

VAVS NAC EXECUTIVE COMMITTEE MEETING
Monday, October 6, 2008 - 8:30 a.m. - 4:30 p.m.

Call to Order: The meeting was called to order at 8:30 a.m. by NEC Vice Chairman, Ed Hartman, Disabled American Veterans.

Roll Call: Executive Committee 2008-2009

One Year Appointment (Ending December 31, 2008):

Present/Absent (P/A)

The American Legion	P	
The American Legion Auxiliary	P	
Benevolent and Protective Order of Elks	P	
Disabled American Veterans	P	
Veterans of Foreign Wars	P	
Ladies Auxiliary to the Veterans of Foreign Wars	P	

Two Year Appointment (Ending December 31, 2009):

National Society of Daughters of the American Revolution	P	
Vietnam Veterans of America		A
Forty and Eight		A
Military Order of the Cootie	P	
Polish Legion of American Veterans, U.S.A.		A
American Red Cross	P	
Blue Star Mothers	P	

Serving Second Year of a Two-Year Term (Ending December 31, 2008):

Knights of Columbus	P	
Help Hospitalized Veterans	P	
Paralyzed Veterans of America	P	
Military Order of the Purple Heart	P	
AMVETS	P	
Disabled American Veterans Auxiliary	P	
The Salvation Army	P	

VA Staff Present:

Mr. Everett A. Chasen, Veterans Health Administration (VHA), Chief Communications Officer, VACO, Washington, DC
 Ms. Laura B. Balun, Director, Voluntary Service Office, VACO, Washington, DC
 Ms. Mary Jo Munnely, Lead Staff Assistant, Voluntary Service Office, VACO, Washington, DC
 Ms. Christine Feeser, Voluntary Service Specialist, VACO, Washington, DC
 Mr. Steve Moynihan, Chief, Voluntary and Community Resources, VAMC, Minneapolis, MN
 Ms. Lorna Hatch, Voluntary Service Specialist, VAMC, Togus, Maine
 Mr. Bryan Dyck, VAVS Program Manager, VAMC, Houston, TX

Goals and Objectives: Mr. Hartman asked the members to review the goals and objectives of the VAVS National Executive Committee (NEC):

1. Act as the governing body of the VAVS NAC in this interim period between Annual Meetings.
2. Be supportive of the NAC's primary objective of advising VA on how to coordinate and promote volunteer activities within the VA facilities and matters relating to volunteerism.
3. Be apprised of programmatic issues pending within Voluntary Service and Veteran Health Administration (VHA) headquarters since the 2008 Annual Meeting and to hold discussion on any appropriate advisory actions necessary.
4. Plan EC supportive actions to ensure follow-up on issues or business items from the 2009 Annual Meeting.
5. Receive an update from the James H. Parke Memorial Foundation Board concerning the Youth Scholarship program.
6. Receive an update from VAVS Partners, Inc. concerning the Annual Meeting.
7. Assess the 2008 Annual Meeting, finalize plans for the 2009 Annual Meeting, and address site selection for the 2010 Annual Meeting.
8. Review and assess submitted Recommendations intended for the 2009 Annual Meeting and prepare a report on same for all NAC National Representatives.
9. Receive reports from the: Recommendations Subcommittee, Volunteer of the Year Nomination Subcommittee, Membership Subcommittee, Recruitment Subcommittee, and Ad Hoc Committee for SOP Revision Subcommittee.
10. Update the NAC Standard Operating Procedures (SOP) as deemed necessary.
11. Discuss, as a group, any area within the VAVS program in need of additional progress.

Additions/Revisions to the April 9, 2008 EC Meeting Minutes: Barbara Latham moved to accept minutes with modifications; Jacob Gadd seconded. **The motion carried.**

VHA Report: Everett Chasen, Chief Communications Officer, reported that Congress passed the budget for VA of about \$94 billion, which is up from \$87 billion.

He mentioned that the Houston VA Medical Center did not close during the storms from Gustav and Ike. They were able to move the patients from the hospital and in home care away from the storm area successfully. They were asked by the Department of Health and Human Services to manage federal medical shelters after the storms, which they did in Rustin, Louisiana after Hurricane Gustav, and San Antonio, Texas after Hurricane Ike. Both places were commended by the governor for their services.

A report on the issue of suicide among veterans was given. It was reported that there is no epidemic of suicide among veterans, but it does look like younger veterans, ages 18 to 29, are committing suicide at a higher rate than their counterparts in the general population.

Since last July there has been a 24-hour suicide prevention hotline for veterans and their families to call. Since this was started, it is estimated that 1,625 people have been rescued. They have received 59,000 calls; about 34,000 of them were from veterans or their families. They are working diligently to publicize the number; there is a public service announcement featuring Gary Sinise that will be distributed to TV stations nationwide.

VA internet presence is being improved. Program office websites, research websites, and the central office website are being further developed. The "My HealthVet" website continues to improve slowly. It will be going from beta test to nationwide fairly soon so veterans can chat with their clinician online via email and ask questions. Mr. Chasen discussed participation on a number of social media sites: YouTube, MySpace, Facebook, and Second Life.

Mr. Chasen mentioned the new director and leadership at the Marion, Illinois facility and said that the Veterans for Common Sense lawsuit out of San Francisco has been won.

There will be 39 new Veteran Outreach Centers added this year, 44 new community based outpatient clinics, and 50 VA medical centers have been selected to receive Mobile Vet Centers, which are 61-foot buses, to visit rural areas and provide counseling and information to veterans.

The Lake Nona site in Orlando is the new hospital site, and construction has already begun. Plans to build jointly with Louisiana State University (LSU) have fallen through because they were not able to obtain funding. There are space issues concerning a new medical center in Denver, so there are plans to build the bed tower for inpatients a half mile away near the University of Colorado Hospital.

Every OEF/OIF veteran is sent a letter congratulating them, thanking them for their service, welcoming them home, and saying the VA is there for you. About 400,000 of the 550,000 OEF/OIF veterans have been called within the last three months.

Mr. Chasen discussed the controversy over the Protestant chaplain at the Fayetteville, North Carolina VA Medical Center and the reporter from the *Washington Post* who wants to write an article about Chantix being used in VA medical facilities.

Traumatic Brain Injury (TBI) screenings continue. Approximately 5 percent of OEF/OIF veterans have some level of traumatic brain injury. One of the issues is that most of these should not be called traumatic brain injuries, but concussions, which is what they are; 90 percent of those who get these injuries recover fully within 18 months. There is concern now that if these injuries are called concussions, people will say that VA is minimizing the problem. The severe traumatic brain injuries in the polytrauma centers are continuing to receive the best care that anybody can receive.

Once again, the studies that the American Customer Satisfaction Index makes, and the studies that quality organizations make, show that the VA provides the best care anywhere.

VAVS Program Update: Laura Balun, Director, Voluntary Service Office, began by thanking the VACO staff, and other staff in attendance.

She reported:

- Note: Since the final year-end statistics for the entire year are not available as of the EC meeting date, statistics reported are only through August 31, 2008. The numbers show that volunteer hours are declining. VA Voluntary Service (VAVS) staff continues to assure her that all of the patients' needs are being met. Healthcare needs are being met in the community.
- The VAVS statistics through the end of August 31, 2008 show the value of volunteer hours total contribution at \$205.5 million and donations were \$80.7 million. The total value of volunteer hours and donations is \$286 million through August.
- The donations represent a 38 percent increase so far this year. Last year there were \$59 million in donations. This year, through the end of August, it is \$80 million, and it is expected this number will increase once all the data for the year comes in. The increase is not only due to the generosity of organizations and individuals, but also to better accounting by the VAVS offices entering the data.
- It costs the VA \$56 million to pay for VAVS salaries, benefits, supplies, travel, and for volunteer meals. VAVS brought in \$286 million in resources for veterans and veterans' programs through donations and volunteer hours. It is evident the value of the resources being brought in is much greater than what it costs the government to fund VAVS administration.
- A status update was given concerning development of the Voluntary Service System (VSS) tracking mechanism, which is still on hold due to no funding for

this project. Also, VAVS is still working to avoid the requirement that 100 percent of volunteers have to have cyber security training even for the individuals who do not have access to computers.

- A report was discussed on various Welcome Home Celebrations around the country, and how VAVS is supporting these events. VAVS has supported the Welcome Home Celebrations by providing \$1,000.00 to each VA health care system. Some asked for the same support for 2009.
- An update was provided on the materials developed to support patient feeding in VA facilities. There was a task group established recently and they did a phenomenal job of developing of a measurement tool of how the patient feeding program might impact care to veterans. The measurement tool will be piloted at six different VA sites before being rolled out to everyone.
- An update was provided about the Caregiver program. There are 12 pilot sites that have been funded for a full-time VAVS Specialist to support OEF/OIF respite programs and to recruit volunteers for the caregiver support program. There are about five sites where staff is in the processing of being hired for these positions.
- A report was given on the training of new VAVS staff. Two training conferences for the VAVS Professional Managers Seminar were held this year, one in Memphis, Tennessee, and one in New Orleans, Louisiana. This conference provides training for new VAVS staff to assist them in their positions in Voluntary Service and to help develop future staff as part of our succession planning.
- The adaptive kayaking activities were mentioned. Fifty new volunteers were trained in Augusta, where people from the boating communities were invited to come in and volunteer to do kayaking activities with veterans. They provided an orientation and training with veterans in the pool first, and then went on the canal. It's a tremendous opportunity to bring new people in to VAVS and provide a great therapeutic activity for veterans.
- The "Road 2 Recovery" held a seven day bicycling event from San Francisco VA Medical Center to the Greater Los Angeles VA HCS in September 2008. Several organizations were recognized for their participation in helping organize the event including the American Legion and Auxiliary, the BPO Elks, and the Rotary Club.
- VAVS was informed in April 2008, they were to coordinate the effort to assist veterans in registering to vote and vote by absentee ballots. An update was provided on voter registration. A number of conference calls and meetings were held to ensure that voter registration information was provided to veterans. As of September 26, 2008, approximately 5,000 posters have been posted and 132,000 flyers were given to all VA patients inpatients, and 1,600 outpatients. Approximately 1,800 inpatients have been assisted with registering to vote, and 600 volunteers have been signed up to assist with this initiative.

- Everett Chasen added that the voting issue started because the VA won a lawsuit filed by a partisan group who wanted to come in and conduct voter registration drives at facilities under the Motor Voter Bill, which allows federal agencies to serve as voter registration sites if they want to. There was some controversy started by the people who lost.

Parke Board Update: There was no report given, for the Parke Board President was not available and had not provided the necessary information. Jacob Gadd, American Legion, reported that he spoke with J.P. Brown III, who said that the investments were with Wachovia Securities and safe. The full report on the financial information will be available by the end of the week. The same group that reviewed the scholarship recipients for last year may be asked to review them again this year.

Review of 62nd Annual Meeting Evaluations: Steve Moynihan, Chief of Voluntary and Community Resources Service, VAMC, Minneapolis, MN, reported that registration numbers are staying pretty consistent with previous years.

Approximately 92 percent of the participants strongly agreed, or agreed, that objectives of the meeting were met; 94 percent felt it was well organized; 90 percent said the VAVS staff did their best to try and remedy any type of problems that arose; 90 percent rated the overall meeting as excellent to very good; 85 percent rated the faculty as excellent to very good; and 97 percent stated that they would attend another meeting.

The hotel fared well in the evaluations with 82 percent who felt the dining and food were excellent to good; 92 percent felt the cleanliness was excellent; 97 percent said the courtesy was excellent to very good; 90 percent rated the service the same; 90 percent felt the conference rooms were comfortable and suitable for the presentations; 89 percent felt the guest rooms were excellent to good; and 89 percent felt the registration process for the hotel worked very well.

The workshop ratings were: Customer Service, 90 percent strongly agreed or agreed that it was a good workshop with good content; the Professional received a 60 to 95 percent rating, though. For this one, the presenters' subject matter knowledge rated the highest, and participation by the audience rated the lowest. Veteran Affairs Wants You received a 92 to 100 percent rating. The "Rep/Dep" training scored in the 90 percent range, and it also had the lowest ranking in audience participation. There are some mixed feelings on this, because it depends on who is in the audience and the type of session being presented.

There was a brief NEC critique following the NAC meeting, and suggestions were made to tell the speakers and workshop presenters to avoid using jargon and acronyms because not everyone understands. Some attendees felt that they did not have all the handouts they wanted. It was suggested that more time be spent on the subcommittee reports, and that more time be allowed for Q&A following the presentations.

There was a request to visit the VA Fisher House in Houston for the National Advisory Committee meeting in May 2009, but transportation will be an issue.

Mr. Moynihan also announced also that he plans to retire around the first part of 2009. He still plans to participate in the upcoming NAC meeting. At a minimum he will be providing support as Ms. Balun deems appropriate at the meeting.

VAVS Partners Inc. Treasurer's Report: Jerry Butler, Treasurer for VAVS Partners, Inc. provided the report. The new IRS 990 form for all non-profit organizations must be filed if an organization has less than \$25,000.00 on their balance sheet. The corporation's papers are still on file, and if a yearly statement is not filed after about five years, they automatically assume the corporation is defunct and not in operation, and therefore do away with the corporate. It needs to be clear that the corporate body is still functioning. The last records kept are from 2001 when corporate papers were formed, with the origination of the corporation of the VAVS Partners, Inc.

A retired accountant is auditing the books. Non-profit status comes with certain requirements.

A balance sheet was presented. It was requested that all sponsorship monies for events put on by organizations at the meetings be sent directly to the VA medical center's General Post Fund (GPF) for the hosting facility in the future.

It was suggested that the registration fee be raised to \$35.00 because the hotel bills and other costs are increasing. It was mentioned that this has been suggested earlier, moved and passed.

The purchase of a printer (that was previously approved) was discussed. A discussion was had regarding making sure that everyone has an updated list of email addresses.

Del Turner moved to approve the treasurer's report; Barbara Latham seconded. **The motion carried.**

Subcommittee Reports:

Membership: Del Turner reported on an organization called Healing Waters that takes veterans out of the hospitals to go fishing. They are not structured at this time, so their hours can not be recorded. Another organization, called Purple Camp, takes children of deployed units for a two-week camp that runs all summer in Minnesota. Most of their volunteers are college-aged students who perhaps could be worked into the framework of working at the VA with veterans.

Laura Balun contributed that she will be getting information to Del about the organizations that contribute routinely to more than 15 VA facilities and ask him to contact them.

Col. Gallina contributed that he met with Ms. Balun and a group called America Supports You (ASY). This group serves an umbrella organization that validates and verifies 501(3)(c) organizations, and they have created a handbook with the organizations listed and broken down by state. He estimates that there will probably be 20 or 30 that will remain as outgrowths of OIF/OEF; a lot of these organizations will be looking to restructure and possibly revamp or adapt their mission in the future.

He suggested going through the ASY manual and deciding which organizations, as well as a large number of business organizations, will be of value to approach. If 15 or 20 of those organizations could be approached and assisted with revamping their mission, there may be a real outgrowth out of operations that will expand into the future.

NAC Volunteer of the Year: Ed Hartman reported that he is sending a letter to each of the NAC organizations calling for their nominations for the NAC Volunteer of the Year, both male and female. Once he receives the nominations, the subcommittee will meet and select two nominees for the award presentation at the NAC meeting.

Future Annual Meeting Plans for 2010: Christine Feeser, Voluntary Service Specialist, VACO, reported that requests for proposals were sent to St. Louis and Cincinnati to submit whether they are willing to host the NAC meeting in 2010.

The options were put up for discussion.

Del Turner moved to concentrate on Cincinnati as opposed to St. Louis; Mike Lynch seconded.

Col. Gallina suggested narrowing it to the Hilton hotels, in both St. Louis and Cincinnati, because they both offer a good range of dates, as well as meeting most of the specifications, and suggested modifying the motion to keep both options open.

Del Turner rephrased his motion to include the two different hotels in the two different locations; Mike Lynch withdrew his second and restated it. **The motion carried.**

Workshop and Plenary Sessions Suggestions for NAC Meeting: Laura Balun presented potential topics for workshops or plenary sessions at the 2009 NAC. These included creative volunteer assignments, patient feeding, youth scholarships or youth volunteer opportunities, volunteer recruitment.

For recruitment, the intent is to do something for the entire NAC as Col. Gallina did last year, and then do a workshop. Suicide prevention will be a topic for a plenary session and a speaker has been secured for this topic. Readjustment counseling was proposed as a topic, but only if Al Batres was available to be the speaker.

Women's health could be a plenary session. Barbara Latham has agreed to facilitate a workshop on women's health highlighting a volunteer program in Phoenix, Arizona.

Del suggested having a motivational speaker from OEF/OIF, and he said it would be funded by MOPH. He is still attempting to get a commitment from the person.

Virtual volunteer assignments were discussed, and these assignments exist now in a number of stations.

Suggestions included: that house husbands be included as part of any caregivers presentation; having a workshop on adaptive recreation activities, such as kayaking, cycling, fly fishing and others and having Recreational Therapy staff discuss their role in facilitating that program; and having a workshop on the VA national special events.

Laura Balun also discussed the costs of covering continental breakfasts and coffee breaks at the NAC meeting. An information sheet for the 2009 NAC was provided to the members showing the costs for a continental breakfast as \$4,550.00 plus 22 percent service charge and a coffee break as \$2,100.00 plus 22 percent service charge. Past experiences were discussed concerning the breaks and breakfasts, including the increasing costs, negotiating with the hotels on working within our budget, and ensuring the quality, quantity, and variety of foods provided.

Subcommittee Reports (continued):

Recruitment: Col. Charles Gallina, Knights of Columbus, reported the overall strategy for recruitment and retention remains unchanged. He plans to have updates on recruiting tactics and strategies for the 2009 NAC meeting. He strongly recommended using VA national special events as recruiting opportunities.

VAVS materials should constantly be revised and updated. They should reflect the current make-up of the veteran population and the new innovative programs. Jacob Gadd has developed a VAVS handbook with a lot of material that can go out to all of the NAC members for their use.

Social media and similar websites were discussed, such as the DAV's use of Second Life.

VAVS representatives and deputy representatives of all organizations need to work in corroboration and alliance with the VAVS chiefs. The VAVS chiefs have to constantly energize the hospitals with innovative programs, and the organizations need to help.

Programs like Healing Waters, sports programs and adaptive activities such as kayaking and cycling were discussed. It was recommended that the VA Central Office VAVS at the national level develop an adaptive activities volunteer recruitment or training brochure incorporating pictures and programs offered.

VAVS representatives and deputy representatives have got to go to VAVS Committee meetings and have regular interaction with the VAVS chiefs. They have to understand

they are the front line recruiters for VAVS, the spokesmen and women who have to be completely conversant in what VAVS is all about.

Ms. Balun discussed creating recruitment and training materials specifically for VA cemetery volunteers. Also discussed was an advisory committee for VA cemeteries.

Ms. Balun said she has asked for input to develop the brochure on adaptive kayaking, and is going to do the same thing for cycling. These brochures will be recruitment brochures, as well as a training tool. A discussion was had regarding brochures for individual programs versus an all-encompassing brochure for adaptive recreation activities covering all of the adaptive activities.

Col. Gallina suggested developing a set of guidelines so that volunteers understand what they will be involved with and what would be expected. Ms. Balun suggested inviting Larry Long, Director of Recreation Therapy in VACO, to the NEC meeting to hear the discussion.

Ms. Balun discussed the plans to expand the National Salute to Hospitalized Veterans program into the communities in order to reach more veterans and increase the potential to recruit additional volunteers.

Joyce Parke gave a status report on Jerry DeWitt, the VAVS National Representative of the American Red Cross, who had a heart attack while deployed to Iraq with the Red Cross staff. He was going to be stabilized, sent to Germany, and then he will go home to Maine.

The meeting adjourned at 3:41 pm

VAVS NAC EXECUTIVE COMMITTEE MEETING
Tuesday, October 7, 2008 - 8:30 a.m. - 12:00 p.m.

63rd Annual Meeting Plans: Ed Hartman introduced Bryan Dyck, VAVS Program Manager, VAMC Houston, Texas. Mr. Dyck passed out fliers to the committee on the 2009 NAC meeting. Transportation options, including the Super Shuttle, are being explored and possibly the Houston VAVS may make arrangements of some type for transportation during the NAC to and from the airports. It was suggested that the EC look into funds available to possible charter a shuttle.

Various conference bag options were presented to the EC members. Billie Goodwin made a motion that the bag recommended be no more than \$7.00 each. Barbara Latham seconded the motion. **The motion carried.**

Mr. Dyck discussed Health Fair topics and asked for any comments or suggestions. Mike Lynch brought up airlines charging for extra bags. He also mentioned that the proper way to present colors might need to be looked at again to ensure proper

presentation of colors. Barbara Latham recommended some websites that provide this information.

Billie Goodwin suggested inviting the local ROTC to the Opening Ceremony and Closing dinner. Jacob Gadd suggested going as a group to a sporting event during the NAC, and Barbara Latham voiced her desire to visit DeBakey VAMC during the NAC.

Review of Data: Laura Balun announced that the end-of-the-year data was not available, but would be released the next day and mailed to the NAC members.

Subcommittee Reports:

Recommendations: presented by Judy Twete.

1) That VA create a form to capture monetary or non-monetary donations similar to VA Form 10-7033 for accuracy in recording generous donations of organizations or individuals.

Recommendations Subcommittee suggests approval. Ms. Twete moved to accept the recommendation. Billie Goodwin seconded. **The motion carried.**

2) That an opt-in checkbox be included on the NAC membership change form, giving the VAMCs permission to send communication including distribution of minutes and materials electronically via email.

Recommendations Subcommittee suggests approval. Jacob Gadd moved to accept the recommendation. Billie Goodwin seconded. **The motion carried.**

3) That a person from Recreation Therapy Service develop a brochure for Special Needs veterans concerning recruitment for the special events activities.

Recommendations Subcommittee suggests approval. Discussion ensued on the wording of the recommendation and it was changed to:

3) That a brochure be developed appealing to younger volunteers supporting outdoor activities for veterans.

Frances Costa moved to accept the amended recommendation. Billie Goodwin seconded. **The motion carried.**

Ms. Twete read the recommendations that were not approved by the subcommittee, which included: creating a template on the VAVS website for a needs list; creating a template on the VAVS website for a listing of VAVS representatives and deputy representatives; the website for each facility include the same, as well as meeting minutes with attendance.

NAC SOP Revisions: Laura Balun said that Judith McCombs would have the revisions ready for the May 2009 NAC meeting.

Second Life Community: Ed Hartman discussed Second Life and how volunteer organizations can and should become involved in the virtual community. It can be used as a tool to promote volunteerism, both real and virtual. A virtual volunteer drive may be attempted around Veterans' Day.

Unfinished Business: Ed Hartman requested that VAVS VACO send the NEC member's email addresses to all NEC members. VAVS Partners, Inc. requested for email addresses to be given to Judy Twete so that minutes can be properly distributed.

Discussion occurred about volunteer recruitment and the issue remains on how we can make it easier to become a volunteer, since the current process is somewhat cumbersome. This will remain an ongoing concern.

New Business:

EC Committee Appointments: presented by Laura Balun. Jacob Gadd has been asked to serve as Vice-Chair of the NEC. Dave Rabius resigned, so Ed Hartman took over as NEC Chairman. Ms. Balun went over one-year and two-year appointments. (See attached membership listing)

Subcommittee Appointments: presented by Ed Hartman.

Recommendations subcommittee chair is Judy Twete. Membership subcommittee chair is Del Turner. Recruitment subcommittee chair is Charles Gallina. Volunteer of the Year subcommittee chair is Ed Hartman.

Recruitment of Volunteer Drivers: Ms. Balun suggested that the Recruitment subcommittee look at how best to recruit additional drivers and younger drivers. Some patients who are discharged at 5:00 p.m. depend on VAVS to get them home and this tends to be a burden on the organization. The two issues are 1) getting patients home, and 2) recruitment of volunteers to transport patients.

Jacob Gadd suggested that VSO donations might offset this funding or that having GPF funds designated for transportation might help. Billie Goodwin said that funding to cover transportation costs for patients needed to be dealt with at more than just the local level. Barbara Latham mentioned that the hospitality house at the Amarillo center is being used to put up patients who are discharged late and is funded by a social work fund.

Steve Moynihan emphasized the critical importance of drivers and transportation, and Ms. Balun suggested the EC perhaps make a recommendation in May on the subject. Jacob Gadd recommended having Volunteer Transportation Networks (VTN) as a workshop option at the NAC.

Ed Hartman thanked Ms. Balun and asked for any other unfinished business. Mike Lynch commented on remarks he has heard from others about the difficulty of the process of becoming a volunteer in the VA system. Mr. Hartman recommended that local offices set up a regular orientation time for prospective volunteers.

Jacob Gadd asked for clarification from Laura Balun on the upcoming ID cards. To date, this issue is still unresolved.

Adjournment: Ed Hartman adjourned the meeting at 10:55 a.m.