

**DEERING PARK CENTER
COMMUNITY DEVELOPMENT
DISTRICT**

**REGULAR MEETING
AGENDA**

April 17, 2017

Deering Park Center Community Development District

OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

April 7, 2017

Board of Supervisors
Deering Park Center Community Development District

ATTENDEES:
Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Dear Board Members:

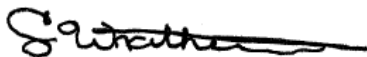
A Regular Meeting of the Deering Park Center Community Development District's Board of Supervisors will be held on **Monday, April 17, 2017 at 2:00 p.m.**, at the **Storch Law Firm**, located at **420 S. Nova Road, Daytona Beach, Florida 32114-4514**. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments (*3 minutes per speaker*)
3. Administration of Oath of Office to Newly Elected Supervisors, R. Sans Lassiter [Seat 3], A. Joseph Posey [Seat 4] and Mark Dowst [Seat 5] (*the following to be provided in a separate package*)
 - A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - B. Membership, Obligations and Responsibilities
 - C. Financial Disclosure Forms
 - i. Form 1: Statement of Financial Interests
 - ii. Form 1X: Amendment to Form 1, Statement of Financial Interests
 - iii. Form 1F: Final Statement of Financial Interests
 - D. Form 8B: Memorandum of Voting Conflict for County, Municipal and Other Local Public Officers
4. Consideration of **Resolution 2017-1**, Canvassing and Certifying the Results of the Landowners' Election
5. Consideration of **Resolution 2017-2**, Electing Officers of the District
6. Consideration of **Resolution 2017-3**, Designating the Authorized Signatories for the District's Operating Bank Account(s)

7. Consideration of **Resolution 2017-4**, Approving a Proposed Budget for Fiscal Year 2017/2018 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; and Providing an Effective Date
8. Approval of Unaudited Financial Statements as of February 28, 2017
9. Approval of Minutes
 - A. **July 25, 2016** Public Hearing and Regular Meeting
 - B. **November 1, 2016** Landowners' Meeting
10. Other Business
11. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - i. **NEXT MEETING DATE: July 24, 2017 at 2:00 O.M.**
12. Supervisors' Comments/Requests
13. Adjournment

Should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675.

Sincerely,



Craig Wrathell
District Manager

FOR BOARD MEMBERS AND STAFF TO
ATTEND BY TELEPHONE:

Call-in number: 1-888-354-0094
Conference ID: 2144145

RESOLUTION 2017-1

A RESOLUTION CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNER’S ELECTION OF SUPERVISORS FOR THE DEERING PARK CENTER COMMUNITY DEVELOPMENT DISTRICT HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES

WHEREAS, pursuant to Section 190.006(2), Florida Statutes, a landowner’s meeting is required to be held within 90 days of the District's creation and every two (2) years following the creation of a Community Development District for the purpose of electing Supervisors of the District; and

WHEREAS, following proper publication of notice thereof, such landowner’s meeting was held on **November 1, 2016**, at which the below recited persons were duly elected by virtue of the votes cast in their respective favor; and

WHEREAS, the Board of Supervisors by means of this Resolution desires to canvass the votes, declare, and certify the results of said election;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE DEERING PARK CENTER COMMUNITY DEVELOPMENT DISTRICT;

1. The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as shown, to wit:

<u>R. Sans Lassiter</u>	Votes	<u>872</u>
<u>A Joseph Posey</u>	Votes	<u>871</u>
<u>Mark Dowst</u>	Votes	<u>872</u>

2. In accordance with said statute, and by virtue of the number of votes cast for the respective Supervisors, they are declared to have been elected for the following terms of office:

<u>R. Sans Lassiter</u>	four (4)-year term	SEAT <u>3</u>
<u>A Joseph Posey</u>	two (2)-year term	SEAT <u>4</u>
<u>Mark Dowst</u>	four (4)-year term	SEAT <u>5</u>

3. Said terms of office shall commence immediately upon the adoption of this Resolution.

PASSED AND ADOPTED this 17th day of February, 2017.

Chair/Vice Chair

Secretary/Assistant Secretary

RESOLUTION 2017-2

A RESOLUTION ELECTING THE OFFICERS OF THE DEERING PARK CENTER COMMUNITY DEVELOPMENT DISTRICT, VOLUSIA COUNTY, FLORIDA

WHEREAS, the Board of Supervisors of the Deering Park Center Community Development District held their Landowner’s election for all Board Seats on November 1, 2016; and

WHEREAS, the Board of Supervisors of the Deering Park Center Community Development District desires to elect the below recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE DEERING PARK CENTER COMMUNITY DEVELOPMENT DISTRICT:

1. The following persons are elected to the offices shown:

Chair	_____
Vice Chair	_____
Secretary	<u>Craig Wrathell</u>
Treasurer	<u>Craig Wrathell</u>
Assistant Treasurer	<u>Jeff Pinder</u>
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	<u>Howard McGaffney</u>
Assistant Secretary	<u>Cindy Cerbone</u>

PASSED AND ADOPTED this ____ day of _____, 2017.

Secretary/Assistant Secretary

Chair/Vice Chair

RESOLUTION 2017-3

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DEERING PARK CENTER COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE AUTHORIZED SIGNATORIES FOR THE DISTRICT'S OPERATING BANK ACCOUNT(S); AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Deering Park Center Community Development District (the "District") is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and located in Volusia County, Florida; and

WHEREAS, pursuant to Chapter 190, Florida Statutes, the funds of the District shall be disbursed by warrant or check signed by the Treasurer and by such other person as may be authorized by the Board; and

WHEREAS, the Board has pursuant to Resolution 2017-2, elected a Chair, Vice Chair, Treasurer and Assistant Treasurer for the District; and

WHEREAS, the Board desires to authorize signatories for the operating bank accounts(s).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE DEERING PARK CENTER COMMUNITY DEVELOPMENT DISTRICT:

1. The Chair, Vice Chair, Treasurer and Assistant Treasurer are hereby designated as the authorized signatories for the operating bank account(s) of the District.
2. All warrants and checks shall be countersigned by the Treasurer.
3. This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this 17th day of April, 2017.

ATTEST:

DEERING PARK CENTER COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

By: _____

Its: _____

RESOLUTION 2017-4

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE DEERING PARK CENTER COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2017/2018 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors of the Deering Park Center Community Development District (the "Board") prior to June 15, 2017, a proposed operating budget for Fiscal Year 2017/2018; and

WHEREAS, the Board has considered the proposed budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE DEERING PARK CENTER COMMUNITY DEVELOPMENT DISTRICT:

1. The operating budget proposed by the District Manager for Fiscal Year 2017/2018 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.
2. A public hearing on said approved budget is hereby declared and set for the following date, hour and location:

DATE: July 24, 2017

HOUR: 2:00 p.m.

LOCATION: Storch Law Firm
420 S. Nova Road
Daytona Beach, Florida 32114-4514
3. The District Manager is hereby directed to submit a copy of the proposed budget to the City of Edgewater and Volusia County at least 60 days prior to the hearing set above.
4. In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post this approved budget on the District's website at least two days before the budget hearing date as set forth in Section 2.
5. Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 17th DAY OF APRIL, 2017.

ATTEST:

**DEERING PARK CENTER
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary

By: _____
Its: _____

Exhibit A

**DEERING PARK
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2018
PREPARED APRIL 5, 2017**

**DEERING PARK
COMMUNITY DEVELOPMENT DISTRICT
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Definitions of general fund expenditures	2

**DEERING PARK
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2018**

	Fiscal Year 2017				
	Adopted Budget FY 2017	Actual through 2/28/17	Projected through 9/30/2017	Total Actual and Projected	Proposed Budget FY 2018
REVENUES					
Landowner contributions	\$ 14,125	\$ 6,160	\$ 8,218	\$ 14,378	\$ 14,190
Total revenues	14,125	6,160	8,218	14,378	14,190
EXPENDITURES					
Management/accounting/recording	5,000	2,083	2,917	5,000	5,000
Legal	3,500	105	3,395	3,500	3,500
Postage	150	3	147	150	150
Printing & binding	200	83	117	200	200
Legal advertising	1,500	665	835	1,500	1,500
Annual district filing fee	175	175	-	175	175
Insurance	2,500	2,550	-	2,550	2,550
Contingencies	500	133	367	500	500
Website	600	615	-	615	615
Total expenditures	14,125	6,412	7,778	14,190	14,190
Net increase/(decrease) of fund balance	-	(252)	440	188	-
Fund balance - beginning (unaudited)	-	(188)	(440)	(188)	-
Fund balance - ending (projected)	\$ -	\$ (440)	\$ -	\$ -	\$ -

**DEERING PARK
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional services

Management/accounting/recording	\$ 5,000
<p>Wrathell, Hunt and Associates, LLC, specializes in managing Community Development Districts in the State of Florida by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all governmental requirements of the District, develop financing programs, administer the issuance of tax exempt bond financings, and operate and maintain the assets of the community. This fee is inclusive of district management and recording services; however, it has been reduced for the current fiscal year due to the reduced level of activity that is anticipated.</p>	
Legal	3,500
<p>Cobb Cole Attorneys at Law provides on-going general counsel and legal representation. As such, he is confronted with issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts. In this capacity, he provides service as a "local government lawyer," realizing that this type of local government is very limited in its scope – providing infrastructure and services to developments.</p>	
Postage	150
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	200
Copies, agenda package items, etc.	
Legal advertising	1,500
The District advertises for monthly meetings, special meetings, public hearings, bidding, etc.	
Annual district filing fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Insurance	2,550
The District carries public officials liability insurance. The limit of liability is set at \$1,000,000 for public officials liability.	
Contingencies	500
Bank charges and other miscellaneous expenses incurred during the year.	
Website	615
Total expenditures	<u>\$ 14,190</u>

**DEERING PARK CENTER
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
FEBRUARY 28, 2017**

**DEERING PARK CENTER
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
FEBRUARY 28, 2017**

	General Fund	Total Governmental Funds
ASSETS		
Cash	\$ 1,493	\$ 1,493
Due from landowner	460	460
Total assets	\$ 1,953	\$ 1,953
LIABILITIES		
Liabilities:		
Accounts payable	\$ 433	\$ 433
Landowner advance	1,500	1,500
Total liabilities	1,933	1,933
DEFERRED INFLOWS OF RESOURCES		
Deferred receipts	460	460
Total deferred inflows of resources	460	460
FUND BALANCES		
Unassigned	(440)	(440)
Total fund balances	(440)	(440)
Total liabilities, deferred inflows of resources and fund balances	\$ 1,953	\$ 1,953

**DEERING PARK CENTER
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED FEBRUARY 28, 2017**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Adopted Budget</u>	<u>% of Budget</u>
REVENUES				
Landowner contribution	\$ 696	\$ 6,160	\$ 14,125	44%
Total revenues	<u>696</u>	<u>6,160</u>	<u>14,125</u>	44%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording	417	2,083	5,000	42%
Legal	-	105	3,500	3%
Postage	-	3	150	2%
Printing & binding	17	83	200	42%
Legal advertising	-	665	1,500	44%
Annual special district fee	-	175	175	100%
Insurance	-	2,550	2,500	102%
Contingencies	26	133	500	27%
Website	-	615	600	103%
Total professional & administrative	<u>460</u>	<u>6,412</u>	<u>14,125</u>	45%
Total expenditures	<u>460</u>	<u>6,412</u>	<u>14,125</u>	45%
Excess/(deficiency) of revenues over/(under) expenditures	236	(252)	-	
Fund balances - beginning	(676)	(188)	-	
Fund balances - ending	<u>\$ (440)</u>	<u>\$ (440)</u>	<u>\$ -</u>	

1 **MINUTES OF MEETING**
2 **DEERING PARK CENTER**
3 **COMMUNITY DEVELOPMENT DISTRICT**
4

5 A Public Hearing and Regular Meeting of the Deering Park Center Community
6 Development District's Board of Supervisors was held on **Monday, July 25, 2016 at 2:00 p.m.**,
7 at the **Storch Law Firm**, located at **420 S. Nova Road, Daytona Beach, Florida 32114-4514**.
8

9 **Present at the meeting were:**

10
11 Glenn Storch Chair
12 Mark Dowst Assistant Secretary
13 Catherine Storch Assistant Secretary
14 R. Sans Lassiter Assistant Secretary
15

16 **Also present were:**

17
18 Cindy Cerbone Wrathell, Hunt and Associates, LLC
19 Mark Watts District Counsel
20
21

22 **FIRST ORDER OF BUSINESS**

Call to Order/Roll Call

23
24 Ms. Cerbone called the meeting to order at 2:08 p.m., and noted, for the record, that
25 Supervisors Glenn Storch, Mark Dowst, Catherine Storch and R. Sans Lassiter were present, in
26 person. Supervisor Michael Brown was not present.
27

28 **SECOND ORDER OF BUSINESS**

Public Comments (3 minutes per speaker)

29
30 There being no public comments, the next item followed.
31

32 **THIRD ORDER OF BUSINESS**

**Public Hearing to Hear Comments and
Objections on the Adoption of the
District's Final Budget for Fiscal Year
2016/2017, Pursuant to Florida Law**

33
34
35
36
37 Ms. Cerbone requested a motion to open the Public Hearing.
38

39 **On MOTION by Mr. Storch and seconded by Mr. Dowst, with**
40 **all in favor, the Public Hearing was opened.**
41

42 **A. Affidavit of Publication**

43 Ms. Cerbone presented the affidavit of publication for today’s Public Hearing and
44 Regular Meeting.

45 **B. Consideration of Resolution 2016-2, Relating to the Annual Appropriations and**
46 **Adopting the Budget for the Fiscal Year Beginning October 1, 2016 and Ending**
47 **September 30, 2017; Authorizing Budget Amendments; and Providing an Effective**
48 **Date**

49 Ms. Cerbone presented Resolution 2016-2 for the Board’s consideration. There were no
50 changes to the proposed Fiscal Year 2017 budget since the last meeting.

51

**On MOTION by Mr. Storch and seconded by Mrs. Storch,
with all in favor, the Public Hearing was closed.**

52

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**On MOTION by Mr. Lassiter and seconded by Mr. Dowst,
with all in favor, Resolution 2016-2, Relating to the Annual
Appropriations and Adopting the Budget for the Fiscal Year
Beginning October 1, 2016 and Ending September 30, 2017;
Authorizing Budget Amendments; and Providing an Effective
Date, was adopted.**

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64 **FOURTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2016/2017
Funding Agreement**

65

66

67 Ms. Cerbone stated that the Fiscal Year 2016/2017 Funding Agreement was identical to
68 the current agreement.

69

**On MOTION by Mr. Lassiter and seconded by Mr. Dowst,
with all in favor, the Fiscal Year 2016/2017 Funding
Agreement, was approved.**

70

71

72

73

74

75 **FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-3,
Adopting the Annual Meeting Schedule
for Fiscal Year 2016/2017**

76

77

78

79 Ms. Cerbone presented the Resolution 2016-3 for the Board’s consideration. Mr. Watts
80 stated that the scheduled meetings were required; additional meetings would be added, as
81 needed.

82

83 **On MOTION by Mr. Lassister and seconded by Mrs. Storch,**
84 **with all in favor, Resolution 2016-3, Adopting the Annual**
85 **Meeting Schedule for Fiscal Year 2016/2017, was adopted**

86

87

88 **SIXTH ORDER OF BUSINESS**

**Notice of Landowners’ Meeting:
November 1, 2016 [Seats 3, 4 & 5]**

89

90

91 Ms. Cerbone stated that the Landowners’ Meeting was scheduled for November 1, 2016,
92 at this location. Seats 3, 4 and 5, currently held by Supervisors Lassister, Storch and Dowst,
93 respectively, would be up for election. Management would provide a proxy form and the
94 designee would cast votes, as the Landowners’ representative.

95 **A. Sample Notice of Landowners’ Meeting**

96 **B. Sample Election Instructions**

97 **C. Sample Landowner Proxy**

98 These items were included for informational purposes.

99

100 **SEVENTH ORDER OF BUSINESS**

**Approval of Unaudited Financial
Statements as of June 30, 2016**

101

102

103 Ms. Cerbone presented the Unaudited Financial Statements as of June 30, 2016. Mr.
104 Lassiter asked if the variances from the Fiscal Year 2016 budget were taken into account. Ms.
105 Cerbone replied affirmatively. “Website” was a one-time expense to comply with the new
106 statutes.

107

108 **On MOTION by Mr. Lassister and seconded by Mr. Dowst,**
109 **with all in favor, the Unaudited Financial Statements as of**
110 **June 30, 2016, were approved.**

111

112

113 **EIGHTH ORDER OF BUSINESS**

**Approval of April 18, 2016 Special
Meeting Minutes**

114

115

116 Ms. Carbone presented the April 18, 2016 Special Minutes Meeting and asked for any
117 additions, deletions or corrections.

118

119 **On MOTION by Mr. Lassiter and seconded by Mr. Dowst,**
120 **with all in favor, the April 18, 2016 Special Meeting Minutes,**
121 **as presented, were approved.**

122

123

124 **NINTH ORDER OF BUSINESS**

Other Business

125

126 There being no other business, the next item followed.

127

128 **TENTH ORDER OF BUSINESS**

Staff Reports

129

130 **A. District Counsel**

131 There being no report, the next item followed.

132 **B. District Engineer**

133 There being no report, the next item followed.

134 **C. District Manager**

135 There being no report, the next item followed.

136

137 **ELEVENTH ORDER OF BUSINESS**

Supervisors' Comments/Requests

138

139 There being no Supervisors' comments or requests, the next item followed.

140

141 **TWELFTH ORDER OF BUSINESS**

Adjournment

142

143 There being no further business to discuss, the meeting adjourned.

144

145 **On MOTION by Mrs. Storch and seconded by Mr. Dowst,**
146 **with all in favor, the meeting adjourned at 2:18 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

DRAFT

1 **MINUTES OF MEETING**
2 **DEERING PARK CENTER**
3 **COMMUNITY DEVELOPMENT DISTRICT**
4

5 A Landowners' Meeting of the Deering Park Center Community Development District
6 was held on **Tuesday, November 1, 2016 at 2:00 p.m.**, at **Storch Law Firm, 420 S. Nova**
7 **Road, Daytona Beach, Florida 32114-4514.**
8

9 **Present at the meeting were:**

10
11 Glenn Storch Landowner Proxy Holder
12 David Fuechtman Landowner
13 Craig Wrathell District Manager
14

15
16 **FIRST ORDER OF BUSINESS**

Call to Order/Roll Call

17
18 Mr. Wrathell called the meeting to order at 2:06 p.m., and noted, for the record, that he,
19 Mr. Glenn Storch and Mr. David Fuechtman were present, in person.
20

21 **SECOND ORDER OF BUSINESS**

Affidavit of Publication

22
23 Mr. Wrathell presented the affidavit of publication for today's Landowners' Meeting.
24

25 **THIRD ORDER OF BUSINESS**

**Election of a Chair to Conduct
Landowners' Meeting**

26
27
28 Mr. Storch agreed to Mr. Wrathell serving as Chair, for the purpose of conducting the
29 Landowners' Meeting.
30

31 **FOURTH ORDER OF BUSINESS**

Election of Supervisors [SEATS 3, 4 & 5]

32
33 Mr. Wrathell stated that Seats 3, 4 and 5 were up for election. Mr. Storch, as the
34 Landowners' proxyholder, was the only person present to vote.

35 **A. Nominations**

36 Mr. Storch nominated Mr. Dowst for Seat 3, Mr. Posey for Seat 4 and Mr. Lassiter for
37 Seat 5.

38 No other nominations were made.

39 **B. Casting of Ballots**

40 **i. Determine Number of Voting Units Represented**

41 **ii. Determine Number of Voting Units Assigned by Proxy**

42 Mr. Wrathell indicated that one Landowner Proxy was received from Mr. David C.
43 Fuechtman. The proxy identified 872 voting units that the proxyholder was entitled to cast. Mr.
44 Storch cast 872 votes for Mr. Dowst, 872 votes for Mr. Lassiter and 871 votes for Mr. Posey.

45 **C. Ballot Tabulation and Results**

46 Mr. Dowst and Mr. Lassiter each received 872 votes and would serve four-year terms in
47 Seats 3 and 5, respectively. Mr. Posey received 871 votes and would serve a two-year term in
48 Seat 4.

49

50 **FIFTH ORDER OF BUSINESS**

Landowners' Questions/Comments

51

52 There being no Landowners' questions or comments, the next item followed.

53

54 **SIXTH ORDER OF BUSINESS**

Adjournment

55

56 There being nothing further to discuss, the meeting adjourned at 2:10 p.m.

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

DRAFT