



Maryland State Archives

Hall of Records Commission Meeting

May 5, 2015, 12:00 noon

Electronic Classroom, Maryland State Archives

Agenda

1. Call to Order by Chair
2. Opening Remarks/Special Announcements
3. Reports & Minutes of Previous Meetings
4. Special Meetings, Advisory Boards & Celebratory Events
5. Records Retention & Disposal
6. State Archivist's Report
7. Recent Gifts, Deposits, & Acquisitions
8. Forthcoming Special Meetings of the Commission & Events of Interest
9. Old Business
10. New Business
11. Next meeting
12. Executive Session
13. Adjournment



Maryland State Archives

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May 5, 2015, 12:00 noon

Electronic Classroom, Maryland State Archives

Agenda with Details

Call to Order by Chair

Attendees

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc_attendees_5may2015.pdf

Opening Remarks/Special Announcements

Chair to recognize special guests

Ms. Pamela Q. Harris, *Maryland State Court Administrator*

Mr. Mark B. Letzer, *incoming Executive Director, Maryland Historical Society*

Mr. Jeremy McCoy, *Assistant Attorney General, Office of the Attorney General*

Reports & Minutes of Previous Meetings

Hall of Records Commission Meeting, December 2, 2014

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc_minutes_2dec2014.pdf

Special Meetings, Advisory Boards & Celebratory Events

January 28, 2015: Presentation by Vicki Lee on “Disaster Recovery: Where I’ve Been and What I’ve Learned,” hosted by the Maryland State Archives.

February 16, 2015: Unveiling of the new exhibit case for George Washington’s resignation speech in the rotunda of the State House as part of the Maryland State Senate’s annual celebration of Washington’s birthday.

February 18, 2015: Public lecture on “Washington’s Resignation,” presented by Harvey Flaumenhaft at St. John’s College.

February 23, 2015: Mid-Atlantic Regional Archives Conference workshop on “Introduction to Genealogy for the Unsuspecting Archivist,” taught by Mary Mannix and hosted by the Maryland State Archives.

February 25, 2015: Presentation by Jean Russo on “Finding Nace Butler,” hosted by the Maryland State Archives.

March 18, 2015: Presentation by Christian Skipper and Corey Lewis on “Imaging and Electronic File Maintenance,” hosted by the Maryland State Archives.

April 22, 2015: Presentation by V Joyce Phelps on “Introducing Our New Warehouse,” hosted by the Maryland State Archives.

Proposed Action by the Commission: motion to approve the minutes (as amended, if amended), and recognition of the special meetings of the Commission as defined by standing resolution.

Records Retention & Disposal

Retention Schedules:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc_schedules_5ma2015.pdf

Disposal Certificates:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc_disposals_5may2015.pdf

Proposed Action by the Commission: motion to approve the Records Retention and Disposition Schedules as presented.

State Archivist's Report

Chronology: activities since the last meeting

http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/hrc_chronology_5may2015.pdf

Budget

The Governor included in his budget, and the General Assembly approved, the Archives' over-the-target request to cover the operating expenses of the newly acquired adjunct archives warehouse located on Rolling Run Drive in Woodlawn.

The two percent across the board General Fund reduction was allocated to a salary shift from General Funds to Special Funds in the amount of \$42,000. The only remaining categories of General Fund appropriation (other than controlled subobjects for items such as health insurance) are \$30,000 to support the FBI criminal background check system and \$50,000 for art conservation.

Joint Chairmen's Report 2014

In 2014, the Senate and House budget committees expressed concern over the current lack of oversight of the records management process and directed immediate specific steps be taken to improve this situation. The committees required the Archives and the Department of General Services to submit a report outlining steps necessary to reach a long-term goal of electronic creation, maintenance and management of State agency records. In response to this charge, the Archives and Department of General Services developed

an introductory records management training module to be made available to all State employees on the *HUB*, the State's new Learning Management System.

The Archives / DGS report recommends that to reach the long-term goal of electronic creation, maintenance and management of State agency records, Maryland government must adopt and implement a comprehensive information and records management policy that shall apply to all State agencies in the Executive, Legislative and Judicial branches and include records in all formats including paper, micrographic, audio-visual as well as electronic. All applications used to create, manage and store information and records including, but not limited to, official document management systems, databases, geographical information systems (GIS), websites, social media applications, and cloud computing will be subject to the policy. For this initiative to succeed State agencies must implement sound information and records management practices to ensure the creation, maintenance and protection of reliable records, improve agency performance, increase efficiency, and enhance transparency through trusted records that are well described, stored in known locations and accessible to staff and the public when needed and as appropriate.

Commission on Artistic Property

Restoration of the Old Senate Chamber

The Commission on Artistic Property staff continue to work closely with the Department of General Services in finalizing the installation of exhibits in the Old Senate Chamber, Stairwell Room, and the Senate Committee Room of the State House. The restored Old Senate Chamber, and these adjacent rooms, are anticipated to open to the public later this year.

Artistic Property staff have provided orientation in these new interpretive spaces to the tour guide staff of the Department of Legislative Services, as well as Watermark, in anticipation of public access.

Unveiling of George Washington's Original Resignation Speech in the State House

On February 16, as part of the Maryland Senate's annual celebration of George Washington's birthday, the new exhibit of his hand-written resignation speech was unveiled in the rotunda of the State House. Members of the House of Delegates joined the Senate for the program, along with Governor Hogan, President Mike Miller and Speaker Busch. The keynote speaker was Dr. Alan Taylor, Chair of History at the University of Virginia, who called Washington's speech the 'fourth most important document in American history' after the Declaration of Independence, the Constitution, and the Bill of Rights.



The speech, acquired by the Archives in 2007, is displayed in a custom case with environmental and security controls, designed by Casewerks of Baltimore and paid for through donations to the Friends of the Maryland State Archives.

Dr. Alan Taylor's keynote address, February 16, 2015:

http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/alantaylor_remarks.pdf

Art Conservation

After an unprecedented number of items from the state-owned art collection were conserved in FY15 as part of the project to restore the Old Senate Chamber, staff are now overseeing the treatment of several other items using funds appropriated to MSA for art conservation. A request for proposals has been issued to clean and restore commemorative and memorial plaques and statuary in the Maryland State House and on the grounds of the State House as well as provide some enhancements to the Thurgood Marshall Memorial.

Executive Transition and the Legislative Session

Artistic Property staff have been engaged in providing curatorial recommendations to Governor Hogan and Lt. Governor Rutherford for the selection of artwork and furnishings in the Executive Offices in the State House. Historic paintings and prints were selected from the state-owned art collection, as well as loaned from other institutions, for installation in these spaces. Staff have also worked with Governor and Mrs. Hogan to install their personal collection of artwork in the private areas of Government House, and propose changes and additions to the works of art on display in the public rooms.

Artistic Property staff have also provided recommendations and support to the Secretaries of the Department of Budget and Management and the Department of General Services in selecting and framing images from the state's art collection and the Archives' Special Collections, for installation in their offices.

As part of the annual support provided to the General Assembly during the Legislative Session, staff prepared the presentation materials for the Speaker's Society, and the Senate's First Citizen Awards, as well as planning the Senate's annual celebration of Washington's Birthday.

Educational Outreach & Research

Maryland Day



Governor Hogan with Archives patrons, volunteers and staff on Maryland Day

Governor Lawrence J. Hogan, Jr. visited the Archives on Wednesday, March 25 to celebrate Maryland Day with our patrons, volunteers and staff. While here, he took the time to view several significant items from our collections that together represented four centuries of Maryland history. Staff exhibited and presented on the following documents and artifacts:

- ❖ 1635 *A Relation of the Succesfull Beginning of the Lord Baltemore's Plantation in Mary-land*, (MSA SC 1399-1-526-1),
- ❖ The 1708 Charter of Annapolis (MSA M104-1),
- ❖ A 1777 payroll of Maryland Regulars taken prisoner on Long Island during the Revolution (MSA S997-19-2),
- ❖ An 1818 estate ledger recording the birth of Frederick Douglass (MSA SC 564-1-94), and
- ❖ The ceremonial silver mace from the 1967 Constitutional Convention (MSA S787-1).

After sharing in the history of these unique documents and artifacts the Governor presented Tim Baker with a special Maryland Day Proclamation recognizing the 381st anniversary of Maryland's founding.

In addition to welcoming the Governor, the Archives' staff also hosted several free, engaging public outreach activities to celebrate Maryland Day. The theme of this year's Maryland Day program, coordinated by the Four Rivers Heritage Area, was "*Picture Yourself in History*." The Archives developed three events playing on this theme for the celebration. First, a special exhibit was created which demonstrated the many ways Marylanders chose to picture themselves throughout time. The display began with painted miniature portraits, included intricate hand-cut silhouettes, moved on to early forms of photography such as daguerreotypes, ambrotypes, tintypes, and carte de visites, and ended with studio portraiture from glass plate negatives.

The second activity was a photo scavenger hunt in downtown Annapolis. Staff handed out re-prints of six historic photos of downtown Annapolis locations from our collection and encouraged guests to find the modern day locations. We had a few of our historic maps of Annapolis on display to help patrons on their way, and we also had two "roving archivists" downtown to assist. Once the guests reached the modern day location of the historic photo, we taught them how to create a photomashup of the old and new images and encouraged people to share them on social media.

Finally, our guests had the opportunity to literally picture themselves in history by taking a selfie with one of the most significant and iconic images in our art collection. Staff hung a large reprint of Edwin White's *Washington Resigning His Commission* and gave visitors a chance to grab a few fun colonial props and pose with the General and his rapt audience. The public response to these activities was wonderful. The program received a total of 70 visitors to the Archives and reached an additional 35 people with our "roving archivists" stationed downtown. This amazing turnout more than tripled our attendance at last year's event, even though inclement weather was a factor this year. The Archives was also honored to win recognition from Four Rivers Heritage Area for "Best Overall Effort" with Maryland Day *Picture Yourself in History* events.



Collections on exhibit for Maryland Day "Picture Yourself in History" display



Sample Photomashup Image



#MDSelfie Opportunity

Brown Bag Lunch and Learn Series

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/lunch_learn2015.pdf

This year the Maryland State Archives began hosting a public programming series called *Brown Bag Lunch and Learn*. Once a month, the Archives holds an informal, free talk in the conference room. Open to the general public, the talks allow Archives' staff members to share different aspects of their jobs and ongoing projects. To date, we have had talks on disaster preparedness, African American history research in our records, digitization, electronic file maintenance, our new warehouse, and using FamilySearch. Each program, held on a Wednesday at noon, has drawn a crowd of approximately 35-40 guests. The primary goals of these programs are to increase our stakeholder base, deepen the community's engagement with the agency, and create a better understanding of the myriad of responsibilities and services of the Archives. A secondary mission of the series is to provide an opportunity for staff members to learn from one another by sharing their areas of professional expertise and projects publically. Finally, the *Lunch and Learn* program allows our talented staff to take center stage, showing off their knowledge in a relaxed, public forum and projecting an agency full of friendly, approachable people. The next talk will be tomorrow, May 6th, on how to use FamilySearch.org resources.

Brick Wall Session

The Maryland State Archives Presents



350 Rowe Blvd. Annapolis, MD 21401

Due to the overwhelming popularity of the Brick Wall Session held during last Fall's Family History Festival, our staff has committed to hosting more of these events throughout the year. Our goal is to eventually host one event per quarter. The Brick Wall Session is designed for researchers of all skill levels who have hit an obstacle, or the proverbial "brick wall", in their research efforts. The session is an opportunity for guests to sign up for a 20 minute dedicated block with one of our professional archivist staffers or genealogist volunteers to strategize on breaking through that brick wall. This Spring's session, held on Saturday, April 18th, filled up within four days of being advertised on our home page. We were able to accommodate an additional 66 guests, and those guests were able to immediately use their newfound knowledge in our Search Room. In addition to providing patrons with outstanding, friendly reference assistance, the goal of these sessions is to familiarize guests with our services. Many attending the Brick Wall event in the Fall were unaware that we have professional archivists on duty every day we are open for free consultations. Through Brick Wall Sessions, we are pleased not only to help guests with their research challenges, but also to educate the public about our year-round customer service. More sessions are planned for Summer and Fall of this year.

Teacher Professional Development Workshops

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/war1812_workshop_flyer.pdf

In January and March, the Archives' staff developed and hosted two professional development workshops for teachers focused on the War of 1812. For the first time, these workshops were vetted and approved by the Maryland State Department of Education. This official recognition by MSDE, which lasts for five years without re-accreditation, allowed the participating teachers to receive two required continuing education credits towards professional certification. The workshops were based on two online Documents for the Classroom packets authored by Archives staff member Ryan Cox:

- **"All the Means Within Our Power": Maryland's Defenses During the War of 1812**
<http://teaching.msa.maryland.gov/000001/000000/000190/html/t190.html>
- **Flee or Stay?: The African American Experience during the War of 1812**
<http://teaching.msa.maryland.gov/000001/000000/000188/html/t188.html>

Included in the three day program were lectures about Maryland's experience during the war era as well as the involvement and impact of both enslaved and free African Americans. Owen Lourie and Maya Davis

joined Ryan Cox in providing content lectures and question-and-answer sessions with the teachers. Mr. Cox also led the participants on field trips to significant Annapolis sites, including the State House where Artistic Properties staff members Chris Kintzel and Michelle Fitzgerald gave curator's tours. The teachers engaged in spirited and detailed discussions with the professional staff and came away from the program with a deeper understanding of how to use primary resources in their classrooms. As a follow up, the teachers are required to share their lesson plans with the Archives to receive the course credit. According to the evaluations completed by participating teachers the workshops were very well received. These programs were sponsored by a grant from the Star Spangled 200 Commission, and another new War of 1812-based document packet will be completed and posted by the end of the fiscal year.

Chesapeake College Environmental History of Slavery Course

This Spring semester, Archives staff assisted in the development and teaching of an interdisciplinary course with history professor Dr. Michelle Zaks and biologist Dr. Gregory Fawley. The course used primary source documents from the Archives, as well as the Legacy of Slavery program database, to study the impact of slave labor on the environment of Maryland's Eastern Shore. Students examined the biographical history of enslaved individuals, including patterns of population and movement, as well as changes in the land that occurred over time. They also looked at how slaves who were considering running away might have viewed the contemporary landscape. As the class concludes, students' final projects will be shared with the Archives. Our staff is seeking ways in which this course might be linked with the [Landscapes of Slavery](#) class that they co-developed with University of Maryland Baltimore County and Dr. Denise Meringolo. We are looking into the potential for applying to the National Endowment for the Humanities for a collaborative grant to support the effort.

2015 National Parks Service Network to Freedom Conference

<http://www.nps.gov/subjects/ugrr/annual-conference.htm>

We are pleased to announce that the entire staff of the [Legacy of Slavery Program](#) has been invited to present a full session at the 2015 National Parks Service Network to Freedom Conference. The session will be titled "*Freedom Seekers by the Numbers: A Data-Based Profile of Maryland*" and will demonstrate the broad patterns and unique stories that have emerged from fifteen years of data gathering concerning slavery in Maryland. The moderated discussion will use these figures to illustrate the profiles and methods of freedom seekers throughout antebellum Maryland.

Over the life of this project, staff have used the resources at the Archives to compile the [Beneath the Underground Database](#), a unique and constantly growing research tool. The database includes over 12,000 entries culled from runaway slave advertisements in Maryland newspapers. This presentation will focus on five counties that are representative of different regions, including the Eastern Shore (Dorchester County), Central Maryland (Prince George's County), Southern Maryland (St. Mary's County), Western Maryland (Washington County) and Baltimore City. The presenters will discuss the distinct patterns that emerge in these areas during the antebellum period from 1830 to 1860, focusing particularly on the age and gender of freedom seekers, methods of escape, and destinations where slaves sought freedom. The varying conditions of slavery in the state of Maryland, based on geography, society, and economics across counties and through time in the first half of the nineteenth century, led to differences in the resistance to slavery. The moderated discussion will delve into these variables and examine what insights the database's collection of runaway advertisements can offer as to the differing profiles of freedom seekers in the five identified regions.

To supplement this analysis, the Legacy of Slavery in Maryland project staff will highlight a number of biographical case studies. The mission of the project's research is to dig deeper into the lives of the individuals named in runaway advertisements, using the resources at the Maryland State Archives to construct biographical case studies. These examples will illustrate the larger identified patterns and make the statistical analysis more personal. Finally, the presenters will discuss the lessons for long-term projects that arose from difficulties in data recording and flaws in the database system. The conference will be held from June 17 through June 20 in Hilton Head Island, South Carolina and is an amazing opportunity to highlight both the Archives staff and the triumphs of the Legacy of Slavery Program.

Land Office

<http://msa.maryland.gov/msa/mdmanual/25ind/html/05arcf.html#land>

The Department of Natural Resources has reported that their acquisition staff is working on a new Certificate of Reservation request for Garrett County land. When complete, this request will be submitted to the Archives' Land Office for review, processing and decision.

Maryland 400

<https://msamaryland400.wordpress.com/>

The Archives staff gratefully received a generous \$10,000 outright grant from the Maryland Society of the Sons of the American Revolution. This funding has allowed the Archives to hire Research Fellow Sean Baker, who will continue the Maryland 400 project under the direction of Archivist Owen Lourie from January through June 2015. *Finding the Maryland 400* began in the Spring of 2013 as a collaboration between the Maryland State Archives, Gen. James Adkins, Adjutant General of Maryland, the Maryland Military Department, and the Moss Family Foundation. Washington College has also funded student interns whose work has been critical to the project's progress. Through the SAR's generosity, the Archives has been able to further a project that consolidates and unifies new and existing research on the Maryland 400, focusing on compiling and publishing the biographies of the men who made their famous stand in 1776. To keep this project active into Fiscal Year 2016, the Archives is seeking an additional \$30,000 in support from the SAR and is also submitting a proposal for a Daughters of the American Revolution Special Projects Grant. Staff will give a talk about the status of the Maryland 400 project at noon on Wednesday, June 10th, as part of our *Brown Bag Lunch and Learn* series.

Cecil County Register of Wills Seal

The Archives' staff recently collaborated with Cecil County Register of Wills Michael Dawson on the history of seals used by the register's office and the orphan's court. Staff were able to provide an overview of past seals used by these offices between 1799 and 1850 for review by Mr. Dawson. The Archives provided scans of the seals taken from primary documents, and the register's office is using the historic images to have a new seal created.

Maryland Green Registry

The Archives is proud to announce that we have been recognized as a new member of the Maryland Green Registry as both a preferred Business and a Travel Attraction. Archives staff members Megan Craynon



and Emily Oland Squires created an Environmental Policy Statement for the Archives and identified ways in which the Archives could further demonstrate and expand its environmental stewardship, such as waste reduction and reuse, energy efficiency, recycling, and environmentally friendly purchasing practices. The Archives is pleased to be part of this important initiative.

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/green_registry_5may2015.pdf

The Archives was awarded a grant by the Coca-Cola Foundation, in cooperation with Keep America Beautiful, for ten permanent recycling bins, to be strategically placed throughout the building.

http://www.kab.org/site/PageServer?pagename=media_pressreleases_4_29_15

Reference Services

In his tenure as Acting State Archivist Tim Baker established new goals for the agency, and especially for its public service function. While recognizing that scholarly research is an important activity, and one that the agency supports and promotes, Tim believes that the nature of the collections, and the critical legal and administrative documentation it contains, means that the Archives needs to respond promptly and efficiently to requests made by the Maryland citizenry, the legal community, and other state and federal agencies. Aspirationally, we now intend to respond to requests from Maryland state agencies in one day, and all other requests in two. He has directed that employees responsible for these functions work toward these goals and has empowered them to achieve them.

The Archives staff has worked and is working on procedural improvements to achieve these goals. For example, the process of responding to mail research inquiries had been burdened by duplicative procedures, such as double entry of patron order information into a mail log database and a separate work order system. A single integrated system, featuring a common patron/contact database, is being rolled out that will reduce this administrative overhead.

Additionally, cumbersome procedures, such as scanning individual documents for patron orders and saving them for preservation purposes, have been discontinued. While theoretically that procedure served our core mission, the practice proved excessively time consuming. Now, we provide the document as requested and attend to the next patron.

We intend this level of service to be the hallmark of the Archives going forward. While we will continue to protect and preserve the documents in our care and will not use measures that

threaten their physical, intellectual and legal integrity, we will work continually to make the Archives a model for the provision of public service among Maryland state agencies.

Baltimore City Archives

Under memorandums of understanding with the City of Baltimore dating from 2009 and 2010, the State Archives has supported the administration of the Baltimore City Archives and assigned staff to the facility beginning in July 2010. A new agreement took effect June 30, 2013 and extends our presence there until July 1, 2018. Goals for the City Archives were, and still remain, to enhance public accessibility to the archival holdings, expand the Baltimore City records program, and educate the records managers of City departments.

The first quarter of 2015 witnessed a continued expansion of the records program through five departmental or site visits and the drafting of 15 new retention schedules. In addition, transfers were made to the City Archives of some 660 cubic feet of record material. This figure includes the incorporation of the Mount Clare Archaeological Collection, per the wish of Mayor Stephanie Rawlings-Blake, under the curatorship of the Baltimore City Commission For Historical & Architectural Preservation (CHAP). Record management presentations, similar to ones held last year, are being planned for later this year.

Processing initiatives focused upon the preliminary appraisal and description of the papers of Mayor Kurt L. Schmoke (1987-1999). The fifteen year restriction on public access to mayoral papers, as set forth by retention schedule, expired in 2014. Seventy-one boxes of correspondence and departmental reports have been described and barcoded. Online description of the Olmsted Drawings (BMS 42) from the Department of Recreation and Parks, featuring links to the digitized files, is almost completed. Work on the cataloging of random special collections of the Maryland State Archives continues as well. Our social media presence has expanded as we continue to feature images from the BCA holdings on our Facebook page. Our "friends" have grown 55% from January through March through bi-weekly postings.

Digital Image Acquisition and Preservation

The Archives is engaged in a long-term, cooperative project with the County Registers of Wills in partnership with FamilySearch to process, index, and digitize all pre-1940 probate records in the possession of the Archives. FamilySearch is famed for digitizing genealogically important records all over the world, but this Maryland project is unique in several ways. The scope of the project is immense, involving the digitization of more than 10,000,000 pages and the indexing of these materials at the document level. For the first time in FamilySearch experience, the indexing of these materials by a large team of volunteers is taking place on-site at the Archives prior to scanning. This multi-year project will result in unequalled online access to these invaluable collections. This project will be examined carefully to see if it might serve as a model for processing, indexing, and digitizing other archival collections.

Recent Gifts, Deposits, & Acquisitions

Report on records received since last Hall of Records Commission Meeting:

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/record_transfers_5may2015.pdf

Special Collections

http://msa.maryland.gov/megafile/msa/stagsere/se1/se14/000000/000041/pdf/speccol_5may2015.pdf

Real / Personal Property - *The Friends of the Maryland State Archives* gifted to the State the recently installed exhibit case housing George Washington's draft speech resigning his commission as commander-in-chief. The case, valued at over \$175,000, was acquired through privately raised funds.

Proposed Action by the Commission: resolution of appreciation for all recent gifts.

Forthcoming Special Meetings of the Commission & Events of Interest

June 10, 2015: Owen Lourie and Research Fellow Sean Baker will give a presentation on the status of the Maryland 400 project at the Archives' popular *Brown Bag Lunch and Learn* lecture series.

June 17-18, 2015: The Legacy of Slavery staff has been invited to present a full session at the 2015 National Parks Service Network to Freedom Conference. The session, "*Freedom Seekers by the Numbers: A Data-Based Profile of Maryland*," will highlight bibliographic case studies of freedom seekers to better illustrate the hopes and struggles of the people behind the data.

November 7, 2015: The Second Annual Maryland State Archives Family History Festival will provide lectures, workshops, information booths and activities to the community.

Old Business

New Business

Next meeting - Upon the call of the Chair.

Executive Session

Adjournment

Mr. Timothy D. Baker
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