CANADIAN BRIDGE FEDERATION
LA FÉDÉRATION CANADIENNE DE BRIDGE

Canadian Bridge Federation – Board of Directors Meeting

Date: June 13-15, 2026 **Location:** Penticton, BC
Time: Sat. 2:00-6:00 PM; Sun. 9:00 AM-4:00 PM; Mon. 9:00 AM-12:00 PM

ATTENDEES	Title	
Shelley Burns	President, Director Zone VI	Present
Allan Callard	Vice-President, Director - Zone I	Present
Xavier Combey	Director - Zone II	via Zoom Saturday Absent Sunday In person Monday
Terry Du	Director - Zone III	Present via Zoom
Marielle Decelles-Brentnall	Director - Zone IV	Present
Lois Matton	Treasurer, Director - Zone V	Present
Paul Janicki	Director at Large	Present
Sondra Blank	Executive Administrator	Present
Louise Mascolo	Webmaster	Present via Zoom Saturday & Sunday Absent Monday
Danny Miles	*Guest / Jr coordinator*	*Zoom Sunday for approximately 30 min*
David Cohen	*Guest*	*Zoom Sunday for 15 minutes*

1. CALL TO ORDER & AGENDA

President Shelley Burns called the meeting to order at 2:19 PM Pacific Time.

Additions / Amendments to the Agenda

It was noted that the CBF Charitable Fund was not included on the circulated agenda and requested it be added.

2. APPROVAL OF PREVIOUS MINUTES

2a) April 2025 Minutes (Toronto, ON)

The April 2025 minutes were reviewed together, and editorial notes were added to the meeting minutes.

Motion 26-21: To approve the April 2025 minutes as amended.

Moved: Allan Callard

Seconded: Terry Du

CARRIED

2b) May Board Minutes

Motion 26-22: To approve the May 11, 2026 minutes

Moved: Lois Matton

Seconded: Marielle Decelles-Brentnall

CARRIED

2c) Confirmation of Zone Directors

Zone representatives and terms were confirmed.

Upcoming elections for Zone III and Zone VI

2d) Ratification of email motion

Motion 26-20: To name Danny Miles the Junior Coordinator of the CBF effective June 1, 2026. This position is automatically renewed each year on January 1 unless either party terminates the contract.

Moved by: Lois Matton

Seconded by: Shelley Burns

CARRIED

3. AGM 2026 AGENDA REVIEW

The Board reviewed a draft 2026 AGM agenda. Key notes:

- To be held June 23, 2026 @ 7:00PM ET
- Financials, 2024 AGM Minutes, AGM Agenda and any motions requiring membership ratification must be posted on website 30 days prior to meeting.
- Confirmation of zone directors — Xavier, Lois and Paul to be formally confirmed.
- Notice of upcoming elections — Zones 3 and 6.
- No bylaw amendments will be presented at this AGM.

4. FINANCIAL REVIEW

Lois presented a financial overview of the organization:

2025 Financial Review:

a) Assets & Liabilities

- Cash and investments at the end of 2025 were approximately $300,000.

- Liabilities were approximately $75,000; down from ~$125,000 in prior years.
- Junior Fund balance: ~$118,000 (historically close to $200,000).

b) General Fund

- Revenue: approximately $135,000.
- Expenses: approximately $112,000.
- Reported surplus: approximately $23,000.
- Note: A $40,000 transfer from the Junior Fund to the General Fund was included; a retroactive admin fee from 2018 forward is what made the General Fund appear profitable for 2025.

c) International Fund

- Revenue: approximately $34,000.
- Expenses: approximately $48,000.
- Travel subsidies paid totaled approximately $15,000.
- Fund recorded a loss of approximately $14,000.

d) Junior Fund

- Revenue: approximately $28,000.
- Expenses: approximately $95,000 - driven by $45,000 in team travel and a $45,000 retroactive admin fee (2018–present).
- Loss: approximately $67,000.

Total loss across all three funds in 2025: approximately $60,000.

2026 Year-to-Date Financial Review

a) General Fund

- Membership revenue is tracking below budget; a shortfall of $10,000–15,000 against budget is anticipated.
- Celebrity Auction: Revenue over $25,000; net proceeds over $20,000.
- General Fund expenses are tracking at or below budget across all line items.
- Outlook: The Board believes the General Fund can break even in 2026, even excluding the celebrity auction proceeds — a significant improvement over 2025.

b) International Fund

- COPC revenues are up from the prior year but below budget.
- YTD International Fund revenue: ~$30,000 against a full-year budget of $63,000; hitting budget is uncertain.

c) Junior Fund

- Budget assumed $25,000 USD in ACBL contributions; this is now known to be incorrect. Revised expectation is ~$10,000 USD.
- The ACBL's reduction was attributed to their own cost-cutting measures.
- The Board acknowledged that junior travel costs will increasingly need to be shared with families/participants.
- Outlook: ACBL funds (~$10,000 USD if received) should cover junior training and trials costs, but not international travel.

c) Investments

- GIC: $282,000 maturing in September 2026.
- Chequing account balance: ~$80,000 (a significant portion held in USD, reflecting celebrity auction proceeds deposited to the US account).

- Board Agreement: Move ~$20,000 of the $80,000 chequing balance into a short-term term deposit and roll the $282,000 GIC over for another 12 months upon maturity, retaining a short-term portion for near-term obligations.

5. COMMITTEES & SUBCOMMITTEES

The Board reviewed proposed committees.

(Sub)Committee	Description	
Communications	Scope: club communications, social media/Bridge Winner's presence, ACBL magazine column (available monthly, 2-month lead time required), ACBL email blasts (quarterly) NABC Daily Bulletin, Ontario Kibitzer, unit/district outreach.	Allan / Shelley
Membership	Distinct focus: how to attract and retain members. The Board noted a need for someone with marketing expertise — open Director-at-large positions could be used to recruit such a person.	Allan Callard
Conditions of Contest	Mike Hargraves, Nick Gartaganis, Steve Mackay, and Danny Miles have all agreed to help rewrite the Conditions of Contest. • Xavier volunteered as Board liaison to this committee. He will submit his own suggested amendments to the group. • Committee to draft a separate Conditions of Contest for COPCs	Xavier Combey
Junior Development	Danny Miles (Junior Coordinator, successor to Andy Stark; Andy remains involved) • Terry Du, Paul Janicki, Lois Matton and Sondra Blank are the current committee members.	Terry Du
International Events	Coordination of international matches (including Mexico matches), entry fees, and team registration will be handled by Sondra and Lois. No formal committee required.	Sondra Blank
Francophone Services	Louise Mascolo is the primary resource. Xavier offered to assist if needed. No formal committee required.	Louise Mascolo
Celebrity Auction	• The Board needs an alternative marketing partner for social media reach. Shelley to research options.	Shelley Burns
Sponsorship & Grants	• Potential corporate sponsorships. • Possibility of government grants or funding programs.	Allan Callard
Disciplinary & Ethics	Board agreed to confirm with Tony Reus that he is willing to continue. • Question mark noted on the committee list. • Xavier expressed interest in being involved in this area	Sondra Blank
Bridge Magazine	Neil currently handles this. No changes discussed.	Neil Kimelman
WBF Representative	Paul is the WBF representative.	Paul Janicki
Maple Leaf Games	No separate committee needed; Sondra, Shireen, and Shelley manage coordination. Timing, promotion, and scheduling discussed as part of ongoing Board work.	Sondra / Shelley
Canadian Bridge Championships	Xavier is assisting Sondra with coordination for the Quebec City event	Sondra / Xavier
Hall of Fame		Marielle

6. FORWARD PLANNING

6a. Online Events

Board confirmed that COPCs and Team Round Robins will remain online going forward.

- Current financial realities make face-to-face qualifying events difficult to support.
- Future in-person events may be reconsidered if funding becomes available.

6b. Transnational Team event

Concept: CBF hosts an online transnational team event on RealBridge, open to teams from around the world, scheduled with time-zone-based matchmaking

- Proposed dates: November 6–8, 2026
- Promotion: RealBridge can help promote the event internationally. WBF contacts may assist.
- Conditions of Contest: to be modelled on WBF transnational event CoC. Xavier declined to lead this but will help where able.

Next step: Sondra and Shelley to discuss with Shireen; assess feasibility and get their input on promotion.

6c. Celebrity Auction

- Auction opens: November 1 (target).
- A dedicated landing page on the CBF website will feature the auction prominently. It will also be included in ACBL Bridge Bulletin submissions and ACBL email blasts.

Action: Shelley Burns: *Coordinate with Jason Feldman, Barbara Seagram, and Robert Todd regarding roles and promotion.*
Terry Du: *Canvas juniors in his network for video editing talent and social media skills. Request a junior volunteer to manage/post to the CBF Facebook page regularly.*
Sondra: *Set up auction website page; coordinate MailChimp campaign calendar.*

6d. Team League — Format & Scheduling

- Thursday evenings at 8:00 PM ET / 5:00 PM PT for start time.
- Continue using the fixed-date scheduling model, which eliminated many of the scheduling issues experienced previously.
- Maintain RealBridge as the platform. Players will be required to have RealBridge accounts to play.
- Non-CBF members will continue to be allowed to participate, subject to an additional $15 fee.

6e. Maple Leaf Game

- Lois is working with Andy Bowles (RealBridge) to correct home club designations.
- Distribution of club revenues remains on hold until the data issues are resolved
- Start time change in response to player feedback. Now at 7:00 PM ET

7. Business & Operations

7a. Membership Statistics

Period	Canadian ACBL Members	CBF Members	Percentage
Pre-COVID	~18,000	~4800	27%
Post-COVID	~16,000	~3500	21%
2025	~15,000	~3500	23%

While overall numbers decline industry-wide, CBF is capturing a growing share of Canadian bridge players.

7b. Membee Update

- Membee is functioning adequately for its intended purpose.

7c. Promotional Ideas & Publicity

- Membee is functioning adequately for its intended purpose. Automated renewal emails are now active. Sondra and Richard Oshlag (ACBL) perform monthly reconciliation of problem records.
- A prior campaign targeting lapsed members generated strong uptake; many did not realize their CBF membership had lapsed. Board agreed this should be an annual initiative.

Action: *Sondra: Add annual lapsed-member email campaign to task list; use existing draft email as a starting point.*

8. CBF Website

- David Cohen completed a major upgrade to the Canadian Championships results page.
- Phase 1 of the website update is in progress, covering: updated technology, reworked menu structure, and interactive events calendar.
- Expected to be completed by the end of July.

Sondra shared a preview of the new events calendar and our new Championship results page with the Board.

8a. Events Calendar

- Players can sort by event, subscribe to the calendar and add specific events to their personal calendars
- Clubs and units will be able to submit tournaments for listing (subject to CBF approval).

8b. Championship Results Page

- David Cohen rebuilt the results page to allow directors to enter results directly from a back-end screen, which then auto-updates the website in real time. No more manual uploads through the control panel.

8c. Menu Restructuring

- The goal is for one-click access to key information—eliminate multi-level link clicking.
- The 'Club Manager' section is a priority. It will include generic promotional materials clubs can copy/customize, instructions for running CBF-sanctioned special event games, registration forms, and qualifying game schedules.

9. COMMUNIICATIONS

The Board discussed the ongoing challenge of reaching both tournament players and club players.

Areas Identified for Improvement:

- Increased use of social media.
- Quarterly emails from the ACBL,
- Better use of the ACBL Bridge Bulletin, Magazine, Bridge Winners and other platforms.
- More regular content creation.
- Leveraging relationships with clubs, districts, and units.
- Developing separate communication strategies for:
    - Competitive/tournament players.
    - Club and recreational players.

10. STaC Update

Year	Revenue
Pre-COVID (historical avg.)	~$6,000
COVID years	$0
2023–24	~$1,500
2024–25	~$3,000
Current year (to date)	~$2,500

The Board noted that revenue has been steadily recovering since COVID. The website Club Manager section, once launched, should significantly increase club awareness and participation in special event games.

11. BY-LAWS

Allan presented a proposal for a bylaw rewrite, with the following highlights:

- Eliminate outdated language (references to snail mail, obsolete procedures, duplication).
- Establish a consistent structure: standard meeting procedures plus brief explanatory notes for general vs. special meetings.
- Replace 'audit' with 'review' throughout, consistent with current practice.
- Remove the accountant as a corporate officer. Replace with a Treasurer (Board director) who may personally handle bookkeeping or direct a contracted bookkeeper, with the Treasurer serving as the interface to the Board.
- Rename 'Executive Administrator' or 'Executive Secretary' to 'Operations Manager' (or equivalent) to better reflect the scope of the role.
- Update the elections section to align with the election procedures approved by the Board in February 2026
- The Board confirmed that election procedures passed in February 2026 are in effect for the 2026 election cycle and will not be changed mid-cycle. Revisions may be considered for 2027.

12. JUNIOR PROGRAM

Danny Miles (Toronto) was welcomed as the new Junior Coordinator. He brings 35 years of bridge experience, prior involvement in CBF's junior program, and approximately 10 years of mentoring and coaching Canadian junior players. He currently works with youth groups in the GTA.

Junior Program Highlights Reported by Danny Miles

- A RealBridge Junior Festival was held today. Results: Casper Gu and Annie Zhang (GTA, under-16 category) finished 1st out of 28 pairs. A University of Alberta team finished 4th of 18 teams in the under-26 category, and another U of A team competed in the under-31 category.
- A cohort of approximately 12 University of Alberta students have formed a bridge club and are developing rapidly. Similar university club formation is needed at other institutions; the key is having an existing passionate student to lead recruitment.
- Danny's priorities: overall program organization, recruitment, mentoring pipeline growth, and involving more mentors from the broader community.

Action Items

Danny Miles: *Call inaugural Junior Committee meeting. Coordinate with Tim White (ACBL) on program reporting and funding restoration. Canvass mentors and grow the mentor pipeline.*

Terry Du: *Ask juniors to volunteer for CBF Facebook page management.*

13. ERIN BERRY FUND

The Erin Berry Memorial Fund holds approximately $29,000, with a current-year disbursement ceiling of 15%

- Six applications were received for the current year seeking support to attend the NABC in Minneapolis.
- Given the complexity of the decision and the need for the incoming Junior Coordinator to be fully involved, the President deferred the decision to the Junior Committee.

Update: *The Junior Committee subsequently met and recommended Erin Berry Fund support for all six applicants attending the Youth NABC in Minneapolis. The recommendation is to provide $500 each to Annie Zhang, Casper Gu, Zachariah Willie, William Liu, Rudy Cheng, and Nina Ke, with an additional $250 for Casper Gu to support his participation in the World Youth Championships in China, for a total disbursement of $3,250. This amount is within the Trust's annual maximum distribution limit. The recommendation was approved by motion.*

14. RICHMOND TROPHY & PINS

The Board reviewed the Richmond Trophy recognition program and approved the following recognition policy:

- Category winners in each of the six zones will receive recognition for the following masterpoint categories: 0–5, 5–20, 20–50, 50–100, 100–200, 200–300, 300–500, and 500–1,500 masterpoints.
- All category winners will receive a digital certificate by email by the President.
- Pins will be available upon request rather than mailed automatically to reduce postage costs.
- Board members may present pins in person when possible

Action: ***Allan:*** *Draft congratulatory email wording.*

Louise & Sondra: *Update the website to reflect the revised recognition policy*

Sondra: *Issue digital certificates for the 2024 and 2025 winners.*

15. STAFF EVALUATION

The Board approved a salary adjustment for the Executive Administrator.

16. CANADIAN BRIDGE CHAMPIONSHIPS

16a. Current Event Status

- David Cohen's new results page was operational and working well.
- Directors: Mike Roberts is the head director. No captains' meeting was held for the Open; Mike will hold brief orientation meetings for the B and C events

16b. Directors for the 2027 Championships

The Board discussed director assignments for future national events and agreed that, going forward, Canadian directors will be used for RealBridge events. In addition, the Board agreed that the Québec City event will be directed by a bilingual director to better serve participants in both official languages.

Action: *Sondra to contact Dominique Guay, Trisha Malazdrewicz and Christian Chantigny to check availability.*

16c. Mexico Playoffs

2027 is a WBF Zonal qualifying year. The WBF requires zonal playoffs be held face-to-face, but the Board discussed alternatives given that the cost of flying Canadian teams to Mexico is significant. Shelley Burns will speak with WBF contacts and Patricia Herrera (Mexico representative) at the Minneapolis NABC in July to explore options.

16d. 2027 Registration Fees

The Board agreed that fees for 2027 should increase, as this is a more significant qualifying year and additional revenue is needed to subsidize teams travelling to worlds. Specific amounts were discussed but not finalized.

16e. Schedule & Dates

Motion 26-23: To approve the 2027 Canadian Bridge Championships round robin schedule as follows: Mixed – January 8–10; Women's and Flight C – January 16–17; Open – January 22–24; Seniors and Flight B – February 6–7; Championship Finals – May 19–25, Quebec City, QC.

Moved by: Shelley Burns

Seconded by: Allan Callard

CARRIED

Motion 26-24: To adopt the 2027 Championship Finals schedule (May 19–25, Quebec City, QC).
Moved: Shelley Burns
Seconded: Xavier Combey
CARRIED

17. 2027 CONDITIONS OF CONTEST

17a. Committee Members

- Xavier Combey and Paul Janicki from the CBF Board.
- Mike Hargreaves, Nick Gartaganis, Danny Miles and Steve Mackay

17b. Key Issues

- Augmentation and replacement rules: between round robin and finals; pre-existing conditions (doctor's certificate required); unexpected medical emergencies (e.g.: the case of a player who suffered a heart attack and wanted to use a substitute for the round robin and rejoin for the finals — currently disallowed but should be reconsidered)
- Eligibility: alignment with WBF residency requirements (two years as of January 1); citizenship vs. permanent residency vs. landed immigrant.
- Non-binary / transgender players: CBF to follow WBF guidelines. Players cannot switch designation within the same competition cycle. Paul Janicki will confirm WBF policy with the committee.
- Eligibility issues when participating in an EBU qualifying event (not a direct WBF trial) while also competing in Canadian championships. The Board agreed our conditions of contest should be consistent with WBF and should not inadvertently bar players who play in qualifying events for other NBOs when those events do not directly lead to a WBF conflict.
- A written defence to Multi was permitted for the 2026 Championships. The Board agreed that written defences to Multi will not be permitted at future CBF Championships.

17c. Timeline

Draft Conditions of Contest to be ready by end of September 2026, to allow Board review ahead of the first October meeting.

18. OTHER BUSINESS

18a. CBF Regional Tournament

The Board discussed the possibility of the CBF once again running its own regional tournament rather than hosting the playoffs in conjunction with an existing regional. The Board acknowledged that a standalone CBF regional would require strong local organizing support and significant volunteer capacity that is not currently available. No decision was made, and the matter was deferred for future consideration.

18b. Website Hosting

The Board discussed the security and maintenance of the CBF website, including the challenges associated with its aging WordPress infrastructure. It was noted that Phase 1 website updates are currently underway with a web design company. The Board also discussed reviewing hosting options once the current upgrade work is complete.

18c. Hall of Fame

Barry Senensky had submitted a proposal to change the Hall of Fame induction process. The Board had previously agreed to review his proposal and consult with stakeholders. Marielle is following up with Nader and is expected to bring back committee input by late September. The Board will review the recommendation in October and decide.

18d. Storage Locker

The Board reviewed the status of the CBF storage locker in Milton, Ontario, which houses uniforms, trophies, display materials, playing cards, and other event equipment. The inventory has been completed and is available on SharePoint.

The Board approved updating the locker's authorized access to ensure appropriate operational access for current CBF volunteers. Paul Janicki will be added as an authorized user and will assist with retrieving equipment as needed.

Action: *Sondra to contact U-Haul facility to add Paul as an authorized user.*

18e. Junior Program Subsidy

The Board reviewed the funding available for the junior program and discussed ways to ensure its long-term sustainability. The Junior Committee was tasked with developing recommendations for a sustainable subsidy model, including funding limits and eligibility criteria, for future Board consideration

18f. Election Nominations – Deadline Reminder

The election procedures approved in February 2026, nominations for Board positions must be submitted by September 15, 2026. A communication will go out to all zones and units well in advance of this deadline. This year, only Zone 3 and Zone 6 are up for election.

18g. Bridge Magazine

The Board reviewed the current operation of Bridge Canada magazine, including honorariums, publishing costs, and advertising revenue. It was agreed that increasing advertising revenue should be a priority and that honorariums will be reviewed as part of the magazine's overall financial sustainability. Shelley will follow up with Neil Kimelman regarding current honorariums and strategies to increase advertising. The Board also noted that website analytics, once available following the Phase 1 website update, will assist in attracting advertisers.

SUMMARY OF MOTIONS

Motion	Moved / Seconded	Result
26-20: Name Danny Miles the Junior Coordinator of the CBF effective June 1, 2026	Lois Matton / Shelley Burns	Carried
26-21: Approve the April 2025 Minutes as amended.	Allan Callard / Terry Du	Carried
26-22: Approve the May 11, 2026 minutes	Callard / Decelles-Brentnall	Carried
26-23: To approve the 2027 Canadian Bridge Championships round robin schedule	Shelley Burns / Allan Callard	Carried

26-24: To adopt the 2027 Championship Finals schedule (May 19–25, Quebec City, QC).	Shelley Burns / Xavier Combey	Carried
26-25: Adjourn the meeting.		Carried

ACTION ITEMS SUMMARY

Action	Owner	Due / Target	Completed
Follow up with ACBL on outstanding International Fund game revenue (expected since ~February).	Shelley Burns and Lois Matton	Before next Board meeting	
Develop quarterly email blast schedule and content plan for ACBL-distributed promotions.	Shelly Burns & Allan Callard	Immediately	
Place $20,000 in a short-term deposit; Roll $282,000 GIC for 12 months	Lois Matton	Soon	
Confirm AGM financial statement availability with Dan Edwards; confirm audit fee.	Shelley Burns	ASAP	Completed
Research alternative marketing partner for celebrity auction.	Shelley Burns	ASAP	
Follow up with Tony Reus to confirm he will continue as Disciplinary & Ethics chair.	Sondra Blank	Before next Board meeting	
Contact Shireen re: feasibility, dates, conditions of contest, promotion of Transnational event.	Sondra Blank	Before next Board meeting	
Write up celebrity auction summary for the Ontario Kibitzer (Andy Stark).	Shelley Burns	Soon	
Investigate Stripe tap-to-pay device for future events	Lois Matton	Soon	
Follow up with ACBL to confirm CBF position in the membership dropdown list has been moved up.	Shelley Burns	Before next Board meeting	
Contact Jason Feldman, Barbara Seagram, Robert Todd re: Celebrity Auction	Shelley Burns	Ongoing	
Draft email to clubs re: 2025 Maple Leaf club distribution	Allan Callard	ASAP	
Draft revised CBF bylaws; circulate to Board periodically	Allan Callard	Target: AGM 2027	
Request RealBridge add home club field to player profile	Shelley Burns	ASAP	
Canvas juniors for video editing volunteers (Celebrity Auction), and social media	Terry Du	Soon	Completed (Casper and his dad)
Add annual lapsed-member re-engagement email to task calendar	Sondra Blank	Immediately	
Draft congratulatory email wording for Richmond Trophy category winners.	Allan Callard	Before certificates issued	
Update the CBF website to reflect the revised Richmond Trophy recognition policy.	Louise Mascolo and Sondra Blank	Soon	

Issue digital certificates for the 2024 and 2025 Richmond Trophy winners.	Sondra Blank	Soon	
Contact Dominique Guay, Trisha Malazdrewicz, and Christian Chantigny to check availability for 2027 Championship directing assignments.	Sondra Blank	Soon	Completed
Speak with WBF contacts and Patricia Herrera at the Minneapolis NABC to explore options for Mexico playoffs.	Shelley Burns	July 2026	
Confirm WBF policy on non-binary / transgender players with the Conditions of Contest committee.	Paul Janicki	Before September	
Prepare draft 2027 Conditions of Contest, including a separate COPC Conditions of Contest, for Board review.	CoC committee	End of September	
Follow up with Nader and bring Hall of Fame committee input / recommendation back to the Board.	Marielle Decelles-Brentnall	End of September	
Contact the U-Haul facility to add Paul Janicki as an authorized user for the CBF storage locker.	Sondra Blank	ASAP	
Develop recommendations for a sustainable junior program subsidy model, including funding limits and eligibility criteria.	Junior Committee	Soon	
Send communication to zones and units reminding them that Zone 3 and Zone 6 nominations are due September 15, 2026.	Sondra Blank	July 2026	
Follow up with Neil Kimelman regarding Bridge Canada honorariums and strategies to increase advertising revenue.	Shelley Burns	Before September	

NEXT MEETING

The next Board meeting is scheduled for Monday, July 20, 2026, at 6:00 PM Eastern.

ADJOURNMENT

Motion 26-25: to adjourn moved by Allan Callard
Meeting adjourned at 12:17 PM Pacific Time.

______________________________ Shelley Burns, President Date: ___________________	______________________________ Sondra Blank, Executive Administrator Date: ___________________