

**Association of Self Insured Employers of Queensland Inc.  
Notes of the General Meeting**

**Meeting Location:**

Brisbane Convention and Exhibition Centre  
Arbour 2

**Date:** Wednesday 15<sup>th</sup> May 2019

**Time:** 8:30am – 9:45am

Attendees -

Name	Organization	Name	Organization
Saija Saunders	Brisbane City Council	Wayne Cooke	Queensland Rail
Veronica O'Neil	Brisbane City Council	Millie Loapo	Queensland Rail
Cara Williams	Bolton Clarke	Victoria Barham	Star Entertainment
Sharon Archibald	Bolton Clarke	Trent Rickard	Teys
Tania Perina	CSR	Deborah Allen	Toll
Louise Cook	Gold Coast City Council	Justin Crowley	Toll
Julie Wilson	Gold Coast City Council	Tricia Testa	TriCare
Rosemary Neal	GFG Alliance	Jim Carmichael	UQ
Bill Nevin	Glencore	Trisha McNeil	UQ
Lee Quinn	Glencore	Richard McLoughlin	Wesfarmers
Karen Wilson	Inghams	Clodagh McCowen	Wesfarmers
David Gomulka	JBS	Sharyn Bartlem	Westpac
Sue Richardson	Qantas	Qantas	
Louisa Hackenberg	Queensland Rail	Susan Atme	Woolworths

**Apologies:**

Selena Malpass	Bolton Clarke
Lou Riches	Gold Coast City Council
Natasha Islin	Glencore
Joshua Mountford	Glencore
Chris Litzow	Qantas
Patina Pitkin	Wilmar
Hayley Vizzone	Qantas
Rachael Lindsay	LGAQ
Barbra Atkinson	Brisbane City Council
Louise Clayworth	Queensland Rail

Secretary (Louisa Hackenberg) declared the February General Meeting open announced the formal apologies. Full apologies list above.

## Minutes

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*Secretary: Louisa Hackenberg*

No issues were raised with the minutes for the February General Meeting by Members who attended the meeting.

Louisa Hackenberg moved a motion to pass these as a true and correct record of the previous meeting, seconded by Susan Atme – Motion Passed

## Correspondence

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*Secretariat*

Secretariat advised of letter sent to key stakeholders in regards to the Conference. No other important correspondence has been received or sent.

## Treasurer's Report

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*Treasurer: Deborah Allen*

Opening Balance 01/02/2019	\$206,856.09
Total Deposits	\$88,543.63
Total Outgoings	\$135,385.41
Closing Balance as at 30/04/19	\$160,014.28

No concerns raised. Deborah Allen moved a motion to pass these as a true and correct record of ASIEQ's Finances, seconded by Rosemary Neal – Motion Passed

## President's Report

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*President: Bill Nevin*

Bill Nevin Presented the attached presentation report (ATTACHEMENT 1). Key points from the presentation:

- President advised he would not be re nomination for president next year
- Positive Feedback received from Conference
- New Regulator - Craig Allen – NT Commissioner of Public Employment
- Increase to Membership of 10% next year
- Draft Budget

President also provided an overview of the impact and benefits that the Conference has brought to the association.

## Website Update

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*Louise Cook*

Louise Cook provided a short recap on the past Forum in regards to the Hopper group and discussions on the collaboration aspect of the Forum. Louise provided an update on the Collaboration Working Party consisting of herself, Rosemary Neal, Cara Williams, Joshua Mountford and Sue Richardson. Louise provided a brief update in regards to the Working Party focus on the 4 below issues:

#### Web based Platform –

- Currently have LinkedIn (limitations)
- New Forum based website able to link to back of ASIEQ website
- Currently looking from Quotes
- Upcoming in the next month

#### Hot Topics –

- Currently parked as this could be covered in the web-based platform

#### Members not Attending Forums –

- Currently reviewing who has attended and who has not over the last 12 months
- Finding out why people are not attending and taking a personal approach to reach out to these people.
- Currently parked

#### Shared Resources –

- Collated Letters and templates (IME, Request for PI)
- To be placed on the website
- Not yet uploaded, will be posted with a disclaimer
- Only for your reference
- Looking at further templates and possible claims manual procedure

Louise advised these this should be seeing happening in the next month and if there are any further suggestions to bring to her and she will continue to keep you updated.

#### [Legislation and Licensing Sub-Committee Update](#)

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*David Gomulka*

David Gomulka apologised that he did not have anything prepared as he had been away and the committee all had been very busy and have not been able to complete much but gave a quick verbal update in regards to:

#### Position statements

- No progress has been made but meetings will be scheduled to get these completed

#### Regulatory Framework

- Still awaiting outcome

#### Stakeholder Reference Group - 5 year Review

- Last meeting in March

- Mainly focused on Gig Economy
- Definition of 'worker' to include anyone who is engaged by a platform i.e. uber. However this may now can include taxis if ordered by an app.

#### Return to Work Program

- Going back to the old definition
- Further work being completed on this
- No outcome at this stage

#### Self-Insurer Exemption from Section 133 to be removed

- All employers must provide a report for all injuries
- Seeking further information and time to implement this

#### 6 Month Time Limit from for Lodging a Claim

- To be changed to 20 days after sustaining an incapacity

#### Psychological Injury - Removing Major

- In other jurisdictions not having major has made no change
- David advised if it makes no difference why we do need to remove it
- If removed we will have the weakest definition in the country

#### Psychological Injuries – Paying for treatment while the claim is undetermined

- 62% of cases get rejected
- 40 days to decide a psychological claim
- Previously discussion about limits no longer on the table

David advised that the changes are currently before cabinet and that there will be a bill this year and he can see no reason that any of the suggested changes wont get through.

### Secretariat Tender

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*Susan Atme*

Susan advised that the current Secretariat will be finishing their contract on the 31<sup>st</sup> July. Since the last forum a scope of service has been completed and sent out to 17 service providers. So far 3 serious associations have contact her to discuss before putting in a tender. These are a mix of both local and online service providers.

The cut of for responses is the 18<sup>th</sup> May 2019 with interviews and discussions over the next few weeks.

### General Business

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Victoria Barham (The Star Entertainment Group) raised in regards to the OIR meeting notes that OIR went out to both the Unions and WorkCover in regards to the Self Insurer Audit – what business is it of WorkCover as to how we are audited.

Louise Hackenberg advised that this was raised at the meeting with OIR and that they advised that the meetings were not held together with Self Insurers because she didn't want there to be head butting in the meeting, so they separated it into to 2 different meetings.

In terms of justifying the meeting they advised that as they are stakeholders and that they should have a say. They did note however that the concerns and issues raised in the meeting were employer issues and not related to Self-Insurance.

Bill Nevin advised that this was a heated issue. Bill advised that the people who were at the meeting were concerned that the self-insurers were not present. This was a Stakeholder meeting and should not all stakeholder be present. Bill advised that the issue has been raised and taken but not sure if anything will come of it.

General meeting closed.

[Next Meeting](#)

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21<sup>st</sup> August 2019

# ATTACHMENT 1

## President's Report ASIEQ General Meeting

Bill Nevin  
15<sup>th</sup> May 2015

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## Back to Basics to Build a Better Future



## Developing a Platform for 2019/2020

Today's Forum is part of a trial to determine what the future may hold.

In addition to today's **Panel Q and A session** we need to establish what the Meeting/Forum for the 21<sup>st</sup> August should look like.

**We need to start Planning for 2020!**



## Back to Basics to Build a Better Future



## Developing a Platform for 2019/2020

Today's Forum is part of a trial to determine what the future may hold.

In addition to today's **Panel Q and A session** we need to establish what the Meeting/Forum for the 21<sup>st</sup> August should look like.

**We need to start Planning for 2020!**



## Overview of Topic to be addressed

As per the Agenda:-

- ▶ Conference Feedback
- ▶ Membership fees 2019/20
- ▶ Update following OIR meeting

Will also discuss:-

- ▶ By-Laws
- ▶ Draft Budget
- ▶ Secretariat
- ▶ Planning 2020

In no particular order



## Issues for Review

- ▶ Membership Fees to increase from 1<sup>st</sup> October
  - ▶ Fees have been stable for several years
  - ▶ Executive considered and voted for a 10% increase
  - ▶ Equates to \$160 for members and \$80 for associate
- ▶ Meetings with OIR - Notes distributed to all members
  - ▶ 5 Year review to be discussed by David Gomulka
  - ▶ PWC Implementation - Glacial Approach - Moving slower than the Fox Glacier
  - ▶ New Regulator - Novel Approach - Craig Allen - NT Commissioner of Public Employment
  - ▶ New Levy Rate - Standard Approach - Increased to 3.3749%
  - ▶ File Destruction - Radar Approach - Lost on Radar over the Indian Ocean - Sonar?
  - ▶ Delays in Review Unit - Once Again - Mirror Approach - Looking into it.
  - ▶ Medical Certificates - National Approach - Contact Louisa if your interested
  - ▶ Development of Audit Protocols - Auditor to be appointed to Self-insurers Licence & Performance Unit (Subcommittee to make Contact)
  - ▶ Actuaries Meeting 31 May to be postponed - Can members advise OIR of your current Actuary - Apparently they can't obtain that from you.
- ▶ Secretariat Tender- to be discussed by Deputy - big issue for ASIEQ moving forward - current contract ends 31<sup>st</sup> July.



## Issues for Review

- ▶ By-Laws are back on the agenda for the Executive
  - ▶ Endeavouring to have first series approved by August Forum
  - ▶ Constitution Section 32 -The executive committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association.
  - ▶ One of the issues will be establishing operational Budgets and setting reporting requirements. For Example:-

Anticipated Income 2018-2019				
Item	Annual Fee	No. Members	Amount	GST
ASIEQ Full Membership	\$ 1,760.00	28	\$ 44,800.00	\$ 4,480.00
ASIEQ Associate Membership	\$ 880.00	17	\$ 13,600.00	\$ 1,360.00
<b>Total</b>			<b>\$ 58,400.00</b>	<b>\$ 5,840.00</b>
Invoices Sent 03/09/2018				
	Annual Fee	No. Invoices	Amount	GST
Full Members	\$ 1,760.00	28	\$ 44,800.00	\$ 4,480.00
Associate Members	\$ 880.00	17	\$ 13,600.00	\$ 1,360.00
To be completed at the end of each month				
Payments Received at 14/05/2019	No. Members Paid	Amount	GST	
Full Members	27	\$ 43,200.00	\$ 4,320.00	
Associate Members	12	\$ 10,560.00	\$ 1,056.00	
<b>Total</b>		<b>\$ 53,760.00</b>	<b>\$ 5,376.00</b>	

Need to consider income from Website Sponsorship



## Draft ASIEQ Operational Budget

Applicable Anticipated Expenses 1/10/18 to 30/09/19			Actual Paid Applicable 01/10/18 to 14/05/2019	
Expenses	Amount	GST		GST
Secretariat 1/10 -31/7	\$ 29,500.00	\$ 2,950.00	\$ 11,800.00	\$ 1,180.00
New Secretariat	\$ 8,000.00	\$ 800.00		
Insurance	\$ 950.00	\$ 95.00	\$ 920.82	\$ 92.08
Tax Return	\$ 1,000.00	\$ 100.00		
Auditor	\$ 1,100.00	\$ 110.00	\$ 1,100.00	\$ 110.00
Website Hosting	\$ 300.00	\$ 30.00	\$ 240.00	\$ 24.00
Website - Mar/Art	\$ 1,000.00	\$ 100.00	\$ 880.00	\$ 88.00
Calendar Design	\$ 500.00	\$ 50.00		
Calendar Printing	\$ 700.00	\$ 70.00	\$ 410.00	\$ 41.00
PIEF Membership	\$ 2,750.00	\$ 275.00	\$ 1,250.00	\$ 125.00
Sponsorship	\$ 3,000.00	\$ 300.00		
Executive Refunds	\$ 184.09	\$ 18.41	\$ 84.09	\$ 8.41
Bank Fees	\$ 500.00	\$ 50.00	\$ 697.15	\$ 69.72
Annual Return	\$ 49.00	\$ 4.90	\$ 49.00	\$ 4.90
Catering	\$ 600.00	\$ 60.00	\$ 391.09	\$ 39.11
Christmas Party	\$ 818.18	\$ 81.82	\$ 818.18	\$ 81.82
Planning Day -2018	\$ 2,500.00	\$ 250.00	\$ 2,500.00	\$ 250.00
Meetings and Forums	\$ 8,000.00	\$ 800.00	\$ 4,658.68	\$ 465.87
<b>Total</b>	<b>\$ 61,451.27</b>	<b>\$ 6,145.13</b>	<b>\$ 25,799.01</b>	<b>\$ 2,579.91</b>
Income for 2018/19 Period			\$ 53,760.00	\$ 5,376.00
Less Actual Paid to 14 May			\$ 27,960.99	\$ 2,796.09
Available funds			\$ 25,799.01	\$ 2,579.91
Income for 2018/19 Period			\$ 53,760.00	\$ 5,376.00
Less Anticipated Expenses 2018/2019			\$ 61,451.27	\$ 6,145.13
Potential Surplus or Loss			-\$ 7,691.27	-\$ 769.13



## Conference Smoke and Mirrors

- ▶ A 12 month project commenced with a vote of the members
- ▶ 73% of the voting members voted for the conference
- ▶ Voted on **\$25,000** seed money, name of conference, committee, venue and use of Smart Assist
- ▶ ASIEQ committed to \$10,000 for two tables of seats
- ▶ ASIEQ committed Coffee sponsorship \$3000
- ▶ ASIEQ committed to contribution to \$5000 donation

Amount of Seed Money refunded to ASIEQ - \$25,000



## Key Financial Contributors to the Conference

▶ Glencore (18 Seats)	\$11,250
▶ Office of Industrial Relations (2 Tables)	\$11,000
▶ WorkCover (2 Tables)	\$11,000
▶ Sponsors with Booths (7 Sold)	\$ 6,100 Each
▶ Dept. of Education	\$ 5,560
▶ Table Sponsors (7 Sold)	\$ 5,000 Each
▶ Wesfarmers & Teys One table each	\$ 5,000 Each
▶ Brisbane City Council - 5 seats	\$ 3,125

Final Contribution in Dollars from ASIEQ funds = **\$0**



## Tangible Results from Conference

▶ One Bottle - Elephant in the Room Wine	\$ 14.00
▶ Left over pens provided by sponsors	\$ 26.00
▶ 6 Boxes Cadbury Roses Chocolates	\$ 35.00
▶ One Bottle Moet Champaign	\$ 50.00
▶ Box of 100 - A6 Plastic Name tag Holders	\$ 70.00
▶ 2 Large Ugly Vases	\$ 75.00
▶ One Box - Assorted Stationary	\$ 80.00
▶ 6 Boxes - Conference Folders	\$ 150.00
▶ 38 Table Sign Holders - (Second Hand)	\$ 300.00
▶ 4 New Banners -Suitable to be Re-sleeved	\$ 300.00
▶ Approx. 700 ASIEQ - A4 Note Pads	\$ <u>1500.00</u>
TOTAL	\$ <u>2600.00</u>



## Somewhat Tangible Results

▶ Discounted Seats for Members	\$17,940
▶ Based on \$970 Base Rate - \$625 for Members	
▶ Based on 52 Seats	
▶ Free Seats Provided to Members	<u>\$32,980</u>
▶ Based on 34 Seats	
Value of Free & Discounted Member Seats	Total
	<u>\$50,920</u>

- 12 Members purchased 52 Seats to the Conference
- 14 Members took up 34 Free Seats to the Conference
- Approx. 90% of Members had representatives at the Conference
- About - 33% of Conference attendees were ASIEQ Members

Note - 2 Day PIEF Conference in 2020 will charge about \$1500



## Intangible Benefits from Conference

- ▶ Did the 86 Individuals from Members obtain personal benefits?
  - ▶ Technical skill, soft skills, knowledge, new perspectives, relationships.
- ▶ Did the 24 Members represented at the conference obtain benefits?
  - ▶ Motivated staff, new concepts & ideas, behavioral reinforcement, improved outcomes.
- ▶ Importantly did the running of the Conference improve ASIEQ's :-
  - ▶ Profile? (State and National)
  - ▶ Brand Recognition?
  - ▶ Reputation?
  - ▶ Relationships with other Stakeholders?
- ▶ How does this add value to Members?
- ▶ Did the Conference build a platform for engagement?



## Important Scheme individuals involved in the Conference

- ▶ The Minister for Industrial Relations - The Hon. Grace Grace
- ▶ Acting/Deputy Director General OIR - Tony James (Regulator)
- ▶ Executive Director Workers' Compensation Policy & Services - Janene Hillhouse
- ▶ CEO WorkCover - Bruce Watson
- ▶ CEO EML - Mark Coyne

Worked with Sharon Stratford, Manger Corporate Relations & a team from WorkCover. Also worked with Rachel Hawkins, Manager Insurance Services and a team from OIR



## Multiple letters were sent to key Stakeholders.

Queensland Premier - Minister Grace Grace - Queensland Opposition Leader - Shadow Minister - Regulator - Executive Director, Workers' Compensation Policy & Services - CEO WorkCover - Chair, WorkCover Queensland Board - Chair, Workplace Health and Safety Board - President and Secretary, Queensland Council of Unions - ARPA National and Queensland - PIEF Chairman and CEO PIEF - Australian Lawyers Alliance National and Queensland - CEO Queensland Resource Council - President National Wellness Association - CEO Aust. Society of Rehabilitation Counsellors - AI Group National and Queensland - CEO CCIQ - CEO WorkCover WA - CEO Return to Work SA - CEO Safe Work Australia - Chairperson National Council of Self Insurers - Sharon Stratford WorkCover - CEO NIISQ - Insurance Commissioner, Motor Accident Insurance Commission

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## Promoted at PIEF Conference and OIR RTW Conference



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## Developed a Second Website (Developed by Smart Assist)



## Promoted on the ASIEQ Website



The Minister supported and attended ASIEQ event.

## WorkCover promoted to all QLD employers



The screenshot shows the WorkCover Queensland website with several articles and a navigation bar. The main header reads "WorkCover QUEENSLAND wishes you a safe and happy festive season". Below this are three article teasers: "Renew your two-year Household Worker insurance policy", "WorkCover Update" (regarding the latest workers' compensation news), and "Protecting bodies and minds against pre-holiday stresses". To the right, there is a section for an "Industry conference - Back to the future of injury management". At the bottom of the page, there are social media icons for Facebook, Twitter, LinkedIn, YouTube, and RSS.

Also promoted on multiple websites including OIR Website

## Promoted and discussed with Sponsors and Supporters ( Much Appreciated)



## President ASIEQ welcomes attendees



Minister welcomed to stage to provide Opening Address



## ASIEQ Deputy President makes \$5000 Donation



Liaises with and key stakeholders and provides gifts to speakers



## ASIEQ President closes conference on behalf of ASIEQ



Don't forget ASIEQ only represents .0018% of Employers.



## Was it any bloody good?



## Some of the Conference Feedback

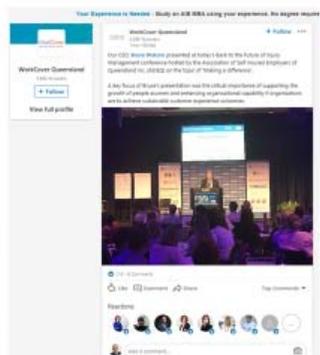
- ▶ A well-constructed conference that touched on all aspects of injury management and challenged everyone to work together to achieve better human focused outcomes.
- ▶ I have taken away insights & plenty of food for thought, not only in my job, but also to my own personal life. This has been really enlightening for me!
- ▶ Just Brilliant, Very well organised, great presenters, have learnt a lot.
- ▶ Positive uplifting and inspirational, great themes about empathy, compassion and caring! Loved it.
- ▶ Very different format from normal conferences! Wish more were like this!
- ▶ Fantastically put together - perfect balance of speakers - technical, emotive, soft skills based and all really entertaining. Laughed! Cried! Feel very motivated and inspired. Thanks!

Full list of feedback for Conference provided with handouts, also example letter to Premier advising of success.



## Subsequent exposure through LinkedIn

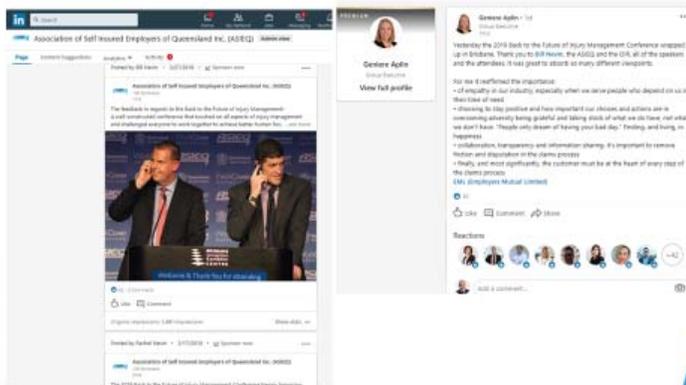
WorkCover



EML



## Also on ASIEQ LinkedIn and Personal Sites



## How do we value the intangible benefits?

Does the value vary :-

- ▶ between individuals
- ▶ between different positions
- ▶ between different members
- ▶ between different associate members

How important is the conference and the interaction with scheme stakeholders to the Association?

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### Slide from August General Meeting

Initial Document put forward at the May Forum

Proposed - 2019 Conference 19<sup>th</sup> & 20<sup>th</sup> March

#### Working Title



- ▶ Conference Committee - Four Executive Members Nominated
- ▶ Venue - Brisbane Convention and Entertainment Centre
- ▶ Working with WorkCover & OIR similar to 2011 and 2013
- ▶ Need establishment fund \$25,000 to be repaid from Conference Funds.
- ▶ Anticipate WorkCover & Regulator/OIR commitment
- ▶ To reduce costs - Current Secretariat to be engaged to provide same services as McCalls in previous conferences.
- ▶ **Conference to be run with a target of a small surplus**



### Slide from February 2019 General Meeting

#### Important Information about the Conference

- ▶ Approximately 230 Seats have been sold to date
- ▶ This includes 24 tables of 8 Seats (192 Seats)
- ▶ ASIEQ has 2 tables which have been on sold to members
- ▶ Members tickets price-\$625 + GST until 28 February
- ▶ Current Rate \$1220 +GST p/p (Less \$200 Supporters Discount )
- ▶ Over \$159,000 in invoices issued to date
- ▶ Current costs incurred approximately \$156,000
- ▶ **Further income to be used to improve Conference e.g.**
  - ▶ ASIEQ to sponsor coffee cart
- ▶ Would appreciate assistance promoting the conference
- ▶ Note - Bookings to Close on 11<sup>th</sup> March



## 2019 Conference Overview

- ▶ Approximately 250 Seats Sold
- ▶ Over 350 name tags produced
- ▶ Sold 26 tables of 8 Seats (208 Seats)
- ▶ ASIEQ's 2 tables were on sold to members
- ▶ Approx. \$175,000 in income received
- ▶ Costs plus outstanding payments Approx. \$159,000
- ▶ Conference Surplus Approx. \$16,000
- ▶ Historically conference surplus remains with Committee (Does this need to be voted on)
- ▶ Committee to provide details of either next event or initiative using the surplus.
- ▶ Many thanks to Smart Assist who provided conference administration, developed the conference website and created many of the graphic designs. Many tasks were not previously undertaken by McCalls.

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## 2020 PIEF Conference in Brisbane



Will need to consider PIEF Membership soon.

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## Don't Forget - 4<sup>th</sup> June Masterclass

Barry Nilsson, Lawyers and ASIEQ present

### 5<sup>th</sup> Annual Workers' Compensation Masterclass

#### Economic Loss in Injury Claims - The Big Issues

Join us for the 5<sup>th</sup> edition of the popular annual Workers' Compensation Masterclass, presented by Barry Nilsson, and ASIEQ

Tuesday, 4 June 2019

9:00am to 1:30pm (Breakfast and Registration to commence at 8:30am)

Karstens, Level 24, 215 Adelaide Street, Brisbane

\$100 for ASIEQ members  
\$120 for non-ASIEQ members

#### Speakers

**GERARD O'DRISCOLL**  
Barrister-at-Law



**ASHLYN DYER**  
APM  
Queensland Manager



**DR CAMERON COOKE**  
Adept IME  
Orthopaedic Surgeon



**MARK WIEMERS**  
Barry Nilsson, Lawyers  
Principal



**CHRIS FOLEY**  
Strive Occupational Rehabilitation  
Managing Director



**JIM TEALBY**  
Barry Nilsson, Lawyers  
Special Counsel



## To the Future

- ▶ One more General Meeting before we elect a new Executive
- ▶ What does 2020 have in store for ASIEQ
- ▶ What should our Website Image look like in 2020
- ▶ What will our Calendar promote
- ▶ Who is responsible - this year's executive or next year's executive

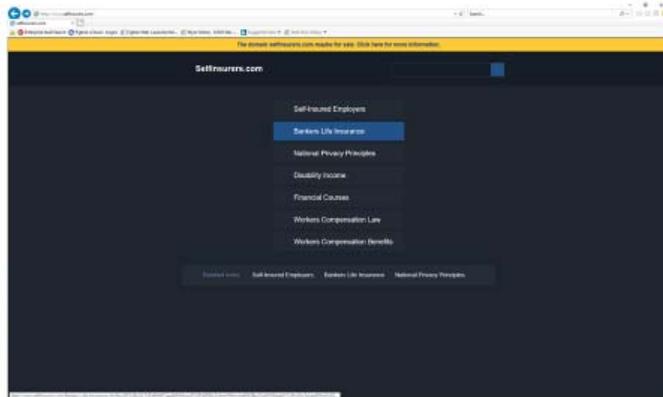


## National Council Approach



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## New South Wales Approach



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## Example of Information in Letters.

The Association of Self Insured Employers of Queensland (ASIEQ) is getting back to basics in 2019 with the aim of building a better future. Our Association considers that after 20 years of Self Insurance in Queensland it is important to review the fundamental building blocks that form the basis of beneficial workers' compensation claims and injury management with our members and stakeholders.

During the 2019 year our association will be collaborating with members and stakeholders to build resource kits and provide information that assists members better understand regulatory and legislative compliance whilst also providing positive improvement initiatives.

As stated on our 2019 Calendar (Attached) our association is committed to reducing the social and business costs of workplace injury through: -

- ▶ Supporting Safe Work Initiatives that are focused on injury prevention.
- ▶ Developing Positive Relationships with all scheme and industry stakeholders.
- ▶ Planning for a Sustainable Future by seeking strategic long term solutions.
- ▶ Striving for Better Outcomes for injured workers and employers.

You will note that ASIEQ is also focused on delivering its special industry event in March 2019 in collaboration with WorkCover Queensland and the Office of Industrial Relations. The Back to the Future of Injury Management Conference will be an important industry event and it is hoped that all stakeholders will consider lending their support.



Signed as a true and accurate recording of the meeting.

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Bill Nevin  
President

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Date