

STATE OF MINNESOTA PRIVATE DETECTIVE AND PROTECTIVE AGENT SERVICES BOARD

1430 Maryland Avenue East, St. Paul, Minnesota

JULY 26, 2016 MEETING MINUTES

MEETING: July 26, 2016

LOCATION: Bureau of Criminal Apprehension, 1430 Maryland Avenue East, St. Paul, MN 55106

MEMBERS PRESENT: Steve Wohlman, Rick Hodsdon, Jim Hessel, Jeff Hansen, Pat Moen

MEMBERS NOT PRESENT: None.

ATTORNEY GENERAL REPRESENTATIVE: Pete Magnuson

EXECUTIVE DIRECTOR: Greg Cook

ADMINISTRATIVE ASSISTANT: Shauna Jahnz

Chair Hodsdon called the July 26, 2016 Board meeting to order at 10:00AM and noted that all current Board members, staff and legal counsel were present.

1. REVIEW OF JUNE 2016 MEETING MINUTES & JULY 2016 AGING REPORTS

Hodsdon first noted that the aging report seemed to be shrinking all the time thanks to the work of the Agency Staff. Cook stated that credit went to Shauna Jahnz and intern Emma Books as they worked very efficiently. Hodsdon directed the Board to the June 2016 Meeting Minutes and the July 2016 aging report. Hodsdon asked the Board if they had any amendments, additions or corrections to add to either report.

- **MOTION:** Chair Hodsdon looked for a motion to approve the June 2016 Meeting Minutes & July 2016 Aging Report. Moen moved to approve the June 2016 Meeting Minutes and the July 2016 Aging Report. Hessel seconded the motion. Motion carried.

2. CURRENT CONTINGENCIES

PAC 1114 – HillTac Corporation

Cook noted that Qualified Representative Mark Hillstrom explained that he had some issues with the renewal as the previous owner of the company did not provide records. Hodsdon asked if everything was up to date and had been taken care of for the rest of the renewal. Cook responded that it had been.

- **MOTION:** Hessel moved to lift the contingency on HillTac Corporation and that a Letter of Education and Conciliation be sent to the license holder. Moen seconded the motion. Motion carried.

PAC 1116 – Point 2 Point Global Security, Inc.

Cook stated that Point to Point had run into some complications with the requirements. Cook stated that the company seemed to be partially unaware of the Minnesota Statutes and Rules. The agency responded and educated the license holder, and as of July 20, 2016 all issues had been resolved.

- **MOTION:** Moen motioned that the contingency on Point 2 Point be lifted and that a Letter of Education and Conciliation be sent to the license holder. Hessel seconded the motion. Motion carried.

PAC 328 – Loomis Armored, LLC

Cook stated that an officer change had taken place and that the agency was not notified of it. He noted that it was important that license holders notify the agency of officer changes because background checks do need to be done. Cook requested more time to solve this matter. Hodsdon then stated that the contingency did not expire until the August 2016 Board Meeting, therefore this matter required no Board action.

3. RENEWAL CONSENT AGENDA

LICENSE HOLDERS
PDC 944 – Flaherty Consulting & Investigations, Inc.
PDC 1124 – Ethos Risk Services, LLC
PDC 859 – Novak Investigations, Inc.
PDI 1122 – Matthew Stiehm
PDI 1062 – Bradley Barker
PAC 299 – Midwest Protection Agency, Inc.
PDC 1125 – Claims Verifications, Inc.
PDI 986 – Gary Hahn

Hodsdon then stated that on behalf of the Board he would publicly like to acknowledge Flaherty Consulting & Investigations because they had completed the renewal packet with no issues. Cook stated that all consent items listed, besides Flaherty Consulting and Investigations, were put on the consent agenda only after some work.

- **MOTION:** Hessel made a motion to approve all items on the consent agenda. Hansen seconded the motion. Motion carried.

4. RENEWALS WITH ISSUES:

PAC 227 - ACE Security, Inc.

Cook stated that on July 6, 2016 an email was sent by the agency to the license holder that a renewal had not been received. Cook reminded the Board that when the agency sent out renewal packets they did it by way of mail and email two months in advance. On July 8, 2016 the agency received an email from the company that stated the renewal packet was not received. The letter of explanation that was given to the Board had provided some extenuating circumstances. Cook stated that the agency had re-sent the renewal packet on July 8, 2016 via email. The packet was received on July 15, 2016. The packet was reviewed by the agency and some issues were found. The agency sent a list of these issues to the license holder on July 21, 2016. The issues included a contradictory address on the MN Secretary of State Website and the renewal packet, an administrative error on the application, and the license holder needed to send additional funds. Once the license holder became aware of these issues, he responded in a timely matter and was cooperative in his efforts. The license holder responded with all necessary information the same day the issues were sent and the check was received on July 25, 2016. Cook referred the Board to their Letter of Explanation. There was no disciplinary history found. Cook noted that this license holder, ACE Security, was very cooperative during the whole process.

- **MOTION:** Chair Hodsdon looked for a motion to grant license renewal to PAC 227. Moen moved to grant PAC – ACE Security, Inc. a renewed license. Hansen seconded the motion. Motion carried.

PAC 260 – Contemporary Services Corporation

Cook stated the agency sent a letter to this entity on July 6, 2016 that stated the renewal was not received. Cook then said on July 20th that the agency sent the license holder a certified notice that the renewal was still not received. As of July 25th, 2016 the agency had not received a response from the license holder. Hodsdon responded that Cook could only hold their hand so much. Hodsdon went on to say that maybe there should be some discussion of personal responsibility every once in a while. He stated that the agency staff had done more than enough, and if an entity didn't care to deal with their license, then so be it. Hodsdon noted that he would not be offended at all if the agency did not chase them down.

Cook then noted that during Contemporary Services Corporation's last renewal in 2014 there were some serious issues involved, the agency found 171 issues with the submitted renewal packet; most of which had to do with them not providing background checks, training and ID cards to their staff.

- **MOTION:** Hessel made a motion to grant a 60 day contingency to PAC 260 – Contemporary Services Corporation. Hansen seconded the motion. The motion carried.

Gold Star Security

Cook stated that on July 6th the agency sent this entity an email notification that their renewal had not been received. Cook clarified to the Board that renewals were due on the first of the month. If a Holiday ~~lands~~ landed on it, then the agency was slightly lenient. Though, if the renewal packet was not received within a couple days after the first, then the agency tried to make contact with the license holder. Cook then stated that on July 20th the Agency sent a certified note via USPS that stated the renewal had not been received. Cook went on to say that as of July 26th the agency had not received a response from the license holder. Cook also noted that he had received the signed receipt from the certified letter, but reiterated that he had not received any response.

- **MOTION:** Chair Hodsdon looked for a motion regarding PAC 312 – Gold Star Security. Hansen made a motion to grant Gold Star Security a 60 day contingency. Hessel seconded the motion. Motion carried.

PAC 1126 – The Diamond Group

Cook stated that the renewal packet from this license holder was received and issues were discovered. On July 8th the license holder was notified of these issues and Cook stated that the issues were with the Secretary of State filing, the MN address and the Affidavit of Training. Cook said no response was received from the license holder and the renewal issues were re-sent on July 21, 2016. On July 25th the license holder responded with an email and phone call and stated that she had traveled for work and was not able to respond in time. Cook stated that the license holder was asking for a contingency to get issues straightened out.

- **MOTION:** Chair Hodsdon looked for a regarding PAC 1126. Moen motioned to grant PAC 1126 – The Diamond Group a 60 day contingency. Hessel seconded the motion. Motion carried.

PDC 1123 – TalentWise, Inc.

Cook stated that on July 8th 2016 the agency sent the license holder their issues which included a vacant officer position, blank MN address, missing criminal history consent form and Affidavit of Training issues. He went on to say that as of July 21st 2016 the agency had received all necessary information except a signed criminal history consent form from the CEO and a preassignment training date from the Minnesota Manager and Qualified Representative. As of July 25th 2016 there had been no additional response. Hodsdon said that in the past when there were only a few issues the Board had moved to grant a license pending those issues be resolved. Hodsdon stated that in this case, criminal history was an important factor, therefore he suggested a 60 day contingency until all issues were solved.

- **MOTION:** Chair Hodsdon looked for a motion regarding PAC 1123 – TalentWise, Inc. Hansen made a motion for PDC 1123 – TalentWise, Inc. to be granted a 60 day contingency. Hessel seconded the motion. Motion carried.

5. LAPSED LICENSES:

PDI 742 – Charles Loesch

Cook informed the Board that this license holder had moved into lapsed status and that no board action was needed.

6. EXPIRED: None.

7. SURRENDERED LICENSES:

PDI 1130 – Clifford Holm DBA: CC Holm
 PAC 1142 – King Rogers Group, LLC
 PDC 1143 – King Rogers Group, LLC
 PDC 945 – Steele International, Inc.
 PDI 740 – Ingeborg Sebyan
 PAC 218 – ABM Security Services, Inc.
 PAC 156 – Knight Security, Inc.

8. TRAINING COURSE & INSTRUCTOR APPROVALS:

TYPE	PROVIDER	INSTRUCTORS	COURSE NAME	HRS
PPA	Learning Shop USA	Jack Fay	Online -MN Preassignment Course for Protective Agents	12
PPD	Learning Shop USA	Jack Fay	Online-MN Preassignment Course for Private Detectives	12
CPD	Learning Shop USA	Jack Fay	Online-Expert Private Investigation Course	16
CPD	Learning Shop USA	Jack Fay	Online-Professional Private Investigation Course	12
IA	HD Defensive Solutions	Jesse Durland & Tucker Horning	Handgun	6
CA	HD Defensive Solutions	Jesse Durland & Tucker Horning	Handgun	6

PROVIDER	INSTRUCTORS
Intercon-Security Solutions	Bruce Wiley
Intercon-Security Solutions	Roger Palmisano
Intercon-Security Solutions	*James Masson
Intercon-Security Solutions	*Brett Harnish
Intercon-Security Solutions	*Matthew Dane
Intercon-Security Solutions	Tyrel Cooper
GSSC	Joseph Kessel
HD Defensive Solutions	Jesse Durland
HD Defensive Solutions	Tucker Horning

Hodsdon referred to the report written by intern Emma Books that regarded an online preassignment course she had taken. Cook stated that this was in regard to discussions the Board had about approving such courses. Cook commended Books on the quality of the report and stated that she was an excellent candidate to review the course. Cook stated that upon first attempt at taking the course it was found to be deficient on hours, or CEU units. Books worked with the trainer and eventually got the class up to standard. She also found some legal issues pertinent to Minnesota laws that needed to be addressed. Cook stated these online courses also include the availability of the instructor for any questions from the ones taking the class.

Hodsdon stated that he appreciated the fact that the preassignment training courses were moving into the cyber realm. Cook then asked Books to talk about what she thought of the classes. Books stated that she had a list of the core objectives for the classes sitting right next to her as she went through the courses, and

each of the courses met every single objective. Moen commended Books not only for the quality of the report and review but also for working directly with the instructor to improve the course.

Hodsdon then stated that if any instructors were paying attention to the meeting minutes, a suggestion he would have would be an online discussion board to go along with the class. He described that on a discussion board the student could post questions and the instructor could presumably respond quickly.

- **MOTION:** Chair Hodsdon looked for a motion regarding the training courses and instructors. Moen moved to approve all of the following training courses and instructors. Hessel seconded the motion. Motion carried.

9. **OFFICER CHANGES.** File available for review. **None.**

10. **NEW LICENSE APPLICANTS – Tabled.** None.

11. **NEW LICENSE APPLICANTS – Present:** Files are available for review.

Applicant Business Name:	Archangel Protective Services, Inc.
Type of License Applying For:	Corporate Protective Agent
Physical Address:	444 Metroplex Drive Suite B-201 Nashville, TN 37211
Local Address:	6201 Congdon Blvd. Duluth, MN 55804

Cook stated that Qualified Representative James Jensen was present on behalf of Archangel Protective Services, Inc. Hodsdon stated that the Board was curious to know about the plan and scope of business and asked Jensen to elaborate on it. Jensen stated that he had been the supervisor in Duluth for various contracts since 2003, and there had yet to be any issues. Jensen said he was going to make certain that all of his employees were annually trained and that everything got submitted to the Board regarding the renewal in 2 years. Moen then asked Jensen what he thought of the application process. Jensen stated that he did not think it was too bad, except for the fact that he did not look closely enough at some of the forms to see that they needed notarization. Hodsdon then stated that one of the things that could be done on the forms to make life a little bit easier on the applications is remove the notary as current laws allow it.

Cook stated that with the approval of the Board he will gladly get rid of the notarization on the forms. Cook stated the Governor Dayton did put out an Executive Order to streamline procedures, and this would definitely assist in that endeavor.

- **MOTION:** Chair Hodsdon looked for a motion. Hessel motioned to grant Archangel Protective Services, Inc. a protective agent corporate license with James Jensen as the Qualified Representative. Cook then interjected asking Jensen if he did plan on taking pre-assignment training, and Hodsdon stated that he could use the new online course if he wishes. Hansen seconded the motion. Motion carried.

12. New Applicants: Consent Agenda:

Applicant Business Name:	Kyle Corrigan DBA: Bright Line Investigations ,LLC
Type of License Applying For:	Individual Private Detective
Physical Address:	2601 Post Road #804 Plover, WI 54467
Local Address:	8655 27 th Street N, Lake Elmo, MN 55042

Cook stated that the applicant currently holds a Wisconsin agency and an individual private detective license there, and that there are no issues with his employment qualifications. Hodsdon then asked Cook if there were any issues with this applicant to bring to the Board's attention. Cook answered that he has had several conversations with the applicant and in his scope of business he talked about bail enforcement as well as fugitive recovery. Cook then stated that he did tell the applicant that those two practices are not something that MNPDB regulates, and he asked the applicant how that related to him wanting a private detective license. The applicant claimed that he wanted the Board to know what he was doing. Hodsdon then stated he appreciated it because depending on how one went about those practices, it would be possible that they would be using different databases and other types of investigative work to find some of the fugitives. Hodsdon stated that it seems to him that kind of work can start bleeding over into the MNPDB's wheelhouse.

- **MOTION:** Chair Hodsdon requested a motion. Hessel motioned to grant a private detective individual license to Kyle Corrigan of Bright Line Investigations, LLC. Moen seconded the motion. Motion carried.

Applicant Business Name:	DigiStream Chicago, Inc.
Type of License Applying For:	Private Detective Corporate
Physical Address:	309 S Main St. Lombard, IL 60148
Local Address:	1660 S Hwy 100 #500A St Louis Park, MN 55416

Hodsdon stated that DigiStream Chicago, Inc. was applying for a corporate private detective license. Cook then stated that this was a growing company that was seeking to become national. Cook stated that currently this company was licensed in IL, KY, MI, IN, MO and WI. Cook went on to say that they had been very cooperative in the process, they were well qualified and were going to specialize in surveillance. Cook stated that there were no issues with the entity and no disciplinary history was found.

- **MOTION:** Chair Hodsdon looked for a motion. Hessel made a motion to grant DigiStream Chicago, Inc. a private detective corporate license. Hansen seconded the motion. Motion carried.

Hodsdon then commended the agency staff for processing licenses that were submitted as late as mid-June for approval. Hodsdon noted that this had become a substantial accomplishment for the industry compared to years ago and that the Board should be very proud of what the staff does.

Cook then stated that there are now no open applications and from what he can find, all open applications had been processed. He then noted that he wanted to credit the staff Shauna Jahnz and interns such as Emma Books. He stated that the agency would not be at this point without the work that they do. Hodsdon went on to say that on top of all that the staff still got certificates to for him to sign within a few days after the Board meeting. Hodsdon commended the quality of the Board's people. Cook then stated that the Board is moving into a proactive instead of reactive mode. Hodsdon then said now there would hopefully be time to deal with the unlicensed practice issues.

13. REQUEST TO SPEAK TO THE BOARD: None.

14. OTHER ISSUES AND DISCUSSION:

Command Security Corporation

Cook stated that this is a situation in which Command Security Corporation was approved for licensure at the previous month's meeting. Cook stated that this company had obtained a federal contract with the USPS in Eagan. He said this was a federal contract situation, and in the past, the Board had stated that if someone had a federal contract, and that was the only entity they were working for, they do not need a license, as there are many more requirements from the federal agreement than there are from the Board. Cook stated that before they got the MN License, they began working at the facility. Cook said that the Board, at the June 28th meeting, had granted the company a license contingent on receiving a reference, and the corporation actually started at the Eagan facility June 13th. Hodsdon then asked if there was any information stating that this corporation was working anywhere other than under the federal contract, to which Cook stated no. Hodsdon confirmed that there was no action that could be taken by the Board. Hodsdon said that this was researched when it had come up in the past, and federal contracts do not fall into the jurisdiction of the MNPDB. He noted that as long as the work was exclusively federal, the Board had no jurisdiction; likening it to an FBI agent needing a MN P.O.S.T. Board license. Cook noted that he asked the company to see a copy of the federal contract as some federal contracts do note that a state license is needed. Cook said the corporation denied to give the Agency a copy. Cook noted that if the contract stated that a state license was mandatory, it was his understanding that would be an issue between Command Security and the USPS. Hodsdon stated that was correct and it would be a potential breach of contract. If there was somebody else, a competitive bidder, who bid this same contract and was licensed, that would all be in the hands of the federal government. Hodsdon said where Cook would be involved would be as a witness. Cook then asked if this entity was putting people directly into security positions with no training, would that be a concern on the federal level as well. Hodsdon said that was correct.

Merger between Universal Protection and Allied Barton

Cook stated that Universal Protection had been buying up many security companies around the country. He then noted that the merger between Universal and Allied Barton was very large and had been going on nationwide. He went on to say that the companies provided the Board with a Letter of Explanation and a list of questions that was provided by their attorney. Cook went on to say that he answered the questions to the best of his knowledge, and then he directed the Board to look them over. He then commended the two merging companies for providing the Board with the information to explain the merger.

Cook stated that this situation was informational only, but would appreciate feedback from the Board if they contested the way he answered any of the questions. Hodsdon then asked if there were any edits or comments on the questions. There were none.

Diane Jackson Preassignment Training extension request

Cook stated that Diane Jackson was approved at the last Board meeting for a license and she was having some difficulty finding a preassignment course within the 21-day requirement. Cook said that Jackson was asking for an extension on the time limit and she was scheduled for her preassignment on August 2nd and 3rd which would fall past her 21 days. Cook noted that Jackson wanted to be cautious and inform the Board. Hodsdon said that as long as she was not practicing until after she got the training done, there should not be an issue with it.

Training Revision/Update Memo to license holders and trainers

Cook referred to a memo and material that would be sent to all certified trainers and license holders. He stated that there are over 1100 different courses, with numerous dates of when they need to be re-certified. Cook stated that by statute, the Board must re-certify courses every two years. Cook stated that going forward, it had been discussed that every two years, on an even year, in July, the courses needed to be renewed. Cook stated that it would be a mass re-certification. Cook said it would streamline the process and really make it easier for all involved.

A large part of the memo was that staff was continuously having issues with the affidavit of training. Cook said that Jahnz took the Affidavit of Training and broke it down into a very simple to understand visual instructional tool. Cook noted that with the instructions that Jahnz provided, he does not see how anyone could get it wrong. Cook went on to say that in the renewal process, there were many forms that were not necessary; for example the continuing education forms. Cook said that if the renewal included a solid Affidavit of Training, everything the agency needed would be on that. Cook said that with a solid affidavit of training, the agency would then be able to call the trainer and ask about the attendance of the student that claimed to have taken the course. Cook stated that he wanted to make the process as easy as possible for the license holders, and remove the unnecessary paperwork.

Cook then asked to pose a question to the Board: If one were to hold both a private detective and a protective agent license and both required 6 annual hours of continuing education, would the 6 hours taken then apply to both licenses or just one? Hodsdon stated there were a number of courses that were approved for both kinds of licenses. Hessel noted that he was one of the people that would fall into that category. Cook said that in reviewing the list of all of the courses, there were a lot of them that could work for both a private detective and protective agent license. Cook said that the staff would be able to go through the list and assign the classes where they could count for both. Hodsdon said that the background check class that he taught was applicable for private detectives for their work and for protective agents for their employees. All board members came to a consensus that they thought this would be ideal.

- **MOTION:** Chair Hodsdon looked for a motion. Chair Hodsdon motioned to allow a dual license holder to satisfy both continuing education requirements with 6 total CEU hours. Moen seconded the motion. Motion carried.

Further discussion: Cook asked the Board if there were any changes to be made on the training memo that was to be sent out. Hodsdon suggested that the license holders be given P.O.S.T. Board's website where they would be able to find approved courses. Cook stated that this discussion also had to do with another discussion point which addressed permit to carry courses. He said there were a lot of those out there, and if they were registered as CEUs it would give the armed protective agents more of an opportunity for more of a variety in training. Cook noted that for the sake of the meeting minutes, if someone knew of an instructor who taught these courses, they could submit their material to get it certified with the Board. Cook said that right now the armed training was 6 hours initial and 6 hours continuing; Cook stated that he was surprised that it was only 6 hours, and that some states did up to 40 hours. Cook stated that may be a discussion point for another meeting. Moen asked if the Board was bound by that by Minnesota Rule. Magnuson answered that it actually fell under statute. Cook stated that just because 6 hours was the bare minimum, it did not stop any license holder from going above and beyond those requirements.

Further Discussion: Cook mentioned that some courses that he wanted to see more of, were types of courses that dealt with terrorism, alternative use of force, working with law enforcement, working with attorneys, updated legal issues, understanding cultural differences, race relations, diversity and courses that reflected current events. Those were some of the deficits Cook saw while reviewing all 1200 of the courses. Hodsdon stated that was good direction for any entrepreneur that wanted to expand their teaching repertoire. Hodsdon said it would be beneficial in the long term to also maintain a relationship with the P.O.S.T. Board training courses.

- **MOTION:** Chair Hodsdon looked for a motion. Hessel made a motion to approve the staff's recommendation for the course re-approval program. Hanson seconded the motion. Motion carried.

FY 2016 MN Private Detective Board Statistics

Cook stated that this was just an FYI for the Board about the fiscal year, to allow them to know where things were at. Cook stated that currently there were 218 licensed private investigators in MN and 137 licensed protective agents. Cook stated these license holders employed approximately 8000 security and investigative staff. Moen asked Cook if the number of contingencies is tracked, to which Cook answered that he did, but it was not included on the report. Hodsdon stated that one thing he noted was that the total amount in penalties was \$1,499.00. So the minutes were clear, he stated, the Board saw none of that money, it all went into the general fund. Hodsdon said that when there was a discussion about fines and penalties the goal was to get the license holders' attention and save the staff time, as opposed to getting any sort of compensation back because there was none.

Potential Unlicensed Activity:

Cook referred to two entities that were potentially involved in unlicensed activity. Cook stated that these entities were similar in nature as there were several reports of them having fully loaded squad cars, tactical vests, badges and a variety of weapons. Cook stated that from the Board's perspective, they needed to be notified of potential violations of industry statutes.

Cook noted that one of the individuals had previously been arrested and charged for unlicensed activity and the status of that was unknown, but there were still advertisements on the individual's Facebook page. Hansen asked Cook if local law enforcement had been notified. Cook answered that law enforcement was notified of both situations. Moen stated that for purposed of prosecution, it would be helpful to have the information on file, and that they had received formal notice. Hodsdon stated that this was a consumer protection and public safety issue. Hodsdon said that it was a gross misdemeanor to provide this type of service for money and it was also a crime to not only provide the service but to advertise it. Cook referenced MN Statute 609.475 which dealt with impersonation of a police officer and making themselves look like public officials. Hodsdon said that law enforcement agencies and prosecutors had been repeatedly communicated with from the Board to assist them and that proving someone is not licensed should be the easiest part of the case to provide evidence of. Hodsdon said that in the 7-county metro area, the case would be prosecuted by the city attorney. In Greater Minnesota it would be prosecuted by county attorneys. Hansen inquired if there were contributing factors that could escalate this to a felony. Hodsdon answered that no, it cannot be escalated to a felony unless other behavior is engaged in. Cook stated that under the direction of the Board he would send out the notification of unlicensed activity to the entities. The Board directed Cook to do so.

Other Items:

Hodsdon asked if the Attorney General Representative had any updates. Magnuson stated that he had nothing new to report.

Cook noted that since the Board was down one member, going forward, any Board members must report if they are not going to be able to make it to meetings in order to meet quorum, which would be 3 of the 5. Hansen then asked if applicants were being accepted at this point. Cook responded yes, the Secretary of State posted it and accepted applications. From there, applications were sent to the Commissioner. It would then be up to the Commissioner to decide who to appoint. Hodsdon asked if there was a closing date on the application. Cook responded he believed August. Hodsdon said that with any luck, hopefully the position could be filled by September or October.

- **MOTION:** Hessel motioned to adjourn the July 26th Board Meeting. Hansen seconded the motion. Motion carried.

Next meeting is scheduled for August 30th, 2016 at 10:00am.