

Municipality of Morin Heights

**PROVINCE OF QUEBEC
ARGENTEUIL COUNTY
MRC DES PAYS-D'EN-HAUT**

MINUTES

In case of discrepancy, the French version prevails over the English translation.

Of the municipal council of Morin-Heights, held at the Community Center, 567, Village, on Wednesday, January 10th, 2007 at which were present Councillors Mona Wood, Rita O'Donoughue, Gilles Coutu, Claude Lemire, Owen LeGallee and Timothy Watchorn forming quorum under the chairmanship of Mayor Michel Plante.

The Assistant Secretary-treasurer, Ginette Charette, is present.

At 7:30 p.m., Mayor Michel Plante states quorum and after a moment of silence, Council deliberates on the following dossiers.

01.01.07 WORD OF APPRECIATION

The Mayor would like to thank Councillors Owen LeGallee and Timothy Watchorn for having taken the initiative of putting the municipal flag at half-mast following the passing of Mrs. Shirley Weekes.

Unanimously approved.

02.01.07 ADOPTION OF THE AGENDA

It is proposed by Councillor Rita O'Donoubhue
And unanimously resolved:

That Council adopt the agenda as presented by the Assistant Secretary-treasurer.

03.01.07 APPROVAL OF THE MINUTES

The minutes of the regular and special meetings of December 13th, 2006 were given to members of council, by the means of the assembly book.

Consequently, the Assistant Secretary-treasurer is exempt from reading them.

It is proposed by Councillor Claude P. Lemire
And unanimously resolved:

That council adopt the minutes of the regular and special meetings of December 13th, 2006.

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04.04.07 **EXPENSE STATEMENTS**

The lists of accounts payable and accounts paid during the month of December 2006 were given to council members at the time of the plenary committee meeting as per the delegation of competency, by-law 351;

Council studied the lists and:

It is proposed by Councillor Claude P. Lemire
And unanimously resolved:

That Council approves the accounts as detailed on the lists presented.

	Advance paid	To be paid	Total
Accounts to be paid : from December 1 st to 31 st , 2006			\$ 92,655.21
Accounts paid in advance to December 1 st to 31 st , 2006	\$ 343,883.80		\$ 343,883.80
All the purchases from December 1st to 31^s, 2006			\$ 436,539.01
Incompressible banking flows of previous month	\$ 21,278.94		\$ 21,278.94
Total expenses from December 1st to 31st, 2006			\$ 457,817.95
Net salaries December 2006	\$ 92,165.99		\$ 92,165.99
GRAND TOTAL			\$ 549,983.94

The Mayor and the General Director are authorised to make the payments.

CORRESPONDENCE

The Assistant Secretary-treasurer reviews the correspondence for the month of December 2006. The council acknowledges receipt of the letters received at the time of the plenary committee, the general manager will take action if necessary.

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05.01.07 2007 REMUNERATION

Considering as per articles 165 and following of the Municipal Code, Council must to establish the employees' remuneration for the year 2007;

Considering the credits are provided for in the operations budget and the Secretary-treasurer has issued a certificate of availability for the wages for the year 2007;

Q2

It is proposed by Councillor Claude P. Lemire

And unanimously resolved:

That Council decree that the remuneration for management and non-unionized municipal employees be increased by 3,0% for the period beginning January 1st, 2007;

That, in addition to the decreed increase, Council adjusts the remuneration for the Director, Environment department by 6%, the firefighter's remuneration by 6,5% and the allowance for the officers is equal to that of the Department's Director.

FIREFIGHTERS

Director	6 814.08 \$	Annual remuneration as officer
Assistant Director	3 144.96 \$	Annual remuneration as officer
Captain	2 096.64 \$	Annual remuneration as officer
Lieutenant	1 572.48 \$	Annual remuneration as officer
Officers on duty	105.06 \$	Per week for officer on duty
Rate for intervention - firefighter	54.66 \$	The rate is applicable for first 2 hours minimum
Rate for intervention - junior	45.69 \$	The rate is applicable for first 2 hours minimum
Rate for intervention- firefighter	20.16 \$	Remuneration for subsequent hours and other tasks
Rate for intervention - junior	18.42 \$	Remuneration for subsequent hours and other tasks
Rate for practice	57.52 \$	3 hour practice
Rate for training	11.50 \$	

FIRST RESPONDANTS

Rate for intervention - outing	45.69 \$	An outing is usually 2 hours
Rate for intervention	18.42 \$	Remuneration of subsequent hours and other tasks
Rate for practice	57.52 \$	3 hour practice
Rate for training	11.50 \$	

Recreation – cross-country skiing

Responsible for network maintenance	18,70 \$	1104 hours of work per year
Maintenance attendant	15,45 \$	904 hours of work per year

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MANAGEMENT

Director general and Secretary-treasurer	78,486.72 \$	38 hour week
Administrative coordinator – assistant secretary-treasurer	50,506.56 \$	38 hour week
Directrice, Recreation and culture	52,937.04\$	38 hour week
Building inspector –in charge of Urbanism department	58,469.84\$	38 hour week
Building inspector – in charge of the quality of drinking water	49,320.96\$	38 hour week
Director, Public works department	70,304.00\$	40 hour week*
Foreman, Public works department	59,075.00	40 hour week*

UNIONIZED EMPLOYEES	January 1 st 2007	As per the collective agreement
Executive secretary	20.38\$	35 hour week
Clerk and Secretary	20.16\$	35 hour week
Driver-Operator	18.68\$	40 hour week
Labourer - secretary	14,82\$	Upon request
Flag person	11.00\$	Upon request

** When applicable, an allowance is added to the hourly rate for the team leader and night employee

06.01.07 **PROPERTY EXCHANGE – P35, RANGE 2**

Considering Council adopted resolution 184-08-00 which authorizes a property exchange with Mr. Mike Tott;

Considering the surveying certificate prepared by Roch Labelle, surveyor, dated May 9th, 2000, registered under his minutes 7128, shows that part of Campbell road encroaches onto part of Lot 35, range 2, owned by Mr. Mike Tott;

Considering that on said plan, it is shown that part of the road, at the other extremity of the property, encroaches on same property;

It is proposed by Councillor Owen LeGallee
And unanimously resolved:

That Council authorize the exchange of part of Lot P35, range 2, with a surface area of 11.4 cubic meters, owned by the Municipality for part of P35, range 2, with a surface area of 7.9 cubic meters, owned by Mr. Mike Tott, as shown on the surveying plan prepared by Roch Labelle, surveyor, dated May 9, 2000, registered under his minutes 7128.

That Council authorize the Mayor and the Secretary-treasurer to sign the pertinent documents and that the costs be shared equally between both parties.

That the present resolution modifies the original resolution.

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**NOTICE OF PRESENTATION OF THE ELECTED
REPRESENTATIVES' PECUNIARY INTERESTS**

Notice is given by the Assistant Secretary-treasurer that all Council members have presented their declaration of pecuniary interests in accordance to the provisions of the Referendums and elections in municipalities Act for 2006-2007.

07.01.07 LIST OF THOSE INDEBTED TO THE MUNICIPALITY

In accordance to the specifications of Article 1022 of the Municipal Code, the Secretary-treasurer presents to Council the list of those indebted to the Municipality to January 5th, 2007;

Considering that the last notice of payment was sent to property owners last December 15th, before forwarding their dossier for collection;

Considering that Council studied the contents of the dossier;

It is proposed by Councillor Claude P. Lemire
And unanimously resolved:

That Council authorize the Secretary-treasurer to send all dossiers of those indebted to the Municipality whose balance exceeds \$ 300 or whose accounts could be prescribed to the MRC Les Pays-d'en-Haut for collection and, if applicable, for the properties to be sold for non-payment of taxes.

That the Director general be authorized to bid for and in the name of the Municipality at the time of the auction sale.

**08.01.07 ADOPTION OF BY-LAW 414 DECREERING THE CONTROL
AND BUDGETARY FOLLOW-UP REGULATIONS**

Council members renounce to its reading.

The Assistant Secretary-treasurer gives a summary of the by-law and a copy is given to the public.

It is proposed by Councillor Claude P. Lemire
And unanimously resolved:

That Council adopt By-law 414 which decrees the regulations for the control and budgetary follow-up as follows:

**By-law 414
Which decrees the control and budgetary
follow-up regulations**

WHEREAS as per the second paragraph of Article 960.1 of the Quebec municipal Code, Council must adopt a by-law regarding the control of budgetary follow-up regulations;

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WHEREAS this by-law must specifically stipulate the manner used to guarantee the availability of credits before any decision is taken to authorize an expense, which may vary depending on which authority grants the authorization of expenses or they type of projected expenses;

WHEREAS per the second paragraph of Article 165.1 of the Quebec municipal Code, an employee's agreement only applies if, according to the by-law adopted as per the second paragraph of Article 960.1, the credits are available for this purpose;

WHEREAS as per Article 961 of the Quebec municipal Code, a by-law or Council's resolution which authorizes an expense does not enter into effect unless, according to the by-law adopted as per the second paragraph of Article 960.1, credits are available of the purpose the expenses were projected;

WHEREAS as per the fourth paragraph of Article 961.1 of the Quebec municipal Code, an authorization of expenses granted as per a delegation does not enter into effect unless, according to the adopted by-law, as per the second paragraph of Article 960.1, the credits are available for this purpose;

WHEREAS Article 176.4 of the Quebec municipal Code, and the fifth paragraph of Article 961.1 stipulates the presentation of payments of accounts to Council for budgetary control and follow-ups;

WHEREAS a notice of motion was given at the regular meeting of December 13th, 2006 by Councillor Gilles Coutu with the exemption of its reading;

That the present by-law be statued and ordained subject to the approvals required by law, specifically:

The above preamble forms an integral part of this by-law.

DEFINITIONS

« Municipality » :	Municipality of Morin-Heights
« Council » :	Municipality of Morin-Heights' municipal council
« Director general » :	Principal government official that the municipality is required to have and whose role is usually held in office by the Secretary-treasurer as per Article 210 of the <i>Quebec municipal Code</i> .
« Secretary-treasurer » :	Officer that the Municipality is required to have as per Article 179 of the Quebec municipal Code. He holds the position of Director general as per Article 210, under the condition that Article 212.2 which stipulates the possibility that both functions be held by different individuals.
« Exercise » :	Period between January 1st and December 31 st of one year.
« Delegation by-law » :	By-law adopted as per the second paragraphs of Article 961.1 of the <i>Quebec municipal Code</i> , by which the Council delegates the civil servants or municipal employees, the power to authorize expenses and approve contracts in the name of the Municipality.

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« Budgetary variations policies » :	Policy which sets the permitted budgetary variations limit and payment of budgetary transfers.
« Person responsible for budgetary activity » :	Civil servant or municipal employee responsible for the budget which was confided in him, which includes any budget which is his or a direct subordinate's responsibility.

SECTION 1 – OBJECTIVES OF THE BY-LAW

Article 1.1

The present by-law establishes the regulations of control and budgetary follow-ups that all civil servants and concerned municipal employees must follow.

More specifically, it established regulations for responsibility and required operation in order for all expense to be granted or made by a civil servant or a municipal employee, including an employee's allocation, be duly authorized after verification of availability of necessary credits.

The present by-law applies to any allocation of credits chargeable to financial activities or investment activities for the current year that Council may have brought to be adopted by resolution or by-law.

Article 1.2

The present by-law also establishes the follow-up regulations or presentations of budgetary accounts that the Secretary-treasurer, any other authorized municipal officer and anyone responsible for municipal budgetary activities must follow.

SECTION 2 – RULES

Article 2.1

The necessary credits for the Municipality's financial and investment activities must be approved by Council before their allocation and the carrying out of the expense for which it is related. This approval of credits takes on the form of a vote of credits expressed as per one of the following:

- Council's adoption of the annual budget or a supplementary budget
- Council's adoption of a borrowing by-law
- Council's adoption of a resolution or a by-law by which the credits are allocated from excess revenues, accumulated surplus, financial provisions or reserved funds.

Article 2.2

In order to make or commit, every expense must be duly authorized by Council, an authorized municipal officer or someone responsible for budgetary activity in accordance to the delegation by-law in effect, after verification of the necessary availability of credits.

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Article 2.3

Every civil servant or municipal employee is responsible for the application and enforcement of the present by-law, whenever it applies to them.

Those responsible for budgetary activities must comply to the present by-law when authorizing an expense under his responsibility before it is made or granted. He may only authorize expenses that stem from his responsibility and provide for credits stipulated in his budget only for those who have been allocated.

SECTION 3 - GENERAL PAYMENTS FOR BUDGETARY CONTROL AND FOLLOW-UPS

Article 3.1

To verify the availability of credits prior to the authorization of an expense, the person responsible for the concerned budgetary activity relies on the accounting program in effect within the municipality. The same applies to the Secretary-treasurer or the Director general, if applicable, when one or the other must authorize an expense or submit an expense for authorization to Council in accordance to the delegation by-law in effect.

Article 3.2

If the verification of available credits shows insufficient funds which surpasses the allocated limit by the budgetary variations policy, the person responsible for budgetary activities, the Secretary-treasurer or the Director general, if applicable, must follow the instructions given in 6.1.

Article 3.3

A civil servant or employee that is not responsible for budgetary activities cannot authorize himself any expense whatsoever. However, he may grant or allocate an expense, which has been previously authorized, if he has a mandate or if the job description stipulates his availability to do so.

If, in the event of an emergency, a civil servant or an employee must incur an expense without authorization, he must notify the person responsible for budgetary activities as soon as possible in order to remit the statement, invoice or receipt pertaining to this expense.

Article 3.4

The Director general is responsible for keeping the present by-law up-to-date. He must present to Council for adoption, if necessary, any draft modification of said by-law which is deemed necessary in order to adapt to new circumstances or a legislative change which pertains to this by-law.

The Director general, in conjunction with the Secretary-treasurer, is responsible for overseeing that adequate internal control is kept and maintained in place in order to ensure that all civil servants and municipal employees apply and respect the by-law.

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SECTION 4 – COMMITMENTS EXTENDING BEYOND THE CURRENT YEAR

Article 4.1

Every authorization for an expense commitment which extends beyond the current year must beforehand be verified for available credits for the part that is attributable to the current year.

Article 4.2

At the time of the budget's preparation each year, each person responsible for budgetary activities must ensure that his budget covers expenses previously allocated which must be imputed to financial activities for the year for which it is responsible. The Municipality's secretary-treasurer must ensure that all the necessary credits for these expenses are correctly provided for in the budget.

SECTION 5 – PARTICULAR EXPENSES

Article 5.1

Certain expenses are particular, such as:

- Hydro Quebec
- Distributel
- Bell Cellulaire
- Conseil du trésor du Québec
- Expenses pertinent to the enforcement of collective agreements or related to work conditions and basic treatment
- Shares from intermunicipal companies and supra-municipal organizations
- Provisions and accounting allocations
- Service the debt
- Government remittance

At the time of the presentation of the budget each year, each person responsible for the concerned budgetary activity must ensure that his budget covers the particular expenses for which he is responsible for. The Municipality's Secretary-treasurer must ensure that the credits which are necessary for these particular expenses are properly provided for in the budget.

Article 5.2

Even though the particular expenses listed in Article 5.1 must be controlled in principle, they are submitted as every other expense to the follow-up rules and presentation of recommended budgetary accounts in Section 6 of the present by-law.

Article 5.3

When an unexpected situation occurs, such as an out of court agreement or a new collective agreement, the Secretary-treasurer must ensure to provide for the required additional credits. If necessary, he may proceed with the appropriated budgetary transfers, in accordance with the Director general.

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SECTION 6 – FOLLOW-UP AND PRESENTATION OF BUDGETARY ACCOUNTS

Article 6.1

Anyone responsible for budgetary activity must regularly follow-up on the budget and immediately be accountable to his immediate superior as soon as he anticipates a budgetary variation which may exceed the stipulated limit as per the budgetary variations policy in effect. He must justify or explain any unfavourable budgetary discrepancy in writing, in a note that he must forward to his superior, accompanied, if necessary, by a request for budgetary transfer.

If the budgetary variation cannot be reduced by budgetary transfer, the Municipality's Secretary-treasurer must inform Council and, if necessary, must submit for adoption, an additional budgetary proposal for the required additional credits.

Article 6.2

As stipulated in Article 176.4 of the *Quebec municipal Code*, the Secretary-treasurer must prepare and present, during each semester, at a Council meeting, two comparative statements which pertain to the Municipality's revenues and expenses.

The comparative statements to be presented within the first semester must be by the latest, at a regular Council meeting held in the month of May. Those that must be presented during the second semester must be presented at the last regular meeting held at least four weeks before the meeting where the budget for the following financial year must be adopted.

Article 6.3

In order for the Municipality to comply with Article 176.5 and to the fifth paragraph of Article 961.1 of the *Quebec municipal Code*, the Secretary-treasurer must also periodically prepare and present to Council, at a regular Council meeting, an expense report authorized by every civil servant or employee in accordance to the delegation by-law in effect. It must at least include previously carried-out transactions within a delay of 25 days before its presentation, which has not been brought forward.

SECTION 7 – ORGANIZATIONS CONTROLLED BY THE MUNICIPALITY

Article 7.1

In the case of an organization being included within the Municipality's accounting perimeter as per the recognized control criteria, Council may decide that the rules of the present by-law apply to this organization when the circumstances occur, by bringing the necessary adaptations.

In such a case, the Director general is responsible for ensuring that the understanding or agreement governed the relationship between the controlled organization in question and the Municipality refers to the observance of principles of the present by-law deemed pertinent and to the terms of payment which are applicable.

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Article 8

The present by-law enters into effect as per the Law.

Michel Plante
Maire

Yves Desmarais
Directeur general
Secrétaire-trésorier

**MONTHLY REPORT FROM THE DIRECTOR,
FIRE DEPARTMENT**

The Assistant Secretary-treasurer presents Council who acknowledge receipt of the monthly report from the Director, fire department for the month of December 2006 as well as the list of expenses authorised during the month as per the delegation of competency, by-law 351.

09.01.07 HIRING - FIREFIGHTER

Considering the Morin-Heights Fire department includes 20 volunteer firefighters and that consequently, the credits pertaining to the remuneration are provided for in the current budget;

Considering the Director, Fire Department, recommends that Council hire Mr. Eric Charbonneau as a volunteer firefighter in order to complete the team;

It is proposed by Councillor Owen LeGallee
And unanimously resolved:

That Council authorize the hiring of Mr. Eric Charbonneau as a volunteer firefighter at the conditions applicable to the fire department personnel.

That this person be submitted to a three month trial period and to twelve-month probation.

**10.01.07 ESTABLISHMENT OF THE RISK COVERAGE OUTLINE
PLAN**

Considering the Council of the MRC des Pays-d'en-Haut will proceed with the adoption of the third version of the risk coverage outline plan (SCRI) next February;

Considering the Municipality of Morin-Heights must approve the local establishment plan for the fire risk coverage outline plan in order to meet the set objectives;

It is proposed by Councillor Owen LeGallee
And unanimously resolved:

That the Council of the Municipality of Morin-Heights approve the local fire safety establishment plan for its territory which will be the second version of the fire risk coverage outline plan (SCRI) for the MRC des Pays-d'en-Haut territory for which a copy is attached herewith forming an integral part hereof.

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**MONTHLY REPORT FROM THE DIRECTOR, PUBLIC WORKS
DEPARTMENT**

The Assistant Secretary-treasurer presents Council who acknowledge receipt of the monthly report from the Director, Public works department for the month of December 2006 as well as the list of expenses authorised during the month as per the delegation of competency, by-law 351.

**MONTHLY REPORT FROM THE DIRECTOR AND
ENVIRONMENT INSPECTOR**

The Assistant Secretary-treasurer presents Council who acknowledge receipt of the monthly report from the Director and environment inspector for the month of December 2006 as well as the list of expenses authorised during the month as per the delegation of competency, by-law 351.

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MONTHLY REPORT FROM THE DIRECTOR, URBANISM

The Assistant Secretary-treasurer presents Council who acknowledge receipt of the monthly report from the Director, Urbanism Department for the month of December 2006 as well as the list of expenses authorised during the month as per the delegation of competency, by-law 351.

11.01.07 MINUTES OF THE PLANNING ADVISORY COMMITTEE

The Assistant Secretary-treasurer presents the minutes of the Planning advisory committee meeting of December 12th, 2006.

It is proposed by Councillor Claude P. Lemire
And unanimously resolved:

That Council accepts the minutes of the meeting of December 12th, 2006 and followed up with its recommendations.

12.01.07 MINOR DEROGATION – 93, SEIZE-ARPENTS

- The Mayor opens the consultation meeting pertaining to the minor derogation at 7:52 p.m.;
- The Mayor reads the proposal and explains the content of the request derogation.
- The Mayor invites anyone interested who were duly convened to this meeting by public notice dated December 14th, 2006 to intervene in this dossier.

Council proceeds with the adoption of the following resolution:

Considering Council has received a request for minor derogation aimed at the reduction of the north lateral set-back pursuant to an initial request which had been refused;

Considering the request pertains to the property located at 93, Seize-Arpents, within zone RV-10 ;

Considering this request was studied by the Planning Advisory Committee which recommends Council's approval of the derogation by resolution 71-12-06;

Considering that in accordance to the Urbanism development Act, those interested were invited by public notice to be heard at the public consultation ;

Consequently,
It is proposed by Councillor Claude P. Lemire
And unanimously resolved :

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That Council grant the minor derogation for the reduction of the north lateral set-back of 4,5 meters to 3,76 meters, as shown on the plan dated November 22, 2006 prepared by Sylvie Filion, arpenteure-géomètre, minutes 1791.

13.01.07 PIIA – 568, VILLAGE

Considering that the Urbanism department has received a new presentation for the a permit request to post a new community sign on posts pursuant to an initial request which was not recommended for the property located at 568, Village, within zone O-CV-41;

Considering this property was submitted to the architectural development and integration plan;

Considering this request was studied by the Planning Advisory Committee and that the proposed sign meets the provisions of the regulations on signs, by resolution 72-12-06;

Considering the Planning Advisory Committee recommends this new proposal while taking into consideration the following recommendations, without any restrictions:

- That the graphic representations of the signs for each property be presented to the Planning advisory committee, before the final design;
- That Council may authorize using part of the road conditional to the owner of the sign accepting to move the sign at no expense, should the municipality ask them to do so;

It is proposed by Councillor Claude P. Lemire
And unanimously resolved:

That Council authorize the building inspector to issue the permit for the property located at 568, Village, on lot 34-A-46.

MONTHLY REPORT FROM THE DIRECTOR, RECREATION AND CULTURE DEPARTMENT

The Assistant Secretary-treasurer presents Council who acknowledge receipt of the monthly report from the Director, Recreation and Culture for the month of December 2006 as well as the list of expenses authorised during the month as per the delegation of competency, by-law 351.

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14.01.07 CROSS-COUNTRY SKI PATROLLER

Considering the Municipality manages the cross-country ski network and the aerobic corridor;

Considering the Director, Recreation and culture has presented Council with a job description regarding these positions dated December 13th, 2006;

Considering these credits are available in the 2006-2007 operations budget;

It is proposed by Councillor Mona Wood
And unanimously resolved:

That Council authorize the hiring of the following employees:

Names	Schedule	Rate
Sylvie Bouffard	Weekend and Wednesday	165,75 \$ / week
Tara Kirkpatrick	Weekend	76 \$ / 8 hour shift
Francis Falardeau	Weekend	53,63 \$ / 5.5 hour shift
Andreas Schabetsberger	Sunday	66,50 \$ / 7 hour shift

15.01.07 FIGURE SKATING PROGRAM

Considering the report prepared by the Director, Recreation and culture dated December 21st, 2006;

It is proposed by Councillor Mona Wood
And unanimously resolved:

That Council approve the self-financed figure skating program as per the Director, Recreation and Culture's request which is attached herewith forming an integral part hereof;

That Council authorize the Director general to sign an agreement for the maximum amount of \$ 525 with Mrs. Marilyn McCullough.

QUESTION PERIOD

Council answers questions asked by citizens.

16.01.07 DONATION

Councillor Gilles Coutu proposes that the Municipality of Morin-Heights send a donation in the amount of \$ 200, in the name of Mrs. Shirley Weekes to the Fondation médicale des Laurentides et des Pays-d'en-Haut.

Unanimously approved.

Municipality of Morin Heights

17.01.07 **END OF THE MEETING**

It is proposed by Councillor Rita O'Donoghue
That the regular meeting end at 8:09 p.m.

Michel Plante
Mayor

Ginette Charette
Assistant Secretary-treasurer

One person attended the meeting.