Council Meeting
September 24, 2015
Time: Called to order at 1:50pm**

President Bobbie Qualls called the meeting to order. Minutes were read and approved as submitted from the December, 2015 meeting.

Bobbie told the board that election of President and Secretary would take place next meeting from among the assistant advisors. Please think about serving. The president and secretary are required to attend National Meeting and attend the Advisor-to-Advisor session. They then come back and do a presentation for all of the advisors at KATFACS Summer Conference.

Pam Busch shared some of the things that our members did while in Washington, DC at the National FCCLA Conference. She talked about visiting the sites, Lincoln memorial, war sites, the holocaust museum, the Smithsonian's and many other historical sites. She also talked about the many STAR events, students running for office and our very own Taylor Spangler helping to lead the conference as a National Officer. We also went to the capitol lawn for a Rally 4 Red and 8000 of us did the Gimme5 dance on the lawn.

The forms for Spirit of Advising were passed out and Bobbie asked that everyone take it home and please fill it out for one advisor from their district.

She also reminded us to fill out all of the recognition forms.
We need people to apply for them.

Power of One and Step One recipients will be honored by the district only.

Star events forms were given out for state meeting. Please make sure to get names for programs for next year and for STAR events.

We need to make sure we have 2 room consultants-in order for our district to compete. The consultants get their own student, advisor and adult judges. Please try to get people to judge that are familiar with the event.

****Please give preferred dates and more than one.**

Be sure to send out the calendar with dates to make advisors feel welcome and organized.

Pam Lamb will attend 6 Fall Conferences. If she attended yours last year she will probably be attending others this year.

The procedure manual is on the state website—please have it copied for any questions during STAR Events.

Take Aim—The general evaluations sad there was too much down time,. Lots of chapters and districts would like chapter and District time, more breakout sessions, sessions less time, and some would like to see the location moved around for travel purposes.

Peer Education Teams—Forms should be sent to Jeanne and the advisor in charge of the teams. If you have questions please contact Jeanne Dowell.

Dress for STATE Meeting: Casual dress for advisors,
Students: Official dress: Pant or skirts: black or khaki (skirts 2 inches above the knee)
Polo or long sleeved button down shirts in black, red or white
Shoes: dress shoes or sandals—NO Tennis shoes or flip-flops

The issue of black shoes was discussed at length. Some advisors said it would be difficult for some students to have this.
Suggested if you need items to email or staff for help and keep a closet.

The NLC Video for FLC will be on you tube. You can download it and also put it on a drive.

SEAC Contracts are needed if you do not have one in.
Districts need to update their bylaws and send a copy to Pam Lamb.

A List of things to discuss with advisors at FLC was given out.

- a. Dues
- b. Policy & process for use of emblem
- c. Media
- d. Lead to Feed
- e. Calendar etc.

Bobbie was asked to discuss the issue of dress shoes at the state board meeting.
Meeting was adjourned at 2:20 pm.

Respectfully Submitted,

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SEAC Meeting

September 23, 2015

6:30 – President Layne Goodwin called for the opening ceremony.

6:35 – Roll call answered by favorite movie. There are 31 members present.

6:37 – Emma DeMaranville did the reading of the minutes for the December 3 and 4 SEAC meetings. Layne asked for corrections to the minutes. There were corrections to the December 4 minutes.

- Advisory Council Report: District C – Joe Fingerhut
- Advisory Council Report: District D – Amend Death Row Dogs to Scholarships
- Advisory Council Report: District F – Change Jan. 21 to February 4. Change the February 4 to pushed back a week.
- Under New Business: Change St. Mary's to St. Mary

Emma moved to approve the minutes. Seconded. December 3 and 4 SEAC minutes were approved. Unanimous.

6:40 – Emma called for the SEAC members to read the Kansas FCCLA Board of Directors minutes. Layne called for corrections to the minutes. There were no corrections. Emma moved to approve the minutes. Seconded. The Kansas FCCLA Board of Directors minutes were approved. Unanimous.

6:45 – Emily Depew led the SEAC members in a team builder.

6:56 – Layne called for Pam Lamb to review the SEAC Responsibilities.

7:05 – Layne called for the state officers to speak about the State Leadership Conference

- **Emma DeMaranville** talked about the conference goals: expanding membership and involvement in Star Events
- **Katie Jo Payne** went over the theme of the conference: Juggling the Act of Leadership
- **Hali Crellin** talked about the narrowed down list of Keynote speakers and track sessions
- **Emily Depew** explained the SLC budget
- **Hope Wilson** promoted the idea of Public Relations through social media during SLC: Creating a media team for SLC this year
- **Layne Goodwin** reported on the new ideas and thoughts for SLC. Idea of tickets drawn for prizes. The tickets that would be drawn would be the evaluations or something with feedback from the conference. "Acts" for the show. More of a thanks for special guests. State officers should be more hands on, approachable. Social media publications for the members.
- **Mehgan Snyder** read thank you letters from scholarship recipients of 2015.

- **Valentina Ortega** told the SEAC members that the committees are pre-assigned. Passed out committee assignments to SEAC members. Valentina read off where the committees were meeting.

7:25 – Layne asked for reports from Peer Ed, District officer, and SLC conference coordinators.

7:26 – Amber and Jordan gave their introduction and a brief description over what they have been helping the state officers with thus far.

7:27—SEAC members broke out into committee groups. And got snacks.

SEAC Meeting

September 24, 2015

9:00 – Layne called for the meeting to reconvene.

9:01 – State officers gave committee reports.

- Layne – Suggestions to use paper evaluations instead of QR codes.
- Hali – Decided on trophies, certificates and plaques. When we meet again committee will finalize more. They are creating a letter. Committee members will be backstage while the awards are being handed out.
- Emma – Committee will be overseeing the registration tables. Asked for any volunteers from the members that were present.
- Katie – Leadership Service in Action committee. Overseeing the service project at SLC. Committee will be a liaison between Peer Ed and giving them their duties.
- Meghan – Committee decided that they will keep the recognition the same as last year. Would like to get a photo banner for advisors to take pictures of their students with.
- Hope – Compiling a list of special guests. Will send out “save the dates” in December and formal invitations in the beginning of 2016. Monday activity would be having Wichita businesses lowering their prices if the FCCLA members bring in canned goods.
- Valentina – Committee talked about possibly having an illusionist, photo booth, and/or jugglers for the gala. Decided to make the dance casual – denim will be acceptable. No snacks this year. Committee would like to hire the same DJ.
- Emily – Corporate finance committee. This committee decided that we will stick with the circus theme for the officer banquet. There will be recognition of parents and advisors at this banquet.

9:15 – Layne called for State officers to do their reports

- **Valentina** – Updated membership report. We have 4,440 members currently. Membership is down 4.66%.
- **Katie** – State leadership project is the Gift of Time. Members will be going out to spend time with other people. An example is elderly people.
- **Mehgan** – National Star Event Recap: We had 338 Kansas Attendees. Two teams of FACS Knowledge bowl. 82 gold medals, 62 silver medals, 10 bronze medals. Cody Filbert received a scholarship. Valley Falls was runner up for National Program Student Body award. Susie Dalton received the Spirit of Advising award. Advisor Mentor award was awarded to Merritta Combs. The National Distinguished Service Award was awarded to Gayla Randel. Central Region Leadership Team, Pam Lamb.
- **Hali** – Business of the year award was created by Hali. They will receive the award at SLC. Hali encourages everyone to apply for the awards. Top three spotlight chapters will receive plaques.
- **Hope** – Daily Social media posts will have themes. Sunday and Wednesday are the days off for social media. Open for suggestions.

- **Emma** – Gave brief descriptions of the state officer workshops and where each officer is assigned. Reminded advisors that they can request Peer Ed and State officers for their FLCs.
- **Emily** – Corporate partners: No officers have any big corporate sponsors. Talked individually about each officers' progress.
- **Layne** – State goals and state officer goals: State officer goals are to visit at least one school that does not have chapter. Social Media goals. Present FCCLA workshop to at least 150 members. Raise \$300. Submit one article to teen times and two articles to local newspaper. Keep consistent contact with district presidents. State goals are to establish at least one corporate sponsor, raise membership to 5,000, and have members gained more knowledge of parliamentary procedure.

9:33 – Layne called for the state advisor report.

9:34 – Pam Lamb came up to give her report. Told advisors to make sure that their students know that Monday is business casual. Official dress will be on Tuesday. No jeans at any of the sessions. Shoes: The national rule is dress shoes and/or sandals. SLC will accept Sperry's and Toms. Shoes do not have to closed toe but must not be athletic shoes. Take AIM had more attendees than previous years. Asked for feedback on Take AIM from advisors. Peer ed did a nice job of running Take AIM. Pam reminded the advisors that they can request State Officers and Peer Ed teams. District President and District Advisor training feedback was good. Most members believed it was beneficial. New competitive events manual is now online. It is still missing some portions. Scenarios are supposed to be out in October. New skills events will be at cluster meetings. There are demonstrations about FCCLA events on SchoolTube and YouTube. Membership packets. New membership campaign is Go Red. Cluster event registration. This Year they are doing a chapter advisor summit. National Theme is Empower Me power. "I like it, looks good," said Pam Lamb. Affiliation due date is Dec. 15. Nationals has to have money BY December 15. Bobbi and Jennifer have worked with Student Body and they are revising Financial Fitness and FACTS. Pam Lamb can do a welcome at your FLC or she can just sit and enjoy it. FCS day on the hill was a success last year. Brief description over what this day entails. Still looking for corporate partners. Jana's campaign is going to continue with their mini grants. Career Safe is another of Kansas FCCLA's partners. Pam Lamb will be taking New Business to the State board of directors. In need of a financial representative and a legal representative for the State Board. Next SEAC meeting is December 2 and 3.

10:05 – Layne called Pam Lamb back for the financial report.

10:05 – Pam Lamb talked about how the FCCLA fiscal year runs from Sept. 1 to Aug. 31. There were financial statements in the advisor folders. Purchased square credit card readers. State officer expenses such as meals, lodging and registration. Peer Ed trophies and fed the peer Ed members at their training. Take AIM training expenses. National leadership conference expenses. SEAC meeting expenses. Citizenship day expenses and brief description of what citizenship day is. State Star Event expenses. CTSO training expenses for state officers. State Leadership Conference expenses. FCCLA has a contract for SLC areas for three years (2018). State officer selection and peer ed selection expenses.

- Created a committee to create a list of areas to move SLC

10:37 – Gayla came to the podium to discuss KSDE. Thanked us for giving her some resources to get to nationals so that she could receive her award. Talked to State Officers about being involved in FCS careers. FCS in Kansas is very strong. We have collectively over 700 pathways approved in the system. Janet Holden shared a story with the SEAC members about the impact of FCS in her community/school. Human services pathway has been updated. Edited versions of the competencies will be out by the beginning of November. Feedback needs to be back to Gayla by Thanksgiving. Apparel and Textiles got approval and will be expanding this year. Gayla wants at least 15 teachers involved. Reserve Perkins grants. 25 can be given away this fall and 25 additional grants to be given out at various times. FCS summit is in October. This will be held in Wichita on October 5 and 6. Gayla sent out the application in the e-letter. Registration is still open and the cost is \$75 for October 6 and \$25 for October 5. There will be two different registration dates. Say YES to FCS campaign – www.nasafacs.org will give you a repository of information. Links to resources and lesson plans. You will be able to see what other states are doing. Go to KSTATE Facebook page for FCS education (KSTATE FCS Education) and like it (KSU Family and Consumer Science Education). CTE funding is in the block grant. Advisors – WATCH YOUR EMAIL/INFORMATION FROM KATFACS.

11:08 – Brandi McClure gave an exciting announcement. She has connections in Wichita and has used her connections to get coverage of SLC by media teams.

11:09 – Juanelle Garretson came to give her Foundation Report. Here to support sustainable partners and financially help students and advisors. There is a baseline budget. Supports projects, scholarships, programs, trips, etc. Goals – have a balancing act between Alumni, the Foundation, and State advisors etc. Foundation hosted the dance at Take AIM. They will use the money to award \$250 to a chapter who promotes FCCLA's 70 years. Would like suggestions and ideas to make the fun run have increased attendees.

11:18 – Pam Lamb filled in for Brenda Dooley over the KAFCS report. They provide research based knowledge over the FCS pathways. December 3 AAFCS will be sponsoring a Dine- in day that promotes healthy families eating together.

11:20 – State officers, Pam Lamb, and Gayla helped Jennifer Whitley with her role play to show how KATFACS is related and works together.

11:28 – Alumni and Associates report: 147 alumni and associate members. Their budget mainly comes from t-shirt sales. FCCLA members can order long sleeve and/or hoodies online. Regular t-shirt sales will still be going on at SLC. Money will be given back as scholarships.

11:31—Fall Leadership Conferences

- Hali – Get ahold of officers through emails.
- Hope – State report: Read the report to the advisors
- Katie – NLC slideshow: technical difficulties. Katie will try to upload it to YouTube

12:00 – Break for lunch

12:45 – Reconvene and watched the uploaded NLC slideshow.

12:55 – New Business

- **Procedural Manual Changes** --- Sect. G number 7: Problem is that the Voting delegates only voted for two or three candidates when there were 7 positions available. Add a unanimous vote clause. Discussion that this is a district problem. Proposal Change died. Sect. G number 9: Add clarification that it was only the voting delegates that were present. Motion died.
- **State Officer Selection Forms** --- P. 14 IVC #1: Grade point average added on the forms for state officer candidates. Determine if there will be a grade point average. Discussion – agreed with change, make sure everything is parallel in the documents. Janet Holden moved to amend the forms to say that state officer candidates must be in good standing with their schools and a cumulative 3.0 GPA. Amended to say cumulative 3.0 GPA over the past three semesters. Seconded. Motion was seconded. Motion passed.
- **Other**--- Many schools are losing their FCCLA programs due to unforeseen problems. There have been a few exceptions but this is being brought to the board to have their thoughts. Discussion to make this a case by case situation. Jennifer Whitley moved that these special needs be accepted but if more situations arise that they go through Pam Lamb in case by case situations. Seconded. Motion passed.
- **Strategic Plan** --- Form a committee to work on our strategic plan. Moved and seconded to form a committee for the strategic plan. This would be a committee to review and edit. The committee will be Bobbi Qualls, Dalene Oelke, and Layne Goodwin.
- **Addressing Special Needs** --- What type of accommodations should we make for children with special needs? Discussion that the local advisor will need to look at IEP's beforehand so that those can be made aware of. Educators cannot share this information. Emma DeMaranville moved to lay this on the table until the next meeting. Seconded. Passed.
- **Kansas FCCLA booth at the State Fair** --- People have been asking why we have not been at the State Fair. Gayla has ideas for FCS – maybe combine the FCS booth with FCCLA. Do FCCLA demonstrations (culinary, etc.). Hope Wilson moved that Kansas FCCLA has a booth at the State Fair in 2016 and that we form a committee this year. Seconded. Motion passed. Kathy Blair, Cherry Coen, Janet Holden, Rhonda Joseph, Katie Jo Payne, Gail Ann Aurand, Hope Wilson, Gayla Randel.

1:48 – SEAC meeting and State Executive Council meeting.

FCCLA SEAC Council Minutes
December 4, 2015

President Bobbie Qualls called the meeting to order.
The minutes were distributed and read.

1. **SEAC Council minutes** were review from September and were accepted.
2. The nominees for **Spirit of Advising** were reviewed and the following were nominated for the award: Pam Busch, Jo Alderfer, Lori Carpino
The ballots were cast and Pam Busch will represent Kansas in San Diego, California at the National Leadership Meeting.
3. **District dates chosen for events** were looked over by Pam Lamb and there was only one small change so everyone can plan on the dates that were submitted.
4. **Feedback from Cluster Meetings;**
 - a. Older students were very disappointed in the 7up game as a filler when workshops were very short and not very informative.
 - b. Many ended early -30 minutes early
 - c. Content was not good either; some were a waste of time
5. **District Elections were discussed:**
 - a. Remember that the District President has to attend NLC, the training meeting in April, and also Take Aim.
 - b. If we train Presidents at SLC what do you want them to get trained in:
 - a. Don't do all of the team building stuff
 - b. Professionalism—on/off stage, podium etiquette, introductions, writing good scripts for FLC
 - c. Share some things with officers-come back and lead with Information for the District-President serves on this board
 - d. How to get speakers
 - e. How to organize the day
 - c. **Peer Education Members**
 - a. Remember that their sessions are for smaller break out sessions and not as the main speakers for meetings.
 - b. They really need to do two sessions as they are traveling across the state and to come for only one 30-minute session is not worth the time they travel and are away from school.
 - c. Most sessions are interactive so large sessions don't work well.

6. **Recognition Committee:** The forms are being updated and will have them up as soon after Christmas as possible.
The Committee will be meeting to evaluation award applications very close to the March 1 deadline and asked that the due date for awards be moved to Feb.
It was moved and seconded: to have the Awards and Recognition Forms be due on Feb. 19, 2016 electronically only. Motion Passed.
7. **Feb. 19th, 2016 all Awards and Recognition Forms are due Electronically—none will be accepted by mail.**
8. **The State Board meeting** is Jan. 12, 2016
9. **The board held Election of Officer for 2016-2017:** The following people were elected:
Board President is Kathy Werner
Secretary is Connie Braun.

Meeting was adjourned.
Respectfully Submitted,

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State Executive Advisory Council

December 2, 2015

Crosswinds Conference Center

Hesston, Kansas

6:30 – President Layne Goodwin commences the opening ceremony and welcome.

6:32 – Approval of agenda with dropped State officer selection and peer ed selection in new business.

6:35 – Minutes were read by Emma DeMaranville. Minutes were approved.

6:40 – Roll call by Emma DeMaranville answered by favorite Christmas movies. 34 members present.

6:45 – Team builder implemented by Mehgan Snyder. Played ‘Would You Rather’.

6:48 – President Layne Called for State Officer Reports.

- Valentina Ortega – Valentina gave a recap of what happened during the 2015 National Cluster Meeting in Dallas.
- Hali Crellin – 40 Applicants for Active Chapter awards
- Katie Jo Payne – State Outreach Project is the Gift of Time. Members will go out to elderly people in the community and spend time with them or help. Chapters must go to the state website to fill out the recognition form.
- Mehgan Snyder – Requested advisors to return the green/yellow sheets that were handed out at the last SEAC meeting. Reminded members to print off the new Competitive Events Manual.
- Emily Depew – Went over what the State Officers have accomplished thus far. Many local sponsors only one larger corporate sponsor. Began the year by searching for larger corporations with minimal luck. Officers have moved mainly to local sponsors with a more efficient outcome.
- Hope Wilson – Each day our social media networks have a specific theme. Having trouble with spotlight Saturday and asked for any suggestions or pictures that advisors may have.
- Emma DeMaranville – Went over the topics that were discussed in the State Board meeting.
- Valentina Ortega – have approx. 3,350 members this year. Membership numbers have decreased but the goal is to still increase by December 15.

6:55 – Monet Howe gave the district officer report. District Officers are done with their FLC’s and the FLC’s went well.

6:56 – Peer Education report was given by Angela Faherty. Peer education is currently done with FLC's and are getting ready for SLC. Peer Ed selection forms are due February 8.

6:57 – State Adviser Report was given by Pam Lamb. Mrs. Lamb attended 6 FLC's this year. All FLC's ran smoothly and districts were encouraging the dress code. Attended the State Board Meeting. Then, attended Cluster in Dallas. Results for Kansas in the skills demonstration events have not been seen yet, but will be coming soon. Affiliation is due by December 15 in order to compete in Star Events and Elections. Pam Lamb will send an email with which chapters are affiliated. Next State Board Meeting is January 12. Citizenship day is January 13. State Advisors Meeting in San Diego on Jan 15-20, Pam will be attending. State Officer Selection forms will be open until February 12 to the districts who will not be having their District Conferences before the original due date of February 8. Scholarship Applications and recognition forms will be due March 1. District Elections/STAR events will be arriving via email. At Nationals in San Diego this year Pam would like to have a group activity, any suggestions should be sent to Pam Lamb. STAR event topics update. Today was the first FCCLA in the Classroom workshop and was a success. Corporate Partners – Kansas FCCLA will still be partnering with Jana's Campaign this year. Kansas FCCLA will be partnering with Career Safe again. National FCCLA will be partnering with Cottey College this year, and they contacted Pam Lamb. Mother Earth News' Editor would like to work with FCCLA by being a judge at State and eventually creating a scholarship. Jaxson Metzler is still participating in Project Runway Jr.

7:16 - Pam Lamb gave the financial report. Each council member received a packet with the financial statements. Fiscal year runs from Sept. 1 to Aug. 31. An overview of the financial statement was given.

7:22 – KSDE report was given by Gayla Randel. FCCLA/ FCS day at the Hill will be February 24. Encourages everyone to bring members and a display. United Conference is in Wichita. Gayla is working on a youth mental health training. Kansas FCS standards have not been updated since 2006 and they need to be updated. It will be done in the summer and volunteers will receive a stipend. Asked members who attended FCS Innovative Summit how it went. Members said that they had a good experience and learned a lot. Reality Works has a simulator that simulates being a senior citizen. Kansas has been identified as the Premier State and this simulator will be pilot tested here. Grant information was given to the advisors and an overview was given.

7:48 – Break to State Leadership Conference Committees.

State Executive Advisory Council

December 3, 2015

Crosswinds Conference Center

Hesston, Kansas

9:00 – President Layne Goodwin calls for committee reports from State Officers.

- Valentina Ortega – At the dance will have circus cut outs when walking in. Dress code was discussed it will be casual dress (Jeans, FCCLA Shirts, skirts acceptable at FCCLA length.) There will be a photo booth.
- Emily Depew – Corporate Finance Committee discussed table decorations for the officer banquet and implementing the theme.
- Meghan Snyder – Discussed STAR events and will have to wait for the actual STAR events to take place to begin their script.
- Emma DeMaranville – Committee discussed assignments that were delegated.
- Layne Goodwin – Conference Coordination Committee went over the assignments that were delegated at the last meeting. Assessed ways to communicate with new officers. Will be doing paper evaluations.
- Katie Jo Payne – Leadership Service in Action team discussed an overview of the SLC leadership project.
- Hope Wilson – Public Relations team talked about the social media team. They will create a survey monkey for SLC. Created a schedule for welcome table.
- Hali Crellin – Decided on Plaques and awards for the winners. Set a place and a day to evaluate award applications.

9:08 – KATFACS report from Jennifer Whitley: joint conference is coming up shortly in March. They have secured a speaker and have many sessions set up. Pittsburg State and K-State students will be attending and speaking.

9:10 – Brenda Dooley came to present a KAFCS report. Two pushes from AAFCS are Dine in with Family and Say Yes to FCS. There is a FCS teacher shortage and there is a need to promote.

9:12 – Karla Reisner spoke for Alumni Associates. Long Sleeve T-Shirts, Crew Necks, and Hoodies were sold. Profits will be returned as Scholarships. Scholarship apps due March 1.

9:13 – Advisory Council Reports called for by Layne

- Each District gave a recap of their FLC

9:53 – Kansas Foundation Report given by Juanelle Garretson. Brainstormed how they could make FCCLA more visible. The Kansas Foundation sponsored the dance at Take AIM. With the

profits they created a \$250 scholarship to give to a Chapter that showcases FCCLA's 70th Birthday and applies by March 1. Developed the Alumni "Where Are You Now?" newsletters to get the word out about FCCLA. Plans for the upcoming year are to offer the dance again and get the DJ booked for Take AIM, and sponsor the fun run at SLC with revisions. There will be open positions on the Board this year.

10:10 – Committee Reports

- Strategic Plan Committee - gathering the information needed and working.
- Special Needs – The council members decided that we would be able to implement a system that would allow students with IEPs to get the help that they need during STAR events.
- State Fair Booth – The State Fair Booth committee has come up with many ideas on how to make the FCCLA/FCS booth interactive for people attending the state fair.

10:35 – Pam Lamb gave a brief account of the updates that are being made to the scholarships. Revised applications should be posted soon. She also talked to members about the new dress code that will be implemented at nationals within the next few years. Red Jackets will be worn by each member attending the National Leadership Conference in order to unify FCCLA members Nationwide. SEAC members discussed the pros and cons. If members would like to send constructive criticism to the National Board they are welcome to.

11:00 – Broke to State Advisory Council and State Executive Council meetings.

12:00 – Lunch

1:15 – Reports from the meetings were given. Members filled out their evaluations of the meeting. Layne went over the announcements. Deadline for affiliation is December 15.

Advisory Council: Spirit of Advising Award – Pam Busch; **Recognition Deadline is now February 19 instead of March 1 and must be submitted electronically.** Elected Kathy Werner as the Advisory Council Chair and Connie Braun as Secretary for the coming year.

State Executive Council: Reviewed SLC deadlines and needs. Discussed Honors Goal Notebooks

1:30 – Closing Ceremony and President Layne Goodwin adjourned the meeting.