



## SAEC Leadership Committee Meeting

October 4, 2022, 9:15AM - 10:15AM

Virtual via Zoom

### Agenda

#### Join Zoom Meeting

<https://us02web.zoom.us/j/84708330996?pwd=ZkNRUUh2NWQ4M2laZ3FjVUp4SDVjZz09>

Meeting ID: 847 0833 0996

Passcode: 505772

#### One tap mobile

+16694449171,,84708330996#,,,,\*505772#

#### Dial by your location

+1 669 444 9171

Co-Chairs: Heather Keran and Jonna Schengel

- Opening Business
  - Call to Order
  - Welcome and Introductions
- Approval of Minutes and Notes
  - Minutes from 9.06.22
    - Minutes: [09.06.22 SAEC Leadership Committee Meeting Minutes.docx](#)
  - Notes from 9.22.22
    - Notes: [09.22.22 SAEC Leadership Committee Meeting Notes.docx](#)
- Public Comment – General public comment on any Consortium related topic may be heard at this time. The Leadership Committee asks that any public comment on an item listed on today's agenda be addressed at the time the item comes up for discussion by the Leadership Committee. Please post any public comment using the chat function. Please begin your comments by posting your full name. Public comment will be read into the record by the Committee Chair in the order they are entered into the chat window. Public comment shall be limited to 3 minutes per comment and 20 minutes for all comments.
- Action Items:
  - Virtual Leadership Committee Meeting October 27, 2022
- Information/Discussion Items (All supporting documents attached to this agenda in the order they appear on the agenda. Meeting participants will find a link to an electronic version of this agenda, which has active links to all supporting documents) here:
  - Regional Economic Outlook Report Debrief
  - SAEC RISDS Impact Report Debrief
  - SAEC Leadership Retreat 2022.23
    - When? How many days are needed? Friday and Sat. Morning

- Who will go?
- Possible locations:
  - [Inn at the Pier, Pismo Beach](#)
  - [Vespero, Pismo Beach](#)
  - [Spyglass, Pismo Beach](#)
  - [Sea Crest, Pismo Beach](#)
  - [Hilton Garden Inn, Pismo Beach](#)
  - [Oxford Suites, Pismo Beach](#)
  - [Ocean Point Ranch, Cambria](#)
- Shifting from implementation to program evaluation:
  - Ultimate Goal: Alignment of data sources to Three Year Plan Outcomes and Metrics Data Tables and Alignment of individual member strategies/work to Three Year Plan.
  - Discuss the need for additional meeting space for this specific project.
- Governance
  - SAEC Report on Consortium Governance Status Update
    - SAEC Board: approved in May, 2022
    - LEA anticipated timeline for completion
  - SAEC Member Budget and Workplan NOVA Process
    - Discuss potential CBO workshops (would include Fiscal Reporting Guidance)
- Deliverables and Updates- - Heather Keran
  - WIOA Title II
    - Deliverables for 2022-23:
      - <https://www.cde.ca.gov/sp/ae/fg/wioa21datadocsched.asp>
      - RFA release date: 9.1.22
      - Send Mitch copies of the data tables you use for the DoE
        - DoE due in OTAN by September 30th
      - Discuss likelihood of filing any contestation of DoE decision
    - CAEP Quarter 4 Fiscal Reports and Student Data Reminder
      - All CAEP Due Dates: <https://caladulthood.org/DueDates>
    - CAEP Program Hours and Expenditures Report (reminder)
      - Normally due September 1 of each year. Due date bumped back pending release of guidance.
  - Professional Development
    - Innovators by Design
      - October 7, 2022
      - We still 5 seats available
    - CCAE Central Section 2022.23 Winter Conference
      - November 4, 2022
      - Hybrid from Bakersfield Adult School
      - Cost: TBD
      - Registration Link: Pending
    - CCAE State Conference 2023
      - April 12-15, 2023
      - Oakland, CA
      - Registration link not up yet
    - CAEAA State Conference 2023

- February 2, 2023
- Virtual
- Registration link not up yet
- COABE National Conference 2023
  - April 2-5, 2023
  - Atlanta, GA
  - [Registration and Hotel Links](#)

## **Reminders:**

- Member Effectiveness Report Schedule: Discussion about the number of presentations per meeting.
  - Possible schedule for 2022-2023:
    - October 2022 – SAEC Report: Enrollment
    - November 2022 – SAEC Report: Outcomes, Hanford Adult, Tulare Adult
    - December 2022 – Visalia Adult, Corcoran Adult
    - February 2023 – College of the Sequoias, Lindsay Adult
    - March 2023 – Cutler-Orosi, Farmersville
- SAEC Navigator Outreach and Recruiting Events
  - Events
 

● October 7, 2022	South Valley Industrial Summit
● October 19, 2022	6 <sup>th</sup> Annual Career & Resource Fair
● November 4, 2022	CCAE Central Section Fall Conference
● November 17, 2022	2022 Farmworker Women’s Conference
● January 31, 2023	TKCC 6 <sup>th</sup> Annual Counselor Conference
● April 13 -15, 2023	CCAE State Conference
● April 14, 2023	College & Career ExpoFliers from Adult Schools for Events
  - Fliers from Adult Schools for Events
- Program Area Governance Committee meeting dates - John Werner
  - Emails for newly hired teachers
  - ESL – Carmen Becerra
 

● October 31, 2022	1:30PM - 3:00PM - Carmen
● January 20, 2023	1:30PM - 3:00PM
● April 17, 2023	1:30PM - 3:00PM
  - ABE/ASE – Maribel Delgado
 

● September 26, 2022	1:00PM - 3:00PM
● October 31, 2022	1:00PM - 3:00PM
● February 27, 2023	1:00PM - 3:00PM
● April 24, 2023	1:00PM - 3:00PM
  - AWD– TBD
 

● September 30, 2022	1:00PM-3:00PM – John (Rescheduling)
● February 10, 2023	1:00PM-3:00PM
● April 21, 2023	1:00PM-3:00PM
- SAEC Data Community of Practice meeting dates:
  - 2022.23 Meeting Dates:
    - Q1 10.21.22 @ 2:15PM
    - Q2 01.20.23 @ 11:00AM
    - Q3 04.21.23 @ 11:00AM

- Q4 06.29.23 @ 11:00AM and/or  
07.06.23 @ 11:00AM
- Next Leadership Committee Meeting Agenda - Heather Keran
  - 10.27.22 @ 3:00PM
  - Agenda topics:
- Next [SAEC Board Meeting](#) on 11.01.22 @ 8:00AM - John Werner
  - Agenda topics:
- Adjournment

## SAEC Leadership Committee Meeting Minutes

September 6, 2022

9:15AM – 10:15AM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

**In Attendance:** Brian Brazier, Corcoran Adult School; Erika DeLaCruz, Farmersville Adult School; Victoria Guzman, Cutler-Orosi Adult Education Center; Heather Keran, Hanford Adult School; Amalia Lopez, Lindsay Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Jonna Schengel, College of the Sequoias; Rocio Vasquez, Lindsay Adult School; John Werner, SAEC Executive Director

	Discussion Topic	Outcome	Action
1	<b>Opening Business</b>		
1.1	<b>Call to order</b>	<ul style="list-style-type: none"> <li>● Called to order at 9:17am by Heather Keran</li> </ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"> <li>● Quorum Established – Yes</li> </ul>	
1.3	<b>Welcome and Introductions</b>		
2	<b>Approval of Minutes/Notes</b>	<ul style="list-style-type: none"> <li>● Approval of Minutes from 08/25/22</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve minutes by Amalia Lopez, Lindsay Adult School</li> <li>● Seconded by Brian Brazier, Corcoran Adult School</li> <li>● Abstained: None</li> <li>● Vote: <ul style="list-style-type: none"> <li>➢ <b>Approve:</b> All</li> <li>➢ <b>Opposed:</b> None</li> <li>➢ Motion Carried</li> </ul> </li> </ul>
3	<b>Public Comment</b>		
4	<b>Action Items</b>		
4.1	<b>Virtual Meeting for the September 22 2022 – John Werner</b>	<ul style="list-style-type: none"> <li>● Motion to approve Virtual meeting for the September 22, 2022</li> <li>● Discussion <ul style="list-style-type: none"> <li>➢ John Werner and Heather Keran cannot attend the afternoon meeting <ul style="list-style-type: none"> <li>▪ Meeting to move to 8:00am on September 22<sup>nd</sup></li> <li>▪ Victoria Guzman asked to have the meeting recorded</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve virtual meeting on 09/22/22 with the time change to 8:00am by Amalia Lopez, Lindsay Adult School</li> <li>● Seconded by Tami Olson, Visalia Adult School</li> <li>● Abstained: None</li> <li>● Vote: <ul style="list-style-type: none"> <li>➢ <b>Approve:</b> All</li> </ul> </li> </ul>

			<ul style="list-style-type: none"> <li>➤ <b>Opposed:</b> None</li> <li>➤ Motion Carried</li> </ul>
5	<b>Information Items</b>		
5.1	<b>Governance – John Werner</b>	<ul style="list-style-type: none"> <li>● Amended SAEC 2022.25 MOU Status <ul style="list-style-type: none"> <li>➤ SAEC Board Action: Approved on 08/02/22</li> <li>➤ Asked to give signature page to Barbara Marshall as soon as it is approved by their LEA's <ul style="list-style-type: none"> <li>▪ Will send signed MOU to everyone when they have been received</li> </ul> </li> </ul> </li> <li>● Amended SAEC 2022.25 Governance Documents Update <ul style="list-style-type: none"> <li>➤ SAEC Board Action: Approved May 2022</li> <li>➤ Asked to give signature page to Barbara Marshall as soon as it is approved by their LEA's <ul style="list-style-type: none"> <li>▪ Will send signed Governance Documents to everyone when they have been received</li> </ul> </li> </ul> </li> <li>● SAEC Annual Plan <ul style="list-style-type: none"> <li>➤ Due 09/30/22</li> <li>➤ SAEC Board Action: Approved 09/06/22 <ul style="list-style-type: none"> <li>▪ SAEC Member Reps will go into NOVA to approve</li> </ul> </li> <li>➤ Leadership can go into NOVA to access it <ul style="list-style-type: none"> <li>▪ Discussion on NOVA submission</li> <li>▪ Proof read and get back to John Werner on any changes that may need to be done</li> </ul> </li> </ul> </li> </ul>	
5.2	<b>Deliverables &amp; Updates – John Werner</b>	<ul style="list-style-type: none"> <li>● WIOA Title II <ul style="list-style-type: none"> <li>➤ Sent Mitch copies of the data tables you use for the DoE</li> <li>➤ Wondering if anyone is interested in a work session <ul style="list-style-type: none"> <li>▪ John Werner can contact Mitch to see if he can meet with individuals</li> </ul> </li> </ul> </li> <li>● CAEP Program Hours and Expenditure Report is due September 1<sup>st</sup></li> </ul>	
5.3	<b>Professional Development – John Werner</b>	<ul style="list-style-type: none"> <li>● SAEC 2022/23 Professional Development Summit <ul style="list-style-type: none"> <li>➤ Recordings and handouts are on the SAEC website</li> <li>➤ Showed everyone attendance for each session <ul style="list-style-type: none"> <li>▪ No shows for Hyflex and Edgenuity sessions <ul style="list-style-type: none"> <li>○ May do Edgenuity with one of our own next year on our own</li> <li>○ Hyflex is a big deal in the bigger schools but not necessarily with our teachers</li> </ul> </li> </ul> </li> <li>➤ Session evaluations</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>▪ These are on a spread sheet that can be filtered by agency names to see who attended</li> <li>▪ Comments were pretty good</li> <li>➤ Would like to do this Summit next year in person instead of virtually <ul style="list-style-type: none"> <li>▪ Attendees are more apt to absorb it</li> <li>▪ It would be helpful for teachers to connect to compare and share</li> <li>▪ Possibility of shutting down classes to attend the even</li> <li>▪ Could hold it at Connections which has a great big room and many smaller rooms <ul style="list-style-type: none"> <li>○ All one-stops are housed there in case of questions regarding resources</li> </ul> </li> </ul> </li> </ul>	
5.4	<b>Conferences – John Werner</b>	<ul style="list-style-type: none"> <li>● CCAE Central Section 2022.23 Winter Conference <ul style="list-style-type: none"> <li>➤ This will be at Bakersfield Adult School on November 4, 2022 <ul style="list-style-type: none"> <li>▪ Registration link is pending</li> <li>▪ Will be Hybrid (in person and virtual)</li> </ul> </li> </ul> </li> <li>● CAEAA State Conference <ul style="list-style-type: none"> <li>➤ February 2, 2023 – Virtual</li> </ul> </li> <li>● COABE National Conference <ul style="list-style-type: none"> <li>➤ April 2-5, 2023 in Atlanta Georgia</li> </ul> </li> </ul>	
5.5	<b>RISDS Staffing Update – John Werner</b>	<ul style="list-style-type: none"> <li>● Carmen Becerra is no longer the ESL Navigator <ul style="list-style-type: none"> <li>➤ She is the General Adult School Navigator</li> <li>➤ Majority of her time will be at Visalia Adult, Jail program, Exeter and a piece of Farmersville</li> </ul> </li> </ul>	
5.6	<b>Member Effectiveness Reports</b>	<ul style="list-style-type: none"> <li>● Current lineup of Member Effectiveness Reports <ul style="list-style-type: none"> <li>➤ October 2022 – SAEC Report: Enrollment</li> <li>➤ November 2022 – SAEC Report: Outcomes, Hanford Adult, Tulare Adult</li> <li>➤ December 2022 – Visalia Adult, Corcoran Adult</li> <li>➤ February 2023 – College of the Sequoias, Lindsay Adult</li> <li>➤ March 2023 – Cutler-Orosi, Farmersville</li> </ul> </li> <li>● Starts in November <ul style="list-style-type: none"> <li>➤ Will update slide deck to give to everyone</li> <li>➤ Fiscal report will be rolled into October’s meeting</li> </ul> </li> </ul>	
5.7	<b>Program Area Governance Committees</b>	<ul style="list-style-type: none"> <li>● Program Area Governance Committee meeting dates <ul style="list-style-type: none"> <li>➤ ESL – Carmen Becerra <ul style="list-style-type: none"> <li>▪ October 3, 2022                      1:30PM - 3:00PM</li> </ul> </li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>▪ January 20, 2023 1:30PM - 3:00PM</li> <li>▪ April 17, 2023 1:30PM - 3:00PM</li> <li>➤ ABE/ASE – Maribel Delgado <ul style="list-style-type: none"> <li>▪ September 26, 2022 1:00PM - 3:00PM</li> <li>▪ October 31, 2022 1:00PM - 3:00PM</li> <li>▪ February 27, 2023 1:00PM - 3:00PM</li> <li>▪ April 24, 2023 1:00PM - 3:00PM</li> </ul> </li> <li>➤ AWD– TBD <ul style="list-style-type: none"> <li>▪ September 30, 2022 1:00PM-3:00PM</li> <li>▪ November 4, 2022 1:00PM-3:00PM (TBD)</li> <li>▪ February 10, 2023 1:00PM-3:00PM</li> <li>▪ April 21, 2023 1:00PM-3:00PM</li> </ul> </li> </ul>	
5.8	<b>SAEC Data Community of Practice</b>	<ul style="list-style-type: none"> <li>• SAEC Data Community of Practice meeting dates: <ul style="list-style-type: none"> <li>➤ 2022.23 Meeting Dates: <ul style="list-style-type: none"> <li>▪ Q1 10.21.22 @ 2:15PM</li> <li>▪ Q2 01.20.23 @ 11:00AM</li> <li>▪ Q3 04.21.23 @ 11:00AM</li> <li>▪ Q4 06.29.23 @ 11:00AM and/or 07.06.23 @ 11:00AM</li> </ul> </li> </ul> </li> </ul>	
5.9	<b>Next Leadership Committee Meeting Agenda – John Werner</b>	<ul style="list-style-type: none"> <li>• September 22, 2022 at 8:00am <ul style="list-style-type: none"> <li>➤ Virtual meeting</li> </ul> </li> </ul>	
5.9	<b>Next SAEC Board Meeting</b>	<ul style="list-style-type: none"> <li>• Next meeting October 4, 2022 at 8:00am <ul style="list-style-type: none"> <li>➤ Virtual Meeting</li> </ul> </li> </ul>	
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>• Meeting adjourned at 10:43am</li> </ul>	<ul style="list-style-type: none"> <li>• Motioned to adjourn by Erika DeLaCruz, Farmersville Adult School</li> <li>• Seconded by Tami Olson, Visalia Adult School</li> <li>• Vote: <ul style="list-style-type: none"> <li>➤ <b>Approve:</b> All</li> <li>➤ <b>Opposed:</b> None</li> <li>➤ Motion Carried</li> </ul> </li> </ul>



## SAEC Leadership Committee Meeting Notes

September 22, 2022

8:00AM – 9:30M

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

**In Attendance:** Carmen Becerra, SAEC Navigator; Brian Brazier, Corcoran Adult School; Maribel Delgado, SAEC Navigator; Amalia Lopez, Lindsay Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Mitch Rosin; Larriann Torrez, Porterville Adult School; Rocio Vasquez, Lindsay Adult School; John Werner, SAEC Executive Director

	Discussion Topic	Outcome	Action
1	<b>Opening Business</b>		
1.1	<b>Call to order</b>	<ul style="list-style-type: none"> <li>● Called to order at 8:01am by John Werner</li> </ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"> <li>● Quorum Established – No</li> </ul>	
1.3	<b>Welcome and Introductions</b>		
2	<b>Approval of Minutes/Notes</b>	<ul style="list-style-type: none"> <li>● Did not have a Quorum                             <ul style="list-style-type: none"> <li>➢ Minutes from 09/06/22 will not be approved at this meeting</li> <li>➢ Notes will be taken for today's meeting</li> </ul> </li> </ul>	
3	<b>Public Comment</b>		
4	<b>Action Items</b>		
4.1	<b>Virtual Meeting for October 4, 2022 – John Werner</b>	<ul style="list-style-type: none"> <li>● Did not have a Quorum                             <ul style="list-style-type: none"> <li>➢ Vote for October 4, 2022 meeting will take place before the next SAEC Leadership meeting</li> </ul> </li> </ul>	
5	<b>Information Items</b>		
5.1	<b>Navigators NIF Presentation – Carmen Becerra and Maribel Delgado</b>	<ul style="list-style-type: none"> <li>● Navigators presented their PowerPoint presentation to the SAEC Leadership Committee before presenting to the SAEC Board</li> <li>● Leadership Committee needs to get enrollment data to the Navigators before the next SAEC Board meeting</li> </ul>	
5.2	<b>Governance – John Werner</b>	<ul style="list-style-type: none"> <li>● Governance Docs and MOU                             <ul style="list-style-type: none"> <li>➢ Barbara Marshall will email a list of those who have and have not turned in their Governance Documents and MOU</li> </ul> </li> </ul>	

5.3	<b>Deliverables and Updates – John Werner</b>	<ul style="list-style-type: none"> <li>● WIOA Title II <ul style="list-style-type: none"> <li>➢ Email to Mitch TE tables and data that you want to enroll into the Demonstration of Effectiveness</li> <li>➢ John and Mitch will meet on Monday to see if they need to ramp up to prepare for a rejection or star in with the main RFA</li> </ul> </li> <li>● CAEP Quarter 4 fiscal reports and student data reminder <ul style="list-style-type: none"> <li>➢ Everyone needs to have their 4<sup>th</sup> quarter Expenditure Report loaded</li> </ul> </li> <li>● CAEP Program Hours and Expenditure Report <ul style="list-style-type: none"> <li>➢ This report has been put on hold pending release of guidance</li> </ul> </li> <li>● Chancellor’s office is putting together a team to make decisions about CAEP <ul style="list-style-type: none"> <li>➢ John Werner will be on the committee (State Advisory Committee)</li> </ul> </li> </ul>	
5.3	<b>Professional Development – John Werner</b>	<ul style="list-style-type: none"> <li>● CCAE Central Section 2022.23 Winter Conference <ul style="list-style-type: none"> <li>➢ This will be at Bakersfield Adult School on November 4, 2022 <ul style="list-style-type: none"> <li>▪ ACSA meeting is on the same day</li> </ul> </li> </ul> </li> <li>● CAEAA State Conference <ul style="list-style-type: none"> <li>➢ February 2, 2023 – Virtual</li> </ul> </li> <li>● COABE National Conference <ul style="list-style-type: none"> <li>➢ April 2-5, 2023 in Atlanta Georgia</li> <li>➢ <a href="#">Registration and Hotel Links</a></li> </ul> </li> </ul>	
5.5	<b>SAEC Navigator Outreach and Recruiting Events – John Werner</b>	<ul style="list-style-type: none"> <li>● Will keep outreach events on the agenda <ul style="list-style-type: none"> <li>➢ Also available through the SAEC website on navigator agenda</li> </ul> </li> <li>● Events <ul style="list-style-type: none"> <li>➢ South Valley Industrial Summit - October 7, 2022</li> <li>➢ 2022 Farmworker Women’s Conference - November 17, 2022</li> <li>➢ College &amp; Career Expo, April 14, 2023</li> </ul> </li> <li>● Need fliers from Adult Schools for Events</li> </ul>	
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5.7	<b>Program Area Governance Committees</b>	<ul style="list-style-type: none"> <li>● Program Area Governance Committee meeting dates <ul style="list-style-type: none"> <li>➤ ESL – Carmen Becerra <ul style="list-style-type: none"> <li>▪ October 3, 2022                    1:30PM - 3:00PM</li> <li>▪ January 20, 2023                1:30PM - 3:00PM</li> <li>▪ April 17, 2023                    1:30PM - 3:00PM</li> </ul> </li> <li>➤ ABE/ASE – Maribel Delgado <ul style="list-style-type: none"> <li>▪ September 26, 2022            1:00PM - 3:00PM</li> <li>▪ October 31, 2022                1:00PM - 3:00PM</li> <li>▪ February 27, 2023               1:00PM - 3:00PM</li> <li>▪ April 24, 2023                    1:00PM - 3:00PM</li> </ul> </li> <li>➤ AWD– TBD <ul style="list-style-type: none"> <li>▪ September 30, 2022            1:00PM-3:00PM</li> <li>▪ November 4, 2022               1:00PM-3:00PM (TBD)</li> <li>▪ February 10, 2023               1:00PM-3:00PM</li> <li>▪ April 21, 2023                    1:00PM-3:00PM</li> </ul> </li> </ul> </li> <li>● Need emails of new teachers so we can send out notices to them</li> </ul>	
5.8	<b>SAEC Data Community of Practice</b>	<ul style="list-style-type: none"> <li>● SAEC Data Community of Practice meeting dates: <ul style="list-style-type: none"> <li>➤ 2022.23 Meeting Dates: <ul style="list-style-type: none"> <li>▪ Q1 10.21.22 @ 2:15PM</li> <li>▪ Q2 01.20.23 @ 11:00AM</li> <li>▪ Q3 04.21.23 @ 11:00AM</li> <li>▪ Q4 06.29.23 @ 11:00AM and/or 07.06.23 @ 11:00AM</li> </ul> </li> </ul> </li> <li>● Need emails of new teachers so we can send out notices to them</li> <li>● When will a new Navigator be hired <ul style="list-style-type: none"> <li>➤ John is working with HRD on the problem</li> </ul> </li> </ul>	
5.9	<b>Next Leadership Committee Meeting Agenda – John Werner</b>	<ul style="list-style-type: none"> <li>● October 4, 2022 at 9:15am <ul style="list-style-type: none"> <li>➤ Virtual meeting</li> </ul> </li> </ul>	

5.9	<b>Next SAEC Board Meeting</b>	<ul style="list-style-type: none"><li>• Next meeting October 4, 2022 at 8:00am<ul style="list-style-type: none"><li>➤ Virtual Meeting</li></ul></li></ul>	
6	<b>Adjournment</b>	<ul style="list-style-type: none"><li>• Meeting adjourned at 9:30am</li></ul>	