EXECUTIVE COUNCIL MEETING
June 16-17, 2000
ASCD Headquarters
Alexandria, Virginia

MINUTES

ATTENDING
LeRoy E. Hay, President (CT); Kay A. Musgrove, President-Elect (TN); Joanna Choi Kalbus, Immediate Past President (CA); Martha Bruckner (NE); Richard Hanzelka (IA); Douglas Harris (VT); Mildred Huey (SC); Sharon Lease (OK); León Levesque (ME); Andrew Tolbert (AR); Sandra Wegner (MO); Peyton Williams Jr. (GA); Jill Wilson (FL); and Donald B. Young (HI).

ASCD STAFF
Gene R. Carter, Executive Director; Diane Berthel, Deputy Executive Director; Melody Ridgeway, Assistant Executive Director, Information Systems and Services; Douglas Soffer, Assistant Executive Director, Constituent Relations; Mikki Terry, Deputy Executive Director, Program Development; and Becky DeRigge, Executive Manager for the Executive Director.

Friday, June 16, 2000
President LeRoy E. Hay called the meeting to order at 8:26 a.m. He welcomed members of the Executive Council and staff, and he reminded attendees of his gift of a compass pin at the Council’s last meeting to keep everyone “focused in the right direction.”

1. President’s remarks.
President Hay noted the addition of a “work session” at this meeting. The three topics for discussion are items the officers identified from past meetings that Council members had wished for more time to discuss. He will ask Council members to take a few minutes at Saturday’s meeting to reflect on the effectiveness of the work session.

President Hay reviewed two situations that had arisen in the past few days that the Executive Council should address.

A. Review Council member resignation.
President Hay announced that Nancy Oelklaus resigned from the Review Council, which she chaired and had three years remaining to serve. He read ASCD’s current policy that addresses Review Council vacancies:

“204.1 When Review Council vacancies occur for a person who has two or more years left to serve, the President appoints three Board members to prepare a slate of two for a Board election to complete the term.”
President Hay said that, based on his discussions yesterday with the Immediate Past President and the President-Elect, he would ask the current chair of the Nominations Committee, Tony Mello (NY), and the assistant chair, Debra Hill (IL), along with a former Nominations Committee member, Carol Cottrell (OR), to serve on a nominating committee to prepare a slate. An alternate for the nominating committee was also selected. President Hay stressed the need for quick action because a vote by the membership must take place during the summer as the Review Council meets September 22-23, and he thanked the officers for their help.

B. Lack of candidates for member-at-large positions on the Board of Directors (to be elected by the general membership).
President Hay said that the general membership slate for 2000 will include five candidates for five member-at-large positions, and that the number of open positions should have been seven instead of five. Executive Council members discussed several options for filling the other two positions.

Immediate Past President Joanna Choi Kalbus moved, and President-Elect Kay A. Musgrove seconded, that the two additional positions would not be filled. MOTION CARRIED.

Dick Hanzelka asked to include "future agenda items" as a standing agenda item for this meeting and future Executive Council meetings.

President Hay asked the new Executive Council members for their feedback on their orientation session on Thursday, June 14. New members Dick Hanzelka, Doug Harris, and Mildred Huey led a Powerpoint presentation about that session. President Hay said that a similar orientation will be held at a later date for the two Council members who were unable to attend (Jill Wilson and David Chen). Martha Bruckner acknowledged Andrew Tolbert's new position as Superintendent of the Pine Bluff, Arkansas, School District.

2. Appoint a process observer.
President Hay asked Sandra Wegner to serve in this capacity. No action required.

3. Establish the Consent Agenda.
President-Elect Musgrove moved, and Immediate Past President Kalbus seconded, to move the following items to the Consent Agenda: 4, 10, 15.1, 15.2, 15.4, 15.6, 15.7, 15.9, 15.10, 20, 24, and 25. President Hay reminded Council members of the process for removing items from the Consent Agenda. The MOTION CARRIED.
4. **Adopt the March 23 and 28, 2000, Executive Council Meeting minutes.**
The adoption of the March 23 and 28, 2000, Executive Council Meeting minutes was placed on the Consent Agenda. MOTION CARRIED.

Mildred Huey moved, and Donald Young seconded, to move into Executive Session. (Items 5-7 were discussed in Executive Session). MOTION CARRIED.

Martha Bruckner moved, and Andrew Tolbert seconded, to return to Open Session. MOTION CARRIED.

President Hay announced that former Executive Council member Raymond McNulty was named as the Vermont Superintendent of the Year for 2000.

8. **Status of FY00 actual results compared to budget as of March 31, 2000.**
Executive Director Gene Carter said that the figures in the notebook material represent the budget through March 31, 2000, in comparison with actual results. He said ASCD is working with the auditors to clarify some of the terms used in the report, and he will make a recommendation on language revisions in the future. Melody Ridgeway noted that she had answered some questions about this agenda item using the e-mail list server group. She distributed hard copies of that information as well. Carter shared some additional information on Signature Schools.

No action required.

9. **Projected FY00 actual to budget.**
Mikki Terry provided some background on the sales margins for Program Development. Carter noted the difficulties encountered in providing a budget that reflects a set of trends that might change. He said that ASCD is beginning to more accurately track data over multiple years to narrow the gap between actual and budget figures. Sharon Lease commended the Association for its work on the cash flow situation.

No action required.

10. **Status report on the investment portfolio.**
The status report on the investment portfolio was placed on the Consent Agenda. MOTION CARRIED. Ridgeway distributed copies of supplemental information on the investment portfolio. Carter noted that the supplemental information would become a part of the status report for future meetings.

11. **Authorize FY01 budget for transmittal to Board of Directors for approval.**
Ridgeway reviewed the slight differences between the figures presented in the notebook material and the report the Executive Council received at its March 2000 meeting. She made a correction to one figure in the report.
Young moved, and Peyton Williams Jr. seconded, to authorize transmittal of the FY01 budget to the Board of Directors for approval. MOTION CARRIED.

11.1 Approve guidelines and responsibilities for Executive Council Budget Committee liaisons.
Sandra Wegner moved, and Jill Wilson seconded, to approve the guidelines and responsibilities for the Executive Council Budget Committee liaisons, as submitted by Young and Bruckner, which read as follows:

"GUIDELINES AND RESPONSIBILITIES FOR THE EXECUTIVE COUNCIL BUDGET COMMITTEE LIAISONS

ASCD staff, through Budget Committee participation, develops, prepares, and submits the budget to the Executive Director. The Executive Director reviews, refines, and submits the budget to Executive Council.

The positions (2) of Budget Committee Liaisons are intended to enhance the budget process. The liaisons’ primary responsibility is to provide the staff Budget Committee with insight into the Executive Council and Board of Directors’ perceptions and expectations. This insight should help inform the budget creation and development.

Position Title: Budget Committee Liaison

Number of positions: Two

CHARGE:
The Executive Council Budget Committee Liaisons represent the Council during the annual budget preparation process. Liaisons should plan to meet at least twice per year with the ASCD Staff Budget Committee.

QUALIFICATIONS:
* Executive Council member.
* Experience with budget preparation and management.
* Ability to serve, as liaison, two consecutive years on the Budget Committee.
* Ability to attend up to two meetings per year at headquarters (generally in October and December).
* Access to e-mail for ongoing communications with the Budget Committee (generally May through March).

RESPONSIBILITIES:
* Read and provide timely feedback to the staff Budget Committee on budget preparation and documents as provided by staff."
* Represent the Executive Council and the Board of Directors' perspective and expectations during budget creation.
* Provide a report on budget preparation work as a standing item on the Executive Council agenda.

TERM:
Liaisons serve a two-year consecutive term, with terms being staggered. Terms begin no later than the second year of Executive Council term. Appointment is made by the President-Elect for the upcoming year.”

Immediate Past President Kalbus moved to amend the guidelines by deleting the item (under Qualifications) “experience with budget preparation and management.” Sandra Wegner seconded the motion to amend.

The following editorial changes were made under the heading “Qualifications”:
  • deletion of the first item, “Executive Council member”
  • Change in language from “experience with budget preparation...” to “interest in budget preparation....”

Kalbus and Wegner agreed to these editorial changes, and the MOTION TO AMEND CARRIED.

Young provided some background on the development of these guidelines and requested Executive Council members' guidance on what they expect of the Budget Committee liaisons. Immediate Past President Kalbus referred to the second item under “Responsibilities” and asked what mechanisms were in place to ascertain the Board’s perspectives.

Harris moved, and Williams seconded, to table the motion until such time as Leon Levesque could participate in the discussion. President Hay called for a vote to table the motion; there were six votes in favor and six votes against. President Hay as chair voted against the motion to table; the MOTION TO TABLE FAILED.

Council members continued discussion of the motion to amend. Immediate Past President Kalbus moved to revise the language of the last item under “Qualifications” to ensure that ASCD would make e-mail access available, and then withdrew her motion.

Tolbert offered another editorial change by replacing the word “Qualifications” with “Expectations,” and Council members agreed to this change.

Immediate Past President Kalbus moved, and Mildred Huey seconded, to strike the last item under “Expectations.” President Hay called for a vote; there were three votes for the motion to amend, and the MOTION TO AMEND FAILED.
Levesque joined the Council members in the discussion and said he was disappointed that the discussion had begun without all stakeholders being present. He shared concerns that the Executive Council had not provided direction to the Budget Committee liaisons and said it should play a leadership role. Levesque moved, and President-Elect Musgrove seconded, that the phrase “conducts preliminary budget discussions with the Executive Council” be added to the Budget Committee liaisons’ responsibilities, so that the Executive Council is in the forefront of the budget discussions. Council members would have an opportunity to discuss the budget in June as an agenda item. President Hay called for a vote, and the MOTION TO AMEND CARRIED.

Immediate Past President Kalbus suggested another editorial change with the deletion of the phrase “and the Board of Directors” from the second sentence of the second paragraph.

Williams moved to delete the second paragraph, the “position title” line, and the “number of positions” line from the proposed guidelines. There was no second to his motion, and the MOTION TO AMEND FAILED.

Hanzelka moved, and Immediate Past President Kalbus seconded, to change the language of the first sentence of the second paragraph to read “The Budget Committee Liaisons (2) are intended to enhance the budget process by providing the staff Budget Committee with insight into the Executive Council’s perceptions and expectations.” President Hay called for a vote on the motion to amend; the MOTION TO AMEND CARRIED.

President Hay then called for a vote on the motion to approve the guidelines as edited and amended, and the MOTION CARRIED. The revised guidelines as edited and amended follow:

“GUIDELINES AND RESPONSIBILITIES FOR THE EXECUTIVE COUNCIL BUDGET COMMITTEE LIAISONS

ASCD staff, through Budget Committee participation, develops, prepares, and submits the budget to the Executive Director. The Executive Director reviews, refines, and submits the budget to Executive Council.

The Budget Committee Liaisons (2) are intended to enhance the budget process by providing the staff Budget Committee with insight into the Executive Council’s perceptions and expectations. This insight should help inform the budget creation and development.

Position Title: Budget Committee Liaison

Number of positions: Two
CHARGE:
The Executive Council Budget Committee Liaisons represent the Council during the annual budget preparation process. Liaisons should plan to meet at least twice per year with the ASCD staff Budget Committee.

EXPECTATIONS:
*Interest in budget preparation and management.
*Ability to serve, as liaison, two consecutive years on the Budget Committee.
*Ability to attend up to two meetings per year at headquarters (generally in October and December).
*Access to e-mail for ongoing communications with the Budget Committee (generally May through March).

RESPONSIBILITIES:
*Read and provide timely feedback to the staff Budget Committee on budget preparation documents as provided by staff.
*Represent the Executive Council's perspective and expectations during budget creation.
*Provide a report on budget preparation work as a standing item on the Executive Council agenda.
*Conduct preliminary budget discussions with the Executive Council.

TERM:
Liaisons serve two-year consecutive terms, with terms being staggered. Terms begin no later than the second year of an Executive Council term. Appointment is made by the President-Elect for the upcoming year.

Agenda Items 12, 13, and 14 were deferred to later in the afternoon.

15.1  Progress report on ASCD's Strategic Information Plan.
The progress report on ASCD's Strategic Information Plan was placed on the Consent Agenda. MOTION CARRIED.

15.2  Report on relationships with affiliates.
The report on relationships with affiliates was placed on the Consent Agenda. MOTION CARRIED.

15.3  Appoint Executive Council representation at regional meetings.
President Hay reviewed expectations for the Executive Council representatives at regional meetings. He announced that Williams will attend the NE Regional Affiliate Meeting, Young will attend the Central Regional Affiliate Meeting, and Levesque will attend the NW/SW Regional Affiliate Meeting.
No action required.

15.4 **Report of the Governance Transition Advisory Committee (GTAC).**
The report of the GTAC was placed on the Consent Agenda. MOTION CARRIED.

15.5 **Review governance implementation plan.**
Diane Berreth said that the GTAC appointments have been made; the committee is scheduled to meet July 28-29. Kay Musgrove is chair of the committee.

Levesque moved, and Tolbert seconded, that the Executive Council urge the ASCD membership to adopt the proposed constitutional changes. MOTION CARRIED.

15.6 **Status report on ASCD’s influence activities.**
The status report on ASCD’s influence activities was placed on the Consent Agenda. MOTION CARRIED.

15.7 **Status report on strategic alliances.**
The status report on strategic alliances was placed on the Consent Agenda. MOTION CARRIED.

15.8 **Report on sponsorship plan for Annual Conference.**
Carter reviewed the background of this agenda item. He noted that the Executive Council had received a report at its March 2000 meeting on the level of activities that were sponsored by outside sources at Annual Conference and that staff is continuing to pursue additional sponsorships and to develop a long-range plan for external funding. Doug Soffer reviewed plans for working collaboratively with host affiliates to obtain sponsorships and working with the home affiliate of the president-elect to secure sponsorship for the President-Elect’s reception.

Doug Harris commended Carter and staff for their work on this study and said that we (the Executive Council collectively and individual members) must have a commitment to stewardship through the budget and by obtaining revenue streams for the Association—a discussion of this topic should be placed on a subsequent agenda.

For information only.

15.9 **Report of preliminary evaluation of 2000 Affiliate Leadership Conference.**
The report of the preliminary evaluation of the 2000 Affiliate Leadership Conference was placed on the Consent Agenda. MOTION CARRIED.

15.10 **Report on Learning First Alliance.**
The report on the Learning First Alliance was placed on the Consent Agenda. MOTION CARRIED.
Carter introduced Agnes Crawford, who was recently promoted to Assistant Executive Director for Program Development, and Eric Bellamy, who was recently hired as Deputy Executive Director, Finance & Operations, and Chief Financial Officer. Carter acknowledged Ridgeway’s outstanding work during the transition period in ASCD’s financial staffing.

Carter reviewed recent activities with Sylvan Learning around high-stakes testing. He noted that he would be interviewed by a representative of Education Daily at 1:30 p.m. today.

President Hay distributed copies of guidelines to be used during work sessions. He reviewed the process used to determine the Executive Council’s topics for discussion during its work session, which are (1) the issues process (agenda item #12), (2) how to encourage participation in committees, elections, and voting (agenda item #13), and (3) ASCD’s internationalization plan (agenda item #14). The work session discussions were not recorded. However, any motions made or directions to staff made during these discussions are recorded.

12. **Discuss issues process.**
Council members agreed that staff would present a framework for a redesign of the issues process to the Executive Council and then to the Governance Transition Advisory Committee (if the ballot on the proposed constitutional changes passes). Berreth said that the staff report could address what could be done between now and 2003. President Hay requested an update at the next Executive Council meeting on the status of the report.

13. **Discuss how to encourage participation in committees, elections, and voting.**
Carter noted that many new names were submitted by the Board of Directors for consideration of appointment to the Governance Transition Advisory Committee and said that ASCD can develop a database of names and inform them of the process for involvement. Sandra Wegner said that a part of the regional meetings could be set aside for obtaining nominations, and she hoped that the role of a member-at-large would be made clearer under the new governance structure. Levesque stressed that members must know that the nomination process is “open.” President Hay suggested consideration of financial support for members-at-large. Harris suggested that ASCD explore electronic voting, which attracts young people. Bruckner suggested “spotlighting” (on the ASCD Web page or in publications) individuals on committees and sending postcards to members of the Associates Program and others. Carter mentioned development of a mentoring process to increase participation. President Hay said that the Nominations Committee recommendations should be addressed tomorrow. He asked staff to present recommendations to the Executive Council at its next meeting.

14. **Discuss internationalization.**
Williams said that the new Executive Council members should receive a copy of the original internationalization plan as soon as possible. After a lengthy discussion, President Hay adjourned the meeting at 5:00 p.m. and said that the discussion on this agenda item would continue Saturday morning.
Saturday, June 17, 2000
President Hay convened the meeting at 8:25 a.m. He mentioned four items not on the agenda that needed the Executive Council’s attention: (a) closure of the discussion on internationalization, (b) a review of the effectiveness of the work session and determination of a process for selecting topics, (c) a discussion of the use of e-mail and the Consent Agenda, and (d) how to deal with issues electronically.

A. **Discuss internationalization (continuation of agenda item 14).**
   Carter said that the plan should start with a definition of “internationalization.” ASCD can use the two initiatives included in the plan (Israeli and Caribbean) as a template and build in an evaluation component. Levesque said that the use of the phrase “ASCD International” confuses many people.

B. **Effectiveness of the work session and determination of process.**
   Wilson said work sessions should be included on the agenda “as needed.” Hanzelka suggested that Council members may need to spend more time on some topics and on generating comments about some things at a particular meeting, and that they could rank or prioritize them. Williams said Council members should reassess the formation of the agenda and take a look at the time allotted for discussions, which should focus on the policy arena and on organizational effectiveness, and should include a report from the Executive Director. He and other Council members noted the professional development activity that Art Costa provided in March 1999 and agreed it was very effective. President Hay reviewed the process for development of an Executive Council agenda. Kalbus stressed the importance of the agenda having a balance between order and free-flowing discussions.

Berreth distributed copies of key points from the Council’s small group discussions on the issues process. Tolbert said that Council members should have decided those work session topics themselves and that the Council should revisit the norms of collaboration that Costa provided in his professional development session a year ago.

President Hay referred to Harris’s earlier comments that more and more people will conduct business with ASCD electronically and suggested that the Council does not have to receive all these reports in the notebook. Harris noted that ASCD has electronic capability beyond the use of e-mail list server groups that should be explored, including the use of the Web page and the use of “virtual workgroups,” and suggested that the Council’s Consent Agenda be distributed electronically.

President Hay asked that Carter explore ways to reconstitute the meeting agenda based on the above feedback. Hanzelka suggested that the “free flow” discussions appear first on the agenda, followed by attention to specific business items.

Levesque suggested a review of the schedule of reports to determine whether agenda
items are scheduled at the appropriate times. Carter said he would attempt to restructure the agenda.

16. **Approve action plan for Review Council recommendations.**
Berreth reminded Executive Council members that the Board of Directors had adopted the recommendations at its March 2000 meeting and the Executive Council had directed staff to develop the action plan. Wegner said that as a former Review Council member she commended the staff for this work. Carter said we could add a cost analysis to the next update to the Executive Council.

Levesque moved, and Tolbert seconded, to approve the action plan for the Review Council recommendations. MOTION CARRIED.

17. **Evaluation of Board of Directors and Annual Business Meetings.**
Executive Council members offered the following suggestions:

- Conduct some of the business normally handled at the Friday Board of Directors' Meeting at its Monday meeting following Annual Conference so that the Friday meeting can end earlier.
- Identify what the actual decisions are that the group (the Board) needs to make.
- If the issues process is revised, we (the Association) might want to drop the Monday meeting.
- Don't give all the reports at the meeting--the networking and bonding that takes place in small group activities is important.

President Hay noted the changes to the Board of Directors meeting structure that had taken place over the last several years, including the use of the Consent Agenda. For information only.

18. **Adopt Issues Committee recommendations for revisions to What We Believe (ASCD positions).**
Berreth said that all of the Executive Council's previous recommendations were taken into account. The document What We Believe will be republished. She introduced Don Ernst, Director, Government Affairs. Ernst provided a brief history of the development of this document, and he noted that public laws have superseded some of the positions.

Harris moved, and Bruckner seconded, to adopt the Issues Committee recommendations for revisions to What We Believe. MOTION CARRIED. Williams commended the Issues Committee for the submission of restatements of positions numbered 4 (community involvement), 7 (funding), and 10 (preparation of principals).
Council members agreed that the Issues Committee should consider ways to communicate so that these issues are not forgotten. Williams suggested that the Executive Director consider inclusion of a paragraph in the booklet about the issues process and what has taken place this year.

19. **Adopt proposed action plan on new ASCD position.**
Ernst explained that the proposed action plan for ASCD’s new position, “Professionals in an Era of Accountability,” which was adopted by the Board of Directors in March 2000, was prepared in a more inclusive way than in previous years, and is a very realistic plan of what ASCD can do.

Immediate Past President Kalbus moved, and Hanzeeka seconded, to adopt the proposed action plan for “Professionals in an Era of Accountability.” MOTION CARRIED.

Ernst said he would convey to the Issues Committee the Executive Council members’ hope that work is continuing on the diversity position.

20. **Evaluation of 2000 Annual Conference.**
The evaluation of the 2000 Annual Conference was placed on the Consent Agenda. MOTION CARRIED.

21. **Review potential Annual Conference sites for 2009 and authorize staff to seek proposals from Eastern sites.**
Terry said that the Executive Council would receive a recommendation for the 2009 Annual Conference site at its October meeting.

Williams moved, and Tolbert seconded, that the staff be authorized to seek proposals from Eastern sites for the 2009 Annual Conference (Orlando, Atlanta, and Boston). MOTION CARRIED.

Berreth said that a letter could be sent to the Board of Directors in February with information about the Boston location for the 2001 Annual Conference, including weather and appropriate dress.

22. **Provide input on topics, issues, and consultants for 2000-2001 Program Development initiatives.**
Levesque encouraged Executive Council members to promote ASCD by providing appropriate materials and by providing feedback from the field on those materials. Carter said that ASCD could provide Executive Council members with expressions of appreciation that they could take back to their home organizations. Terry said that the form for suggestions would be shared via the Executive Council e-mail list server group.
Council members made the following suggestions: (a) adding information on the speakers in the Annual Conference Preview, (b) including the topics of changes in secondary education and electronic learning, supervision issues related to teacher certification, and character education, and (c) publishing a follow-up to the Charlotte Danielson book.

For information only.

23. **Preliminary agenda and plans for Executive Council Meeting in Puerto Rico.** Executive Council members shared information on how they have benefited by participating in international visits. President Hay reviewed the plans for the small group visits to various islands and Powerpoint demonstrations based on their experiences. Soffer distributed copies of the “sample briefing book table of contents,” a revised agenda overview for the meeting, and a memorandum with additional information to help with planning for the meeting. He said that a more detailed agenda would follow, along with a copy of a briefing book, by August. President Hay thanked Soffer and his staff for their work.

For information only.

24. **Calendar of events.**
The calendar of events was placed on the Consent Agenda. MOTION CARRIED.

25. **Schedule of reports.**
The schedule of reports was placed on the Consent Agenda. MOTION CARRIED.

**Additional agenda items**

26. **Discussion of electronic Consent Agenda feedback.** Executive Council members agreed that the Consent Agenda should be distributed electronically. Harris suggested posting the Consent Agenda on the Web board and using the Web board more effectively, exploring the use of electronic voting, and developing protocols related to the use of the Web board. Council members agreed that a more effective use of the ASCD Web board should be explored.

27. **Future Executive Council agenda items.** Council members suggested the following topics as agenda items for future meetings: (a) a more defined role for former presidents, (b) use of electronic work groups (to take advantage of opportunities for electronic communication), (c) report on external funding, (d) need for Executive Council to do historical tracking for finance reporting, (e) shift of the agenda in light of possible transition to new governance structure, (f) revisit the committee appointment process, (g) internationalization and how we fund it and support it, and (h) visioning the Strategic Plan and organizational effectiveness.
28. **Process observations.**

Wegner cited the norms of collaboration, saying that Council members excelled in pausing and pursuing a balance between advocacy and inquiry. She said that at Friday’s session there were 7.5 entries from 9 individuals; new members averaged 7 inputs. There were no major side conversations on Friday. People did not dominate making or seconding motions, and almost everyone had input. Saturday’s session was more relaxed, with a range of input from 0 to 12. There were more side conversations; more people were “out of order” partly due to the more relaxed nature of the meeting. People were attentive, task-oriented, purposeful, sensitive, passionate at times, friendly, open, positive, and collaborative. She said she appreciated the work of the officers and thanked the staff for providing information in a timely way. There were timely breaks; the logistical arrangements were appropriate.

President Hay encouraged Executive Council members to continue to conduct preliminary work using the e-mail list server and offered kudos to staff for their willingness to accept new and varied tasks. Carter said he would arrange for ASCD to provide gifts for Executive Council members to present to representatives of international groups.

President Hay adjourned the meeting at 11:55 a.m.