

SCHOOL BOARD ANNUAL MEETING MINUTES November 20, 2023

100: CALL TO ORDER & DETERMINATION OF A QUORUM

The Linn-Mar Board of Directors annual meeting was called to order at 5:00 PM in the boardroom of the Learning Resource Center (2999 N 10th St, Marion). Roll was taken to determine a quorum. Present: Buchholz, Morey, Nelson, Rollinger, Walker, Wall, and Weaver. Administration present: Kortemeyer, Galbraith, Ramos, Frick, and Wear. Absent: Christian and Read.

200: ADOPTION OF AGENDA – Motion 063-11-20

MOTION by Weaver to adopt the agenda as presented. Second by Nelson. Voice vote, all ayes. Motion carried.

300: PUBLIC HEARING – Refer to Exhibit 601.1 *(Strategic Plan Priority 1.0 & 5.0)*

A public hearing was held regarding the proposed issuance of approximately \$33,000,000 School Infrastructure Sales, Services, and Use Tax Revenue Bonds for use in the construction and furnishing of the new Performance Arts Center. No comments were received.

400: SPECIAL BOARD RECOGNITION *(Board Goal 1.b)*

Superintendent Kortemeyer recognized the Linn-Mar Board of Directors as recipients of the Iowa Association of School Boards annual Individual Achievement and Team Achievement Awards.

500: INFORMATIONAL REPORTS/UPDATES/DISCUSSIONS

501: Finance/Audit Committee Report *(Strategic Plan Priority 5.0; Board Goal 3.c)*

Buchholz and Weaver reported that during the November 9th F/AC meeting the committee reviewed the district's legal counsel, the budget/financials, and the audit.

502: Marion City Council Report *(Strategic Plan Priority 1.0)*

No report was provided. Walker will report on the November 9th meeting during the December board meeting.

503: Diversity/Equity/Inclusion Committee Report

Morey reported that during the November 13th DEI meeting the committee updated their bylaws, elected officers, and went over the Iowa School Report Card data.

(Strategic Plan Priority 1.0; Board Goal 1.c)

504: Superintendent's Update – Exhibit 504.1

Superintendent Kortemeyer shared several honors and highlights from around the district and information on the current construction projects.

505: Canvass of Votes – Exhibit 505.1

Board Secretary/Treasurer Jonathan Galbraith presented the canvass of votes from the Linn County Auditor regarding the November 7th school board election. Buchholz received 4,639 votes; Foss received 4,547 votes, Lowe Lancaster received 4,598 votes, Law received 2,974 votes, Morey received 4,280 votes, Slaman received 3,144 votes, Steffek received 3,307 votes, and Threharne received 3,005. There was also a scattering of 43 votes, for a total vote of 30,537 received. Buchholz, Foss, Lowe Lancaster, and Morey were elected for four-year terms.

600: UNFINISHED BUSINESS

601: Approval of Issuance of SAVE Bonds – Exhibit 601.1 Motion 064-11-20

MOTION by Nelson to approve the resolution regarding the proposed issuance of approximately \$33,000,000 School Infrastructure Sales, Services, and Use Tax Revenue Bonds for use in the construction and furnishing of the new Performance Arts Center. Second by Weaver. Rollinger asked for further clarification. Galbraith clarified that this is bonding against future revenues from the one-cent sales tax. Roll call vote, all ayes. Motion carried. *(Strategic Plan Priority 5.0; Board Goal 3.c)*

602: Acceptance of Substantial Completion – Exhibit 602.1 Motion 065-11-20

MOTION by Walker to approve the substantial completion of the district tennis courts project and issue final payment for a total of \$84,839.85 to B&M Construction. Second by Nelson. Voice vote, all ayes. Motion carried. *(Strategic Plan Priority 5.0; Board Goal 3.c)*

603: Acceptance of Substantial Completion – Exhibit 603.1 Motion 066-11-20

MOTION by Walker to approve the substantial completion of the Oak Ridge Middle School roof replacement project and issue final payment for a total of \$30,141.12 to For Sure Roofing & Sheet Metal, LLC. Second by Weaver. Voice vote, all ayes. Motion carried. *(Strategic Plan Priority 5.0; Board Goal 3.c)*

604: Second Reading of Policy Recommendations – Exhibit 604.1 *(Board Goal 1.c)*

MOTION by Buchholz to approve the second reading of the policy recommendations as presented in Exhibit 604.1. Second by Walker. Rollinger stated that this motion was out of order due to Policy 203.2, regarding public comment prior to final board approval. Morey recommended that agenda item #604 be tabled until the end of the meeting and to that the audience sign-up sheet be put out for an additional 15 minutes.

MOTION by Rollinger to table agenda item #604 until the December 11th board meeting to abide by board policy 203.2. No second. Motion failed. Additional discussion occurred on how to proceed.

AMENDED MOTION by Buchholz to table agenda item #604 to the December 11th meeting. Second by Rollinger. Additional discussion occurred on next steps. Voice vote. Ayes: Buchholz and Rollinger. Nays: Morey, Nelson, Wall, Weaver, and Walker. Motion failed. Additional discussion occurred on how to proceed.

MOTION by Walker to table agenda item #604 to the end of the agenda after audience communications. Second by Wall. Rollinger clarified the need to follow board policy 203.2 and air on the side of caution to table until the December 11th meeting. Voice vote.

Ayes: Buchholz, Nelson, Wall, Walker, and Weaver. Nays: Rollinger and Morey. Motion carried. **Motion 067-11-20**

The following recommendations were received from the Iowa Association of School Boards or the Iowa Dept of Ed:

- 205.5 (New): Board Member Social Media Engagement
- 502.4-R: Administrative Regulations Regarding Search and Seizure
- 502.15 (New - Based on HF604): Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence
- 602.29: Objection to Instructional and Library Materials
- 602.29-R: Administrative Regulations Regarding Objection to Instructional and Library Materials

700: NEW BUSINESS

701: Set Public Hearing (Strategic Plan Priority 1.0) **Motion 068-11-20**

MOTION by Buchholz to set a public hearing regarding the 2024-25 and 2025-26 school calendars for December 11, 2023, at 5:00 PM in the boardroom of the Learning Resource Center. Second by Nelson. Voice vote, all ayes. Motion carried.

702: Open Enrollment Requests (Strategic Plan Priorities 2.0 & 3.0) **Motion 069-11-20**

MOTION by Weaver to approve the open enrollment requests as presented. Second by Nelson. Voice vote, all ayes. Motion carried.

	Student Name	Grade	Resident District
Approved IN	Holmes, Payton	7	Cedar Rapids CSD
	Monlux, Kyden	6	Cedar Rapids CSD
	Shawyer, Kayla	10	Cedar Rapids CSD
	Thompson, Ingrid	K	Cedar Rapids CSD

	Student Name	Grade	Resident District	Reason
Denied IN	Alloway, Sullivan	3	College CSD	Insufficient space
	Jones, Ireland	10	Marion Independent	Insufficient space

800: CONSENT AGENDA - Motion 070-11-20

MOTION by Walker to approve the consent agenda as presented. Second by Wall. Voice vote, all ayes. Motion carried.

801: Personnel

Certified Staff: Resignation

Name	Assignment	Dept Action	Reason
McClelland, Taylor	NE: Special Education Teacher	11/9/23	Personal

Classified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Brewer, Marcie	OR: Student Support Associate	10/30/23	LMSEAA II, Step 1
Castro, Brianna	EH: SSA from 6.5 to 7 hours/day	11/1/23	Same
Cobb, Mandy	NS: OR Cashier	11/6/23	SEIU A+.25, Step 1
Davis, Kaylee	BP: Lead Cook	11/27/23	SEIU A+.25, Step 1
Gee, AnnaMarie	NE: Student Support Associate	11/16/23	LMSEAA II, Step 1
Jones, Terrianna	HS: Student Supervisor	11/8/23	\$15.52/hour
Klein, Kennedy	NS: From BP to NE Lead Cook	11/10/23	Same
Knox, Steven	OR: Student Support Associate	11/9/23	LMSEAA II, Step 1
O'Vell, Amy	EH: Early Childhood Paraprofessional	11/13/23	LMSEAA V, Step 1
Sandhanam, Latha	EH: SSA from 6 to 5 hours/day	11/8/23	Same
Schilling, Ashley	HS: From Student Supervisor to Health Asst	11/8/23	LMSEAA II, Step 1

Name	Assignment	Dept Action	Salary Placement
Schilling, Myah	OR: Student Support Associate	10/25/23	LMSEAA II, Step 1
Schuur, Dayna	EH: Student Support Associate	11/1/23	LMSEAA II, Step 1
Stark, Thomas	From HS SSA to .5 HS SSA/.5 BW Custodian	10/26/23	SEIU C, Step 1
Thompson, Gwen	WE: Student Support Associate	11/14/23	LMSEAA II, Step 1

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Chubb, Cheri	HS: Student Support Associate	11/3/23	Personal
Cimprich, Brittany	NE: General Help/Lead Cook	11/6/23	Personal
Clary, Emily	OR: Student Support Associate	10/13/23	Personal
Derby, Rick	BP: Student Support Associate	10/24/23	Personal
Eilders, Angie	EX: Student Support Associate	12/1/23	Personal
Groth, Donald	TR: Regular Sub Bus Driver	11/3/23	Personal
Heims, Denise	EX: Media Assistant	12/22/23	Retirement
Schlegel, Jane	EH: Student Support Associate	12/22/23	Personal
Schweitzer, Avery	HS: Student Support Associate	10/27/23	Other employment
Steger, Gary	TR: Bus Driver	11/1/23	Termination
Tharp, Madison	NE: Student Support Associate	11/17/23	Personal
Williams, Estela	NS: HP Lead Baker	11/10/23	Personal
Zach, Kim	OR: Lead Custodian	10/31/23	Retirement

Co/Extra-Curricular Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Battern, Joshua	EX: Assistant 8 th Gr Basketball Coach	10/12/23	\$3,083
Colbert, Madison	HS: From Asst to Head Varsity Softball Coach	11/9/23	\$5,660
Greene, Melinda	HS: Special Olympics Assistant Coach	10/19/23	\$3,100
Hoagland, Ryan	HS: Percussion Instructor	11/1/23	\$1,000
Kuennen, Nicole	HS: Prom Sponsor	11/14/23	\$2,312
Mueller, Heath	HS: Assistant Girls Tennis Coach	3/11/24	\$3,468
Rathje, Madison	HS: Asst Winter Cheerleading Coach	11/13/23	\$1,968
Sabus, Megan	HS: Asst Winter Cheerleading Coach	11/13/23	\$1,500
Thilges, Chris	HS: LMTV News Sponsor	10/23/23	\$6,936

Co/Extra-Curricular Staff: Resignation

Name	Assignment	Dept Action	Reason
Casebolt, Matt	HS: Assistant Varsity Boys Track Coach	11/7/23	Personal

802: Approval of October 23rd Board Minutes – Exhibit 802.1

803: Approval of Bills/Warrants – Exhibit 803.1

804: Approval of Contracts/Agreements – Exhibits 804.1-9

1. Lindale Mall Realty Management short term event agreement for LM Band to host a concert in the mall on December 8th
2. Christopher Pilsner commission agreement to compose a string orchestra arrangement for the 4th grade level
3. Mark Baumann independent contractor agreement to serve as accompanist for the Wilkins Elementary 4th grade choir
4. Sharel Cassity independent contractor agreement for clinician work with the LMHS Jazz Band
5. ASPi Solutions (aka Bound) service agreement for use of the Mississippi Valley Conference scheduling system

6. Rock Valley Physical Therapy agreement amendment to reduce the rate from \$15,000 down from \$30,000
7. Marzano Resources for High Reliability Schools certification for Bowman Woods, Echo Hill, Linn Grove, and Westfield
8. Trebron IT & Cybersecurity for renewal of Securly license
9. Peak Construction change order #3 regarding the new administration building
10. Inter-agency agreements for Special Education instructional services with CAM CSD (1), College CSD (2), and Waterloo CSD (1). *For student confidentiality, exhibits are not provided.*

805: Overnight Trip Request – Exhibit 805.1

LMHS Chamber Singers to attend the ACDA Midwest Conference in Omaha on Feb 8-9

806: Disposition of Obsolete Equipment

Per Iowa Code (§§ 297.22-25) and Policy 902.6, the district will list for sale obsolete equipment and furnishings on GovDeals.com. Item for sale: 2008 Chevrolet 4x4 truck, with Boss V snowplow, 6.0L engine, and utility topper.

900: BOARD CALENDAR/COMMUNICATIONS/COMMITTEES

901: Board Calendar & Communications

Walker requested the opportunity to meet with the Directors of Teaching & Learning to gain a deeper understanding of the various curriculums the district utilizes.

Date	Time	Event	Location
Nov 22-24	--	No School – Thanksgiving Break	--
Nov 30	8:00 AM	Board Visit	LM High School
Nov 30	4:05 PM	Venture Academics Advisory	LRC Room 204/305
Date	Time	Event	Location
Dec 6	4:15 PM	Career & Technical Education Advisory (CTE)	LRC Room 304/305
Dec 7	7:30 AM	Finance/Audit Committee (F/AC)	LRC Room 203
Dec 7	5:30 PM	Marion City Council (<i>Buchholz</i>)	City Hall
Dec 11	5:00 PM	Board Meeting	Boardroom
Dec 14	7:45 AM	Board Visit	Westfield Elementary
Dec 18	5:00 PM	Diversity/Equity/Inclusion Committee (DEI)	Boardroom
Dec 20	1:00 PM	Policy Committee	Boardroom
Dec 21	5:30 PM	Marion City Council (<i>Rollinger</i>)	City Hall
Dec 25-Jan 2	--	No School – Winter Break	Districtwide

902: Board Committees/Advisories

Committee/Advisory	Board Representatives
Finance/Audit Committee (F/AC)	Buchholz, Morey, Weaver
Policy Committee	Morey, Nelson, Wall
Career & Technical Education Advisory (CTE)	Nelson, Rollinger, Walker
School Improvement Advisory Committee (SIAC)	Rollinger, Walker, Wall

1000: AUDIENCE COMMUNICATIONS *(Strategic Plan Priority 1.0)*

1. Sarah Scott, parent, congratulations and thank you
2. Tiffany DeBow, parent, thank you
3. Sheri Crandall, resident, recognition of Nelson and Weaver
4. Elizabeth Estling, parent, letter from Marion Alliance for Racial Equity
5. Joe Stutler, resident, thank you
6. Midhat Mansoor, parent, letter from Marion Alliance for Racial Equity

1100: Second Reading of Policy Recommendations – Exhibit 604.1

MOTION by Buchholz to approve the second reading of the policy recommendations as presented in Exhibit 604.1. Second by Walker. Rollinger raised concerns regarding proposed policy 205.5.

MOTION by Rollinger to pull policy 205.5 for separate consideration. No second. Motion failed. Additional discussion occurred on next steps.

Voice vote on original motion by Buchholz. Ayes: Buchholz, Nelson, Wall, Morey, Weaver, and Walker. Nays: Rollinger. Motion carried. **Motion 071-11-20**

The following recommendations were received from the Iowa Association of School Boards or the Iowa Dept of Ed:

- 205.5 (New): Board Member Social Media Engagement
- 502.4-R: Administrative Regulations Regarding Search and Seizure
- 502.15 (New - Based on HF604): Discipline of Students Who Make Threats of Violence or Cause Incidents of Violence
- 602.29: Objection to Instructional and Library Materials
- 602.29-R: Administrative Regulations Regarding Objection to Instructional and Library Materials

1200: SPECIAL RECOGNITION

Superintendent Kortemeyer and President Morey shared a special recognition of outgoing Board Members Sondra Nelson and Clark Weaver.

1300: ADJOURNMENT - Motion 072-11-20

MOTION by Walker to adjourn the annual meeting at 6:21 PM. Second by Nelson. Voice vote, all ayes. Motion carried.

Brittania Morey, Board President

Jonathan Galbraith, Board Secretary/Treasurer

SCHOOL BOARD ORGANIZATIONAL MEETING MINUTES
November 20, 2023

100: CALL TO ORDER & DETERMINATION OF A QUORUM

Jonathan Galbraith, Board Secretary/Treasurer, called the Linn-Mar Board of Directors organizational meeting to order at 6:36 PM in the boardroom of the Learning Resource Center (2999 N 10th St, Marion). Roll was taken to determine a quorum. Present: Buchholz, Foss, Lowe Lancaster, Morey, Rollinger, Walker, and Wall.

200: ADOPTION OF AGENDA - *Motion 073-11-20*

MOTION by Buchholz to adopt the agenda as presented. Second by Walker. Voice vote, all ayes. Motion carried.

300: NEW BUSINESS

301: Newly Elected Board Members Administration of Oath

Galbraith administered the oath of office to Newly Elected School Board Members Justin Foss and Katie Lowe Lancaster.

302: Election of Board President & Administration of Oath

Galbraith facilitated the election of the President of the Board of Directors (for a term of one year). Walker nominated Barry Buchholz. No other nominations received.

MOTION by Walker to approve Barry Buchholz as Board President to serve a one-year term. Second by Rollinger. Roll call vote, all ayes. Motion carried. Galbraith administered the oath of office. Buchholz assumed the chair. ***Motion 074-11-20***

303: Election of Board Vice President & Administration of Oath

Buchholz facilitated the election of the Vice President of the Board of Directors (for a term of one year). Wall nominated Walker. Buchholz nominated Morey. Ballot vote taken. Buchholz read the votes aloud. Foss, Rollinger, Walker, Wall, and Buchholz voted for Walker. Morey and Lowe Lancaster voted for Morey.

MOTION by Rollinger to approve Melissa Walker as Board Vice President to serve a one-year term. Second by Wall. Roll call vote, all ayes. Motion carried. Buchholz administered the oath of office. ***Motion 075-11-20***

304: Appointment of Legal Counsel for FY24 – Exhibit 304.1

MOTION by Wall to accept the recommendation to appoint the law firm of Pickens, Barnes & Abernathy for general counsel and Terry Abernathy as attorney; Simmons, Perrine, Moyer & Bergman for real estate and copyright matters; and Ahlers & Cooney for general counsel, special education, personnel, negotiations, construction, real estate, and bonding matters for the 2023-24 fiscal year. Second by Walker. Rollinger requested that special education be removed for a separate vote due to a personal conflict of interest and the need to abstain.

MOTION by Rollinger to remove special education for a separate vote. Second by Morey. Voice vote, all ayes. Motion carried. **Motion 076-11-20**

MOTION by Wall to amend the original motion to accept the recommendation of legal counsel appointment excluding the services for special education. Second by Walker. Rollinger shared concerns about Ahlers & Cooney serving as general counsel and a conflict of interest with EMC Insurance. Discussion occurred on how to proceed. Morey called the vote. Voice vote. Ayes: Buchholz, Foss, Lowe Lancaster, Morey, Walker, and Wall. Nays: Rollinger. Motion carried. **Motion 077-11-20**

MOTION by Morey to accept the recommendation to appoint Ahlers & Cooney for special education. Second by Foss. Rollinger thanked the board for the separate vote. Voice vote. Ayes: Buchholz, Foss, Lowe Lancaster, Morey, Walker, and Wall. Abstained: Rollinger. Motion carried. **Motion 078-11-20**

305: Designation of Depository Banks for FY24 - Motion 079-11-20

MOTION by Morey to designate Farmer’s State Bank with an authorized limit of \$30,000,000; Hills Bank with an authorized limit of \$30,000,000; Central State Bank with an authorized limit of \$5,000,000; and Iowa School Joint Investment Trust (ISJIT) with an authorized limit of \$20,000,000; as depositories of the district for the 2023-24 fiscal year. Second by Walker. Voice vote, all ayes. Motion carried.

306: Designation of General Circulation Newspaper for FY24

MOTION by Walker to approve *The Cedar Rapids Gazette* as the district’s designated newspaper of general circulation for the 2023-24 fiscal year. Second by Rollinger. Foss shared that the City of Marion now has an online newspaper. Voice vote, all ayes. Motion carried. **Motion 080-11-20**

307: Approval of 2023-24 Board Meeting Dates - Motion 081-11-20

MOTION by Walker to approve the 2023-24 board meeting dates as presented. Second by Wall. Voice vote, all ayes. Motion carried.

December 11, 2023	June 10, 2024
January 8 & 22, 2024	July 8, 2024
February 5 & 19, 2024	August 12 & 26, 2024
March 4, 2024	September 9 & 23, 2024
April 8 & 22, 2024	October 14 & 28, 2024
May 6 & 20, 2024	November 11, 2024

308: Determination of Reps for District/Board Committees and Advisories

Buchholz facilitated the election of representatives to serve on the various district/board committees and advisories.

- **Policy Committee:** Morey nominated Buchholz, Walker, and Wall. Rollinger nominated himself. Walker seconded Morey’s nomination. Rollinger shared he strongly wanted to serve on the committee. Voice vote. Ayes: Buchholz, Foss, Lowe Lancaster, Morey, Walker, and Wall. Nay: Rollinger. Nomination carried.
- **Finance/Audit Committee:** Foss nominated Buchholz, Morey, and himself. Rollinger nominated himself. Lowe Lancaster seconded Foss’s nomination. Comments shared on first-year board members serving on the committee. Rollinger shared he strongly wanted to serve on the committee. Voice vote.

Ayes: Buchholz, Foss, Lowe Lancaster, Morey, Walker, and Wall. Nays: Rollinger. Nomination carried.

- **CTE Committee:** Walker nominated Lowe Lancaster and Foss. Second by Morey. Voice vote, all ayes. Nomination carried.
- **SIAC:** Walker nominated Morey, Wall, and Lowe Lancaster. Second by Foss. Voice vote, all ayes. Nomination carried.
- **DEI Committee:** Rollinger nominated himself. Second by Foss. Roll call vote. Ayes: Rollinger and Buchholz. Nays: Foss, Lowe Lancaster, Morey, Walker, and Wall. Nomination failed. Wall nominated Walker. No second received. Nomination failed. Walker nominated Morey. Morey declined nomination. Walker nominated Lowe Lancaster. Second by Morey. Voice vote. Ayes: Buchholz, Foss, Lowe Lancaster, Morey, Walker, and Wall. Nays: Rollinger. Nomination carried.
- **Venture Academics Advisory:** Foss nominated Morey and Walker. Second by Lowe Lancaster. Voice vote, all ayes. Nomination carried.
- **LMHS School Counselors Advisory:** Morey nominated Lowe Lancaster. Second by Buchholz. Voice vote, all ayes. Nomination carried.
- **Linn County Conference Board:** Morey nominated Buchholz. Second by Walker. Voice vote, all ayes. Nomination carried.
- **Legislative Liaisons:** Foss nominated Morey and Walker. Second by Lowe Lancaster. Voice vote, all ayes. Nomination carried.
- **Community Promise:** Walker nominated Wall. Second by Morey. Voice vote, all ayes. Nomination carried.

Required Board Committees

Committee/Advisory	Former Representative(s)	New Representative(s)
Finance/Audit Committee	Buchholz, Morey, Weaver	Buchholz Foss, Morey
Policy Committee	Morey, Nelson, Wall	Buchholz, Walker, Wall
Career & Technical Education Advisory	Nelson, Rollinger, Walker	Foss, Lowe Lancaster
School Improvement Advisory Committee	Rollinger, Walker, Wall	Lowe Lancaster, Morey, Wall

Additional District Committees, Etc.

Committee/Advisory	Former Representative(s)	New Representative(s)
Diversity/Equity/Inclusion Committee	Wall	Lowe Lancaster
Venture Academics Advisory	Buchholz, Nelson	Morey, Walker
LMHS School Counselors Advisory	Nelson	Lowe Lancaster
Linn County Conference Board	Buchholz	Buchholz
Legislative Liaisons	Morey, Walker	Morey, Walker
Community Promise	Nelson	Wall

MOTION by Morey to approve the board representatives to serve on the various board-required and district committees/advisories, as discussed. Second by Walker. Voice vote. Ayes: Buchholz, Foss, Lowe Lancaster, Morey, Walker, and Wall. Nays: Rollinger. Motion carried. ***Motion 082-11-20***

309: Review of Board Operations Manual – Exhibit 309.1 Motion 083-11-20

MOTION by Morey to table the discussion/approval of the Board Operations Manual until the December 11th board meeting. Second by Walker. Voice vote, all ayes. Motion carried.

400: ADJOURNMENT - Motion 084-11-20

MOTION by Morey to adjourn the organizational meeting at 7:42 PM. Second by Walker. Voice vote, all ayes. Motion carried.

Barry Buchholz, Board President

Jonathan Galbraith, Board Secretary/Treasurer