



## **CAGC BOARD OF DIRECTORS MEETING MINUTES**

**November 28th, 2018**

**7:30 AM**

**Eagle Boardroom 6806 Railway Street SE**

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### **Attendees**

**President:** Mike Doyle

**Past Chair:** John Ropchan

**Directors:** Doug Iverson, Jim Freake, Terry Jackson, Ivan Chapdelaine, Andy Cicoria, Roger Bilger, Cam Moore, Dan Dooley

**CAGC Staff:** Tashia Olmstead, Rod Garland

#### **Conference Call-In**

**Chair:** Forrest Burkholder

**HS Chair:** Mike Colwell

**Directors:** Shelley Machon, Rob Smith, Orrin Foster, Eric Bourdages

**Guests:** NRCAN – Ken Faulkner, David Mohn

### **Absentees**

**Directors:** Al Chatenay, Stewart McCallum

❖ **Seismic Crew Count – November - 5**

❖ **Meeting Commenced – 7:31 AM**

**Emergency Exits** – Go out the front doors of boardroom, front door of the building then muster point is close to the fence down the road the other on is in the parking lot across the street off to the right. Bathrooms – one outside of the boardroom to the left and then others are to the left down the hallway then another left then right straight down the hall way.

## Membership Report

Active Memberships = 108  
Associate Memberships = 10  
Individual Memberships = 73  
Sole Proprietor = 17

Total = 208

## Government/Industry

Roundtable – Work Environment – How does the Winter/Q1 look for your business?

- nervous, jobs are getting cut, any jobs that are out there are getting smaller and smaller, the differential is killing us. Q1 doesn't look good. In the 80's was this similar when P. Trudeau was in, was this the same? No there was still activity.
  - it's the worst that I've seen.
  - Not putting out the 4<sup>th</sup> crew, not enough work and any work going out there is so cheap it's not worth doing it. Decided not to put out the extra crew. Don't have enough work for the crews that are out there until the end of the winter either. Stuff being cancelled or cut til next year.
  - budgets being cut, won't see budgets until Q3 next year or so.
  - heard bad things, cutting budget. Everything looks pretty negative. People who have upgraders and refineries they can buy oil very, very cheap if they can handle the heavy oil. They can buy that 20 barrel and then refine it then sell it at 60/70 per barrel. Those guys are ok. I've been through about 7 or 8 down turns, but this one has no bounced back or at least a very slow pace.
  - much the same, budgeting in early / mid-September and then differential happened. We do have potential in Q3/4 which is good. But in short term from here to there is looking dismal.
  - threw some bids out, but can't get where the competition is. Have some rigs working with our coring, term contracts that carry into this year and after that when those terms are over I don't know. Trudeau is trying shut down the tar sands so those people who are running those strip lining operations might not be doing it anymore. Don't really know. It's murky.
  - 20<sup>th</sup> was 88 projects applications in Alberta right now and this is from April, this includes multiple 4D's, very little big programs. The 4D's and microseismic is what's keeping us going right now. Unfortunately, for recording companies there is just not a whole lot of work out there. Out of those numbers you have to take in that some of those numbers 6 or 7 of the 88 are mistakes. 40% of these are do able.
- Hearing the same thing budget cuts, drillers being cut. SK is really slow.
- in the 2000's, we would have about 250 applications just as one company which of 180 would go forward. So there is a huge difference. One of big changes I've seen is contractors are so expected now, shooting yourselves out of work. Use to make money because they were out in the field for 90 days and now you can shoot that 90 day program in 30, whether it's cutting, not surveying. The numbers are low.
  - Cenovus laid off another 350 ppl yesterday.
  - major program cancelled, we have a significant amount of equipment set aside for it. Definitely echoing earlier comment. Planned on 4 crews and now just going with the 3 and will not be trying to replace that work and the other 3 are not full for the season. Bidding accordingly so that those small jobs are paying appropriate amount to justify the cost of training, and mobilization and all the stuff required for those jobs. Echo seems to be getting most of the work. Clients are taking the lowest bid number. Clients are driving it down. Potash prices are down as well.

- it's has come to the worst of the worst. It's grim all around.
- definitely a lack of crews out there. It makes planning of operations a little harder. With pot ash world keeping them alive. We put zero margin in this and we are still cold dead. It's still not cheap enough to get the work so you don't see the point of even trying if you get make money. I don't know how you can continue on without making money. Clients are taking the lowest bid number. Clients are driving it down. Potash prices are down as well. Financials get put across the table and present it to them and asked where do you want to go with it.

#### Energy Safety Canada – CSO

CAGC asked for the CSO to be given for free through the Q1 seeing how the service sector is in such bad shape. ESC has asked if anyone that you know of that has said no, if you can let CAGC know and CAGC will pass names along to ESC so they can go talk to them. In the meantime they do have a fee to put the course on because it's electronically proctored. So they have agreed to lower the cost of the CSO course to 50 dollars through to the end of Q1. Those of who have done it, they will be refunding the difference. A small win. You are supposed to be grandfathered if you already have the GSO/BSO. There are some companies that are requiring everyone to have it.

#### AB Decontamination Protocol Information Session – Airdrie, AB

It dealt with when you cross border(s) you would see the water craft cleaning stations so you would stop the spread of Worley bird disease and other possible evasive species. What they want to do is have HUC's which are water units. Anytime you move from one HUC to another the intention would be to decontaminate your units. CAGC have push back on this issue hard and CAGC will send out the survey link and anyone of you that have equipment should go on and echo the comments and we are saying this not feasible on frozen grounds and in winter conditions. Trying to clean the equipment even with portable power sprayers, you will create another problem with fluids in the winter regardless. We are trying to push them to accept the usual scrapping off the dirt before moving to another job site. We are not the only sector, there is other service sectors that are mobile that will have this problem. This will be very difficult and probably have a low compliance.

This is an extension to the recreational program. It's not just about the Worley disease that we see. It's really prevalent here in the bow and elbow. Those are red zones, those ones that decontamination are very strict. What they did is they classified the province in three portions and 75% of the rest of the province basically from the Peace River basin across just north of Fort McMurray down is potential. Then north of that they have no concerns because no one works in that area. Decontamination will happen. There is three types of decontaminations, Steam Clean, Chemical and then there is if your equipment is out for 20 days in minus 20 weather, or even 7 days in minus 20. They would consider that enough to kill off anything. It is not just working in rivers and creeks. They consider it as any wetlands, waterbodies. Dave Stepnisky is chairing this, he is a friend of the industry and understands what we do. He is listening to some of our concerns.

This is supposed to happen in April 2019, we are trying to ask for some exemptions.

#### AB Indigenous Relations

Hosted another meeting mid-November, the meeting dealt with 4 proposals.

1. Require proponents to involve First Nations and Metis Settlements in the development of consultation plans for large, complex projects that require Level 3 consultation
2. Develop and implement clear and reasonable criteria for adjusting consultation timelines to respond to specific community circumstances/situations
3. Change Alberta's definition of accommodation in the Consultation Policy to: "Avoid, minimize or mitigate adverse impacts of a Crown decision on First Nations' Treaty rights or traditional uses, or Metis Settlement members' harvesting or traditional use activities, through measures such as: adjust project; develop mitigating measures; change proposed activity; attach terms and conditions to authorization; reject project' or provide financial compensation."

4. Invite First Nations and Metis Settlements to provide a written submission prior to making a decision on adequacy. Only applies to level 3 consultations.

More or less all 4 proposals deal with Level 3 so it doesn't affect us.

The bigger concern is the proposals beyond these 4 date back about a year or two. There is some bad things in these proposals for our industry. They are asking us for written submission, anytime now through 2019. CAGC will respond to this.

AB ED's/ Regs – Meeting – Nov 15-16, 2018 Red Deer

Met with the regulators and just about went through every line in the regulations. Went through mostly the directives. They brought in two directors. They want to put together a rationale and justification for each one of the changes. They actually didn't want us to rewrite the change. They were very receptive to our concerns. Dina J. will be sending minutes.

23 Directives – we want to pick our battles. The setback distances is important for industry and the permit tag issue is another one. The part about permittee vs. licensee's.

CAPP Geo invite was sent out to 12 big CAPP producer companies, of those 12 - 9 attended, 1 was unable to and 2 there was no response from. The initial concern was not to discuss the future of the committee. But to discuss the engagement of the directives and update to the regulations. The immediate concern is to be engaged in the writing up the directives. Looked at the participation with the CAGC and how those members can sit at a committee with the CAGC. Could we have a similar set up to how the CAGC would attend the CAPP meetings. The future will be discussed within the next month or so once we hear what CAPP has to say. The ask from CAPP was that they cut a few committees off without any engagement. CAPP producers pay a membership fee to CAPP and as such the CAPP Geo committee is requesting a direct interface with the AER on the write ups and directive.

AB Regs – Permittees vs. Licensee's vs. UI's

Most of the regulations say licensee and/ or permittee, either can be fined for non-compliance. You need to put the permittee on the hole plugs. If we were to write it up, we could make it a lot cleaner.

Setbacks – the government has two ways of doing setbacks. One of them is for buildings and another one for high pressured pipelines. The government has a scale distance of 22.6 and the scale distance is 30 which would us slightly farther way from some of these high pressures and company own structures would be more appropriate rather than 11 meters with .125 we would be 11 instead of 8. It pushes the distance up more but does make it constant. Will talk with the regulators before it gets presented.

MSSC Update was sent out, nothing has changed. The changes that were suggested at the last meeting in red deer, didn't get submitted soon enough. Dina J. said that say mandatory for geophysical are not.

BC Faller Training Project

Completed the first pilot with Halfway River, there was 8 students signed up and 4 showed up. After they get work, if there is any, the intention would be have them complete the second level faller course sometime in Q1. The expectation has been that it would come down to 2 students which will still meet the needs to get us through the pilot project. And then determine the go forward in terms of the program as a whole. It's in progress. This will give us some potential for some shared administration with BC Forestry Safety Council to make a better program that people can more easily work across industries. And we would take it away from ESC. The work should be completed by the end of April. And then after that we can make a decision on this, and move ahead by June.

# HS Exec Summary – Rod Garland

## CAGC Board Update

Completed by: Rod Garland, rod@cagc.ca, 403-669-4672  
 Executive Meeting: 28-Nov-18

Committee	Description	Date	Overview
Alberta Advisory (EAC)	CSO & LSR follow-up	Nov 22 2018	Send feedback to ESC or CAGC on any clients not using CSO & LSR standards or other concerns. They will approach those clients and attempt to influence them to join in the standardised industry approach. Mostly poitive feedback, training cost concerns were voiced and initial computer problems on the contractor side. (CAGC & PSAC)
"	PSI/HIPO/SIF Task Group	"	At the request of Standards Council, this is the next task group to be established to look at Potential Serious Injuries, those with High Potential and Serious Injury Frequency (data). Most of the same group will form the initial committee to meet in early January.
"	New Operations Manager <sup>1</sup>	"	Jim Greenwood replacing Ron Generoux as Ops Manager December
"	Worksites	"	OHS looking to redefine O&G worksite definition and Construction worksite (role of prime)
"	Section 37 OHS Code	"	Alta OHS seeking review of Section 37 which was studied over a year ago by ESC involves employer's (over 20 employees) responsibilities with developing a Health & Safety program
"	IRP 7 Critical Outcomes	"	committee reviewing feedback, Next draft February. Originally DACC IRP VOLUME #07 - STANDARDS FOR WELLSITE SUPERVISION OF DRILLING, COMPLETION AND WORKOVERS now more general and more focussed on competencies and critical outcomes for all O&G operations and all supervisors
"	New Chair of eac	"	Pamela McIntyre (CNRL/Oilsands) replacing Patrick Delaney (PSAC) as Chair
Life Saving Rules (LSR)	Implementation Task Group	Sep 27th 2018	Presentations, Tools and resources are now at Energy safety Canada website at <a href="http://www.enform.ca/resources/life-saving-rules.cfm">http://www.enform.ca/resources/life-saving-rules.cfm</a> Most of the majors and larger companies will be adopting these rules as a standard. Companies will need to decide if they will also be adopting this standard and recognize the implications and expectations of the rules.
Life Saving Rules (LSR)	LSR Task Group wrap up conference call	19-Nov-18	Conference call to wrap up this committee's task. Jim Greenwood introduced to committee replacing Ron Generoux. Feedback as to status of LSR adoption in SSC companies was provided. Mostly positive feedback, ESC will be promoting LSR's across industry. Some companies will adopt over time. Devco has promo materials and resources that can be used for companies to customize their LSR materials and stationery. ESC will provide High Def images
Common Safety Orientation (CSO)	Implementation Task Group	Sep 27th	Pilot course is being reviewed by the implementation group, due for rollout Nov 1st, cost will be \$99 for new workers. January 2019 other orientations will be made unavailable
Common Safety Orientation (CSO)	CSO Task Group wrap up conference call	19-Nov-18	Held in conjunction with LSR task group. Course is now being delivered on-line, after 2 weeks over 300 students have taken the orientation. Proctoring problems mostly resolved, there is still a delay on completion of the course prior to the test kicking in. Feedback very positive some thought price was excessive (\$99). An instructor guide will be available for classroom delivery. SSC companies mostly already accept / require CSO as their orientation training resource (for new workers). Some companies will integrate and modify their site specific training to eliminate duplication of content. Again Committee was thanked for their efforts.

Committee	Description	Date	Overview
PSI/HIPO/SIF	New Task Group	19-Nov-	At the request of Standards Council, this is the next task group to be established to look at Potential Serious Injuries, those with High Potential and Serious Injury Frequency (data). Most of the same group will form the initial committee to meet in early January.
A&D	A&D Worksite Guidelines Course	Nov 8 2018	ACSA (Alberta Construction Safety Association) has a new "A&D Worksite Guidelines Course" for \$100 available until March 31st 2019 when the non-member price will increase to \$375 link at <a href="http://www.youracsa.ca/courses/">http://www.youracsa.ca/courses/</a>
OHS	OHS Legislation Awareness Course	Nov 8 2018	ACSA also has a new "OHS Legislation Awareness Course" for \$150 available until March 31st 2019 when the non-member price will increase to \$425 link at <a href="http://www.youracsa.ca/courses/">http://www.youracsa.ca/courses/</a>
BC Advisory	Conference Call		Kelly Harrison not available as a committee member. CAPP said in round table that they will have limited committees, most issues handled by H&S steering committee, they are streamlining their clear priorities
"	Mostly same ESC updates as in Alberta		WorksafeBC is reviewing COR/SECOR, ESC has supplied feedback as yet with no response (see COR tab from other committee)
"	Fire & Explosion awareness campaign		In BC O&G Field Services represent 29% of industry but have 49% of injuries. Seismic Drilling will be separated from Diamond drilling due to lack of activity levels in seismic. High Vac truck serious injuries they will be developing a FAQ and other resources for this sector also for tank cleaning over 400brls. There will also be a Fire & Explosion awareness campaign
Saskatchewan Advisory	Q4 Conference call	Nov 20	Good news is that young worker injuries are down, however ages 35-45 are up. They had 4900 students at the career shows in Lloydminster.
"	Q4 Conference call		<b>Increase in hand injuries in service and drilling sector, CAODC is forming a work group to identify root causes. Injury rates are flat across all sectors. Saskatchewan safety performance compared to other provinces is 54% lower in incidents.</b>
"	Q4 Conference call		There are 280 rigs working in Saskatchewan this month. The role of supervisor has been identified as the main area for focused training and information to be directed where it will have the greatest effect in reducing incidents. There is a need to reduce paperwork expected of them and free them up to observe workers and improve competencies. Soft skill training was identified
"	next meeting	Mar 16	<b>To be held in Weyburn will include the (AGM)</b>
Fit for Duty	Feedback required	Nov 14th	Prior to the next meeting on Nov 21 the group is to provide feedback for the guideline development, initially to define what barriers and solutions can be identified in the creation of this guideline.
"	3rd meeting	Nov 21	Good presentation from Pat Ferris of Janus Associates on Mental Health issues as part of Fit for duty (slide deck will be shared with the committee). Discussion about analysis of the draft guideline and identifying the barriers and road blocks likely to be experienced and the resources that are available.
COR Protocol	<b>Hazard Assessment Best Practice</b> can be downloaded at <a href="https://ohs-pubstore.labour.alberta.ca/bp018">https://ohs-pubstore.labour.alberta.ca/bp018</a>	Oct 30th 2018	AB the Cor protocol standard was established in 2013 by AB, including audit questions. Feedback regarding confusion and inadequacy of the Hazard Assessment (section B1) which carries a lot of points on the audit and is open to misinterpretation. AB (Partners Program) Rhonda Spence suggested this is unlikely to be changed as this is the single largest problem they encounter (Hazard ID, Measuring & Prioritization) and stressed a need for companies to establish a formal Hazard assessment process for every hazardous task with the appropriate mitigation or control identified.
"	harmonizing the standard	Oct 30th	Discussions are taking place with ACSA & AMTA to harmonize (raise their standard in line with the ESC standard) which is higher than the AB standard. This will eliminate shopping around for a COR
"	Secor	Oct 30th	AB Partners are meeting in November, for discussion will be making Secor more effective and robust. Rhonda will confirm status of PIR program is unchanged reference reports that credits are replacing incentive cheques to some companies.

Committee	Description	Date	Overview
"	Auditor training	Oct 30th 2018	ESC auditor training is 5 days, other CP's are 2 days. Suggestion was to make it 4 days of training with a workshop to highlight changes and review the 3 year renewal requirement. Any change would need approval by government partners
PetroLMI	Meeting included Government and Labour agencies from across Canada	19-Nov-18	PetroLMI has been awarded funding for additional Labour market project work and research. New team members Lisa Pollio & Hu Bui looking after new Occupational tools and info. Meeting for input on priorities for the research and projects they will be undertaking through 2020. Representation from Government agencies and Labour across Canada involved with Oil & Gas industry. Reviewed status of previous products and materials then into the new project.
"	New Occupational Tools & Information being developed		New occupations (35) are sought from industry to add to the profiles at careers in oil & gas (100) on their website. New tools being developed include VR devices to showcase Oil & Gas activities, they will be working with a VR 3rd party to develop appropriate products for presentations to e.g. schools, universities, colleges, conferences, academia, job banks and anyone seeking knowledge of careers in Oil & Gas, with an emphasis on new careers in technologies and emerging needs.
Safety ReConnect	Originally Safety Stand down	Nov 5 2018	Safety Reconnect (formerly Safety Stand Down) is a designated time for leadership to talk about safety issues directly with frontline supervisors and workers. The supervisor is the most influential person to the frontline workers, who are generally the largest group in the workforce. Most recordable incidents and injuries occur within this group – particularly among new workers.
"	Tools & Resources	Nov 5 2018	Session Planning Tips, Safety Reconnect Logo, Walk the Talk Toolbox Template, Worker Pre and Post Feedback Forms
"	Link	Nov 5 2018	<a href="http://www.energysafetycanada.com/resources/safetystanddown/safety-stand-down.cfm">http://www.energysafetycanada.com/resources/safetystanddown/safety-stand-down.cfm</a>
"	Event	Nov 27 2018	Breakfast event at Petroleum Club 7am - Information session
CAGC Lunch	Blackfoot Inn	Tuesday Dec 11th 2018	Neil Tidsbury will be the guest speaker. He represented the COOA Construction Owners Association in the joint development of the Canadian D&A model. Is very knowledgeable on this topic and will be able to answer questions.
PWG	Petroleum Safety Conference (PSC) Program Working Group	Nov 20 2018	80 % of speakers have been selected including the Wednesday keynote Kevin Brown, closing Dr Brynn Winegaard and Thursday closing keynote Jordan TuTu
PWG	Seeking topics & speakers	Nov 20 2018	Workshops and emerging tech still seeking speakers and presentations 60% complete. Workshops will depend on sign up success Energy Safety Canada workshop will likely be about PSI/HIPO/SIF as this is the next Task group issue being developed
CEAEC	Ottawa Fall meeting	Nov 15 2018	Explosive Association Fall meeting, Explosives (NRCAN), Transport Canada (TDG) amendments to Explosive Regulations. Updates on committees, presentations. ERAP
CCIS	networking function	Nov 27 2018	same day as board meeting

FRW	Flame Resistant Workwear Lunch & Learn	Dec 13 2018	At Energy Safety Canada, 5055 11 St. NE, Calgary at 11.30 on thursday Dec 13th with lunch for an overview of resources and program
H&S	Health & Safety meetings question for discussion		Poorly attended by industry, used to have good attendance from Shell, Repsol, Cenovus, Nexen, Data Acquisition and others. Only Cenovus & SAE attended the last one. Need more participation. ESC, WCB's from Alberta, Saska, BC usually are represented. Location is at ESC would Downtown be better and is there a facility that could be used and how frequent?
Source & Geoplanner	magazine and newsletter available place orders		Source sent out to members and on-line. Wave meeting suggested for December Gone to printer taking orders

## CAGC

### Federal - NRCAN – ERD Enhanced Security Screening Project and Threat Risk Assessment

NRCAN's Explosive's Safety & Security Branch is proposing an enhancement to the present Part 8 Security Screening rational/requirements. This proposal will include enhanced security screening for any individual having access to high hazard explosives.

Started the consultation process in all the provinces and territories since April 2018 and have been meeting with industry as well with some proposals that we are looking at for NRCAN enhanced security screening.

What NRCAN is looking at doing which will take a couple of years and it has to go through a couple levels of government before it gets approved.

Project – Enhanced Security screening for all individuals with access to high hazardous explosives the federal government will implement a comprehensive framework to security screen individuals with access to high hazardous explosives that is approximately 50,000 and even more individuals in Canada. Including individuals that are subject to the legislation of provinces and territories for the use or transportation of high hazardous explosives. NRCAN would require an under taking a regulatory amendment process there by requiring persons needing access to high access to hazardous explosives to be holders of a valid NRCAN explosives security ID card. This includes transportation industry, people that hauling explosives. If you have access to explosives you will be required the screening. Anyone who has access to a mag, even if it's underground or above ground they fall under that 50,000.

#### 3 components

Finger printed criminal record check – confirm that the person has a criminal record

Law Enforcement Record check – RCMP would check to see if the associate is part of or associated to any criminal organization that constitute a threat to Canada

A Loyalty to Canada check – to check to see if they are associated to any groups or individual that constitute a threat to Canada

Is there any industry buy in to this? Industries biggest issues would be the timing of the process for the new hires. There is a general buy in. What the cost will be and a more defined definition on access.

Industry would at least ask for an individual to be able to work under supervised process while we are waiting for the screening to be finished.



## BC Blasting Operations Part 21

Pre-consultation – 3 issues that directly affect us.

1. They are considering the requirement of 8 hours of professional development for a blaster every year.
2. We reside under 21.8.4 Seismic blasting explosives – there is still uncomfortableness between the provincial government and the federal government over leaving charges in the ground. Which we are allowed to do under 21.8.4, so they were saying there is a movement afoot to try to get rid of that section completely. They didn't want to put anything else under 21.8.4 so they threw out this new clause that we put out in 2013.

The employer must ensure that in locations in which loading of the shot hole maybe comprised due to sub surface soil conditions, in heliportable operations, in high vehicle traffic areas, when shot holes are less than 5 meters or 25 ft in depth or when a charge size of 4kgs or greater is used that double detonators are used. Any shot holes loaded with ½ kg of explosives or smaller would be exempt from the double detonator requirements.

They put it under 21.7.1 this clause will come out in the consultation when it's public, so about a ½ year.

The education piece is a concern as well.

3. The blaster of record, which in our case is the shooter needs to have access to the drill logs before blasting. The trouble with our industry is the driller and loader are not the blaster on record.

## Meeting / Event Dates

### Meeting Dates

SK Meeting – Regina – Dec 10<sup>th</sup>, 2018

SK Research Permits – part of the protocol, any crown land you would need 2 phase permit. One in the spring and one in the summer. This is a political thing right now.

SPIGEC – Dec 11<sup>th</sup>, 2018

CAGC Luncheon – Neil Tidsbury (Workplace issues with Cannabis Legalization) – Dec 11<sup>th</sup>, 2018

### Board – Size? Make-up?

Len McBeth has resigned. The Board currently sits at 16 members. Less operational and be more strategic which is a good place.

Nomination email goes out in mid-December.

– broad group that we have right now. Our focus should be CAGC and the validity of CAGC. We definitely don't need a larger board. We are all here to achieve one goal, keep CAGC around and have the best representation of the industry.

- perception of the board – a large number of CAGC members on the board. And that there is a cost with being on the board. (which there is not).

## Yager's Paper

### Opportunities

Commissioned Yager to write this white paper.

Started working on getting the processors. CAGC met with Earth Signal – Steve Fuller. He will become a member.

If anyone has any contacts of some processors, please forward to Rod Garland.

Have to work on the regulatory piece that will be going to the UPC's and the NDP government.

❖ ***Next Meeting Date*** – Weds, January 30<sup>th</sup>, 2019 – 7:30 AM

❖ ***Meeting Adjourned*** – 10:37 AM