

CAP BOARD OF GOVERNORS MEETING, 6 MAY 2001, WILSON HALL,
HEADQUARTERS CIVIL AIR PATROL, MAXWELL AFB, ALABAMA

The following named members, in alphabetical order, were present for this meeting:

Mister Bruce P. Baughman, FEMA
Director, Operations and Planning Division Response and Recovery Directorate

Colonel Robert Bess, CAP
Civil Air Patrol Member-at-Large

Brigadier General Robert D. Bishop, Jr., USAF
Deputy Director, Operations & Training, DCS Operations, HQ USAF
(Appointed as primary member for the period 1 – 15 May 2001.)

Brigadier General James C. Bobick, CAP
Civil Air Patrol National Commander

Colonel Richard L. Bowling, CAP
Civil Air Patrol National Vice Commander

Brigadier General Paul Hankins, AFOATS/CC
(Appointed as primary member for the period 1 – 15 May 2001.)

Lieutenant General Nicholas B. Kehoe
United States Air Force, Retired

Colonel Michael L. Pannone, CAP
Civil Air Patrol Member-at-large

Brigadier General John M. Spiegel, USAF
Principal Deputy Assistant Secretary of the Air Force for Strategic Planning

Mister Bruce N. Whitman, Executive Vice President
Flight Safety International

For the record, it was noted that the following member was absent:

Doctor Benjamin F. Payton, President
Tuskegee University

The Chairman expressed appreciation to Mr. Whitman for his attendance at this board, recognizing that weather prevented his attendance at the first meeting of the Board of Governors. He stated that representation (outside CAP and USAF) is really crucial to the balance of the board. He added, “Your influence in the community can help not only CAP, but other entities in which you have an interest, to foster ideas and work with the board to enhance a lot of things for our nation.”

RECOGNITION OF SPECIAL VISITORS

Lt Col Timothy Verrett, CAP, Pacific Region Legal Officer

Lt Col Bill Nugent, USAFR, Director of Government Contracts,
Flight Safety International

AGENDA ITEM 1. APPROVAL OF PREVIOUS MEETING MINUTES

BRIG GEN BOBICK, CAP, moved and COL BOWLING, CAP, seconded a motion that the board approve the minutes of the previous meeting as presented.
THE MOTION CARRIED UNANIMOUSLY

AGENDA ITEM 2. ACTION ITEMS FROM PREVIOUS MEETING

AGENDA ITEM 5, ACTION ITEM 1:

The Chairman briefed that CAP General Counsel, Air Force General Counsel, and the Air Force Staff Judge Advocate have indicated that the concept of alternates for board members is not legal, with the possibility of certain exceptions. There was discussion of whether corporate common law or statutory interpretations would apply to this board.

BRIG GEN BOBICK, CAP, moved and COL BOWLING, CAP, seconded a motion that the board rescind the previous meeting’s request for alternates, and that this body accept what is known as corporate common law—that there will be no alternates to the primary board members.
THE MOTION CARRIED UNANIMOUSLY

AGENDA ITEM 6, ACTION ITEM 2:

BRIG GEN SPEIGEL, USAF, moved and COL PANNONE, CAP, seconded a motion that the board approve the recommendation as printed.
THE MOTION CARRIED UNANIMOUSLY

AGENDA ITEM 6, ACTION ITEM 3:

COL PARKHURST, CAP-USAF/CC briefed that he is continuing to work with the Air Force Auxiliary Board in an attempt to resolve this issue. BRIG GEN BISHOP, USAF, offered to assist in the resolution of this item. Estimated completion time: next Board of Governors meeting.

AGENDA ITEM 6, ACTION ITEM 4: COMPLETED

AGENDA ITEM 6, ACTION ITEM 5:

BRIG GEN BOBICK, CAP, moved and COL BESS, CAP, seconded a motion that the board approve the recommendation as printed.
THE MOTION CARRIED UNANIMOUSLY

AGENDA ITEM 7, ACTION ITEM 6: COMPLETED

AGENDA ITEM 8, ACTION ITEM 7:

Agenda Item 9, May 2001 BoG meeting will address this issue.

AGENDA ITEM 9, ACTION ITEM 8: COMPLETED

AGENDA ITEM 9, ACTION ITEM 9: COMPLETED

AGENDA ITEM 9, ACTION ITEM 10:

Agenda Item 3, May 2001 BoG meeting will address this issue.

AGENDA ITEM 10, ACTION ITEM 11:

Agenda Item 3, May 2001 BoG meeting will address this issue.

AGENDA ITEM 10, ACTION ITEM 12: COMPLETED

Additional changes recommended under Agenda Item 5, May 2001 BoG meeting.

AGENDA ITEM 13, ACTION ITEM 13: COMPLETED

AGENDA ITEM 3, DISCUSSION OF BoG ROLES/RESPONSIBILITIES/PURPOSES

(Agenda Item 9, Action Item 10, Mar 2001 meeting):

Mr. Don Rowland, HQ CAP/XP presented a slide briefing (see attachment 1).

NOTE: DISCUSSION POINTS FOR COL BROOKS:

- The discussion pointed out that the presentation offered a framework as a departure point, not limited.
- Suggestion that board members send written comments to EX.
- Committees could be focused on certain mission statements.
- A guiding document for BoG activities—not a charter, but overall framework.
- Suggestions that there may already be models, such as Boy Scouts of America, American Red Cross, that the BoG could use as a pattern.
- Pointed out that the legislation didn't go into great detail except the overarching theme that the BoG is the governing board of CAP, which includes fiduciary responsibilities, etc. No committee report in conjunction with giving more detail.
- Gives a framework from which to depart, knowing that it can be revised on a continuing basis.
- Refine the wording and try to make some progress on this before the next meeting.

BRIG GEN SPEIGEL, USAF, moved and BRIG GEN BISHOP, USAF seconded a motion that the board agree in principle to the roles and responsibilities, as presented to the board, as a framework from which to depart. Further refinement or fidelity on those roles and responsibilities, after research on other precedents, will be provided no later than the next meeting.

THE MOTION CARRIED UNANIMOUSLY

(Agenda Item 10, Action Item 11, Mar 2001 meeting):

COL PANNONE, CAP moved and COL BOWLING, CAP seconded a motion to return to the table Agenda Item 10 (CAP National Board Recommendations) of the 5 March 2001 Board of Governors meeting.

THE MOTION CARRIED UNANIMOUSLY

MR. BAUGHMAN moved and COL BESS, CAP, seconded a motion that the board return these National Board Recommendations to the CAP National Board without action. The Board of Governors considers legislative changes to be inappropriate at this time.

THE MOTION CARRIED UNANIMOUSLY

AGENDA ITEM 4. BRIEFING ON CAP STANDING COMMITTEES

Col Joseph McMillan, CAP/CS, presented a slide briefing (see attachment 2)

COL BOWLING, CAP, moved and COL PANNONE, CAP, seconded a motion that the board approve the recommendation that the Board of Governors adopt the current CAP standing committees for future use by the board as appropriate and necessary. Also, that "(4) Board of Governors" be added to AGENDA ITEM SOURCES in the briefing/recommendation/committee structure.

THE MOTION CARRIED UNANIMOUSLY

AGENDA ITEM 5. BYLAWS CHANGES FOR OPERATION OF BOARD OF GOVERNORS

Lt Col Gordon Odell, CAP, HQ CAP/GCA, presented a slide briefing (see attachment 3)

Mr. Timothy Verrett, CAP Pacific Region Legal Officer also provided comments on the proposed changes and the format of the Constitution and Bylaws.

BRIG GEN BOBICK, CAP, moved and COL PANNONE, CAP, seconded a motion that the board refer this agenda item (except those items individually considered, on pages 21 and 25 of the agenda) to the Constitution and Bylaws Committee. Also, add Timothy Verrett as an advisory member to the Constitution and Bylaws Committee for the purpose of this agenda item.

THE MOTION CARRIED UNANIMOUSLY

For the record, it was noted that the report of the Constitution and Bylaws Committee will come back to the members of the Board of Governors for action, at least 30 days in advance of the meeting. If individual members want their own legal staffs to review the proposed changes to the Constitution and Bylaws in order to reinforce their confidence in the legality, there will be ample time for that review.

BRIG GEN SPEIGEL, USAF, moved and COL BESS, CAP seconded a motion that the board approve the recommended changes to the Constitution on page 21, as follows:

“Delete ARTICLE XIX, paragraphs 3 (relating to National Board ratification of amendments to the Constitution and Bylaws) and 4 (relating to notice requirements for changes to the Constitution and Bylaws), and renumber paragraph 5.

“Add to ARTICLE VIII. 3. The Board of Governors may provide for the payment or reimbursement of expenses incurred by the members of the Board of Governors in the performance of their duties.”

THE MOTION CARRIED UNANIMOUSLY

QUORUM (Reference Agenda Item 6, paragraph g., 5 March 2001 BOG meeting)

MR. BAUGHMAN moved and BRIG GEN BOBICK, CAP, seconded a motion that nine members must be present to constitute a quorum for the conduct of business.
THE MOTION CARRIED UNANIMOUSLY

It was pointed out during discussion that a quorum of nine would help ensure that no less than two members from each of the three groups constituting the board would be in attendance for each meeting.

BRIG GEN BOBICK, CAP, moved and COL BOWLING, CAP, seconded a motion that the board approve the recommended changes to the Bylaws on page 25, as amended, as follows:

“Add paragraph 22.1 and renumber remaining paragraphs in section 22

“22.1 A quorum of the Board of Governors consists of nine members in office immediately before a meeting.”

THE MOTION CARRIED UNANIMOUSLY

AGENDA ITEM 6. REVIEW PROPOSED FY02 FINANCIAL PLAN

Mr. Tom Hicks, HQ CAP/FM, presented a slide briefing on the CAP FY02 Non-Appropriated Budget (see attachment 4). He also provided a copy of the National Finance Committee (NFC) Meeting Minutes, 3 May 01 (see attachment 5). Mr. Hicks stated that the NEC had voted out this budget and the minutes for Board of Governors approval. The investment policy will be presented under Agenda Item 7.

COL BOWLING, CAP, moved and BRIG GEN BISHOP, USAF, seconded a motion that the Board of Governors approve the NFC Minutes (except the Investment Policy) and the FY02 CAP Non-Appropriated Budget, as presented by the National Executive Committee.

THE MOTION CARRIED UNANIMOUSLY

Mr. Tom Hicks, HQ CAP/FM, presented a slide briefing on the CAP FY02 Appropriated Financial Plan, as originally requested by CAP (see attachment 6).

Brig Gen Bishop, USAF, presented a slide briefing on the negotiations for the CAP FY02 Appropriated Financial Plan. (HQ USAF Update Support to our Auxiliary FY02 Budget Update) (see attachment 7).

BRIG GEN BOBICK, CAP, moved and BRIG GEN SPEIGEL, USAF seconded a motion to accept the report that was given and that the Board of Governors should confirm their support through the Chairman to the Air Force. Also, the board wants the

Air Force to support the \$23.2M baseline for CAP, and the board recommends the Air Force support the concept of CAP and the Air Force jointly going forward to OSD on the \$1.75M disconnect.

THE MOTION CARRIED UNANIMOUSLY

Brig Gen Bobick, CAP, expressed appreciation for all the hard work and effort that has gone into the support for the CAP appropriated funds, which reflects the value of the Board of Governors.

The Chairman expressed appreciation to Gen Bishop, as he departs for a new assignment, for all his hard work, not only in budget negotiations, but for all his efforts during the last year.

Mr. Don Rowland, HQ CAP/XP presented a slide briefing on the current status of the FY03 and beyond POM (Program Objective Memorandum) (see attachment 8).

There was discussion on whether CAP funding should come more directly from HQ USAF without going through AU or AETC. It was pointed out that there are many advantages of keeping the major command in the loop; there are many more issues to be considered other than funding.

AGENDA ITEM 7. REVIEW INVESTMENTS/INVESTMENT POLICY

Mr. Tom Hicks, HQ CAP/FM, presented a slide briefing (see attachment 9). The NEC accepted this investment policy and recommends approval by the Board of Governors.

BRIG GEN SPEIGEL, USAF, moved and BRIG GEN HANKINS, USAF, seconded a motion that the board approve the updated investment policy as presented—accept the guidelines as the investment policy for CAP investments.

THE MOTION CARRIED UNANIMOUSLY

AGENDA ITEM 8. PROPOSAL TO ENDORSE CONDUCT OF REQUIRED AUDITS

Ms. Ruth Peterson, CAP-USAF/FM, presented a slide briefing (see attachment 10)

Mr. Tom Hicks, HQ CAP/FM, provided a copy of the resume of Wilson, Price, Barranco, Blankenship & Billingsley, P.C., the firm that will perform the GAGAS (Generally Accepted Government Auditing Standards) audit (see attachment 11). He explained that the Wilson, Price firm will actually perform the financial audit required for financial statements and the Defense auditors will rely on that audit.

Ms. Peterson further clarified that when the Defense Contract Audit Agency (DCAA) completes its financial statements portion of the audit, after testing, can accept what the other firm has done, but DCAA's main interest in the financial statements is only that portion which relates to the federal money. The scope of DCAA covers only federal

money. One of the audits is for CAP corporate funds (Wilson, Price firm) and the other audit (DCAA) is for appropriated funds.

COL BESS, CAP, moved and BRIG GEN BISHOP, USAF, seconded a motion that the board endorse the use of the Defense Contract Audit Agency (DCAA) to conduct the (SOW) Compliance Audit (OMB A-133 audit) and approve the selection of Wilson, Price, Barranco, Blankenship & Billingsley to conduct the audit of CAP corporate funds. THE MOTION CARRIED UNANIMOUSLY

In response to a question, Mr. Hicks confirmed that a bidding process was used in the recommended selection of Wilson, Price, Barranco, Blankenship & Billingsley as the CAP auditor.

AGENDA ITEM 9. REVIEW STATEMENT OF WORK

Mr. Don Rowland, HQ CAP/XP presented a slide briefing (see attachment 12).

Estimated completion date for negotiated changes to Statement of Work: 30 June 2001

AGENDA ITEM 10. DISCUSSION ON FUNDRAISING

Ms. Mary Nell Crowe, HQ CAP/PA, presented a slide briefing (see attachment 13).

There was discussion on the separation of fund-raising accounts from appropriated money. It was explained that fund-raising usually results in designations of how the money will be spent; therefore, the money is included in the budget item of the designated program. If the donated money is not designated, it will be used in the program needing money.

AGENDA ITEM 11. RECOMMENDATIONS REFERRED BY NEC (4-5 MAY 2001 MEETING)

a. Financial items:

(1) NFC Minutes and FY02 CAP Budget (approved under Agenda Item 6)

(2) FY03 and beyond POM. (briefed under Agenda Item 6)

b. Investment Policy (approved under Agenda Item 7)

c. Performance Awards System.

Col Bob Brooks, EX, requested continuance of policy to allow use of end-of-year fallout money to give performance-based awards, ranging from zero to 3 percent, to some corporate employees at National Headquarters.

COL PANNONE, CAP, moved and BRIG GEN HANKINS, USAF, seconded a motion that the board approve a 0-3 percent performance-based awards program, based on availability of fallout funds.

THE MOTION CARRIED UNANIMOUSLY

There was clarification that there were no items from the NEC EXECUTIVE SESSION of the 4-5 May 2001 meeting to come before the Board of Governors.

AGENDA ITEM 12. OLD BUSINESS

ITEM 1. CAP Complaints Procedures

Mr. Duddly Hargrove, National IG, presented a slide briefing, an overview of the due process system currently used by CAP (see attachment 14).

During discussion, a question was asked if the CAP procedures have been compared to other nonprofit organizations with respect to terminations, denied renewal of membership or determination of the level for denial or revocation of privileges. It was explained that CAP attempts to keep these type actions at the lowest possible level, with the provision for an appeal process including the Membership Action Review Board. Also, CAP continually works with other organizations to coordinate programs, although actual numbers have not been compared.

Board of Governors members expressed an interest in reviewing the CAP Regulations covering due process of complaints. Applicable regulations, available on the web at <http://www.capnhq.gov/docs/webregulations/pubsweb.htm>, are: CAPR 123-2, etc.

AGENDA ITEM 13. NEW BUSINESS

ITEM 1. Complaint Letters

The Chairman noted that several members of the board have received complaint letters, and stated that the board needs a procedure for handling grievances that come directly to the board. There was discussion and legal opinions expressed on how the conduct of members of the Board of Governors should be handled. The Constitution and Bylaws Committee will address this in the current revision (Agenda Item 5, BoG Meeting, 6 May 2001).

BRIG GEN SPEIGEL, USAF, moved and COL BESS, CAP, seconded a motion that the board approve the following procedure for complaints sent to individual members of the Board of Governors, noting that individual members cannot act independently of the board:

1. Complaint letters will be forwarded to the Executive Secretary.
2. Executive Secretary acknowledges receipt of the letter.
3. Executive Secretary refers to appropriate authority for action/investigation (using the CAP system already established).
4. Report of results forwarded to the Board of Governors.

Also, defer to the Constitution and Bylaws Committee on addressing the more complicated situation where a member of the Board of Governors or those individuals who report to the board (i.e., EX, National IG) have an allegation made against them.
THE MOTION CARRIED UNANIMOUSLY

AGENDA ITEM 14. NEXT MEETING

The board agreed that due to 60th anniversary activities on Saturday afternoon, 1 Dec 2001, and the anniversary gala that evening, the next meeting of the BoG will be held in Washington DC on Sunday, 2 Dec 2001 (Crystal Gateway Marriott Hotel, Arlington VA)

NOTES:

1. The Board of Governors was in EXECUTIVE SESSION, 1:30 – 2:20 PM
2. (Depending on legal ruling) With the absence of one member and the early departure of two other members, there was not a quorum present from 2:35 PM until adjournment. However, only information briefings were received during that time period.

CLOSING COMMENTS

The Chairman stated that he hoped all the people in attendance—not limited to the board members—will help become missionaries of the way the board is operating, what it is doing, and pass the word along. He also expressed appreciation to Col Brooks and the National Headquarters staff, especially the people who gave briefings, and all the people behind the scenes, both HQ CAP and HQ CAP-USAF, who helped make this event successful. The Chairman also requested that HQ CAP/PA, in coordination with HQ AU/PA, prepare a press release covering this meeting.

The Chairman also noted that the term of office for Brig Gen Bobick, CAP, as National Commander, Civil Air Patrol, will end this fall, prior to the next BoG meeting. He expressed appreciation to Gen Bobick for all that he does for CAP, and especially his efforts over the last 2 years during a period of turmoil between CAP and the Air Force.

The Executive Secretary called attention to the framed, originally signed Cooperative Agreement and Statement of Work, with the pens used to sign them, by Brig Gen Bobick, CAP, and Air Force Secretary Peters (hanging on the wall of the conference room).

ADJOURNMENT

BRIG GEN BOBICK, CAP, moved and BRIG GEN BISHOP, USAF, seconded a motion that the board adjourn.

THE MOTION CARRIED UNANIMOUSLY

The meeting adjourned at 3:45 PM, 6 May 2001

ATTACHMENT 5

NATIONAL FINANCE COMMITTEE MEETING MINUTES

3 May 2001

A meeting of the National Finance Committee (NFC), Civil Air Patrol, was conducted at 1400 hours, 3 May 2001, at National Headquarters, Maxwell AFB, AL. Meeting was called to order by Col Larry D. Kauffman.

COMMITTEE MEMBERS PRESENT:

Col Larry D. Kauffman, Chairman
Col Donald N. Prouty
Col Andrew Skiba
Col William S. Charles
Col Joseph C. Meighan, Jr.
Col Colin F. Fake

Col Robert L. Brooks - Non voting member
Mr Tom Hicks - Non voting member

OTHER PERSONNEL PRESENT:

Col Joseph D. McMillan, CAP/CS
Col Scott Hamilton, EXA
Mr. Donnie Rowland
Mr. Mike Button
Mr John Angle
Ms Ruth Petersen
Ms. Lorri D. Murrell
Mr. Jim Hollabaugh
Ms Rita Pickette
Ms. Helen Johnson
Mr. Sid Ward
Mr. Brian Brady
Mr. Mark Sims
Mr. Michael Blake

1. Meeting began with an introduction of the newly hired Internal Control & Assistance Monitor, five of whom were present. Col. Kaufman had the members of the Finance Committee introduce themselves to the ICAMs.
2. Col. Kaufman requested a resolution to go from the Finance Committee to the NEC and the BoG as to why membership dues are used to pay for cadet orientation flights and IACE. The question was, "why not fund these with appropriated funds?" D. Rowland asked to defer discussion until presentation at the full NEC of the FY 02 Appropriated Financial Plan.
3. Mr. Hicks introduced Mr. Button who had a request from Arizona Wing to dispose of a 14 year old "donated" mobile home. The wing is going to donate the mobile home to a local church. There will be no cost to CAP with this donation. Finance committee approved the request.
4. The next item discussed by the committee was the FY 02 Corporate Financial Plan.
 - a. Col. Kaufman asked for increases in the following travel accounts to be used for two Commander's Call annually:
 - National Commander - \$2,000
 - National Vice Commander - \$1,000
 - National Chief of Staff - \$1,000

- All region commanders - \$2,000 each
- Two other areas increased were:
- National Controller - \$1,000
 - National Chaplain - \$1,800

Finance Committee approved the requested increases.

- b. Col Kaufman passed on a request from staff that both NEC conferences not be held at Maxwell AFB. He suggested that one be held in Atlanta, for example. The reason being that the cost of airline tickets to Montgomery is too expensive. He also suggested that they be rotated to different locations as long as they are airport hubs.
- c) Reduced contingency fund by \$20,722 to \$60,000.
- d) The Satellite Tool Kit will be renamed to National Director Advanced Technologies and moved to Dept. 085. The funding was also increased \$15,000 to \$40,000.
- e) A question was raised about the increase to the Aerospace Education promotion account. Mr. Angle stated that OMB Circulars would not allow appropriated funds to be used for AE workshops promotional items. The corporate funds will allow the RDAEs to purchase these types of materials for their workshops.
- f) Col. Fake requested an increase to Region Staff College funding. He stated that the maximum funding for 35 students is not adequate for some wings. Other wings have never met the maximum number of students. The committee decided that the language should be changed to allow \$125 per student, with no cap on the maximum number of students. The budget will remain the same.
- g) Cadet Flight Orientation had to be reduced in FY 02 due to funding constraints. The corporation has requested financial support from the USAF for FY 02 for the Cadet Program.
- h) A question was raised as to what the Cadet Flight Training funds were being used for. Mr. Bean explained to the committee that the funds were being used as scholarships for graduates of the National Flight academies. The scholarships were being paid to the parents of these cadets to help offset expenses. The budget is based upon projections of the number of cadets that will attend the flight academies. Any remaining funds in the budget will be used to offer scholarships to cadets pursuing their pilot's license.
- i) National Specialized Academies are new academies planned to fill voids in areas of interests to cadets. The new planned academies are:
 - National Military Music Academy
 - National Honor Guard Academy
 - National Aircraft Maintenance Career Orientation Academy
 - National Aerospace Education Academy
 - Slow-Scan Cadet Training Academy
- j) The NFC wants metrics developed to measure the usefulness and effectiveness of the funds spent in Marketing and Public Relations Programs. (Report due at the next NEC.)

- k) The increase for Electronic Media will be used to pay for pre and post production costs to produce public service announcements.
 - l) The OSHKOSH Aircraft Display for FY 02 will support a more educational exhibit, featuring a Maule, L-16, Stinson, Fairchild, and 172 or 182. There was a suggestion to have recruiting at the display.
 - m) The committee requested that Dept 140 Logistics be renumbered and renamed to Dept 130 CAP Education & Training Center, Oshkosh.
 - n) Col. Charles asked why funding was not provided to the Board of Governors (BoG). Col. Brooks stated that at the 5 March 2001 meeting of the BoG, it was decided that expenses for the members would be paid with appropriated funds.
5. The committee discussed the acquisition of a new envelope for the hot air balloon located in the Illinois Wing to be used for Marketing and Recruiting Program. Col. Brooks told the committee that we could use the funds from the travel account for the National Philanthropy & Endowments position for FY 01. Col. Kaufman approved the transfer of the funds and stated that there was no vote required.
 6. The NFC was asked to discuss the request for a loan of \$60,000 to fund the DDR program until appropriated funds become available. Col. Kaufman suggested a \$20,000 advance to DDR pending verification that a funding document will be received for the program, plus approved DDR applications.
 7. The status of corporate investments was briefed. Col. Kaufman stated investments gained 10.39% last year despite market fluctuations.
 8. The BoG has asked for a revised investment policy. The NFC members were given a copy of the policy for review.
 9. The reutilization of Region Chaplain Staff College funds was discussed. The NFC stated that the new policy for Senior Region Staff College would also apply to the Region Chaplain Staff College.
 10. Col. Brooks asked NFC for the same latitude given in the past for employee performance bonuses. Motion carried.
 11. Mr. Hicks stated that with these changes we are currently \$31,078 over budget. This overage will be absorbed during the execution year from programs that do not fully utilize their budgets.

MINUTES APPROVED