

**NCHA EXECUTIVE COMMITTEE MEETING MINUTES
OCTOBER 19-20, 2020
WILL ROGERS – FORT WORTH, TX**

A meeting of the Executive Committee of the National Cutting Horse Association was held Monday and Tuesday, October 19-20, 2020 beginning 8:00AM central time each day.

All Executive Committee members were present: President Steve Norris, President-Elect Ora Diehl, Vice President Ted Sokol, Kristen York, Rock Hedlund, Kirby Smith, Byron Green, Sharon Overstreet, Toddy Pitard, Skip Jones, Matt Miller, Ernie Beutenmiller, Lachlan Perks and Tatum Rice. NCHA Executive Director Jay Winborn, Director of Shows Shianne Megel, Director of Membership Julie Davis, Manager of Shows Joshua Valdez and Cathy Marie Aleff were also in attendance for this meeting. NCHA Legal Counsel Jim Morris also attended a portion of the meetings along with Lindy Burch, Chair of Horse & Cattle Welfare Committee and Frank Merrill, Chair of the Competition Committee. Also joined by phone was Dan Agnew, Chair of the Governance Committee.

MONDAY – OCTOBER 19, 2020

The Executive Committee meeting was called to order at 8:03AM and roll call was taken.

President Steve Norris welcomed the attendees and opened the meeting with an invocation.

Executive Committee Member Ernie Beutenmiller immediately followed by reciting the NCHA mission statement.

APPROVAL OF MINUTES

A **MOTION** was made and **SECONDED** to approve the minutes from the September 9, 2020 Executive Committee conference call. **MOTION CARRIED.**

A **MOTION** was made and **SECONDED** to approve the minutes from the September 16, 2020 Executive Committee conference call. **MOTION CARRIED.**

PRESIDENT REPORT – STEVE NORRIS

President Steve Norris addressed the members of the Executive Committee with a recap of the meeting in Austin with Governor Abbott in Austin that NCHA lobbyist, Daniel Hodge arranged for Jay Winborn and Steve Norris in late September. This was an opportunity to share with Governor Abbott some history of the NCHA, our respect for the cutting horse, our western heritage and the positive values in what our association supports.

EXECUTIVE DIRECTOR REPORT – JAY WINBORN

Executive Director Jay Winborn addressed the Executive Committee with an upcoming meeting with Mayor Betsy Price and the City of Fort Worth. Purpose of this meeting is to update the Mayor on where we are as an association and what exciting ideas we have planned to take us forward for a successful Futurity event.

Executive Director Jay Winborn updated the members that NCHA Legal Counsel, Jim Morris will be joining our meeting later to provide an update on some other ongoing issues.

Jay also provided some exciting news as a result of our last Pre-Futurity meeting, Paula Abney reported that we are almost sold out on our vendor space for the exhibit hall.

Jay emphasized the fact that we have the Director's Forum up and running. He appreciates those that have been active so far in their regions and encourages the rest to address their directors to take full advantage and promote this tool for communication.

In closing, Jay advised the Executive Committee that he was recently contacted by Will Rogers announcing that we will be under a spectator restriction of fifty percent at the Futurity. This led into a variety of discussions on how to manage this Triple Crown Event. The Executive Committee has not yet determined a plan of action and will revisit this topic at a later date.

REGIONAL REPORTS

President Steve Norris addressed the members of the Executive Committee that we will hear from each of the Regions and the At Large Directors with updates.

Region 1 – Kristen York reported that cutting is alive and well in the Northwest. Utah sounds like it is going to be a success which is exciting. Region 1 is in full support of the proposed Circuit Program and anxious to see it happen. I have had the opportunity to be out on the ground meeting with local members and it has been good. Considering there is a pandemic, Region 1 is striving.

Region 2 – Rock Hedlund reported that cutting is strong on the Pacific Coast. PCCHA Futurity was well attended although Pacific Coast entries were low, we had a lot of cutters from Texas. Club cuttings are strong as well with 125+ works in a day. All and all we are strong in cuttings considering the shutdown we had to deal with. A couple of cutting clubs tried to host a challenger series and that hurt the entries and show size due to the number of horses you are limited to. Rock shared a little bit on how the PCCHA circuit series is set up and the positive feel and feedback they are getting from contestants.

Region 3 – Kirby Smith reported that they have a great show going on right now in Grand Island, NE amongst others in the region. Shows in Kansas and Nebraska have been slow due to the pandemic but there are a couple of shows scheduled for the fall. The State Fair in Nebraska was well attended, Minnesota has had some shows with reasonable success. Missouri and Illinois have had a lot of action and shows have been well attended.

Region 4 – Byron Green reported that Region 4 is having an exceptionally good year considering all. We have had over 4,000 cuts since things has opened back up. We regret the loss of the Congress, North American and the Kentucky State Fair but still have some fall cuttings coming.

Region 5 – Sharon Overstreet reported that the shows in Region 5 have been well attended. We have a really good group of affiliates that work together to balance the weekend and LAE events. There are no challenger type shows in her area. A lot of participation on the Regional calls with a lot of support for the proposed circuit program.

Region 6 – Toddy Pitard reported that show secretaries and affiliates working together to have less shows for more entries would bring value to all regions. We have suffered some cancellation due to the pandemic and closures, but River City is working the Northeast to get something scheduled. Overall, our region is doing good. We had about 80% attendance on our Director's call and most were in favor with the circuit program with some concerns they would like to be addressed. Some Region 6 Director's called Toddy after the call with more concerns.

Region 7 – Skip Jones reported that even though they have lost some shows due to the pandemic, the shows that they have had successfully have been better attended. Region 7 Director's call was not very well attended and limited discussions on the circuit program but most of the attendees were in favor of the concept.

Region 8 – Matt Miller reported that the weekend shows in Region 8 have been strong. The Brazos Bash was a recent success. As a result of the Region 8 Director's call, most were in favor of the circuit program with some concerns. There are quite a few members in his region that are upset with a decision passed at the August EC Meeting that you have to qualify now for the Eastern and Western Nationals.

At Large – Ernie Beutenmiller reported that the events that he has gone too for championship and challenger have been well attended. He continues to hear from a lot of directors and affiliates in his region. Most are in support of the need to qualify for the Eastern and Western as they feel it will help their shows. And at the same time, there are a lot of questions with regards to the circuit program and how it will affect their region and show schedules for 2021.

At Large – Lach Perks did not have anything to report but has some comments he would like to report during the circuit program discussions.

At Large – Tatum Rice reported that everything he is seeing, and hearing is positive. The shows have been big in Region 8. He emphasized how well the Executive Committee has worked together to provide the best possible outcome for the association and continue to lead our members through this pandemic.

Tatum closed by recommending that President Steve Norris consider leading off the Futurity with prayer. Steve has done an exceptional job delivering a meaningful prayer and message at the beginning of each EC Meeting.

During this portion of the meeting, conversations circled around about how to gain new membership, appease our current members and develop a retention plan moving forward. A couple of the Executive Committee members have visited other cutting events lately and made observations that led this discussion.

AWARDS

After much consideration between three (3) candidates, the Executive Committee selected Tia Collins by majority vote as this year's 2020 Todd Drummond recipient. Tia will be recognized as recipient of 2020 Todd Drummond Award during the 2020 Futurity.

An update was provided on the 2020 Modine Smith Humanitarian Award that the selection committee will be coming to them with a recommendation soon.

The Executive Committee was also updated with the 2020 recipients of the Mary Kingsbury and the Zane Schulte Awards.

FINANCE DEPARTMENT REPORT – DENISE SEIZ

Vice Chairman of the Finance and Audit Committee Denise Seiz addressed the Executive Committee with a summary of the current financials YTD September 30, 2020. Denise Seiz has been acting in capacity of the NCHA Comptroller until that position is filled. Denise was excited to report that the yearend close is already completed and approved by the Finance & Audit Committee. Last year, FY2019 was not presented or approved until later in the year. Denise is very pleased with how well the finance department at Old Bailey is performing and appreciates each member's contribution on that team.

After an explanation of the financial report, some key points on current financials as of YTD September 30th are listed below:

- Total Assets: \$15.2M
- Total Cash: \$1.8M
- Total Investments: \$5.6M
- Total Accounts Receivable: \$2.06M (\$1.8M is allocated towards the 2019 Futurity MERP)
- Total Revenue: \$13.8M
- Total Expenses: \$15.7M
- Net Profit: \$-118K with MERP

The Executive Committee requested an investment report to be included with the monthly reports that includes all three entities.

In addition to the monthly YTD financials, Denise also provided a summary of the proposed FY2021 budget for the Executive Committee's approval. The budget was approved by the Finance & Audit Committee at their last meeting on Friday, October 16th.

After a detailed explanation of the budget, a **MOTION** was made and **SECONDED** to approve the FY2021 budget as presented. **MOTION CARRIED by majority with two (2) opposed.**

President Steve Norris expressed thanks to Denise for all the time she has dedicated ensuring that we are provided the financials data in a timely manner.

FINANCE & AUDIT COMMITTEE REPORT – DENISE SEIZ

The Finance and Audit Committee was tasked with two (2) directives as a result of the August EC Meeting. These initiatives were brought back to the Executive Committee for a final decision to be made.

1. Allowing Refunds before the Entry Deadlines

At a recent Finance and Audit Committee meeting that took place August 31st, the minutes reflected that F&A is not in support of a blanket amendment to allowing refunds.

A **MOTION** was made and **SECONDED** to take no action with regards to allowing refunds before the entry deadline. **MOTION PASSED.**

2. Additional Cattle at Triple Crown Events

At a recent Finance and Audit Committee meeting that took place August 31st, the minutes reflected that F&A does not recommend the approval to add additional cattle to the Triple Crown Events at this time.

Based on the approval of the FY2021 Budget that recently passed in a motion earlier at this Executive Committee Meeting, the cost of additional cattle was included and therefore approved.

HORSE & CATTLE WELFARE COMMITTEE REPORT – LINDY BURCH/JIM MORRIS

Chairman of the Horse & Cattle Welfare Committee Lindy Burch and NCHA Legal Counsel Jim Morris addressed the Executive Committee by resubmitting their proposed recommendations to Standing Rule 35A.

The Executive Committee recommended some edits to the proposed rule changes and would like to have this brought back at the next meeting.

President Steve Norris expressed thanks to Lindy Burch and Jim Morris for their time and presenting to the Executive Committee Meeting.

LEGAL UPDATES – JIM MORRIS

President Steve Norris requested the meeting go into Executive Session for legal discussions with NCHA Legal Counsel Jim Morris who was present to provide updates.

COMPETITION COMMITTEE REPORT – FRANK MERRILL

Chairman of the Competition Committee Frank Merrill addressed the Executive Committee with his committee's updates on their findings to the directives assigned as a result of the August EC Meeting.

The Competition Committee has researched and is reporting on the following items:

NCHA Circuit Championships

As a committee after much consideration, the members were unanimously in favor of this concept as presented by staff with the transition of the Eastern and Western Shows to Circuit Final Shows and the program remains a neutral budget item.

Competition Committee had some suggestions for the Show Department to take into consideration while finalizing the program, if passed.

Ranch Horse Cutting

Due to the fact that the Competition Committee was unable to coordinate this effort with the Growth and Development Committee, the Competition Committee agreed to leave this topic as an introductory class and should not have any added money.

Amateur Senior Rollback, Lowering the cap on Limited Age monies for the Unlimited Amateur and Increasing the \$1,000 Am and \$2,000 Limit Rider.

After much discussion, the Competition Committee reviewed the materials provided and felt as though there was not enough information to make a decision on eliminating the Top 15 from utilizing the senior rollback. The committee did not feel as though they could take any action and therefore tabled these discussions. The Competition Committee request that this topic be sent to the Affiliate Officers, Limited Age, Show Producers and Weekend Show committees for consideration. Additional information is also needed relating to number of riders and number of shows that offer the \$1,000 AM and the \$2,000 LR.

Limiting the number of conflicts within Weekend Shows

The Competition Committee recommends that this item be sent back to the Affiliate Officers and Show Secretaries to encourage and communicate the efforts needed to avoid conflicts.

Limiting entry for 5N and 5NNP to lifetime earnings less than \$50,000.

The Competition Committee passed a motion to recommend that starting with the 2022 point year, the 5N and 5NNP should be limited to horses with lifetime earnings to \$5,000 or less. \$25,000 would be left as is with no recommended change.

Adding the select NP/AM class to Area Leaders and World Finals

The Competition Committee recommends leaving this topic as is until more information is provided.

Class Restructure Sub Committee - Leveling

Item#1 Revolving door ONE year top 100 rollback to the Intermediate class. The Competition Committee recommends to change the revolving door top 100 rollback for all divisions from ONE year to TWO years.

Item#2 Change Non Pro Intermediate Cap from \$499,999 to \$300,000. The Competition Committee recommends to leave as is through two additional NCHA leveled shows.

Relinquishing Non Pro status to drop down into the Open Intermediate Class

After much discussion amongst the members of the Competition Committee, they determined to take no action on this topic as it requires further investigation. This was a late topic to the agenda, so the Competition Committee did not have adequate time to research fully this topic.

The Competition Committee has determined term limits for each of the committee members and will continue in three-year increments. Chairman Frank Merrill and Vice Chairman Al Dunning had to remove a current member of the committee due to inability of attending meetings. Frank has reached out to the Chair of the Weekend Show Committee to suggest a replacement.

Chairman of the Competition Committee Frank Merrill expressed his concerns and frustrations with the directive process in which we are currently operating. Items need to be fully vetted and all information needs to be included for the Competition Committee to act on directives. This process needs to be re-evaluated for better efficiency and ensure proper resolutions. Frank would like to recommend we adopt a policy to be enforced to provide a deadline for any proposed rule changes and when a proposal is submitted that it requires all the necessary backup to be considered.

After the Competition Committee's presentation, a **MOTION** was made and **SECONDED** to approve the recommendation for a change to the top 100 rollback for all divisions from one year to two years. **MOTION PASSED.**

TRIPLE CROWN NOMINATION PROGRAM – TATUM RICE/ANGIE HIGHLAND

Executive Committee At Large Member Tatum Rice with the assistance of Angie Highland addressed the Executive Committee proposing a new concept to consider for a Triple Crown Nomination Program instead of just the Super Stakes.

Tatum began with an interactive activity asking the EC members to write down the number of foals that they have personally raised this year and how much they would consider paying to subscribe them. Those amounts were used as examples to demonstrate the payout structure of the proposed program.

Do we continue with the Stallion subscriptions? Or just foals in the program?

This topic generated quite a bit of discussion and gave the EC something to consider for the future, but for now the Executive Committee took no action with this proposed concept.

The Executive Committee thanks Tatum Rice and Angie Highland for their time and presentation.

AMATEUR COMMITTEE REPORT – JULIE DAVIS

Director of Membership and the Amateur Liaison Julie Davis addressed the Executive Committee with the committee's updates on their findings to the directives assigned as a result of the August EC Meeting.

The Amateur Committee involved the members with a survey on these directives and received quite a bit of resistance on allowing the seniors to rollback to the \$50,000 Am class. That supporting data and backup materials was sent to the Competition Committee.

The directives assigned were addressed by the Competition Committee and results have been reported under the Competition Committee's portion of this meeting.

ADJOURNMENT

President Steve Norris adjourned the first day of the meeting and advised members that session will reconvene on Tuesday, October 20th at 8AM central time.

TUESDAY – OCTOBER 20, 2020

The Executive Committee meeting reconvened and was called to order at 8:02AM by President Steve Norris.

President Elect Ora Diehl gladly accepted and gave the invocation to begin our meeting.

VICE PRESIDENTIAL SELECTION COMMITTEE – ORA DIEHL

President-Elect Ora Diehl addressed the Executive Committee by presenting her recommendation for the 2021 Vice Presidential Selection Committee.

After much discussion and in accordance with our Constitution and Bylaws a list of members was presented to the Executive Committee for approval. Ora made a point to honor a recent request from the Governance Committee to try and include a member from that committee and a Past President within the eight members selected to serve on the nomination committee.

A **MOTION** was made and **SECONDED** to approve the recommended list for the 2021 Vice Presidential Selection Committee as presented by Ora Diehl. **MOTION CARRIED.**

A list of eligible candidates will be forwarded to the Board of Directors after staff has verified each candidate has met all the requirements to be considered.

NCHA CIRCUIT PROGRAM – JOSHUA VALDEZ

Manager of Shows Joshua Valdez addressed the Executive Committee with the latest version of the proposed NCHA Circuit Program. These changes were initiated due to some common concerns that surfaced as a result of the regional calls with the Board of Directors.

Joshua highlighted some data points that negatively impact the NCHA's weekend operation of shows. Those data points were as follows:

- In the past 3 years, entries in the Weekend Shows have dropped by 15,000
- Challenger Shows are decreasing as well, of the 79 remaining shows in 2019 about half of them are produced in Europe.
- In a matter of 10 years, we have gone from 128 affiliates to 87 in 2019.

The National Circuit Program was developed to appease the grass roots cutters in the areas that they are cutting in now. All while giving them an avenue to move forward with achievable goals.

After the detailed presentation given by Joshua Valdez, each member of the Executive Committee was given the opportunity to ask any additional questions that may have come up with their constituents after the calls and encouraged discussions.

Competition Committee was in favor with a couple of key concerns that they recommended for change. Those concerns were as follows:

- Funding?
- Transition of the Eastern and Western Nationals?

As a result of the calls with each region, there was an overwhelming response in favor of the program for the 2021 point year. Some of the concerns that surfaced was the financing, some of the boundary lines, the point year and the elimination of the Eastern and Western Nationals. This latest version that Josh has presented addresses each of those concerns.

President Steve Norris initiated a small group activity with each member being asked to write down a number on a sticky note using a scale of 1-10 (10 being the highest) with their thoughts on the priority of this program. The results were all above 5, with two 8s, a 9 and the rest resulted in a 10.

After much discussion, a **MOTION** was made and **SECONDED** to accept and support the funding & implementation of the proposed circuit program as presented with the following exclusions and considerations starting with the 2021 point year.

1. Delay the National Finals at least one year.
2. Reasonable adoption of ideas regarding:
 - a. Points equality
 - b. Site selection for the Circuit Finals
 - c. Launch proper communication

d. Capping the amount of added money at the Circuit Finals
 Knowing that these items may be changed in the future as NCHA staff determines. **MOTION CARRIED by majority with four (4) opposed.**

SHOW DEPARTMENT REPORT – SHIANNE MEGEL

Director of Shows Shianne Megel addressed the Executive Committee with some updates and recommendations from the Show Department.

Unapproved Classes Fee Data

Recommendation was brought to the Executive Committee in August to remove the 8% fees for unapproved classes.

A **MOTION** was made to approve that NCHA not collect the 8% fee on unapproved classes. There being no **SECOND** to this motion, the motion is not considered.

Triple Crown Payment Schedule

Recommendation is to shift the payment schedule from 6 payments to 4 payments. The proposed change will have no change to the penalties at this time. It has been previously reviewed by the Finance Department that this shift has no cash flow impacts. This has also been vetted and underwent extensive review with the Competition Committee.

<u>Current Futurity Schedule 2021 Structure:</u>	<u>Proposed Futurity Schedule 2022 Change:</u>
Payment 1 – October 15	Payment 1 – November 1
Payment 2 – January 1	Payment 2 – January 10
Payment 3 – May 1	Payment 3 – July 1
Payment 4 – July 1	Payment 4 – October 1
Payment 5 – September 1	
Payment 6 – October 1	

The Executive Committee requested that this be tabled and brought back to a future agenda.

2021 Futurity Dates

Director of Shows Shianne Megel is bringing this item back to the Executive Committee with the additional information and feedback that she has collected from additional committees on this topic. As an extensive look into this, recommendation is to take no action on the movement of the 2021 Futurity dates. WRMC has requested that the show end on Saturday and that the removal of added cattle pens would take place the last 5-7 days of the show.

Extended Age Competition at Triple Crown

After much discussion of the possibility of adding a special 4, 5, and a 6/7 year old class to the 2021 Super Stakes to accommodate the cancellation of the 2020 Super Stakes.

A **MOTION** was made and **SECONDED** to approve the rollover of the Stallion Foals funds of \$815,500 and to move the task force to work out details and bring it back to the EC within 30 days. **MOTION PASSED UNANIMOUSLY.** According to the decision made in this motion, no

refunds will be issued as a result of the cancellation of the 2020 Super Stakes from the Stallion Foal program.

Point Year Revision

Although there have been a lot of discussions circulating around the proposed change of the point year revision, the Weekend Show Committee was adamant that no change be made to the current structure. There was a recommendation from the members of the Executive Committee to take this to convention and get feedback from the Professional Trainers Committee.

Faster Cut Updates

Steve Norris asked Shianne to provide an update on the Faster Cut software. Faster Cut is offered in two different versions, a desktop and a cloud based version. The desktop version is no longer being offered starting in 2021. Microsoft will not support the desktop version anymore. According to our agreement, NCHA only endorses Faster Cut for integration with HUB. We can accept results from other software but we can only endorse Faster Cut. The cloud version seems to be a challenge for shows that have no internet access. As it stands, there are 14 secretaries that use the desktop version of Faster Cut. Shianne is offering to work hand and hand with all those show secretaries affected with the elimination of the desktop version to get them transitioned to an alternative option.

Clarification from the August EC Meeting

A **MOTION** was made and **SECONDED** for the 2021 show year only, the LAE shows must be for horses between the ages of 3-7. **MOTION results were split evenly, and the President broke the tie so PASSED with majority.**

AFFILIATE OFFICERS/SHOW PRODUCERS COMMITTEE REPORT – SHIANNE MEGEL

Director of Shows and the Affiliate Officers/Show Producers Staff Lead Shianne Megel addressed the Executive Committee with the committee's updates on their findings to the directives assigned as a result of the August EC Meeting.

1. Removal of the 8% unapproved class fee – See Show Department Report
2. Requirement of video speed of 1/16 – to be addressed at a future EC meeting.

STAFF ACTION ITEM UPDATES – JAY WINBORN

Executive Director Jay Winborn updated the Executive Committee with the status of action items that were assigned to the staff as a result of the August EC Meeting.

WEEKEND SHOW COMMITTEE REPORT – SHIANNE MEGEL

Director of Shows and the Weekend Show Staff Lead Shianne Megel addressed the Executive Committee with the committee's updates on their findings to the directives assigned as a result of the August EC Meeting.

1. Adding a \$500 Ranch/Herd Class – Agreed with Competition Committee and results are provided

A **MOTION** was made and **SECONDED** to take no action on this recommendation for adding a \$500 ranch/herd class. **MOTION PASSED.**

2. Increasing the earnings cap of the \$1,000 Amateur to \$2,000 Amateur

A **MOTION** was made and **SECONDED** to take no action on this recommendation for increasing the earnings cap of the \$1,000 Amateur to \$2,000 Amateur. **MOTION PASSED.**

3. Increasing the earnings cap of the \$2,000 Limit Rider to \$5,000 Limit Rider

A **MOTION** was made and **SECONDED** to take no action on this recommendation for increasing the earnings cap of the \$2,000 Limit Rider to \$5,000 Limit Rider. **MOTION PASSED.**

4. Devise a tactic to limit the number of date conflicts within weekend shows. – Staff encouraging show producers to collaborate and utilize the calendars when conflicts arise.

The Executive Committee determined that no action was required on this action item.

5. 5N & 5NNP weekend classes limited to horses with NCHA Lifetime under \$50,000 and propose an amendment to Standing Rule 8.i&l.

A **MOTION** was made and **SECONDED** to take no action on this recommendation of 5N & 5NNP weekend classes limited to horses with NCHA Lifetime under \$50,000 and propose an amendment to Standing Rule 8.i&l. **MOTION PASSED.**

6. Discuss adding Select NP/AM class to approved class list for Area Leaders and World Finals.

The Executive Committee determined that no action was required on this action item.

GOVERNANCE COMMITTEE REPORT – DAN AGNEW

Chairman of the Governance Committee Dan Agnew addressed the Executive Committee with his committee's updates on their findings to the directives to create job descriptions as a result of the August EC Meeting. The job descriptions presented were for the following positions: Area Director, At Large Director, Regional Director, President, President-Elect, Vice President, Committee Chairman, Committee Vice Chairman and the Committee Member.

Due to an error with the backup material that was provided to the Executive Committee for this presentation, these job descriptions will be brought back and proposed on the next EC call that will take place over the next couple of weeks.

NEW BUSINESS

2020 Hall of Fame Gala

After exhausting all options for a facility location and time during the Futurity, we regret to inform that the Executive Committee has made the hard decision to cancel the postponement of a 2020 Hall of Fame Gala. All inductees for the 2020 Hall of Fame will be recognized with a special awards ceremony at the Futurity on Sunday, December 13th before the Open Finals.

2021 Convention

The Executive Committee would like to revisit this topic at a later meeting to determine the best course of action for the NCHA.

ADJOURNMENT

There being no further business to come before the committee, a **MOTION** was made and **SECONDED** to adjourn the meeting. **MOTION CARRIED UNANIMOUSLY.**