



Sarasota Institute of Lifetime Learning

MINUTES OF SILL BOARD MEETING
January 2, 1998

PRESENT: Richard Hart, Margaret L. Bates, Herman Baar, Dale Rieth, Jim Hart, Richard E. Hartman, Johanna P. Hagedoorn, Mildred W. Skelly, Jane W. Hopkins, Clifford Wells, Mary Testa, Roberta S. Hartman, Patricia Chapman, Harry A. Rosenberg, Thelma Sachs, Robert G. Bailey, Scott L. Behoteguy, George W. Petrie, III

ABSENT: Donald R. Blivas, Miriam Ferkes, Jane A. Jones, Kerry Kirschner, Alfred Puhon, Frank W. Knowlton, Jr. Alvin G. Skelly

MINUTES - The Minutes of the December 8, 1997 meeting were approved after noting that Thelma Sachs is in charge of the SILL table at the Arts Council fair on January 18.

REGISTRAR'S REPORT - Johanna Hagedoorn presented a report covering the period of November 21 - December 31, 1997 which is incorporated in these Minutes.

She asked that all Moderators remind our audiences of Friends of SILL. Relevant materials will be available in the lobby.

TREASURER'S REPORT - The Treasurer's Report and Balance Sheet dated December 31, 1997 were distributed and filed for audit. All Board members were asked to submit a check request form for approval for any and all expenditures made for SILL.

Robert Bailey said the W9 forms sent to our speakers must be turned in.

PROGRAM - Herman Baar said everything is in shape for our season. Scott Behoteguy reported that biographical data sheets, color coded for each series, are ready for distribution. This material was prepared by Margaret Bates.

DISTRIBUTION OF PROGRAMS - Harry Rosenberg would very much appreciate receiving information about venues and numbers of programs distributed.

EVALUATION - Dr. Petrie said some interesting suggestions had been received from last year's distribution of evaluation forms. It was a worthwhile effort but not necessary to repeat this year. Leftover forms will be left on display for anyone who wishes to use them.

PUBLICITY - Thelma Sachs reviewed efforts being made re publicity. She was authorized to place ads in the Sarasota Herald Tribune TICKET and the PELICAN PRESS.

VENICE FOUNDATION - Dale Rieth requested that SILL make an application to the Venice Foundation for a grant.

Respectfully submitted,

Jane W. Hopkins
Jane W. Hopkins, Recording Secretary

NEXT MEETING: Monday, Feb. 3
9:30 a.m.



Sarasota Institute of Lifetime Learning

MINUTES OF SILL BOARD MEETING
9 February 1998

PRESENT: Richard Hart, Margaret L. Bates, Herman Baar, O. J. Hart, Richard E. Hartman, Johanna P. Hagedoorn, Alvin G. Skelly, Jane W. Hopkins, Clifford Wells, Mary Testa, Richard Hartman, Donald R. Blivas, Patricia Chapman, Alfred Puhan, Harry A. Rosenberg, Thelma Sachs, Robert G. Bailey, Scott Behoteguy, George W. Petrie III

ABSENT: Dale Rieth, Mildred W. Skelly, Roberta Hartman, Miriam Ferkes, Jane A. Jones, Frank W. Knowlton, Jr.

The President presided. He reported the resignation of Kerry Kirschner.

MINUTES - The Minutes of the January 2, 1998 meeting were approved.

REGISTRAR - The report dated November 21, 1997 to February 5, 1998 was presented by Johanna Hagedoorn and is incorporated in these Minutes.

TELEPHONE - Those responsible for responding to calls reported that there have been many inquiries. Names acquired will be added to our mailing list.

TREASURER - Mary Testa presented the report dated January 31, 1998 and a comparison of FY 98 revenues and expenditures with plan.

PROGRAM - Herman Baar reported that there seems to be general approval of our programs and the new venue. We have excellent cooperation with our sound people. Scott Behoteguy reported that the speaker scheduled for March 12 is unable to come and his replacement will be announced to our audience shortly.

FACILITIES - Jim Hart noted that it will be necessary to replace one of our microphones. The large TV monitor which we no longer use in the theater is on loan to Selby where it is used in the Great Decisions program. We have good relations with the theater management and will immediately start negotiations for next year or longer if possible.

Selby Library will be moving to its new building presently and there is no room for our material which we have kept in this library. The new museum will undoubtedly have space but the plans are not available at this time. Mr. Blivas will talk to the museum people. SILL has made generous contributions to Selby and could plan to make an appropriate donation to the museum. We currently have external storage space and could extend that contract from May. We also have the storage space at the theater. The President and Mr. Skelly will discuss meeting room arrangements with the library.

PUBLICITY - Thelma Sachs said she was generally well pleased with the publicity given to SILL by the Sarasota Heralds Tribune. She and Scott Behoteguy thought having the table at the Arts Day festival was well worthwhile. Mr. Hartman said the mailing list needed to be culled and asked that the people who buy daily tickets should be urged to give SILL their mailing addresses.

Respectfully submitted,

Jane W. Hopkins
Jane W. Hopkins, Recording Secretary

NEXT MEETING: FRIDAY, MARCH 6 - 2 p.m.



MINUTES OF SILL BOARD MEETING
March 6, 1998

PRESENT Richard Hart, Margaret L. Bates, Dale Rieth, O. J. Hart, Richard E. Hartman, Johanna P. Hagedoorn, Jane W. Hopkins, Mary Testa, Roberta S. Hartman, Donald R. Blivas, Alfred Puhon, Thelma Sachs, Robert G. Bailey, Scott L. Behoteguy, George W. Petrie III, Alvin G. Skelly

ABSENT Herman Baar, Mildred W. Skelly, Clifford Wells, Patricia Chapman, Miriam Ferkes, Jane A. Jones, Harry A. Rosenberg, Frank W. Knowlton, Jr.

MINUTES - The Minutes of the February 9, 1998 meeting were approved. The President recommended that the SILL telephone service be continued through the summer.

TREASURER - Mary Testa presented the report dated February 28, 1998 and reviewed the statement of revenues and expenses. The Finance Committee will review the price structure of SILL fees.

REGISTRAR - The report dated November 21, 1997 to March 6, 1998 was presented by Johanna Hagedoorn and is incorporated in these Minutes.

PROGRAM - Margaret Bates reported on audience comments about various programs and said she would devise a paper relative to our "Sarasota" audience for our speakers. Scott Behoteguy noted that some 140 responses were received to evaluation cards. General approval was expressed but requests were made for maps of less known areas and more time for questions and direct contact with speakers. The Board is very supportive of all efforts to expand contacts with the school system. Dale Rieth noted good attendance at the Venice series and plans for extended publicity in the area next season.

FACILITIES - All involved with the theater management are well pleased with the cooperation received. Al Skelly will try to get the lease extended for a three year period. The opening of the new Sarasota library is scheduled for August. There will be a conference room for small groups. Mr. Blivas is involved with the museum which will take over the present Selby Library. The Board expressed a desire to continue meeting in the present venue. Until the arrangements are settled, SILL belongings can be put in our present storage facility, the contract for which can be extended.

PUBLICITY - Thelma Sachs said she had good cooperation from the Sarasota Herald Tribune this season.

NOMINATING COMMITTEE - Dr. Petrie reminded the Board that there are currently four vacancies and urged members to make recommendations.

Respectfully submitted,

Jane W. Hopkins
Jane W. Hopkins, Recording Secretary

NEXT MEETING Monday, April 13 - 9:30 a.m.



Sarasota Institute of Lifetime Learning

MINUTES OF SILL BOARD MEETING
April 13, 1998

PRESENT: Richard Hart, Herman Baar, Dale Rieth, Richard E. Hartman, Johanna P. Hagedoorn, Mildred W. Skelly, Jane W. Hopkins, Mary Testa, Roberta S. Hartman, Patricia Chapman, Alfred Puhon, Harry A. Rosenberg, Thelma Sachs, Robert G. Bailey, Scott L. Behoteguy, George W. Petrie III, Alvin G. Skelly

ABSENT: Margaret L. Bates, O. J. Hart, Clifford Wells, Donald R. Blivas, Miriam Ferkes, Jane A. Jones, Frank W. Knowlton, Jr.

MINUTES - The Minutes of the March 6, 1998 meeting were approved.

REGISTRAR - Johanna Hagedoorn presented and reviewed the report covering the period November 21, 1997 - April 10, 1998 which is incorporated in these minutes. The Friends of SILL donations will be reviewed at the next meeting.

TREASURER'S REPORT - Mary Testa presented recommendations from the Finance Committee as well as the balance sheet dated March 31, 1998, a comparison of 98 revenues and expenditures with plan, speaker income and expenses and a 1999 budget plan. A long discussion ensued regarding Finance Committee recommendations regarding SILL ticket fees. The matter was tabled until the May meeting.

Dale Rieth volunteered to look into the matter of seeking a grant from the Venice Foundation. It was noted that it might be necessary to acquire a professional person to write applications for grants. An ad hoc Grant committee was appointed: Margaret Bates, Mary Testa, Al Skelly, Thelma Sachs and Dale Rieth.

FACILITIES - Al Skelly reported that the new lease for the theater will make a substantial increase in the rental charge. He is in contact with the management and will make an attempt to get some reduction.

The library will be moving to the new building in August and all SILL material must be moved out by July 1. Our mailing address will continue to be Selby. It is hoped that we will have space in the new science museum.

PROGRAM - Herman Baar reported that evaluations were generally good. He is in the process of making some arrangement to have Paul Duke speak next year. Robert Bailey has six speakers ready for Tuesdays. The format for Wednesdays was well received and will be used again.

NOMINATING COMMITTEE REPORT - The report was presented by George W. Petrie, III and it was unanimously approved. It is included in these Minutes.

Respectfully submitted,

Jane W. Hopkins
Jane W. Hopkins, Recording Secretary

NEXT MEETING: Tuesday, May 5
9:30 a.m.



Sarasota Institute of Lifetime Learning

MINUTES OF SILL BOARD MEETING

May 5, 1998

PRESENT: Richard Hart, Robert G. Bailey, Harry Rosenberg, O. J. Hart, Thelma Sachs, Mary Testa, Johanna P. Hagedoorn, Patricia Chapman, Herman Baar, Dale Reith, Margaret L. Bates, Roberta S. Hartman, Richard E. Hartman, *Alfred Pichan*

ABSENT: Jane W. Hopkins, Jane Jones, Mildred Skelly, George W. Petrie III, Clifford Wells, John H. Lawson, Scott Behoteguy

MINUTES - The Minutes of the April 13, 1998 meeting were approved.

The President presented a proposed letter from Frank Knowlton to the local Harvard Club requesting notification of their membership of our need for qualified volunteers. After considerable discussion, it was determined to reject this proposal and seek other ways to fill our current vacancies.

REGISTRAR - Johanna Hagedoorn presented the Friends of SILL report showing that during the November-April period FOS had received \$7,350 compared with \$11,548.50 during the same period in 1997-98. From our mailing list of 2,950 persons, we received only 154 donations and the typical donor provided \$25 or less.

TREASURER - Mary Testa presented the Treasurer's report which showed that thus far this fiscal year, SILL has income of \$47,380 and expenses of \$47,126. At the end of April our balance was \$65,985.27. The Treasurer, representing the Finance Committee, moved to raise our entrance prices as follows: daily from \$3 to \$4, series from \$30 to \$40, season from \$50 to \$65, and Venice from \$15 to \$20. Mr. Baar seconded. In the discussion which followed, Mr. Bailey made an amendment to raise daily tickets to \$5. This failed for lack of a second. The discussion touched on possible grant money (the ad hoc committee chaired by Dr. Bates is looking into this possibility), additional FOS donations (various methods of stimulating greater participation and donation), increased corporate sponsorship, etc. Dale Reith moved to table the motion for another month but this failed for lack of a second. Dr. Bates moved to have the vote taken separately on each item which was seconded by Mrs. Sachs and passed unanimously. All of the individual proposed raises were narrowly voted down. There was agreement that this motion might be revisited at any time.

The Treasurer moved a donation of \$250 be made to the Friends of the Venice Community Center. Mr. Baar seconded. The resolution passed unanimously.

Dr. Hartman provided the listing of 3,229 names currently on our mailing list. It was voted to authorize him and the President to review the list and cull names as they see fit.

COMMITTEES - The President announced appointment of the following committee chairpersons: Program - Herman Baar; Publicity - Thelma Sachs; Registration - Johanna Hagedoorn; Facilities - Jim Hart; Financial Planning - Mary Testa; Files and Records - Scott Behoteguy; Friends of SILL - Johanna Hagedoorn; and, as members of the Executive Committee - Richard Hart, Chairman, Margaret L. Bates, Robert G. Bailey, Herman Baar, Mary Testa and Jim Hart. Mr. Hart requested the chairpersons to provide him with their proposed committee members.

NEXT MEETING: June 9 - 9:30 THESE MINUTES TAKEN BY THE PRESIDENT

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Sarasota Institute of Lifetime Learning

MINUTES OF SILL BOARD MEETING June 9, 1998

PRESENT: Richard Hart, Margaret L. Bates, Herman Baar, Dale Rieth
Jane W. Hopkins, Mary Testa, Donald R. Blivas, Alfred Puhan,
Harry A. Rosenberg, Scott L. Behoteguy, George W. Petrie III,
Alvin G. Skelly

ABSENT: O. J. Hart, Richard E. Hartman, Johanna P. Hagedoorn,
Mildred W. Skelly, Roberta S. Hartman, Patricia Chapman,
Miriam Ferkes, Jane A. Jones. Thelma Sachs, Robert G. Bailey
John H. Lawson

Richard Hart chaired the meeting. He reported that Mrs. Frank W. Knowlton had recently passed away. Mildred Skelly is recovering nicely from her recent surgery.

MINUTES - The Minutes of the May 5, 1998 meeting were approved after noting that the season ticket price will be \$60 and Alfred Puhan was in attendance at said meeting.

TREASURER - Mary Testa distributed a balance sheet dated May 31, 1998 and a comparison of fiscal year 1998 revenues and expenditures with plan.

PROGRAM - Herman Baar said work was going apace on the programs for the coming season. He also recommended that SILL sponsor a separate Music Appreciation series to be given by Lief Bjaland, conductor of the West Coast Symphony. It is proposed that there be 6 programs held in Holley Hall on Mondays at 10:30 a.m. starting in January. There are, of course, many details to be worked out. The Board voted to approve the concept of this program and gave Mr. Baar leeway in his negotiations with the parties involved.

FACILITIES - Mr. Blivas has been discussing SILL needs with the new museum Board. Storage space will be arranged for our desk and files. It may be possible to hold our Board meetings in the museum but no commitment has yet been made. The next meeting of our board will be held at the new Selby Library on Tuesday, September 1 at 9:30 in the Conference Room and reservations have been made for the first Mondays for the entire season. Obviously this will have to be reviewed if the plans for the Music Appreciation series are consummated as proposed.

NOMINATING COMMITTEE - The President nominated George W. Petrie III, Mary Testa and Dale Rieth to the Nominating Committee. The Board approved.

SPONSORS AND GRANTS - Harry Rosenberg is working on sundry institutions and individuals to place ads in our brochure and to pay for the printing of the brochure. Margaret Bates and Dale Rieth are looking into grants and will consult with Thelma Sachs. Many suggestions were made regarding further publicity for our programs.

DONATIONS - Scott L. Behoteguy reviewed 1997 donations to various support organizations and recommended the following donations for this year which were approved as follows:

Selby Library	\$2000
New College Faculty	
Development Foundation	500
Friends of Venice Library	250
Friends of Venice Community Center	250
Manatee Community College	500
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	\$3500

- PREVIOUSLY VOTED + PMP

BYLAWS - George W. Petrie III submitted proposed changes to SILL Bylaws. The revisions were discussed and approved and Dr. Petrie will have the Bylaws ready for distribution at our next meeting.

Respectfully submitted,

Jane W. Hopkins

Jane W. Hopkins, Recording Secretary

SARASOTA INSTITUTE OF LIFETIME LEARNING

MINUTES OF SILL BOARD MEETING

October 5, 1998

PRESENT: Richard Hart, George W. Petrie, Margaret Bates, Herman Baar, Scott Il. Behoteguy, Johanna Hagedoorn, Thelma Sachs, Alfred Puhan, James Schiffman, Jeanne Puhan.

ABSENT: O.J. Hart, Robert G. Bailey, Patricia Chapman, Jane A. Jones, Donald R. Blivas, Dale Rieth, Mary Testa, Rose Shulman, Jane W. Hopkins, Waldo Proffitt, Mildred Skelly, Al Skelly.

MINUTES: The Minutes of the September 1, 1998 meeting were approved as written.

President Richard Hart introduced two newly-elected members of the Board, James Schiffman, Assistant Treasurer, and Jeanne Lamar Puhan, Corresponding Secretary.

In the absence of Treasurer Mary Testa, Richard Hart distributed copies of a memorandum from her, attached to which were copies of the amended FY 1999 budget (attached hereto). To clarify charges for season tickets it was reiterated that they will be \$60.

Mr. Petrie reviewed changes in the Budget, i.e., rent to be \$11,500 up from \$9,500, which also includes rental of Holley Hall for concert series. He stressed the importance of cutting down on expenses in order to meet our \$62,000 Budget. He moved that the Budget be approved. Adopted unanimously.

COMMENDATION: Mr. Petrie moved that: This Board asserts its appreciation for the splendid work of its treasurer, Mary Testa, and backs her leadership in solving the current financial problems of our organization. (Motion attached hereto.)

PROGRAM: Mr. Baar reported he has received a proposed program from Leif Bjaland to be entitled SILL's Music Appreciation Series" - "Development of Orchestral Music 1600 to 1900". This series will be on Mondays at 10:30 a.m. Each moderator still has a gap or two in his/her program.

FACILITIES: Mr. Blivas has offered to provide office space in the current science museum on Old Bradenton Road. The Board decided to leave its files, etc., in storage for the time being.

PUBLICITY: Ms. Sachs has been in touch with Herald Tribune, hoping Feature Editor Bill Siddons will interview several Board members, take photographs, and do a feature article for the paper. Decided to not use the slide advertising SILL before each lecture (as last year) due to exorbitant cost. It was decided that several posters would be made and placed in libraries and the theater.

Mr. Richard Hart will be out of the country November 18-28. Material should be sent to the printer for the program well before that date.

NEXT MEETING will be held at Selby Library on Monday, November 2, 1998, at 9:30 a.m.

Respectfully submitted,

Jeanne Lamar Puhan
Acting Recording Secretary



Sarasota Institute of Lifetime Learning

MINUTES OF SILL BOARD MEETING November 2, 1998

PRESENT - Richard Hart, Herman Baar, Dale Rieth, O. J. Hart, Johanna P. Hagedoorn, Mildred W. Skelly, Jane W. Hopkins, Mary Testa, James Schiffman, Waldo Proffitt, Jr., Alfred Puhan, Harry A. Rosenberg, Thelma Sachs, Scott L. Behoteguy, Alvin G. Skelly, Roberta Hartman, Richard Hartman, George W. Petrie III

ABSENT - Margaret L. Bates, Patricia Chapman, Jeanne Puhan, Donald R. Blivas, Jane A. Jones, John H. Lawson, Robert G. Bailey, Frank W. Knowlton, Jr.

MINUTES - The Minutes of the October 5, 1998 meeting were approved.

The President read a letter from the Pirean Academy which is starting a new educational program in Sarasota this season.

PUBLICITY - Thelma Sachs outlined her plans for advertising SILL programs. She will attend the Golden Gavel award program.

BROCHURE - Program Moderators Herman Baar and Scott Behoteguy reviewed the programs for the season. Mr. Baar feels there will be tremendous response to the Music Appreciation series.

There are a number of new sponsors for our brochure. Harry Rosenberg has made many promising contacts in the business community. The growth of South County should mean an expanding audience for SILL. Dale Rieth is concerned about our efforts in the area, particularly in seeking grant money from the Venice Foundation. Mr. Rieth, Richard Hart, Margaret Bates and James Schiffman will pursue this matter. Mr. Baar said that Sarasota Magazine can do a piece on SILL in their January issue.

TREASURER - The Balance Sheet and comparison of FY 99 Revenues and Expenditures with Plan dated October 31, 1998 were distributed.

GREAT DECISIONS - The Board voted to continue the Great Decisions program to be held in the Selby Library Auditorium from 2 to 4 p.m. on February 1, 8 and 22 and March 1, 8, 15, 22 and 29. The Skellys are in charge and several Board members will act as Moderators.

FACILITIES - O. J. Hart reported that he and Richard Hartman had checked everything in storage at the theater and all was well. They will run a test on November 20. There will be a new crew behind the scenes and Martha and Steve will be on hand as usual. Jim Schiffman said he could make arrangements at the Music Archives for SILL desk and files for the timebeing. Mr. Hart will make arrangements for this.

NOMINATING COMMITTEE - George Petrie recommended and the Board voted to elect Mrs. Ellie Regelhaupt to the Board for a one year term. He noted that the Board still has five vacancies and urged members to make recommendations to fill them.

The President reported that Mr. Blivas has offered to host a brunch at Lake House West in January or February. Invitations would be extended to those who had made a \$100 donation to Friends of SILL and the Board. Because of the SILL program schedule, this would have to be held on a weekend. Mary Testa, Johanna Hagedoorn and Al Skelly offered their cooperation in planning this event.

Scott Behoteguy noted that there should be some new system of evaluating SILL speakers. Dr. Petrie reminded the Board that new technologies were making many changes in our society and what was going on in other communities should be kept in mind as the Board considers the future for SILL. O. J. Hart said that it would be a good idea to tape our Thursday programs on VHS rather than using the present system.

FUTURE BOARD MEETINGS - 1999 SCHEDULE

ALL MONDAYS WITH THE EXCEPTION OF FEBRUARY MEETING
9:30 a.m. in the Conference Room of Selby Library

January 4
February 5 - FRIDAY AFTERNOON 1-3 p.m.
March 1
April 5
May 3
June 7
July 5

NEXT MEETING - Monday, December 7, 1998 - 9:30 a.m.
(The Conference Room is booked from 9 a.m. to 1 p.m. for SILL.)

Respectfully submitted,

Jane W. Hopkins

Jane W. Hopkins, Recording Secretary



Sarasota Institute of Lifetime Learning

MINUTES OF SILL BOARD MEETING
December 7, 1998

PRESENT - Richard Hart, Margaret L. Bates, Herman Baar, Oliver Jim Hart, Johanna P. Hagedoorn, Patricia Chapman, Mildred W. Skelly, Jeanne Puhan, Jane W. Hopkins, James Schiffman, Robert G. Bailey, Scott L. Behoteguy, Donald R. Blivas, George Petrie, III, Waldo Proffitt, Jr., Eleanor Rigelhaupt, Harry A. Rosenberg, Thelma Sachs, Alvin G. Skelly, Richard E. Hartman, Roberta S. Hartman

ABSENT - Dale Reith, Mary E. Testa, Jane A. Jones, Frank W. Knowlton, Jr., John H. Lawson, Alfred Puhan, Rose Shulman

MINUTES - The Minutes of the November 2, 1998 meeting were approved.

TREASURER'S REPORT - James Schiffman presented a report dated November 30, 1998.

REGISTRAR - Johanna Hagedoorn noted that the first batch of orders were primarily for the Monday music series. The brochures have been mailed to our entire mailing list.

PUBLICITY - Thelma Sachs displayed a listing of SILL programs which had been published in the Sarasota Herald Tribune. She is working diligently to get such publicity in other publications.

TELEPHONE - Margaret Bates discussed the benefits of keeping the SILL telephone active and it was agreed that it should be. She also noted that there had been some changes in submitting grant applications to the Venice Foundation and will discuss the matter with Dale Reith. The question of the advisability of hiring a qualified person to write grants will be considered.

GREAT DECISIONS - Mr. Skelly will organize the roster of Moderators.

NOMINATION COMMITTEE - George Petrie, III presented a recommendation that the Board elect Dan Cohen and Jack Hawes as members of the SILL Board for 1 year terms. It was so voted.

EVALUATIONS - All Board members are asked to keep personal evaluations of the presentations of all our presenters and refer them to Dr. Petrie. Dr. Bates has prepared a memorandum regarding "Sarasota audiences" to be given to all our speakers.

BROCHURES - MAILING - Regulations about sponsors (who have messages in our brochures) are a so-called moving target and must be monitored carefully. Please report distribution to Harry Rosenberg.

LONG RANGE PLANNING COMMITTEE - The President appointed George Petrie, III chair of a new committee with Herman Baar, Scott Behoteguy, Donald Blivas and Waldo Proffitt.

FACILITIES - O. J. Hart suggested that only VHS tapes be made of lectures since the old method required a special converter and recommended that said equipment be sold. So voted.

Full meeting schedule in Nov. 2
Minutes - Next meeting: Monday
Jan. 4, 1999 9:30

Respectfully submitted,

Jane W. Hopkins
Jane W. Hopkins, Recording Secretary