

**PARKLANDS WEST
COMMUNITY DEVELOPMENT
DISTRICT**

**REGULAR MEETING
AGENDA**

January 12, 2017

Parklands West Community Development District

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Fax: (561) 571-0013 • Toll-Free: (877) 276-0889

January 5, 2017

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Board of Supervisors
Parklands West Community Development District

Dear Board Members:

A Regular Meeting of the Parklands West Community Development District's Board of Supervisors will be held on **Thursday, January 12, 2017** at **1:00 p.m.**, at **The Renaissance Center, 28121 Palmira Blvd., Bonita Springs, Florida 34135**. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Administration of Oath of Office to Newly Appointed Supervisor, **Mrs. Happy Growowski [SEAT 1]** and Newly Elected Supervisors, Incumbents **Robert J. Wyant, [SEAT 3]** and **Gerald R. Baum [SEAT 5]** (*the following to be provided in a separate package*)
 - A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - B. Membership, Obligations and Responsibilities
 - C. Financial Disclosure Forms
 - i. Form 1: Statement of Financial Interests
 - ii. Form 1X: Amendment to Form 1, Statement of Financial Interests
 - iii. Form 1F: Final Statement of Financial Interests
 - D. Form 8B, Memorandum of Voting Conflict
4. Consideration of **Resolution 2017-1**, Electing Officers
5. Consideration of **Resolution 2017-2**, Declaring a Vacancy in Seat 4 of the Board of Supervisors Pursuant to Section 190.006(3)(B), Florida Statutes; and Providing an Effective Date
6. Consideration of **Resolution 2017-3**, Appointing Qualified Elector, Mr. Michael Marion, to Fill Unexpired Term of Seat 4; *Term Expires November, 2020*
 - A. Administration of Oath of Office to Newly Appointed Supervisor

7. Approval of Unaudited Financial Statements as of November 30, 2016
8. Approval of **September 8, 2016** Public Hearing and Regular Meeting Minutes
9. Staff Reports
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - **NEXT MEETING DATE: May 11, 2017 at 1:15 P.M.**
10. Audience Comments/Supervisors' Requests
11. Adjournment

If you have any questions, please contact me directly at 239-464-7114.

Sincerely,



Chesley E. Adams, Jr.
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE:

CALL IN NUMBER: 1-888-354-0094

CONFERENCE ID: 8593810

RESOLUTION 2017-1

**A RESOLUTION ELECTING THE OFFICERS OF THE
PARKLANDS WEST COMMUNITY DEVELOPMENT
DISTRICT, LEE COUNTY, FLORIDA**

WHEREAS, the Board of Supervisors of the Parklands West Community Development District was notified of the General Election results held on November 8, 2016 for Seats 3, 4 and 5; and

WHEREAS, the Board of Supervisors of the Parklands West Community Development District desires to elect the below recited person(s) to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons are elected to the offices shown:

Chair	_____
Vice Chair	_____
Secretary	_____ Chuck Adams
Treasurer	_____ Craig Wrathell
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____ Craig Wrathell

PASSED AND ADOPTED this 12th day of January, 2017.

Chair/Vice Chair

Secretary/Assistant Secretary

RESOLUTION 2017-2

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PARKLANDS WEST COMMUNITY DEVELOPMENT DISTRICT DECLARING A VACANCY IN SEAT 4 ON THE BOARD OF SUPERVISORS PURSUANT TO SECTION 190.006(3)(b), FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Parklands West Community Development District (the “District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, by its Resolution 2016-3, the Board of Supervisors, pursuant to Section 190.006(3)(b), F.S., authorized the publication of notice of, and did timely publish notice of, the qualifying period set by the Lee County Supervisor of Elections for the November 8, 2016 general election for the election of board members by qualified electors to fill Seats 3, 4 and 5; and,

WHEREAS, three (3) qualified electors, Incumbents, Robert J. Wyant, Al Buchanan and Gerald R. Baum, qualified as candidates for election to Seats 3, 4 and 5, respectively; and,

WHEREAS, it has come to the attention of the District and the Board of Supervisors that Mr. Al Buchanan passed away after the November 8, 2016 general election; and,

WHEREAS, by virtue of the untimely passing of Mr. Buchanan, pursuant to Section 190.006(3)(b), Florida Statutes, the Board shall declare Seat 4 vacant, effective the second Tuesday following the general election; and

WHEREAS, a Qualified Elector is to be appointed to the vacant seat within 90 days thereafter; and

WHEREAS, the Board finds that it is in the best interests of the District to adopt this Resolution declaring the seat available for election as vacant.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PARKLANDS WEST COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. Seat 4 is hereby declared vacant effective as of November 22, 2016.

SECTION 2. This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 12th day of January, 2017.

**PARKLANDS WEST COMMUNITY
DEVELOPMENT DISTRICT**

Chair/Vice Chair

Secretary/Assistant Secretary

RESOLUTION 2017-3

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PARKLANDS WEST COMMUNITY DEVELOPMENT DISTRICT APPOINTING A QUALIFIED ELECTOR TO FILL THE VACANCY IN SEAT 4 ON THE BOARD OF SUPERVISORS PURSUANT TO SECTION 190.006(3)(b), FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Parklands West Community Development District (the “District”) is a local unit of special purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, by its Resolution 2016-3, the Board of Supervisors, pursuant to Section 190.006(3)(b), F.S., authorized the publication of notice of, and did timely publish notice of, the qualifying period set by the Lee County Supervisor of Elections for the November 8, 2016 general election for the election of board members by qualified electors to fill Seats 3, 4 and 5; and,

WHEREAS, three (3) qualified electors, Incumbents, Robert J. Wyant, Al Buchanan and Gerald R. Baum, qualified as candidates for election to Seats 3, 4 and 5, respectively; and,

WHEREAS, it has come to the attention of the District and the Board of Supervisors that Mr. Al Buchanan passed away after the November 8, 2016 general election; and,

WHEREAS, by virtue of the untimely passing of Mr. Buchanan, pursuant to Section 190.006(3)(b), Florida Statutes, the Board shall declare Seat 4 vacant, effective the second Tuesday following the general election; and

WHEREAS, a Qualified Elector is to be appointed by the Board to the vacant seat within 90 days thereafter; and

WHEREAS, the Board finds that it is in the best interests of the District to adopt this Resolution appointing a Qualified Elector to fill the vacancy in Seat 4.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PARKLANDS WEST COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. Seat 4 is hereby filled by the Qualified Elector designated below:

Michael Marion

SECTION 2. This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 12th day of January, 2017.

**PARKLANDS WEST COMMUNITY
DEVELOPMENT DISTRICT**

Chair/Vice Chair

Secretary/Assistant Secretary

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
NOVEMBER 30, 2016**

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
NOVEMBER 30, 2016**

	Major Funds		Total Governmental Funds
	General	Debt Service Series 2012	
ASSETS			
Cash - SunTrust	\$ 224,538	\$ -	\$ 224,538
Undeposited funds	-	36,077	36,077
Investments			
Federated - treasury obligations*	41,536	-	41,536
Revenue account	-	28,190	28,190
Reserve account	-	362,437	362,437
Due from other funds			
General fund	-	140,650	140,650
Total assets	\$ 266,074	\$ 567,354	\$ 833,428
LIABILITIES & FUND BALANCES			
Liabilities:			
Accounts payable	\$ 1,767	\$ -	\$ 1,767
Due to other funds			
Debt service	140,650	-	140,650
Total liabilities	142,417	-	142,417
Fund balances:			
Restricted for:			
Debt service	-	567,354	567,354
Unassigned	123,657	-	123,657
Total fund balances	123,657	567,354	691,011
Total liabilities and fund balances	\$ 266,074	\$ 567,354	\$ 833,428

*This account was not reconciled as statements were not available prior to the agenda package ship date.

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED NOVEMBER 30, 2016**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Assessment levy	\$ 29,658	\$ 29,658	\$ 142,973	21%
Interest & miscellaneous	3	6	-	N/A
Total revenues	<u>29,661</u>	<u>29,664</u>	<u>142,973</u>	21%
EXPENDITURES				
Administrative				
Supervisors	-	-	4,306	0%
Management/recording	4,958	9,916	59,497	17%
Legal	-	-	500	0%
Engineering fees	-	-	500	0%
Audit	-	-	7,100	0%
Accounting services	400	800	4,797	17%
Assessment roll preparation	-	-	12,500	0%
Arbitrage rebate calculation	-	-	1,200	0%
Dissemination agent fees	83	167	1,000	17%
Trustee fees	-	-	4,500	0%
Telephone	42	83	500	17%
Postage	-	(6)	500	-1%
Printing & binding	86	173	1,035	17%
Legal advertising	-	242	750	32%
Annual district filing fee	175	175	175	100%
Insurance	-	6,042	6,050	100%
Contingencies	51	101	1,500	7%
Total administrative	<u>5,795</u>	<u>17,693</u>	<u>106,410</u>	17%
Water management services				
Other contractual	4,719	4,719	36,654	13%
Electricity	-	107	600	18%
Total water management services	<u>4,719</u>	<u>4,826</u>	<u>37,254</u>	13%
Other fees and charges				
Tax collector	337	337	747	45%
Property appraiser	-	-	498	0%
Total other fees and charges	<u>337</u>	<u>337</u>	<u>1,245</u>	27%
Total expenditures	<u>10,851</u>	<u>22,856</u>	<u>144,909</u>	16%
Excess/(deficiency) of revenues over/(under) expenditures	18,810	6,808	(1,936)	
Fund balance - beginning	<u>104,847</u>	<u>116,849</u>	<u>122,830</u>	
Fund balance - ending	<u>\$ 123,657</u>	<u>\$ 123,657</u>	<u>\$ 120,894</u>	

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2012
FOR THE PERIOD ENDED NOVEMBER 30, 2016**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Assessment levy: on-roll	\$ 140,560	\$ 140,560	\$ 685,231	21%
Assessment levy: off-roll, direct bill	36,077	36,077	36,077	100%
Interest	3	6	-	N/A
Total revenues	<u>176,640</u>	<u>176,643</u>	<u>721,308</u>	24%
EXPENDITURES				
Principal	-	-	315,000	0%
Interest	207,117	207,117	414,235	50%
Total expenditures	<u>207,117</u>	<u>207,117</u>	<u>729,235</u>	28%
Excess/(deficiency) of revenues over/(under) expenditures	(30,477)	(30,474)	(7,927)	
Fund balance - beginning	597,831	597,828	596,073	
Fund balance - ending	<u>\$ 567,354</u>	<u>\$ 567,354</u>	<u>\$ 588,146</u>	

**PARKLANDS WEST
COMMUNITY DEVELOPMENT DISTRICT
AMORTIZATION SCHEDULE - SERIES 2012
\$8,770,000**

Date	Principal	Interest Rate	Interest	Total Principal & Interest
11/01/2014	\$ -	-	\$ 221,591.25	\$ 221,591.25
05/01/2015	285,000.00	4.900%	221,591.25	506,591.25
11/01/2015	-	-	214,608.75	214,608.75
05/01/2016	300,000.00	4.900%	214,608.75	514,608.75
11/01/2016	-	-	207,258.75	207,258.75
05/01/2017	315,000.00	4.900%	207,258.75	522,258.75
11/01/2017	-	-	199,541.25	199,541.25
05/01/2018	330,000.00	4.900%	199,541.25	529,541.25
11/01/2018	-	-	191,456.25	191,456.25
05/01/2019	345,000.00	4.900%	191,456.25	536,456.25
11/01/2019	-	-	183,003.75	183,003.75
05/01/2020	365,000.00	4.900%	183,003.75	548,003.75
11/01/2020	-	-	174,061.25	174,061.25
05/01/2021	380,000.00	4.900%	174,061.25	554,061.25
11/01/2021	-	-	164,751.25	164,751.25
05/01/2022	400,000.00	4.900%	164,751.25	564,751.25
11/01/2022	-	-	154,951.25	154,951.25
05/01/2023	425,000.00	5.650%	154,951.25	579,951.25
11/01/2023	-	-	142,945.00	142,945.00
05/01/2024	445,000.00	5.650%	142,945.00	587,945.00
11/01/2024	-	-	130,373.75	130,373.75
05/01/2025	475,000.00	5.650%	130,373.75	605,373.75
11/01/2025	-	-	116,955.00	116,955.00
05/01/2026	500,000.00	5.650%	116,955.00	616,955.00
11/01/2026	-	-	102,830.00	102,830.00
05/01/2027	530,000.00	5.650%	102,830.00	632,830.00
11/01/2027	-	-	87,857.50	87,857.50
05/01/2028	560,000.00	5.650%	87,857.50	647,857.50
11/01/2028	-	-	72,037.50	72,037.50
05/01/2029	595,000.00	5.650%	72,037.50	667,037.50
11/01/2029	-	-	55,228.75	55,228.75
05/01/2030	625,000.00	5.650%	55,228.75	680,228.75
11/01/2030	-	-	37,572.50	37,572.50
05/01/2031	665,000.00	5.650%	37,572.50	702,572.50
11/01/2031	-	-	18,786.25	18,786.25
05/01/2032	700,000.00	5.650%	18,786.25	718,786.25
	<u>\$ 8,240,000.00</u>		<u>\$ 4,951,620.00</u>	<u>\$ 13,191,620.00</u>

1 **MINUTES OF MEETING**
2 **PARKLANDS WEST**
3 **COMMUNITY DEVELOPMENT DISTRICT**
4

5 A Public Hearing and Regular Meeting of the Parklands West Community Development
6 District's Board of Supervisors was held on **Thursday, September 8, 2016 at 1:00 p.m.**, at **The**
7 **Renaissance Center, 28121 Palmira Blvd., Bonita Springs, Florida 34135.**
8

9 **Present and constituting a quorum were:**

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11 Francis Percuoco Chair
12 Robert Wyant Vice Chair
13 Al Buchanan Assistant Secretary
14 Jerry Baum Assistant Secretary
15

16 **Also present were:**

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18 Chuck Adams District Manager
19 Happy Growhowski (*via telephone*) Supervisor-Elect
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22 **FIRST ORDER OF BUSINESS**

23 **Call to Order/Roll Call**

24 Mr. Adams called the meeting to order at 1:00 p.m., and noted, for the record, that
25 Supervisors Percuoco, Wyant, Buchanan and Baum were present, in person. Seat 1 remained
26 vacant.

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28 **SECOND ORDER OF BUSINESS**

Public Comments

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30 There being no public comments, the next item followed.
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32 **THIRD ORDER OF BUSINESS**

**Discussion/Consideration of Mrs. Happy
Growhowski, to Fill Seat 1 Vacancy;
Term Expires November, 2018**

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36 Mr. Adams stated that Mrs. Happy Growhowski expressed an interest in being appointed
37 to Seat 1, term expires November, 2018, and met all qualifications.
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On MOTION by Mr. Percuoco and seconded by Mr. Wyant, with all in favor, the appointment of Mrs. Happy Growhowski, to Seat 1, term expires November, 2018, was approved.

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A. Administration of Oath of Office to Newly Appointed Supervisor (*the following to be provided in a separate package*)

- i. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- ii. Membership, Obligations and Responsibilities**
- iii. Financial Disclosure Forms**
 - **Form 1: Statement of Financial Interests**
 - **Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - **Form 1F: Final Statement of Financial Interests**
 - **Form 8B – Memorandum of Voting Conflict**

B. Consideration of Resolution 2016-1, Electing Officers of the District

Items 3A and 3B were deferred to the next meeting.

FOURTH ORDER OF BUSINESS

Presentation of Audited Financial Report for Fiscal Year Ended September 30, 2015, Prepared by Grau & Associates

Mr. Adams presented the Audited Financial Report for Fiscal Year 2015. The “Independent Auditor’s Report”, on Page 1, reflected a clean opinion, with respect to the financial statements of the District. On Page 20, “Note 8”, the amount referenced at the end of the paragraph should be \$41,175, as reflected on Page 21, under “Expenditures”. “Maintenance and Operations” is a shared cost with the Parklands Lee CDD and \$41,175 is the shared portion, “Capital Outlay” was included but it is not a shared cost. The “Independent Auditor’s Report on Internal Control Over Financial Reporting and Compliance and Other Matters”, on Pages 23 and 24, and the Independent Auditor’s Report on Compliance with the Requirements of Section 218.415, Florida Statutes”, were clean reports. The “Management Letter”, on Page 26, reflected no findings or recommendations.

Mr. Buchanan noted that, on Page 2, under “Report on Other Legal and Regulatory Requirements”, the word “Accountants” was left out from “American Institute of Certified Public”.

76 **FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2016-4
Accepting the Audited Financial Report
for the Fiscal Year Ended September 30,
2015**

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Mr. Adams presented Resolution 2016-4 for the Board’s consideration.

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**On MOTION by Mr. Wyant and seconded by Mr. Buchanan,
with all in favor, Resolution 2016-4, Accepting the Audited
Financial Report for Fiscal Year Ended September 30, 2015,
was adopted.**

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89 **SIXTH ORDER OF BUSINESS**

**Public Hearing to Hear Comments and
Objections on the Adoption of the
District’s Final Budget for Fiscal Year
2016/2017, Pursuant to Florida Law**

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94 **A. Affidavit of Publication**

95 Mr. Adams presented the affidavit of publication for today’s Public Hearing and Regular
96 Meeting.

97 **B. Consideration of Resolution 2016-5, Relating to the Annual Appropriations and**
98 **Adopting the Budget for the Fiscal Year Beginning October 1, 2016, and Ending**
99 **September 30, 2017; Authorizing Budget Amendments; and Providing an Effective**
100 **Date**

101 Mr. Adams presented Resolution 2016-5 for the Board’s consideration. Assessment
102 levels were reduced, from \$302,078, for Fiscal Year 2016, to \$299,006 in Fiscal Year 2017. The
103 most significant change in the budget was the reduction in shared costs with the Parklands Lee
104 CDD. Parklands West CDD’s portion, for Fiscal Year 2017, would be \$36,654, whereas, in
105 Fiscal Year 2016, it was slightly over \$41,000.

106 *****Mr. Adams opened the Public Hearing.*****

107 No members of the public spoke.

108 *****Mr. Adams closed the Public Hearing.*****

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On MOTION by Mr. Percuoco and seconded by Mr. Wyant, with all in favor, Resolution 2016-5, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2016, and Ending September 30, 2017; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2016-6, Imposing Special Assessments and Certifying an Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

Mr. Adams presented Resolution 2016-6 for the Board’s consideration.

On MOTION by Mr. Baum and seconded by Mr. Buchanan, with all in favor, Resolution 2016-6, Imposing Special Assessments and Certifying an Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2016-7, Adopting the Annual Meeting Schedule for Fiscal Year 2016/2017

Mr. Adams presented Resolution 2016-7 for the Board’s consideration. As in prior years, meetings will be held on the second Thursday of the month at 1:00 p.m., at this location, in January, May, July and September.

On MOTION by Mr. Wyatt and seconded by Mr. Buchanan, with all in favor, Resolution 2016-7, Adopting the Annual Meeting Schedule for Fiscal Year 2016/2017, was adopted.

NINTH ORDER OF BUSINESS

Update: Qualified Candidates for November 8, 2016 General Election

- A. SEAT 3: Robert J. Wyant (*Unopposed-Incumbent*)**
- B. SEAT 4: Al J. Buchanan (*Unopposed-Incumbent*)**
- C. SEAT 5: Gearard R. Baum (*Unopposed-Incumbent*)**

154 Mr. Adams congratulated the three incumbents for Seats 3, 4 and 5, Mr. Wyant, Mr.
155 Buchanan and Mr. Baum, respectively, on the re-election to their seats. The current term would
156 expire on November 22, 2016 and the Oath of Office for their new terms would be administered
157 at the January meeting.

158

159 **TENTH ORDER OF BUSINESS** **Approval of Unaudited Financial**
160 **Statements as of July 31, 2016**

161

162 Mr. Adams presented the Unaudited Financial Statements as of July 31, 2016.
163 Assessment revenue collections were at 101%.

164

165 **ELEVENTH ORDER OF BUSINESS** **Approval of May 12, 2016 Regular**
166 **Meeting Minutes**

167

168 Mr. Adams presented the May 12, 2016 Regular Meeting Minutes and asked for any
169 additions, deletions or corrections.

170 Line 89: Change “year” to “month”.

171

172 **On MOTION by Mr. Percuoco and seconded by Mr. Wyant,**
173 **with all in favor, the May 12, 2016 Regular Meeting Minutes,**
174 **as amended, were approved.**

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177 **TWELFTH ORDER OF BUSINESS** **Other Business**

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179 There being no other business, the next item followed.

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181 **THIRTEENTH ORDER OF BUSINESS** **Staff Reports**

182

183 **A. District Counsel**

184 There being no report, the next item followed.

185 **B. District Engineer**

186 There being no report, the next item followed.

187 **C. District Manager**

188 There being no report, the next item followed.

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Secretary/Assistant Secretary

Chair/Vice Chair

DRAFT