

**Minutes  
Virginia State Council  
Epsilon Sigma Alpha, International  
General Board Meeting  
Saturday, June 7, 2014**

Prior to the meeting being called to order, President Suzanne Smith asked for a moment of silence for Barbara Moss, our beloved Alpha Omega sister. Suzanne led the membership in the singing of "Here Comes Santa Claus" leading into her introduction of The Santa Hugs project. With the assistance of Beth Sherron, the members in attendance prepared the materials to create the Santa Hugs scarves. Suzanne then declared a ten-minute break.

**Call to Order:**

The Summer General Board meeting of the Virginia State Council of Epsilon Sigma Alpha, International was held on Saturday, June 7, 2014, at the Embassy Suites Hotel in Ashburn, VA. President Suzanne Smith called the meeting to order at 11:15 am.

**Opening Ritual:**

Suzanne asked that all stand and join her in the opening ritual.

**Chaplain's Message: Lynne Rightmyer, Chaplain**

Lynne Rightmyer, Chaplain, asked the members to remember Barbara Moss and announced that Emily Wagner, Alpha Chi member, has heart problems. Lynne read "Change of Heart—Don't Wait to Have a Change of Heart."

**Welcome:**

President Suzanne Smith welcomed everyone to Ashburn and thanked everyone for coming. She noted the various attractions in the area such as wineries, a drive-in theater, the Udvar Hazy Air and Space museum, an outlet mall, Dulles Towne Center Mall, and Washington, DC.

**Minutes Approval Committee:**

Judy Williams and Sandy Reed

**Recognitions:**

President Suzanne recognized the following:

- The VSC Executive Board, Suzanne's Bunch and her "Conductors"—1<sup>st</sup> Vice President, Kathy Gibbons; 2<sup>nd</sup> Vice President, Kristine Williamson; Recording Secretary, Susan Caldwell; Corresponding Secretary, Sheen Childress; Treasurer, Priscilla Browning; Parliamentarian, Brenda Bowersox; and Jr. Past President, Carol Campbell.
- The VSC Appointed Board and Committees, her "Orchestra"
- VSC Past Presidents, her "Composers"
- 2014-2015 VSC Chapter Presidents, her "Chorus"
- Mike Smith for attending his first VSC meeting
- MAL—PPA Helen Sanders

**Credentials: Sue Danielson, Lou Ann Wyer, and Peggy Smith**

The credentials report was given by Sue Danielson:

→ Attendance

Chapters on Roll:	20
Chapters Present at Meeting:	15

VSC Officers Present:	8
Members Present:	38
ELANs Present:	0
MALs Present:	1
Guests Present:	<u>0</u>
Total Present at Meeting:	47

→ Number of Votes

VSC Executive Board/Officer Votes:	7
# Chapter Delegate Votes:	21
Proxy Votes:	<u>0</u>
Total Votes:	28

Full report is on file.

**Quorum:** A quorum was declared.

**Rules of Meeting:**

The Rules of Meeting are part of the VSC Standing Rules and as such do not need to be read.

**Approval of the May 2014 Convention Meeting minutes: Carol Campbell, Priscilla Browning**

Carol Campbell reported that the Minutes of the 61<sup>st</sup> Annual VSC Convention Meeting were approved as corrected. The approved Minutes were distributed via email. Suzanne dismissed the committee.

**Correspondence: Sheen Childress, VSC Corresponding Secretary**

Corresponding Secretary Sheen Childress reported that she received letters of regrets/unable to attend from the following:

- Shelby Hodges, Millie Simmons, Elaine Prillaman, Amy Mielwocki, Dot Harcum, Joy Burton, Susan Garland and her chapter, Sigma Chi, Gayle Meeks, Judi and Jamie Darden, and Debbie Langfitt.

Corresponding Secretary Sheen Childress read thank-you letters from the following:

- Valerie Hughes, Easter Seals, for donations of books collected at the May VSC meeting
- Alex Barge, Easter Seals Camp Director, for donation of \$540.00 from the VSC for the Easter Seals Camp Scholarship program

Full report is on file.

## **Financial Report (Full reports on file): Susan Caldwell**

Out-going Treasurer, Susan Caldwell presented the following:

- **Final financial report**

- **Checking Account**

- 05/2/14--The beginning balance on hand was \$2,245.33 with \$1,102.88 in Income, and \$818.46 in Expenses, leaving a balance of \$2,529.75 as of 6/7/14.

- **Savings account**

- 05/02/14--The beginning balance on hand was \$6,940.07. No interest was reported by Sun Trust Bank leaving an ending balance of \$6,940.47 as of 6/7/14.

No questions from the membership were brought forward, so the report will be filed for audit as submitted.

- **Comparison between Budgeted, Actual-to-Date and Difference.**

- She highlighted the following inclusions:

- ½ of the profits from the 2013 and the 2014 VSC Conventions
    - ½ of the profits from the 2013 IC Convention Norfolk
    - Sale of 60<sup>th</sup> and 50<sup>th</sup> VSC Anniversary Pins/Charms
    - The purchase of a permanent Digital Voice Recorder
    - The transfer of the remaining profits from the 2013 IC Convention Norfolk from the Checking Account to the Savings Account

The comparison document will be attached to the Treasurer's documents in electronic format.

## **Proposed Budget 2014-2015 Report**

Out-going Treasurer, Susan Caldwell presented the Proposed Budget and highlighted the following:

- Balance Forward--\$2,529.75
- Anticipated Income--\$4,656.00
- Anticipated Disbursements--\$7,069.00
- Ending Balance to be forwarded to the 2015-2016 Treasury--\$116.75

Susan addressed a question from Sandy Reed, 2015 VSC Convention Co-chair, concerning the inclusion of Meals for Judges under the 2015 Convention Expenses. Sandy pointed out that Meals for Judges is a convention expense. It was agreed to delete Meals for Judges from that item but retain Meals for Guests and Speakers with no change in the budgeted amount.

Susan thanked the following for their input to the Proposed Budget:

The entire VSC Executive Board, as well as, Amelia Kikos, Susan Garland, Shelby Hodges, Sandy Reed and Doris Hood, Eveleen Harrison, Judi Darden and Tammy James

Susan Caldwell moved that the budget be adopted as corrected. Suzanne read the motion—It has been moved that the proposed budget as corrected by the committee and approved by the VSC Executive Board be adopted. She called for discussion.

There was no further discussion. The motion carried and the proposed budget was adopted.

Susan stated that the corrected Budget would be emailed to the VSC Executive Board and all Chapter Presidents and would be submitted for posting on the VSC Website.

### **ESA for St. Jude Coordinator Report: Marie La Duke and Guest Speakers**

Marie introduced Sarah Marshall Greene, a patient of St. Jude Children's Research Hospital who recounted her journey at St. Jude.

Sarah told the members that at the age of 14 months, she was diagnosed with Ganglioneuroblastoma and was treated at St Jude Hospital. Today, she was happy to report that she is 28 years old and is a nurse living in Washington, D.C. Sarah returns to St. Jude every 5 years to participate in the LIFE study. She thanked the VSC for the work done for St. Jude.

Marie introduced Pam Geiger, the Associate Director in the ALSAC office in Arlington, Virginia. Pam also thanked the VSC members for their volunteer work for St. Jude. Pam gave each member in attendance a St. Jude pin and asked that we wear it with pride.

Suzanne and Marie presented gifts to Sarah.  
Full report is on file.

### **Reports from our Composers: The VSC Executive Board members**

#### **1st Vice President: Kathy Gibbons**

Kathy made a request for members to fill out the "Willing to Serve" forms that she placed in the Chapter folders. The deadline for the form is February 15, 2015.

#### **2nd Vice President: Kristine Williamson**

Kristine recapped the points made at the VSC Convention 2014 by Deb Hughes, IC Representative, concerning membership. She presented "FAQs for Membership" questions about membership. Additionally, she and President Suzanne explained DESA vs. Élan programs as follows:

ESA has discontinued the DESA sponsorship program, which was for girls up to the age of 11. The Élan program has been extended to include all children (girls and boys) up to the age of 17. ESA will continue to recognize those DESA's who have already been sponsored. Members are encouraged to sponsor Élan's into our membership. Applications are on-line at <http://www.epsilonsigmaalpha.org>

Full report is on file.

#### **Recording Secretary: Susan Caldwell**

Susan asked that VSC Executive Board and Appointed Board members send reports to her by email attachment prior to the VSC meetings. Also, if members were unable to email the reports, then a paper copy would be sufficient. She asked the members not presenting a report to notify her in advance of the meeting.

Full report is on file.

**Corresponding Secretary: Sheen Childress**

At the General Board meeting, Sheen read the correspondences she has received including notes of regrets for non-attendance and two Easter Seals thank you letters. Sheen reported that she placed the criteria for judging the yearbooks in the chapter folders.

She asked Chapters to bring the yearbook to the fall council meeting or to mail your yearbook to her. She has included her address on the form.

Sheen reminded each Chapter President to send the chapter roster to either her or Suzanne (or both) by July 31<sup>st</sup>.

She thanked the chapters who have already sent them in.

Full report is on file.

**Treasurer: Priscilla Browning**

Priscilla reminded the members that she is the person who will receive the VSC dues payments.

**Parliamentarian: Brenda Bowersox**

Brenda presented a very clever Parliamentary Procedure Skit to the membership and reported that the saga would continue at each VSC meeting.

She reminded everyone that proposed bylaw or standing rule changes could be accepted at anytime. She requested that the last date to have them to her is by the postmark date of February 14, 2015, Valentine's Day. This would allow time for the committee review before presenting to the Executive Board.

Full report including the skit is on file.

**Jr. Past President: Carol Campbell**

Carol thanked the membership for helping her made the Spotlight on ESA-VA a success. She announced that, as Disaster Fund Chair, she would pass around a rainbow/heart tote for donations to the Disaster Fund asking that VSC break the \$1000 mark. Carol reported at the end of the meeting that \$134.00 was raised today.

Full report is on file.

**President: Suzanne Smith**

Suzanne covered the following in her report:

- Thanks to all for encouragement and compliments
- Events attended

Alpha Omega's Installation and Awards Banquet—Presented service awards as follows: Bee Adams-15 years; Polly Look-45 years; Jane Parrish-50 years; Patsy O'Connell-55 years

Funeral for Barbara Moss, Alpha Omega member—Suzanne attended and she extended condolences on behalf of the VSC.

- Moment of Silence for Barbara Moss, Alpha Omega member
- Distribution of Executive and Appointed Board rosters—She distributed hard copies to each Executive Board member and placed a copy in each Chapter Folder. She sent a copy by email to all Board members, Chapter Presidents,

and PPA members. She asked that members review the information and send her corrections as needed.

- Quarter Notes, President's newsletter—She emailed and/or mailed the first edition and included birthdays of members. Suzanne recognized Ginny Loeffler and Betty Allen who have birthdays on Monday.
- Explained the name change to Lucky Numbers to better reflect the project She thanked Faye Campbell for assisting Flora Burns with the project at today's meeting.
- ½ half page ad for 2014 IC Convention Portland program book was submitted by Suzanne
- Her attendance at IC Convention Portland, OR—Suzanne is looking forward to attending the convention and representing the VSC.
- 2 new Standing Committees created
  - IC President's Project Committee, Bev Scott, Director, that includes projects for Domestic Abuse, Literacy, and Emergency Preparedness
  - Audio/Visual Technician position, Beth Sherron
- Thanks to Sandy Reed for continuing as the Lamplighter Editor
- Email Blasts—up-to-date information—She asked that members send up-to-minute noteworthy news by email to her for distribution by email blast.
- Hope for Heroes Director—Suzanne announced that Bev Scott would take on this job and Suzanne thanked her for volunteering.

Full report is on file.

### **Reports from our "Orchestra": the Appointed Board**

#### **Association of the Arts: Nicole Lewis**

Nicole reported that she has revamped the Association of the Arts entry form and had placed a copy in each Chapter folder. She encouraged members to work on projects of all types and to submit them. She noted that individuals as well as chapters may enter.

#### **Chaplain—Lynne Rightmyer**

Lynne asked members to email good or "bad" news to her at [lynnerright@aol.com](mailto:lynnerright@aol.com).

#### **VSC 2014 Convention: Barbara Smith and Lou Ann Wyer**

Lou Ann reported the following:

The annual VSC Convention 2014 was held in Norfolk, Virginia, at the Airport Doubletree from May 2-4, and was co-chaired by Lou Ann Wyer and Barbara Smith of Beta Kappa. There were 49 ESA members, one Élan, and 16 registered guests in attendance. The book of receipts and disbursements has been recorded, reviewed for completeness and accuracy, and closed. The records have been submitted for audit to Faye Campbell and Neda Duncan, Auditors. Lou Ann stated that the overall program was a success, the hotel staff did an outstanding job, and friends and fellowship were plentiful. Thank you for joining us in Norfolk!

Full report is on file.

**Easter Seals: Joy Burton**

Amelia Kikos presented Joy's report in her absence.

Joy wrote in her email about the services provided by Easter Seals. She asked that VSC members use the ESA Alpha Xi Facebook page to share ideas for raising funds and awareness for Easter Seals or email Joy at [joy.burton@endurance-iit.com](mailto:joy.burton@endurance-iit.com). She would like to share the ideas with VSC Chapters.

**ESA for St. Jude Coordinator: Marie La Duke**

Marie presented the second part of her report along with Lynne Rightmyer. They presented a skit "begging" for support as they have joined the ESA Team for the Memphis Marathon. The minimum cost to participate is \$500 each. Members and others who donate will be invited to a "thank you" event.

**Historian: Jamie Darden & Judi Darden**

Dot Brown presented the Historian report in the absence of Jamie and Judi Darden.

They reminded members of how important it is to keep the chapter's history, even if it is not submitted for an award. They advised that it is also a lot easier to keep up if started at the beginning of the chapter year and added to as events occur.

The report included the requirements of the Betty Allen History Award. They asked chapters to keep a record for your president's posterity.

Full report is on file.

**IC Projects Director and Hope for Heroes Director: Bev Scott**

Bev informed the members that she would discuss the projects at Leadership.

**Leadership Conference Director: Bev Scott**

Bev distributed "A Noteworthy Leadership—ESA" registration forms as well as hotel information, visitors' guides, and maps of the Roanoke area.

**News Bulletin (Lamplighter) Editor: Sandy Reed**

Sandy asked for submissions of reports, chapter news, and trip articles from members.

The deadlines are as follows:

September 15, 2014—Fall issue

January 15, 2015—Winter issue

April 15, 2015—Spring issue

Sandy requested that articles and pictures be emailed to her at [reedsb2@yahoo.com](mailto:reedsb2@yahoo.com) using MS Word. She will send out deadline reminders two weeks prior to each publication date. Also, she noted that the Lamplighter is emailed to the following: VSC Officers, Appointed Board Chairs, Chapter Presidents, and members of the PPA. She asks members to forward the email to other members. The information was placed in each chapter folder.

Full report is on file.

**Philanthropic Director: Beverley Wright**

Beverley presented the "Top Ten" things members should know about Philanthropic Reporting in the style of David Letterman. And here is her top ten with very important information.

10. Reporting protects ESA's 501(c)(3) non-profit status so don't put that in jeopardy.
9. **There is a new VSC Philanthropic Reporting & Awards Form.**
8. The new form is on the website (thanks Mike)
7. One (1) copy of the form has been placed in your chapter folder.
6. **USE THE NEW FORM STARTING NOW!**
5. The VSC reporting period is still April 1 – March 31.
4. If you haven't already reported hours/money for April & May, include them in your report along with those for June, July, & August – due September 10<sup>th</sup>.
3. Reports can be mailed to me via U.S. Mail
2. Reports can be emailed to me.
1. **USE THE NEW FORM STARTING NOW!**

Full report is on file.

#### **Publicity Director: Doris Hood**

Doris highlighted the difficult task of coming up with new, interesting ideas to promote projects and to get the "word out." She noted that during the Open Forum Workshop session at VSC Convention there was discussion on what can be counted on the Sandy Reed Publicity Entry Form. Doris suggested that any questions or recommendations for improvement be sent to Sandy Reed, the award sponsor. Doris submitted the entry form to the VSC website and placed a copy in each chapter folder.

Contact Doris at [Hooddoris@gmail.com](mailto:Hooddoris@gmail.com) or phone numbers listed in the yearbook.

Full report is on file.

#### **Scrapbook Keepers: Amelia Kikos**

Amelia announced that photo page inserts would be available at the fall meeting. She asked that members submit photos.

#### **SERC Director: Theresa Morris**

To support the goals of the SERC, Theresa announced that she would coordinate the VA State Council fundraiser to benefit the SERC.

The format of the SERC fundraiser is as follows:

- Sell raffle tickets @ \$5 each or 5 for \$20.
- Prizes will be awarded during the year
- The winning ticket goes back into the pool each time.
- 1<sup>st</sup> prize to be awarded--Leadership Registration fee – drawing at the end of this meeting. **Won by Mildred Edwards**
- 2<sup>nd</sup> prize to be awarded--Convention Registration fee – drawing at the end of Leadership.
- The 3<sup>rd</sup> and final prize to be awarded--\$100 VISA Gift Card – drawing at the end of VSC Convention.

Theresa reminded the members of the SERC CONFERENCE-- "A Savannah Serenade" being held October 31<sup>st</sup> - November 1<sup>st</sup> at the Hilton Savannah De Soto, in Savannah, GA

Also she placed the following in chapter folders:

- The SERC website address and details

- SERC Conference Registration forms
- Information on SERC's own fundraiser – Fundinco, where you make purchases on line through a designated website.

Full report is on file.

### **Social Director: Edna Plancon**

Sheen Childress read Edna's report.

A copy of the updated Social Report form was placed in each chapter folder and submitted to the website.

Contact Edna at [ednaplancon@yahoo.com](mailto:ednaplancon@yahoo.com) with questions.

Full report is on file.

### **State Project Director: Eveleen Harrison**

Eveleen stated that in addition to handling the State Project contributions, her goal is to keep the VSC informed of opportunities to assist Camp Fantastic or ASK. The State Project form has been updated on the esa-va web site and the links for Camp Fantastic and ASK will be added to the links section of the site.

Link for Camp Fantastic

[www.specialove.org](http://www.specialove.org)

Found on this website:

- The Camp Calendar
- Calendar of Fundraising Events
- Volunteer Opportunities

Link for ASK

[www.askweb.org](http://www.askweb.org)

Found on this website

- A monthly calendar of events
- How you can help ASK

Eveleen placed a copy of the State Project Donation Form and the Camp Fantastic camp calendar in the chapter folders.

Full report is on file.

### **VSC Webmaster: Mike Smith**

Mike highlighted the updates on the website including awards forms that have been submitted and the new Minutes tab. He reported that Kristine Williamson has started scanning minutes from previous years and these will be placed on the Minutes tab. He asked that updates be submitted to him at [esa-va@verizon.net](mailto:esa-va@verizon.net)

Full report is on file.

### **“Bright Ideas” Concerto—Suzanne Smith**

Suzanne asked each member to write down one idea pertaining to anything ESA including an explanation of the idea. She asked that the ideas be turned in. She asked members to share their ideas. Kristine Williamson suggested that at each VSC meeting

one or two members present a brief bio. Carol Campbell suggested holding a Games Night.

## **Special Presentations**

### **Eveleen Harrison**

Presented remaining “Member of the Year” and Service awards

### **Jane Harris**

Presented the 2013-2014 VSC History to Carol Campbell

## **Unfinished Business:**

Status of 2016 SERC Conference Bid—Beverley Wright—Here is Beverley’s entire report.

- Good morning all! Marie La Duke and I would like to give you all a brief update on our progress with securing a hotel for hosting the 2016 SERC Conference.
- Four (4) hotels in Charlottesville were contacted, in addition to the Stonewall Jackson Hotel in Staunton as another option in the same general area. Two of the hotels in Charlottesville were removed from consideration due to excessive rates and/or inability to meet our basic meeting space needs (Omni and the Hyatt House). The Boar’s Head Inn quoted and guaranteed a rate of \$155/night, with complimentary meeting space; however, they will not commit to which weekend (of the three offered) until January/February 2015 when the UVA football schedule is posted. The Doubletree by Hilton would not guarantee a specific rate but did indicate it would probably be in the \$129 - \$159/night range, and they too will not commit to a specific date until early 2015. The Stonewall Jackson has committed to a rate of \$139/night and a date of November 2 – 5, 2016.
- All information and contact names were forwarded to Jean Johnson, IC Hotel Contract Chair, and she has been in contact with all three hotels providing detailed information on past SERC conference registration numbers, meal requirements, and a wish list of what the conference would like to have “comped”. Jean is enjoying a 2 week cruise to Alaska and will be reviewing information upon her return so the earliest we would have any additional information would be mid-June and it may be as late as early 2015 until a definitive date can be determined.
- So we do hope that one of these hotels will meet the majority of the requirements needed for the 2016 SERC Conference; however, at this point it is a wait and see situation. If in fact we do offer a formal courtesy bid to host the conference, we will be looking to all Virginia ESA members for their suggestions and help in making it another memorable visit to ‘The Land of Lovers’ for our SERC members.
- Marie and I will keep Suzanne updated on our progress so that she can include this in her “Quarter Note” newsletter.

Status of List of Props, Costumes, and Other Items to share/recycle with VSC Chapters—Susan Caldwell

Susan reported that four chapters and numerous individuals have sent in lists of items to share and she asked for other chapters to send their lists to her at [susancaldwellva@comcast.net](mailto:susancaldwellva@comcast.net) The list will be stored on the VSC website.

Scrapbook for Jr. Past President, Carol Campbell

Suzanne read a report from Susan Garland announcing that Carol's scrapbook would be presented at the fall VSC meeting. If chapters or individuals have additional pages today, please give them to Kristine Williamson.

Audit Report

Suzanne announced that the audit report would be made at the fall VSC meeting. Auditors, Faye Campbell and Neda Duncan, will audit the 2014 VSC Convention Books, the 2013-2014 VSC Treasury Books and the 2013-2014 State Project Books.

Pictures of Carol's year as President—Carol Campbell

Carol requested that pictures be emailed to Susan Williams for Vicky Jones' scrapbook and to Robin Bussey for her SERC President's scrapbook.

**New Business:**

Candidates for 2014-2015 IC Office

Suzanne reported that the Executive Board approved the dispensing with the reading of the slate of candidates and qualifications for IC office as the slate was published on the ESA website.

Sue Foy, Beta Kappa, made the motion to leave the voting for the candidates for IC office to the discretion of the delegates in attendance. No second was required. There was no discussion. The motion carried.

IC Bylaw and Standing Rules Changes

Suzanne reported that she contacted IC President Vicky Jones and IC Parliamentarian Kim Kummer and that there are no changes proposed.

Election of ESA Foundation Directors

Bev Scott, Zeta Nu, moved that the voting for the candidates for ESA Foundation Directors be left to the discretion of the delegates in attendance. Beth Sherron, Alpha Delta, seconded the motion. There was no discussion. The motion carried.

Life Active Membership in the ESA Foundation

Marie La Duke, Beta Sigma, moved that the VSC become a Life Active Member of the ESA Foundation. Kathy Gibbons, Beta Tau, seconded the motion. There was discussion on the source of the monies (\$500) to pay for the Life Active Membership. Susan Caldwell, VSC Treasurer 2013-2014, stated that there is sufficient money in the VSC Savings Account but not in the VSC Checking Account to pay the fee. Marie La Duke mentioned that the fee could be paid in two installments. President Suzanne presented the motion and the motion carried.

**Noteworthy Dates/Announcements:**

- The Lucky Numbers drawing will be held immediately following this meeting.
- The SERC Raffle drawing will be held immediately following this meeting.
- Sign Foundation Proxy as necessary with Sue Foy
- PPA meeting will be held after the conclusion of the VSC meeting.
- Reminder--Make sure to sign for and pick up chapter folders
- Dates to Remember

**2014**

- 7/12 – 7/19 – 2014 IC Convention – Portland, OR, “*Passport to Oregon*”  
Send or take supplies for Homeless Veterans (ES) and Dr. Zeuss books or money (ESAF)
- August—Chapter Dues and State Council Dues to new IC Treasurer
- 8/22---Deadline Quarter Notes President’s Newsletter
- 10/4-- Leadership Conference-Holiday Inn Tanglewood, Roanoke
- 10/5—VSC Fall Council Meeting-Holiday Inn Tanglewood, Roanoke
- 10/31--11/1--SERC Conference, Savannah, GA

**2015**

- 3/21—VSC Spring Council Meeting-Fredericksburg Hospitality House Hotel, Fredericksburg
- 05/15--5/17—VSC Convention-Fredericksburg Hospitality House Hotel, Fredericksburg
- 7/11—7/19 – 2015 IC Convention—Orlando, FL, “*Southern Breeze & Melodies*”

**Adjournment/Closing Ritual:**

Suzanne adjourned the meeting at 1:12 pm with all members standing and joining hands to recite the closing ritual.

Susan Caldwell  
VSC Recording Secretary 2014-2015

Submitted for approval on 6-11-14 to the Minutes Approval Committee:  
Sandy Reed - Approved on 6-12-14  
Judy Williams – Approved on 6-22-14