

1 Kathy Behrens moved, with a second by Eric St Clair, that in **case number 23-41**, the
2 Board find that, although one or more of the allegations in the complaint may be
3 substantiated by the witnesses interviewed in the course of the investigation [and/or]
4 the documents gathered in the course of the investigation, and the allegations may
5 constitute a technical violation of the board's statute or administrative rules; the
6 evidence before the board indicates that) adequate steps have been taken to remedy
7 the violation and to ensure that incidents of a similar nature do not occur in the
8 future. The Board will not pursue formal disciplinary action in this matter. **MOTION**
9 **CARRIED UNANIMOUSLY**

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11 Eric St Clair moved, with a second by Kristin Rickey, that in **case number 23-35**, the
12 Board find probable cause to establish a violation of the following provisions of the
13 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(2)b, and order this case
14 set for hearing. **MOTION CARRIED UNANIMOUSLY**

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16 Kristin Rickey moved, with a second by Kathy Behrens, that in **case number 23-32**,
17 the Board find probable cause to establish a violation of the following provisions of the
18 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(5)a(2), and order this
19 case set for hearing. **MOTION CARRIED UNANIMOUSLY**

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21 Kristin Rickey moved, with a second by Kathy Behrens, that in **case number 23-28**,
22 the Board find probable cause to establish a violation of the following provisions of the
23 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(1)e(4), and order this
24 case set for hearing. **MOTION CARRIED UNANIMOUSLY**

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26 Kristin Rickey moved, with a second by Kathy Behrens, that in **case number 23-48**,
27 the Board find probable cause to establish a violation of the following provisions of the
28 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(2)b, 25.3(6)c, and 25.3(8)
29 a & b, and order this case set for hearing. Roll Call: Behrens – yes; Bleam- yes; Eidahl
30 – yes; Bower – recused; McKinney – yes; McRina – yes; Rickey – yes; St Clair – yes;
31 Schoening – yes **MOTION CARRIED**

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1 Kathy Behrens moved, with a second by Kristin Rickey, that in **case number 23-49**,
2 the Board the Board find probable cause to establish a violation of the following
3 provisions of the Code of Professional Conduct and Ethics, 282 IAC rules 25.3(2)b,
4 25.3(6)c, and 25.3(8) a & b, and order this case set for hearing. Roll Call: Behrens –
5 yes; Bleam- yes; Eidahl – yes; Bower – recused; McKinney – yes; McRina – yes; Rickey
6 – yes; St Clair – yes; Schoening – yes **MOTION CARRIED**

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8 Kathy Behrens moved, with a second by Kristin Rickey, that in **case number 23-50**,
9 the Board find probable cause to establish a violation of the following provisions of the
10 Code of Professional Conduct and Ethics, 282 IAC rules 25.3(2)b, 25.3(6)c, and 25.3(8)
11 a & b, and order this case set for hearing. Roll Call: Behrens – yes; Bleam- yes; Eidahl
12 – yes; Bower – recused; McKinney – yes; McRina – yes; Rickey – yes; St Clair – yes;
13 Schoening – yes **MOTION CARRIED**

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15 Kristin Rickey moved, with a second by Kathy Behrens, that in **case number 23-51**,
16 the Board find probable cause to establish a violation of the following provisions of the
17 Code of Professional Conduct and Ethics, 282 IAC rules 282 IAC rules 25.3(2)b and
18 25.3(8) a & b and order this case set for hearing. Roll Call: Behrens – yes; Bleam- yes;
19 Eidahl – yes; Bower – recused; McKinney – yes; McRina – yes; Rickey – yes; St Clair –
20 yes; Schoening – yes **MOTION CARRIED**

21
22 Kathy Behrens moved, with a second by Kristin Rickey, that in **case number 23-52**,
23 the Board find probable cause to establish a violation of the following provisions of the
24 Code of Professional Conduct and Ethics, 282 IAC rules 282 IAC rules 25.3(2)b,
25 25.3(6)c and 25.3(8) a & b, and order this case set for hearing. Roll Call: Behrens –
26 yes; Bleam- yes; Eidahl – yes; Bower – recused; McKinney – yes; McRina – yes; Rickey
27 – yes; St Clair – yes; Schoening – yes **MOTION CARRIED**

28
29 Kathy Behrens moved, with a second by Eric St Clair, that in **case number 23-11**, the
30 Board find that the evidence gathered in the investigation, including witness
31 statements and the documentary evidence, does not substantiate the allegations in the
32 complaint, and that the Board therefore lacks probable cause to proceed with this
33 matter. **MOTION CARRIED UNANIMOUSLY**

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Eric St Clair moved, with a second by Kristin Rickey, that in **case number 23-22**, the Board deny the Respondent’s motion to dismiss, and the Board return the complaint and investigative report to the investigator to gather further information, and return the case to the Board for further consideration. **MOTION CARRIED UNANIMOUSLY**

Eric St Clair moved, with a second by Kathy Behrens, that in **case number 22-131**, the Board find probable cause to establish a violation of the following provisions of the Code of Professional Conduct and Ethics, 282 IAC rules 25.3(1)e(4) & (7), and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY**

Kathy Behrens moved, with a second by Kristin Rickey, that in **case number 23-23**, the Board find probable cause to establish a violation of the following provisions of the Code of Professional Conduct and Ethics, 282 IAC rule 25.3(3)e, and order this case set for hearing. **MOTION CARRIED UNANIMOUSLY**

Eric St Clair moved, with a second by Kathy Behrens, that in **case number 23-24 and 23-33**, the Board consolidate cases 23-24 & 23-33, find probable cause to establish violations of the following provisions of the Code of Professional Conduct and Ethics, 282 IAC rules 25.3(1)b(1)4 and 25.3(1)e(4), and order these cases set for hearing. **MOTION CARRIED UNANIMOUSLY**

Kristin Rickey moved, with a second by Eric St Clair, that in **case number 23-43**, the Board find that the evidence gathered in the investigation including witness statements and the documentary evidence, does not substantiate the allegations in the complaint, and that the Board therefore lacks probable cause to proceed with this matter. Roll Call: Behrens – recused; Bleam- yes; Eidahl – yes; Bower – yes; McKinney – recused; McRina – yes; Rickey – yes; St Clair – yes; Schoening – yes **MOTION CARRIED**

Kathy Behrens moved, with a second by Eric St Clair, that in **case number 22-200**, the Board find probable cause to establish a violation of the following provisions of the

1 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(1)e(4), and order this case
2 set for hearing. **MOTION CARRIED UNANIMOUSLY**

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4 Kristin Rickey moved, with a second by Kathy Behrens, that in **case number 23-56,**
5 the Board find probable cause to establish a violation of the following provisions of the
6 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(5)a(2) and order this case
7 set for hearing. **MOTION CARRIED UNANIMOUSLY**

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9 Kristin Rickey moved, with a second by Kathy Behrens, that in **case number 23-40,**
10 the Board find probable cause to establish a violation of the following provisions of the
11 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(5)a(2), and order this case
12 set for hearing. **MOTION CARRIED UNANIMOUSLY**

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14 Kathy Behrens moved, with a second by Kristin Rickey, that in **case number 23-39,**
15 the Board find probable cause to establish a violation of the following provisions of the
16 Code of Professional Conduct and Ethics, 282 IAC rule 25.3(5)a(2), and order this case
17 set for hearing. **MOTION CARRIED UNANIMOUSLY**

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19 Kristin Rickey moved, with a second by Eric St Clair, that in **case number 23-34,** the
20 Board find that the evidence gathered in the investigation, including witness
21 statements and the documentary evidence, does not substantiate the allegations in the
22 complaint, and that the Board therefore lacks probable cause to proceed with this
23 matter. **MOTION CARRIED UNANIMOUSLY**

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25 Kristin Rickey moved, with a second by Kathy Behrens, that in **case number 23-36,**
26 the Board find that, although one or more of the allegations in the complaint may be
27 substantiated by the witnesses interviewed in the course of the investigation [and/or]
28 the documents gathered in the course of the investigation, and the allegations may
29 constitute a technical violation of the board's statute or administrative rules; the
30 evidence before the board indicates that adequate steps have been taken to remedy
31 the violation and to ensure that incidents of a similar nature do not occur in the
32 future. The Board will not pursue formal disciplinary action in this matter. **MOTION**
33 **CARRIED UNANIMOUSLY**

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Kathy Behrens moved, with a second by Eric St Clair, that in **case number 23-37**, the Board find probable cause to establish a violation of the following provisions of the Code of Professional Conduct and Ethics, 282 IAC rules 25.3(6)q & 25.3(8)a and order this case set for hearing. Roll Call: Behrens – yes; Bleam- yes; Eidahl – yes; Bower – recused; McKinney – yes; McRina – yes; Rickey – yes; St Clair – yes; Schoening – yes
MOTION CARRIED

Kathy Behrens moved, with a second by Eric St Clair, that in **case number 23-38**, the Board find that, although one or more of the allegations in the complaint may be substantiated by the witnesses interviewed in the course of the investigation [and/or] the documents gathered in the course of the investigation, and the allegations may constitute a technical violation of the board’s statute or administrative rules; the evidence before the board indicates that adequate steps have been taken to remedy the violation and to ensure that incidents of a similar nature do not occur in the future. The Board will not pursue formal disciplinary action in this matter. **MOTION CARRIED UNANIMOUSLY**

Kristin Rickey moved, with a second by Kathy Behrens, that the Board accept the respondent’s waiver of hearing and voluntary surrender in **case number 22-05**, and that the Board issue an order permanently revoking the license with no possibility of reinstatement. **MOTION CARRIED UNANIMOUSLY**

Eric St Clair moved, with a second by Kristin Rickey, that in **case number 22-170** the Board accept the agreement submitted by the parties, and issue an Order incorporating the agreement of the parties and imposing the agreed upon sanction. **MOTION CARRIED UNANIMOUSLY**

Kathy Behrens moved, with a second by Eric St Clair, that in **case number 22-165** the Board reject the agreement submitted by the parties, and return the case to the parties for further proceedings consistent with this decision. **MOTION CARRIED UNANIMOUSLY**

1 Kathy Behrens moved, with a second by Kristin Rickey, that in **case number 22-139**
2 the Board accept the agreement submitted by the parties, and issue an Order
3 incorporating the agreement of the parties and imposing the agreed upon sanction.

4 **MOTION CARRIED UNANIMOUSLY**

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6 (Kristi Traynor recused during the discussion of the Proposed Decision for Case no.
7 22-144 and remained recused for the 180-day extensions in closed session)

8
9 Kristin Rickey moved, with a second by Eric St Clair, that in case number 22-144 the
10 Board adopt the drafted order and issue the order as its final decision. **MOTION**

11 **CARRIED UNANIMOUSLY**

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13 Kristin Rickey moved, with a second by Kathy Behrens, to extend the 180-day
14 deadline for issuance of the final decision in **case number 22-186** based upon the
15 amount of time needed to conduct the hearing and complete the contested case
16 process. **MOTION CARRIED UNANIMOUSLY**

17
18 Eric St Clair moved, with a second by Kristin Rickey, to extend the 180-day deadline
19 for issuance of the final decision in **case number 22-187** based upon the amount of
20 time needed to conduct the hearing and complete the contested case process.

21 **MOTION CARRIED UNANIMOUSLY**

22
23 Kathy Behrens moved, with a second by Eric St Clair, to extend the 180-day deadline
24 for issuance of the final decision in **case number 22-190** based upon the amount of
25 time needed to complete the investigation and conclude the contested case process.
26 The Respondent has submitted a response to the 180-day notice stating there are no
27 objections to the 180-day extension. **MOTION CARRIED UNANIMOUSLY**

28
29 Kristin Rickey moved, with a second by Eric St Clair to extend the 180-day deadline
30 for issuance of the final decision in **case number 22-191** based upon the amount of
31 time needed to conduct the hearing and complete the contested case process. The
32 Respondent has submitted a motion for continuance. **MOTION CARRIED**

33 **UNANIMOUSLY**

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Kathy Behrens moved, with a second by Kristin Rickey to extend the 180-day deadline for issuance of the final decision in case number 22-192 based upon the amount of time needed to conduct the hearing and complete the contested case process.

MOTION CARRIED UNANIMOUSLY

Kristin Rickey moved, with a second by Kathy Behrens to extend the 180-day deadline for issuance of the final decision in case number 22-193 based upon the amount of time needed to conduct the hearing and complete the contested case process.

MOTION CARRIED UNANIMOUSLY

Eric St Clair moved, with a second by Kristin Rickey to extend the 180-day deadline for issuance of the final decision in case number 22-195 based upon the amount of time needed to conduct the hearing and complete the contested case process.

MOTION CARRIED UNANIMOUSLY

Kathy Behrens moved, with a second by Kristin Rickey to extend the 180-day deadline for issuance of the final decision in case number 22-197 based upon the amount of time needed to conduct the hearing and complete the contested case process.

MOTION CARRIED UNANIMOUSLY

Kristin Rickey moved, with a second by Eric St Clair to extend the 180-day deadline for issuance of the final decision in case number 22-198 based upon the amount of time needed to conduct the hearing and complete the contested case process.

MOTION CARRIED UNANIMOUSLY

Eric St Clair moved, with a second by Kathy Behrens to extend the 180-day deadline for issuance of the final decision in case number 22-199 based upon the amount of time needed to conduct the hearing and complete the contested case process.

MOTION CARRIED UNANIMOUSLY

Kathy Behrens moved, with a second by Kristin Rickey to extend the 180-day deadline for issuance of the final decision in case number 22-200 based upon the need to

1 schedule the hearing and conclude the contested case process. **MOTION CARRIED**
2 **UNANIMOUSLY**

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4 Rhonda McRina moved, with a second by Kristin Rickey, that the Board approve the
5 closed session minutes from April 21, 2023. **MOTION CARRIED UNANIMOUSLY**

6
7 Request for Reinstatement: Case No. 21-127 In the Matter of Kurt Yeoman. Mr.
8 Yeoman was accused of failing to make a reasonable effort to protect the health and
9 safety of the student or creating conditions harmful to student learning and
10 conducting professional business in such a way that the practitioner repeatedly
11 exposes students or other professionals to unnecessary embarrassment or
12 disparagement. He received a sanction of a written reprimand, a deferred suspension
13 of his license for 1 year, and was required to complete of a professional boundaries
14 course. The Respondent has completed all requirements and requests that his license
15 be reinstated. The Respondent is eligible for reinstatement. Kristin Rickey moved,
16 with a second by Kathy Behrens, that in case number 21-127, the Board grants the
17 Respondent's request for reinstatement and issues an order stating the basis for the
18 suspension no longer exists and it will be in the public interest for the license to be
19 reinstated. **MOTION CARRIED UNANIMOUSLY**

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21 Communication from the Public

22 None.

23
24 Petition for Waiver

25 Kristin Rickey moved, with a second by Kathy Behrens, that the board deny **PFW 23-**
26 **03 Vanessa Anderson. MOTION CARRIED UNANIMOUSLY.** Reasons for denying
27 waiver: The Board received a Petition from Ms. Anderson requesting a waiver of the
28 rule for the requirements of an endorsement for a Family and Consumer Science
29 Endorsement. Ms. Anderson holds a Master Educator K-6 Elementary Education, K-8
30 English and Language Arts, PK-12 Principal License, PK-12 Special Education
31 Supervision License. She is currently teaching on Class B license for Family and
32 Consumer Science. It expires in June 2023. Ms. Anderson agreed to teach Family and
33 Consumer Science at her school for 2021-22 school year and will be assigned this

1 placement for the foreseeable future. The last course needed to finish the
2 endorsement is a Methods class. Ms. Anderson was completing the endorsement
3 through Iowa State University online, but the methods course is no longer offered
4 online at Iowa State University. It is only available in person. The family and
5 consumer science course is not available at any other institution in the state of Iowa.
6 Ms. Anderson will have to apply for an extension of her Class B license and will have
7 to try and find a class outside of Iowa that is only online. The Board was unable to
8 identify any person whose rights would be prejudiced by granting this waiver.
9 Additionally, similar waivers have been granted in the past. The rule from which Ms.
10 Anderson seeks a waiver is not specifically mandated by statute or any other provision
11 of law, and, accordingly, may be waived by the Board. Ms. Anderson currently works
12 at the Cedar Falls Community School district and they will benefit from her being able
13 to remain in this position. The Board concluded that Ms. Anderson has not met the
14 criteria for granting of a waiver from the rules regarding the adding an endorsement,
15 contained in 282 IAC ch. 13.

16
17 Kristin Rickey moved, with a second by Eric St Clair, that the board grant **PFW 23-04**
18 **Sydney Gerritsen**. **MOTION CARRIED UNANIMOUSLY.** Reasons for granting the
19 waiver: On May 9, 2023, the Board received a Petition from Gerritsen requesting a
20 waiver of the rule for the requirements that she receive a license from the preparation
21 state before she can get a license in Iowa. She completed her preparation in Louisiana.
22 Louisiana requires an individual to have a job in Louisiana to get a license. Ms.
23 Gerritsen holds a Standard License K-8 Music 5-12 Music and an Administrative
24 Exchange license. She is currently working using the Administrative Exchange license.
25 It expires in August 2024. Ms. Gerritsen has documentation from the Louisiana
26 Department of Education supporting all requirements have been met, but a license
27 will not be issued unless she secures a position in Louisiana. Ms. Gerritsen has
28 completed all the requirements for licensure in Louisiana including the testing
29 requirements for her preparation. Ms. Gerritsen would have to move to Louisiana and
30 secure a position before she could be eligible for a license in the state where her
31 preparation program was in. The Board was unable to identify any person whose
32 rights would be prejudiced by granting this waiver, Additionally, the law was recently
33 changed, and will take effect July 1, that would not require licensure from the state

1 which an educator was prepared. The rule from which Ms. Gerritsen seeks a waiver is
2 not specifically mandated by statute or any other provision of law, and, accordingly,
3 may be waived by the Board. Ms. Gerritsen could continue to work as a licensed
4 administrator and the nonpublic school benefits from having Iowa licensed
5 administrators. The Board concluded that Sydney Gerritsen has met the criteria for
6 granting of a waiver from the rules regarding the adding an endorsement, contained in
7 282 IAC ch.18. Ms. Gerritsen was present before the board during the discussion of
8 the waiver.

9
10 Stakeholder Presentation

11 Sara Russell presented on her experience as 2022 Iowa Teacher of the Year. Sara was
12 introduced by Marietta Rives, a consultant with the Department of Education in
13 school improvement and the coordinator of the Teacher of the Year program.

14
15 Board Member Reports

16 Dr. Rickey voiced her concerns regarding the serious impact of the teacher shortage.
17 She stated that both student and teachers in Iowa are suffering because when
18 classrooms cannot be filled with a teacher, other staff must be moved around
19 involuntarily to cover the position if they have the required license and other staff
20 must pick up extra duties that they would not normally do. She stated this is a very
21 difficult time in education and she is extremely concerned about the current situation.
22 She further stated that as a result of the shortage, the teachers who do remain in the
23 profession have increasing difficulty in the job and it also has the potential to put a
24 strain on relationships within the school between staff and administration due to the
25 shifts that are required to be made to provide the required coverage. Dr. Rickey stated
26 that we are in a crisis, both nationally and in Iowa and that there are not enough
27 teachers to serve the children of Iowa and the children will suffer as a result of the
28 situation.

29
30 Rhonda McRina underscored Dr. Rickey's comments, adding that public schools are
31 especially culturally responsible to many marginalized students and that public
32 educators are undervalued. She also added that we are in a critical state both as a
33 state and a condition.

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Executive Director’s Report

Legislative Update:

Director Cavin provided a summary of what occurred as a result of the 2023 legislative session. A representative from LSA was also present to help answer any questions the board may have or provide additional details. Several bills had an impact on the Board of Educational Examiners. The vast majority of them go into effect July 1, 2023. Rules and applications will need to be reviewed and updated to align with the policy changes and that process has begun.

HF 430 is effective upon enactment. It requires information regarding probable cause determination by the board to be made publicly available. Previously, information was only made public once a final decision had been made. The intent is to provide the probable cause or sanction information to administrators who are reviewing the BoEE website during the hiring process. Also, within this bill, is a change to the membership of the Board. Membership will increase to a 13-person board and quorum increases to 7. There will now be 4 members of the public: 2 of these public members must be parents of students currently in school, the 3rd public member must be someone who has a desire to know more about education and the 4th public member must be a past or current school board member. Additionally, there must be a minimum of 3 members who are administrators, 1 member who is employed by a non-public school district and 1 member who is a Department of Education representative or designee. The remaining positions must be filled by licensed educators. The public members cannot be licensed individuals.

HF 672 is effective July 1st. This bill eliminates the requirement to complete renewal credits for those with a master educator’s degree or higher and 10 years of teaching experience; however, these educators must still apply for renewal of their license and background checks must still be completed.

HF 256 and HF 614 are also is effective July 1st. HF 256 removes the age requirement for educator licensure. HF 614 impacts reciprocity and removes the requirement for a license from another state. Applicants must verify they have met the program

1 requirements for their state and be recommended by their college/university
2 preparation program. This also applies to out of country applicants.

3
4 HF 391 allows school districts to hire a public librarian who is not a licensed educator,
5 to serve as a librarian in their school as long as they have served as a community
6 librarian. HF 604 allows family members of an involved student, if there has been
7 violence in the school building, to work with an ombudsman to go through the
8 complaint process. If, during this process, it is discovered that there was
9 inappropriate action by an educator, they have a right to file a complaint.

10
11 Agency Update:

12 Director Cavin continues to have weekly meetings with Mark Ford, and other
13 Department of Education staff to discuss transition. There has been no decision yet
14 on moving the BoEE from its current location. There is discussion with DAS for us to
15 keep our Financial and HR Services. IT Migration is on track. As we may continue
16 off-site for now, we may still use Insight for Tech support, but can shift to the DOE for
17 purchasing.

18
19 Iowa Wesleyan University will be closing then end of May. We have agreed to house the
20 teacher preparation files for those currently enrolled in their program. Joanne is
21 picking those files up today. We can provide them to which ever institution the
22 students transfer to.

23
24 We will begin using Fieldprint for federal background checks beginning June 5th.
25 Fieldprint currently has sites all over Iowa to print via livescan. We anticipate speedier
26 returns on federal background checks and a slight decrease in cost via Fieldprint vs
27 with BoEE, as our staff will no longer need to mail out cards, scan in office, or go to
28 Iowa Colleges for printing any more. We will still have cards available for those who
29 need them, and will continue to print in office through the summer. Cost will remain
30 at \$75 for cards and in office printing.

1 Financial Update

2 Financials for April have been included and are currently in good shape. We have
3 started the Budget for FY24-26 will be including expenses for major modifications to
4 our application system, but will need to seek vendors to assist. Clarity has proposed
5 phase one of the license systems upgrade and they are working on a statement of
6 work. Our copier/printer is 7 years old and costs for repairs are starting to increase
7 as well as become difficult. Parts are getting difficult to locate. We have budgeted for
8 replacements for the Boards Chrome Books as these are getting close to the end of life
9 and will soon stop receiving updates. We are also obtaining additional bids and may
10 purchase through Department of Education.

11
12 Licensure Update

13 Renewals are at 2 weeks out. Conversions from Initial to Standard will begin next
14 week and our newest staff member has been trained to process these in addition to
15 our other two staff members. Iowa Grad applications have also started to come in.

16
17 Director Cavin will be attending the NASDTEC Annual meeting in Phoenix June 11-
18 13th.

19
20 Board Retreat will be held on June 22 and 23rd in Iowa City. Meredith sent out an
21 email with the reservation link and will send again as a reminder to book rooms.
22 Thursday, June 22nd, we will have a discussion with Kristi and Beth regarding
23 Professional Practices procedures. It will be a refresher for some, new information for
24 others. We need to have participation to make this a meaningful retreat.

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26 Rules

27 None

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29 Adopt:

30 None

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32 ARRC Review Pending:

33 None.

1 Notice:

2 None.

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4 Discussion:

5 None.

6

7 Reports/Approval

8 Kristin Rickey moved, with a second by Kathy Behrens to approve the FY24 Board
9 meeting calendar as presented. **MOTION CARRIED UNANIMOUSLY**

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11 Director Cavin presented Tim McKinney with a certificate of service and recognition
12 plaque. Mr. McKinney will be retiring at the end of the school year and his board
13 membership will also come to an end.

14

15 There being no further business, Tim McKinney moved, with a second by Kristin
16 Rickey, to adjourn the meeting at 12.44 p.m. **MOTION CARRIED UNANIMOUSLY.**

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