

**Minutes of the Engineering Alumni Society Board of Directors**  
*University of Pennsylvania*  
*Philadelphia, PA 19104*  
[eas.seas.upenn.edu](http://eas.seas.upenn.edu)

**Monday, July 18, 2022 6pm, Virtual Only**

**Attendees:**

<b><i>Executive:</i></b>	<b><i>Directors:</i></b>	<b><i>At-Large Members:</i></b>	
Dean Vijay Kumar	Yijie Hu	V Jason Bethala	
Associate Dean David Meaney	Ramsey Kraya	V Ed Chan	
Bernard Jones - Pres.	V Ernest Churchville	V Parth Chopra	
Dawn Becket - VP	V Robert Berkovits	V David Goldstein	
Lyle Brunhofer - VP	V Jim Brennan	Scott Levitt	
Jeffrey Ng - VP	Carl Clyde	V George Lin	
Jonathan Lombardo – Sec.	V Jonathan Dunsay	V William McGill	
Jason Rifkin – Tres.	Lamis Elsayah	V Vasiliki Papanikolopoulos	
<b><i>Past Presidents:</i></b>	Lauren Hedvat	V Aastha Puri	
Brad Abrams	Paul McLaughlin	Manasi Puri	
Eric Benshetler	V Heather Stern	Aditya Sreekumar	
Tim Carlsen	Ryan Wade	V Kevin Turik	
Farnia Fresnel			
Marion Hubing			
Walter Korn	<b><i>Guests:</i></b>		
Matt Quale	V Ken Chen		
Harris Romanoff	Emily Miller		
Sevile Mannickarottu	V Jackie Moriniere		
Jay Olman	V Sushmitha Yarrabothula	<b><i>Faculty/Staff:</i></b>	
	Shira Rieke	Jamie Grant	
<b><i>Associate Directors:</i></b>	Michaile Rainey	George Hain	V
Sandeep Bhat	Wendy Sandinsky	Brad Richards	V
Patricia Z. He	Ricky Rajani	Emily Parry	V
Kush Mehta	V Chase Bender		
Craig Schorr	V		
Amrita Singh			

X=In-person T=Telephone V=Virtual

**I. Call to Order**

**B. Jones**

- a. Meeting called to order at 6:14pm
- b. Meeting delayed because original Zoom link did not work
  - i. Bernard sent updated link

**II. President's Welcome & Remarks**

**B. Jones**

- a. Want to welcome everyone here! First official meeting for me as Board's President and new calendar year
- b. I want to congratulate everyone that is on the Board and has taken new positions this year
- c. Very optimistic we will persevere through this transitional COVID period
- d. Thank you, Jay – I can't say enough about how phenomenal of a job you did guiding us through this transitional period
  - i. As my coworker says, we all need to be "fluid" as being flexible is too rigid

**III. Development Office Report**

**G. Hain**

- a. Congrats, Bernard! Best of luck and thank you for leading this fantastic group
  - i. Development office had a great year.
  - ii. Exceeded goal even though books aren't closed yet. Quite a percentage over goal.
  - iii. Development office did a great job.
  - iv. Continuing to raise money for capital projects
    - 1. Most for Data Science building; closing in on goal
      - a. Almost there
    - 2. Vagelos building. Almost to goal
    - 3. At a crossroad because the capital projects are coming to an end
  - v. Need list of new priorities for coming year – probably focus on intersection of engineering w/medicine
    - 1. Coming up with price list
  - vi. Also went well - faculty research
    - 1. One endowed professorship and unrestricted (biggest part is annual giving)
      - a. Thank you to anyone that played a role in the February challenge because the February challenge really led the way in having perhaps best result in annual giving through the University
      - b. Exceeded giving goals
      - c. Exceeded number of donor goals
        - i. Crushed it in both dollars and donors
        - ii. Directed result of successful February challenge

- b. Starting to get back out in the world:
  - i. Dean Vijay Kumar and George in London
  - ii. George went to Portland, Oregon and then Portland, Maine
  - iii. Brad is in Seattle now
  - iv. George to San Diego (and other places soon)
  - v. On the road more and more
- c. New President is wonderful, loves engineering. We expect great things down the road with new President.
- d. However, we are very concerned about this coming year; below goal now
  - i. Stock market decline is major factor
  - ii. Hopefully we are wrong to be concerned
- e. Bernard: thank you! I have passed by the Amy Gutman Hall construction; any other side updates/nuggets?
  - i. George: Yes:
    - 1. Ahead of schedule on Amy Gutman Hall
      - a. Supposed to be in March/April 2024, certainly by fall 2024
      - b. George thinks too optimistic
    - 2. Vagelos building still working on getting permits
      - a. Located between DRL and ice hockey rink on Walnut St.
    - 3. University using some of its mRNA money to renovate DRL
      - a. George very happy to see that; one of most needed projects
      - b. It's a significant renovation
  - ii. Bernard: environmental guidelines?
    - 1. George: going for one of the highest certifications, if not highest, but not sure
  - iii. George: thank you all, couldn't have done it without you guys; really appreciate all your help and especially with the February challenge!

**IV. Career Services Report**

**J. Grant**

- a. Jamie or Emily may be having technical difficulties or didn't see updated Zoom link

**V. Old Business:**

- a. Approval of May 9 Minutes Directors
  - i. Minutes Approved
- b. Open Action Item Review B. Jones
  - i. None

**VI. New Business:**

- a. 2022-2023 Meeting Schedule B. Jones and B. Richards

i. Bernard:

1. Background - Bernard met with Jay and then Brad as part of transition process. Calendar was discussed.

a. Updated calendar shared via Bernard's screen:

i. Meeting dates on left (second Monday of each month unless there is a Holiday)

ii. Plus, important dates such as Homecoming and Alumni Weekend

iii. Input on virtual meetings and their timing:

1. Bernard is in favor of the virtual meetings:

a. Have larger audience

b. Hopefully drive up attendance and participation

c. Does not think there will be a point where we have only in person meetings

2. October 10<sup>th</sup> and April 10<sup>th</sup> meetings (if needed)

a. Bernard wants more substance in meetings, even if a meeting goes long

b. Can then skip one meeting in between three consecutive month meetings

i. Does not think it would harm group

3. Bernard wants to expand reach to other regions (e.g., West Coast)

a. Maybe have different days of week or times

i. For example, maybe once per semester that could involve the West Coast have a 9pm ET meeting

ii. Maybe a Saturday meeting for even farther reach – International

ii. Matt:

1. During Covid, virtual meetings made a lot of sense

2. Having drink after meeting was nice

3. Value in having meetings in person

4. But need to be careful and watch out for bylaws (of course could be amended but not until annual meeting I think)

- a. But require all elected officials to attend 6 meetings. If we remove 2 meetings, just down to 6 and elected officials can't miss any meetings

iii. Bob:

1. Need in person meetings
2. Prior to Covid, we had guest lecturers, back to Penn Engineering
3. Would be nice to have these once or twice per year
  - a. Ernie Churchville also has some great ideas on this, but fell apart in 2020

iv. Bernard:

1. Agree there is value on in person meeting
2. Big proponent of post meeting drink
3. Probably will want to make in-person optional
4. Let's touch on by laws in a few moments when discussing committees
5. Regarding speakers, certainly think if have speaker, having a central location can be set up.
  - a. No opposed to in person meetings
  - b. Just in favor of enabling virtual component
  - c. E.g., need to set up ability to broadcast a speaker to the rest of group

v. Seville:

1. Great way to approach things
2. Need to consider by laws attendance (6 meetings)
3. If all meetings remain virtual, perhaps have speakers outside of meeting, or have drinks outside of the meeting

vi. Bernard:

1. Virtual also expands reach of where speakers can be located – e.g., speakers don't need to be in building

vii. Jay:

1. Big fan of virtual meetings
2. Can we make meetings virtual and optionally join in person?
3. Level playing field aspect of virtual meetings
4. In favor of later meetings

viii. Lauren:

1. I think everyone made solid points
2. I sit on another Board for my high school, and we have had the same debate for our meetings and have roughly just a few less than EAS

- a. But something that has been important for us is to expand where we can select members for the Board from, it had tended to be localized, so the engagement is a little bit different.
  - 3. Bernard: great point! I hadn't thought of that
    - a. Someone on West Coast for instance can lead a committee
    - b. Want to make things more flexible
    - c. Don't need entire group to sit together, just trying to be efficient by expanding base and bringing in new talent
- ix. Lamis:
  - 1. In terms of where in person, maybe do in person meeting during Homecoming weekend or when large number of people are in town
  - 2. I'm in Boston, so difficult to be there in person
  - 3. Bernard:
    - a. Thank you for the comments
    - b. Great ideas
- x. Brad:
  - 1. I'm on West Coast
    - a. As engaging alums, difficult to sell engagement when locked into a schedule that precludes their engagement
    - b. 3pm on their workday is difficult
    - c. Request that the Board think flexibly on timing and cadence
    - d. Bernard has made point well, and we need to get more West Coast involvement
      - i. Bay Area and Seattle are popular areas for recent alumni
      - ii. Getting them involved may require us to change
  - iii. Bernard:
    - 1. Let's be flexible and efficient
    - 2. Exciting, additional opportunities to explore
- xi. Jay:
  - 1. If we need to keep the same number of meetings, if the idea is to have certain meetings more content-dense, I really liked the consider the "working session" meetings
  - 2. Such as the one with the Zoom breakout rooms
    - i. Bernard
      - 1. Great idea!
      - 2. In favor of breakout rooms

3. Will request feedback on this
4. Thank you for all of the feedback

xii. Kush

1. Wanted to echo your comment about having a meeting for the international community, and given George's and Brad's travels to India, would be interesting for when they are there, to do an EAS US – India meeting
  - a. Maybe once per year? Even once per year could do a lot for us
2. Bernard:
  - a. Fantastic idea
  - b. Even if smaller subset of Board, in favor of meeting that can engage more alumni and extend our reach

b. Committees – areas of focus:

B. Jones

- i. (Bernard sharing committee list via screen) Bernard: we should continue all committees that have had success, good turnout, and good return on our investment. In favor of ending some of them

1. Want to continue to build on efforts to support DEI
2. Want to support office of DEI anyway we can

ii. Engaging Students

1. AWE & SWE Student Engagement

- a. Bernard: thoughts, volunteers, comments on this past year? Taking notes as we speak
- b. Dawn: Have experience, want to stay involved, more difficult recently, but want to pursue it in new ways. I have been chair before, but maybe Lamis wants to lead the committee. Good potential for this year for something to happen
- c. Lamis: agree with Dawn, happy to help
  - i. I will be on campus in September. May be able to meet Michelle
- d. Lauren: happy to contribute.
- e. Bob: Interested in item 1c (Insider's Guide Panel), based on past experience. 1c would be very valuable
  - i. Bernard: thanks! Bob on 1c committee
- f. Bernard: Dawn and Lamis both on committee?
- g. Dawn: Lauren do you want to be on committee
  - i. Lauren: yes, timing may be tough, but want to help
- h. Bernard: Putting Dawn, Lamis, and Lauren on committee

- i. Can discuss via email further. Fine not having a specific chair

i. Jay:

- i. I want to volunteer as well
- ii. Bernard: I am putting you down

## 2. EDAB and ESAC Engagement

- a. Bernard: value in continuing? I assume yes. Any volunteers?
- b. Jay: usually this involves someone reaching out and not getting a response
- c. Dawn: I worked with Seville on this and we probably need a new approach
- d. Kush: I am happy to help. I was on ESAC as an undergrad. Familiar with their process.
- e. Bernard: great
- f. Jay: we may want to put together a standard letter or something standardized that we can use in the future for this purpose
- g. Bernard: let's make this a tentative committee and reevaluate whether we are getting enough bang for buck

## 3. Insider's Guide Panel: SEAS Alumni Share Experiences Transitioning from School to Work

- a. Bernard: any volunteers?
- b. Seville: this was created when Rosette Pyne was in Career Services. We may want to check with Jamie on whether this is something they still want
- c. Lauren: happy to run this again, ran it a couple times before both in person and virtually
- d. Bob: would be a good idea to know what topics there were in the past and what could be current and appropriate
- e. Matt: this is a very specific topic. Office is looking for alumni who can speak to transition from school to work. I paneled 22 years ago. Looking for current alumni
- f. Lamis: interested in panel
- g. Matt: if interested in panel, then join committee and make committee's job easy
- h. Brad: targeted to undergrads, which is great. But maybe we should have one for grad programs as well
- i. Matt: Topic would be the same, so unless Jamie sees this differently, I would include both.
- j. Brad: agreed. Invite both



- k. Lamis: sub-mats as well?
- l. Brad: Sub-mats are great
- m. Bernard: all sounds great.

#### 4. Mentoring/Externship

- a. Bernard: Do we need some type of training for this? Maybe we can have a short session on how to effectively be involved
- b. Brad: maybe you are discussing interviewing? Penn is redoing their mentoring process (People Growth). New method, new approach that Emily Parry and others are working on. Emily discussed this at May 2022 meeting. This is a new model. Maybe Jamie/Emily can discuss again
- c. Bernard: I will get Emily and Jamie engaged with us on this. Maybe we can have a follow up discussion on this.
- d. Jay: Paul McLaughlin is the contact that can help bridge the gap on this
- e. Bernard: I will reach out to him

#### 5. Senior Design Competition

- a. Bernard: many outstanding members have worked on this committee in the past
- b. Ernie: I would like to help
- c. Seville: I volunteer Lyle to chair
  - i. Seconded by Brad and Jon Dunsay
- d. Eric: I would like to be involved too
- e. Bernard: I am not sure format, but outstanding opportunity here
- f. Kush: I would like to be involved

### iii. Engaging Alumni

#### 1. Penn Club Philly & EAS

- a. Bernard: these committees have had the most impact from COVID. Hopefully still possibility here for in person and virtual. Volunteers. Let's start with 2a – Penn Club Philly & EAS
- b. Jon Dunsay: combine Penn Club Philly & EAS (2a) with Regional Engineering Alumni – Philly (2c)?
  - i. I would be interested in joining, if not leading
- c. Bernard: We could have a Philly alumni committee, we could also do NY and Boston. Also “rest of world”, we could certainly expand this.

- i. Should there be one umbrella committee to handle the alumni regions?
    - ii. Makes sense to combine 2a and 2c.
  - d. Brad: that makes sense. Jon Dunsay and Jon Lombardo have helped me in the past with more of an engineering specific one.
    - i. By organizing logistics of another event we can get both
  - e. Bernard: yes let's do that – combine 2a and 2c. Jon, Jon, Brad
  - f. Brad: I may have volunteered Jon Lombardo
  - g. Jon Lombardo: Thank you, I want to help
  - h. Bob: for c, possibly Baltimore/Washington DC area
  - i. Bernard: we can consider Baltimore/Washington DC area
- 2. Regional Engineering Alumni – NYC
  - a. Lauren: I want to help, but cant lead it
  - b. Brad: unfortunately, Jason, who spearheaded it before, moved to LA. So need new folks for this.
    - i. Lauren would be terrific
    - ii. Craig volunteered via email
  - c. Dawn: I am local, so would attend. We have shied away from Zoom for this, so it has been on hold. I have helped in the past. If in person I would to be involved.
  - d. Lauren: Maybe we could invite the Wharton club to get a larger draw from two groups of alumni
  - e. Bernard: definitely worth exploring. If we have the space and want to fill it, we should definitely explore that
  - f. Lauren: should try to schedule before weather gets cold
  - g. Dawn: In the past that was the Penn Club Philly - Farnia had connections with Penn Club Philly. When someone has connections to another group it makes it easier to have a joint event
  - h. Brad: it makes sense to target the M&T students as well
- 3. Regional Engineering Alumni – Rest of World
  - a. Bernard: keep separate NYC and have a Boston? Or have a northeast? Most of us in the northeast. How can we adjust to be more inclusive and expand reach. Retitle them on the fly:
    - i. 2a and 2c – for Philly
    - ii. NYC
    - iii. Boston (aka northeast)

- iv. West Coast
- b. Bob: NY and southern CT? Boston definitely. Maybe NH/Mass/RI
  - i. Maybe break into parts
- c. Bernard:
  - i. New England group and NY metro area group?
- d. Dawn: yes, that's when turnout was really good, when distance was larger to reach beyond NYC
- e. Brad: exactly right. When we expanded to reach suburbs (50 mile radius) we had good numbers
- f. George: We define NY as southern CT and northern NJ. We don't want regional groups because people will take ownership in the city in which they live, want it as specific as possible. Don't want umbrella group. Want SF/NYC/Boston/. Let's stick with specific areas and walk before we run.
  - i. Bernard: great points, very well taken.
- g. George: We actually have a Penn Engineering club of China. We do have leadership there and need them to join one of these meetings some time
- h. Bernard:
  - i. Chair for Rest of World committee? I can see international folks on this committee.
  - ii. Let's reach out to places where we have contacts and garnish interest from those communities
- i. Brad: George has it right. Philly is locked in. Good volunteers in NYC. I am launching West Coast/Seattle. Maybe this range of engaging can be done with the folks in the area (for instance, Lamis in Boston)
- j. George: Brad, you are also the de factor SF person
- k. Brad: I can be point person
- l. George: Brad and I can organize SF
- m. Bernard:
  - i. Thank you, Brad for helping leading the charge on this
  - ii. By umbrella I meant there is a lot to do here in reaching out to the alumni groups
  - iii. Going forward, I want to assign time frames for meeting topics. We can also have breakout rooms for topics and help people attend and meet their commitments.

4. Yarnall Award:

- a. Bernard: I think we need to vote on the Yarnall Award winner in this meeting. Jim, comments?
    - i. Jim not on call
  - b. Bernard: I will work with Jim on this. Is this time sensitive?
  - c. Matt: Brad, what is status?
  - d. Brad: no time crunch. Presented in March at Advisors meeting. We can vote in September.
  - e. George: definitely not time sensitive
  - f. Brad: easy to push to fall
  - g. Bernard: volunteers? Assuming Jim wants to be involved and probably chair
  - h. Eric: I would like to be involved
  - i. Ramsey: I would like to be involved too
- iv. Engaging the Board
- 1. Back to Penn Engineering:
    - a. Bernard: how successful? Should be maintained?
    - b. Matt: wildly successful in the past for getting folks to come back and see the university. Covid made it difficult. We might want to put on hold and see what happens.
    - c. Eric: agree, with pushing this a year
    - d. Bernard: will do
  - 2. Nominations
    - a. Eric: this is ex-presidents, and Jay's new job
  - 3. Speaker Series:
    - a. Bob: I want to be on this committee. Ernie would be perfect also.
    - b. Ernie: yes, I want to help
- v. Communication
- 1. EAS Website:
    - a. Bernard: I think this was Jeff before? Anyone else interested
    - b. Jay: likely Jeffrey will want to do this again
    - c. Bernard: will put Jeff there
  - 2. Social Networking
    - a. Bernard: involves LinkedIn, Facebook. Yijie and maybe others involved in the past. Anyone else interested?
    - b. Yijie: I am happy to be involved. Seville in the past also helped
    - c. Seville: happy to transfer to Yijie if she is fine with that

### 3. Multimedia Management:

- a. Bernard: not sure who in the past, I was involved as well with photos
  - i. Anyone interested?
  - ii. Maybe I can work with website and social media groups get any photos
  - iii. Will include this as a committee, but with no one seated in it currently
- b. Seville: maybe anyone that takes a picture remembers to send photo to Brad and Yijie
- c. Matt: still have an official photographer?
- d. George: not sure we had one. Felice can be available.
- e. Matt: Photographer good for big events
- f. George: we can get him available
- g. Bernard: need release/consent forms? Have we had those in the past?
- h. George: yes, we need to be cognizant of that
- i. Bob: in May 2016 we had a photographer in the tent taking pictures, but not sure of policy then
- j. George: we need people to sign off if we will use their pictures

### vi. New Committees to Consider:

#### 1. Tech Talk

- a. Ernie: I would like to support this

#### 2. Remote Alumni Career Panels

- a. Bernard: possible some of these may be rolled up into other committees. Anyone with specific comments?
- b. Jay: in the past this was indistinguishable from Tech Talk (and Insider's Guide). Doesn't make sense to continue

#### 3. Alumni Interview Program

- a. Bernard: spoke with Brad about this. Not sure who led this in the past.
- b. George: You are talking about how to tell people about it. Run by Alumni relations already. We can recommend people for this
- c. Brad: recommend Patrick for this. Engineering is getting so many applicants. He can explain program
- d. George: yes, I agree, but Patrick left. In deep need of engineers to do this. So many Engineering applicants and not enough alumni

- e. Dawn: people outside engineering are hesitant to interview engineering applicants. Probably would love the opportunity to pitch idea to Board.
  - f. Bernard: makes sense to have someone speak, maybe 10 mins at end of meeting
  - g. Jay: maybe we can recommend people who reach out to us to get involved if they are interested.
  - h. George: So many engineers don't get in. Don't be deterred if a great applicant doesn't get in
  - i. Eric: maybe we should have someone from the alumni relations interview programming talk to the Board. I am still doing it and have been for a long time. I could probably reach out to them and arrange that. They would want it early since the interviews start in October.
4. Community Volunteering:
- a. Bernard: not sure where this was left. This needs someone to model and sculpt it into something
  - b. Jay: propose leaving here but not filling
  - c. Brad: maybe roll into Penn Club committee. Then have don't need to engage with another entity which can be time consuming
5. Career Services Alumni Network
- a. Bernard: People Growth may have superseded this
  - b. Jay: never turned into a committee, you are right
  - c. Bernard: Will remove and say covered
6. Alumni Student Non-Networking Event
- a. Bernard: don't know where this one went
  - b. Jay: Another COVID casualty
7. Alumni Newsletter:
- a. Bernard: Don't know if this ever went anywhere, enough content, interest?
  - b. Jay: love this if someone wants to do it. But it's a lot for someone that is on the fence
  - c. Brad: lots of emails. Put something on social media instead. Publish an article or two per year
  - d. Bernard: maybe we need a simple article, such as a year in review
  - e. Brad: this for Jay?
  - f. Bernard: I will leave this on the list
8. Pro Bono Consulting:

- a. Bernard: lots of potential interest. I also do not want to forget the patent stuff
- b. Seville: Penn Alumni already does something like this. Patent panel had less and less attendance over the years since the University as a whole and law school and all these other groups did similar things.
- c. Jon Lombardo: agree with Seville. Patent Panel became Tech Talk
  - i. Jay: yeah I think it is something that the Tech Talk committee can choose to facilitate if there is demand for it
  - ii. Bernard: sounds good to me

#### 9. Recruitment

- a. Bernard: Need recruitment committee specifically?
- b. Jay: never had this in the past. Everyone expected to have this responsibility
- c. Bernard: look to revisit in a year if/when we expand

#### 10. Media Initiatives

- a. Bernard: Is this a committee?
  - i. Leave this one off

#### 11. DEI

- a. Jay: do we have this committee? Or something we do? Either way I want to be involved
- b. Bernard: great question. We absolutely need this. Anyone want to join and define responsibilities? How can we provide most effective support throughout school and alumni network
- c. Jay: I want to be on it and others that had to drop off

#### 12. New initiative:

- a. Bernard: this is related to Board governance. We have a number of VPs, Treasurer (w/o known responsibilities), governance committee would review and advise on any needed adjustments (e.g., bylaw amendments) considering COVID, interest in expanding group. Will include this in a list for consideration. Matt is on point with bylaws.
- b. Seville: I helped Matt with considering bylaw changes ten years ago. So since this was that long ago, I think this makes sense to have.
- c. Jay: You should lead this. I am happy to help with this
- d. Seville: I am happy to help too
- e. Bernard: I want opinionated people on here, not just past presidents.

**VII. Around the Table**

**All**

- a. Jay: First of all, Bernard – great job. Excited for your tenure. Kush and I were talking about something we both do with friends – play board games remotely. I am happy to organize this and invite people. I will mention at next meeting.
- b. Bernard: I do this with board game arena! Great idea. I will help
- c. Jon Lombardo: great meeting, Bernard. Excited for new Board and new term.
- d. Eric: first meeting always long
- e. Seville: Great job Bernard. Looking forward to exciting year.
- f. Brad: Great meeting Bernard. In Seattle, going to Microsoft, Amazon, and hopefully Meta. Lots of things. Kicking off alumni chapter here. Around 100 people for event scheduled here
- g. Bernard: wow. Exciting news.
- h. George: great meeting Bernard and thank you
- i. Ernie: great meeting and keep doing a good job.
- j. Bob: great meeting. I missed first 20-25 minutes, but those glitches happen. Lot on the platter. Secretary will have a lot of notes to distribute. Thanks for great meeting! As far as board games, what are played online?
- k. Jay: Board game arena allows you to play online

**VIII. Adjourn**

**B. Jones**

- a. Meeting adjourned at 8:26pm

***The next meeting is scheduled for October 10, 2022 from 6:00pm to 7:00pm,  
Virtual Only***

Minutes prepared by Jon Lombardo.