President Report

We don’t have to do all of it alone. We were never meant to.
~Brene Brown

When I entered the role of President in the summer of 2021, I shared this quote with the Board. I believe that the Michigan Association of School Nurses was never meant to have one person leading, but rather a team of passionate individuals leading together. In this annual report, you will read about all the work that the MASN Board of Directors has accomplished in the past year. Each individual is a leader who has a passion for school nursing and the work they do to support the safety of our students. This is in both their daily jobs and on the MASN Board. I will never cease to be honored to serve as President and lead alongside these hard-working individuals. I would encourage you to read each report thoroughly and consider how you could perhaps come alongside one of them to help lead the way in this (your!) association.

In this past year, there are some projects that I have worked more intimately on. First is our partnership with Michigan Council of Maternal & Child Health being awarded the Mental Health Endowment Fund Grant Building Support and Sustainability for Michigan School Nurses. We hired a project manager, Shannon Lijewski, and hosted our first stakeholder meeting to

(Continued on page 2)
establish a starting point of support for the project. We look forward to continuing to promote the work of school nurses, establish a baseline of data (evidence) of the health work that that is already happening in our schools, and work towards training platforms for school nurses to utilize in keeping their professional practice as current as possible. If any of this work sounds interesting to you, feel free to reach out to join in!

I have also been closely involved in working with a team of school nurses to launch our newly updated Medication Administration training toolkit, now named *Safe and Legal Support of Student’s Health and Medication Needs*. This tool is now all electronically housed on our website and free for our MASN members to utilize in training their district staff. We look forward to soon offering regular trainings on the toolkit to all school nurses in a continued effort to promote professional practice.

I was also able to meet regularly with our State School Nurse Consultant to collaborate on the continuing work to support school nurses in COVID response planning and other areas of school nurse practice in regards to standards of care. We are so fortunate to have a State School Nurse Consultant paving the way in the realms of MDHHS and MDE; keeping the support for our growing number of school nurses on the forefront of public health response and safe environments for our students. I’m thankful for our association’s ability to work in partnership with her.

In summary, it has been a great year for MASN overall. We continue to grow and connect with one another, proving that we were never meant to do it all alone. It is only as a team that we flourish and create safe, healthy environments for our students to learn at their fullest potential.

Respectfully submitted,

Rachel VanDenBrink

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**Vice President Report**

As spring/summer of 2022 comes to an end I will finish my final term as VP for MASN. I have been working on our Spring Conference which will be in May of 2022 at Park Place in Traverse City. I have also secured a venue for our 2023 Conference to be held. I have hosted our Conference committee meetings monthly to fine tune all the speakers and conference planning which has kept me very busy. The conference offers CEUs and we have been working on the lengthy application for those conference CEUs. I have attended our Region leader meetings since being on the MASN board. The communication between school nurses in Michigan is so much more than it ever has been. Zoom has really enabled relationships to blossom and the networking MASN has provided is life changing for our school nurse positions. For that, I am grateful for all MASN has accomplished, especially during the last several years. As school nurse numbers continue to climb in Michigan, I hope the opportunities continue to grow.

Respectfully submitted,

Cathy Farris
MASN Vice President
President Elect Report

When I think of where we started the school year and where we are today, I am hopeful that the last month of school will be a little less "covid" focused. It has been an amazing year working with state and local leaders on your behalf and being able to speak to the resiliency and strength of school nurses and their practice. Time and time again, you have pushed into difficult and unknown circumstances and you have shined a light on our profession.

As President-Elect, I have spent the year working with our President, State School Nurse Consultant and Past-President learning this role as we help to push our practice forward and develop best practice standards. I worked with our President and nurses across the state to update the Safe and Legal Medication Training for school nurses to not only update their own practice, but to also train their school staff. I am also part of the Work Group through MCMCH as part of a grant through the Michigan Health Endowment Fund, that is working with our project manager to not only highlight school nurse practice, but to look forward to the sustainability of our practice well into the future. The other part of this work is to help develop on-line training modules for all school nurses, so stay tuned for that!! Myself and a colleague were also invited to speak briefly about the school nurse’s role in the mental health of our students at the Suicide Summit in June as well as at the NASN conference. We know that school nurses play an integral role in the physical and mental well-being of all students and are there to partner with our school staff for the best possible outcome for our students and families.

As we close out another school year, my hope for all of you is that you take time out this summer to recharge, be with your family and friends and can reflect on the great work you have done and continue to do on behalf of your students, families and the community around you. I know that they are all healthier because they have YOU as their school nurse!

Regards,

Hendrina Cupery
MASN President-Elect

MASN Board

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<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tr>
<td>President</td>
<td>Rachel VanDenBrink</td>
<td>Kent ISD</td>
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<td>President-Elect</td>
<td>Hendrina Cupery</td>
<td>Holland Hospital</td>
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<td>Vice President</td>
<td>Cathy Farris</td>
<td>Novi Community Schools</td>
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<td>Secretary</td>
<td>Allena Mrzlack</td>
<td>Kent ISD</td>
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<td>Treasurer - Interim</td>
<td>Patrice Williams</td>
<td>Plymouth-Canton Com Sch</td>
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<td>NASN Delegate</td>
<td>Julia Lechtenberg</td>
<td>School Nurse Consultant</td>
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<td>Rhonda Tata</td>
<td>Genesee ISD</td>
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<td>Geralyn Lerg</td>
<td>Spectrum Health</td>
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<td>Phyllis Yoder</td>
<td>Huron ISD</td>
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<td>Data Coordinator</td>
<td>Jennifer Ames</td>
<td>Spectrum Health</td>
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<td>Emerging Issues Chair</td>
<td>Anna Whitaker</td>
<td>Oakland County Health</td>
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<td>Fundraising Chair</td>
<td>Mary Larsen</td>
<td>Farmington Public Schools</td>
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<td>Historian</td>
<td>Kristin Mahler</td>
<td>Ann Arbor Public Schools</td>
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<td>Legislative Chair</td>
<td>Cindy Brummette</td>
<td>Grand Ledge Public</td>
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<td>Jane Borr</td>
<td>Holland Hospital</td>
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<td>Mentoring Chair</td>
<td>Sue Zacharski</td>
<td>School Nurse Consultant</td>
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<td>NBCSN Liaison</td>
<td>Rebecca Rosbolt</td>
<td>Utica Community Schools</td>
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Legislative Chair Report

Committee Members: Terri Czerwinski, Hendrina Cupery, Rachel Vandenbrink, Evilia Jankowski, Rhonda Tata, Mary Larson, Anna Whitaker & Cindy Brummette

Legislative Conference Call Meetings
The legislative committee has held Monthly meetings this past year by Zoom, primarily the first Thursday of each month.

GONGWER Report: The Michigan Council for Maternal Child Health provides MASN with access to the GONGWER access. Gongwer provides online reports on legislation tracking, government news and information.

Parent Information Network: PIN rolled out the I Vaccinate Provider Toolkit focused on educating families about the importance and safety of vaccines and The Vaccine Hesitancy Training Program was developed by U of M Center for Health Communication Research/MI CEAL (Community Engaged Alliance for COVID) Recording of training with Dr. Larry An.

Michigan Council for Maternal Child Health MCMCH: Amy Zaagman, Executive Director of MCMCH meets with a subcommittee of the legislative committee continuing to identify strategies for increasing school nurses in Michigan. In addition, MCMCH is the fiduciary for the Michigan Health Endowment grant and continues to be a strong supporter of school health and school nursing services.

Action Items in 2021-22:
- Working closely with Advocacy/Emerging Issues Chair regarding legislative and advocacy issues
- Submitted Proclamation School Nurse Day 2022
- Drafted and organized Sign on letter for 310
- Member of HEF grant team: Building Support Sustain ability of School Nurses
- Attended MCMCH & PIN meetings as the MASN representative
- Sign-On to Support the Governor’s Proposed $7.1 Million Funding Increase for Early On
- Part of Creative Team for MASN’s Advocacy Toolkit

Respectfully submitted,
Cindy Brummette
MASN Legislative Chair

MASN Board continued

Nominations Chair Report
For 2022 we had two board positions to fill. I am happy to announce we have filled the positions.

- Vice President - Natasha Villareal
- Treasurer - Patrice Williams

MASN is very fortunate to have these candidates on our ballot and wish them success in their positions on our board.

2023 Open Positions
As we approach 2023 we will have 2 openings on our board.

- President Elect
- Secretary

As your Nominations Chairperson and on behalf of the Board of Directors I encourage each and every member to consider seeking these positions. Please contact me if you are interested and I would be happy to answer any questions. You may also read about the positions here.

Respectfully submitted,
Patricia McCain
MASN Nominations Chairperson
Michigan State School Nurse Consultant Update

School Nurses across the state have done an amazing job at keeping in contact, supporting each other, and voicing questions and concerns, all to ensure that they are delivering best practice to their school communities. We are now 120 weeks into this health crisis, and school nurses across Michigan continue to keep their sleeves rolled up, working to answer the call for the next issue that arises. And we are seeing much evidence of fallout from the pandemic. Everything from mental health issues to *Long Covid*, to new health conditions that are now being identified after taking a back seat to the COVID response.

The good news is, that despite other states reporting that school nurses are leaving in droves, Michigan school nurses’ numbers are higher than ever! I am happy to report the need for multiple trainings for the new school nurses and plan to continue providing these services as a routine training cycle.

**Professional Development for School Nurses**

The regular schedule of Professional Learning Opportunities includes the **State School Nurse Consultant (SSNS) Office Hours**. These are held on the first full week of each month, via Microsoft TEAMS at 3pm. Look for topics and the link to join in my monthly update. If you are not currently receiving my monthly update, please provide your work email address and I will gladly add you to my ever-growing list. jankowskie@michigan.gov

I have also scheduled several **Foundations for Effective School Nurse Practice in Michigan** (an orientation/re-orientation to school nursing) trainings. Dates include August 2, August 30, September 20, October 18, December 15, January 24, and February 28.

The **School Nurse Summer and Winter Institutes** are free to school nurses and offered in both in-person and virtual options. This year’s **School Nurse Summer Institute** will be held in the first 2 ½ weeks in August on Tuesdays and Thursdays. Topics include Foundations for Effective School Nurse Practice, **MERT (Medical Emergency Response Team) Train the Trainer**, Asthma, Sickle Cell and Cardiac Conditions Standard of Care updates.

The **School Nurse Winter Institute** is scheduled for December 15 and 16. This event includes the MERT Train the Trainer and Concussions (Tentatively).

There are also **regional opportunities** for additional trainings.

**Current Projects:**

**School Nurse Preceptor Toolkit:** We are dusting off the outline for School Nurses and Nursing School Administrators/key faculty to use as they provide clinical experiences for student nurses. This will ensure that taking on student nurses will be most advantageous for those school nurses who participate.

**C4S Medicaid Billing:** We will intensify our focus to support school nurses as they navigate the process of Medicaid billing for students in general education. This is a great way for school nurses to *generate

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revenue’. Please consider making this a goal for the upcoming school year.

Thank you, again, for your dedication and commitment to your school communities. You have made School Nursing a valued service in Michigan. I congratulate you all on a successful school year, despite the continued challenges, and wish you all health, safety, and continued success.

Kind Regards,

Evilia Jankowski
Michigan State School Nurse Consultant

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**Data Coordinator Report**

Recently I accepted this position on the board. I am currently working to identify and compile a list of all our school nurses within the state of Michigan as there is no central repository of this information. I am using a variety of information sources to gather this data. Once I have a comprehensive list of currently identified school nurses, I will be working to send out a survey so that we can begin to evaluate school nursing in Michigan to other states in the National School Health Data Set: Every Student Counts. This data set is necessary to help identify best practices, better understand child health, and influence local, state, and national student health policy to support the needs of our students and provide better health outcomes. Our goal is to increase the data collection capabilities each year to further address student needs.

Respectfully submitted,
Jennifer Ames
Data Coordinator

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**Historian Report**

I visited the Michigan Archives on December 28th 2021, during the school break. I donated the three boxes of approved items, and did an inventory assessment of the MASN boxes already in the archives. I have that information in a document, and hope we can decide on a permanent location for this information.

I initiated a discussion with the archivist to explore next steps to digitizing our minutes, newsletters and other documents, since we have moved away from paper copies. I will update the board as information progresses.

Respectfully submitted,
Kristin Mahler,
MASN Historian
Treasurer Report

The financial report from the beginning of our fiscal year July 31, 2021 thru April 29, 2022 includes expenses of $17,740.08 and revenue of $50,464.24. The total balance of the checking and money market accounts is $177,009.44.

Respectfully submitted,
Patrice Williams
MASN Interim Treasurer

Mentor Chair Report

The purpose of the mentoring program is to connect with new school nurses. As the liaison between new school nurses and MASN, I currently send new members a Welcome Packet that includes a welcome letter, resources from both MASN and NASN, upcoming events and offer an opportunity for them to reach out with questions. Regions leaders are notified of new members in their area. The number of new members is phenomenal!

We have a few volunteers to help mentor new members, but we can always use more. Now is the time to expand our ability to support new and even not so new members. It’s easy to become mentor, buddy or support person, whichever term makes you more comfortable. If you would like to learn more about becoming a mentor, please contact me at suezac07@aol.com. Let’s support and learn from each other!

Respectfully submitted,
Sue Zacharski,
MASN Mentor Chair

Emerging Issues & Advocacy Chair Report

Over the past year, I have had the pleasure of working with members of the MASN Board, the State School Nurse Consultant, and other community partners on the following projects:

- Updating the Asthma and Anaphylaxis portions of the MASN Safe and Legal Support of Student’s Health and Medication Needs training and resources
- MASN Safe and Legal Presenter specifically the asthma portion of the training (hybrid)
- Revising the Diabetes 504 Plan
- Submitting with Cindy the Proclamation-School Nurse Day for 2022
- Drafting and organizing Sign-On Letter for 310 Funding
- Grant proposal for Health Endowment Fund: Building Support and Sustainability for School Nurses
- Member of HEF grant team: Building Support and Sustainability for School Nurses
- Participate in Legislative committee meetings
- Creative team for Advocacy Toolkit
- MASN 2022 Conference Presenter title: “I Don’t Know Where We’re Going, But I’m Not Going Back There!”

Respectfully submitted,
Anna Whitaker,
MASN Emerging Issues and Advocacy Chair

MASN Annual Membership Meeting

May 20, 2022

Immediately following the 11:15 Awards Luncheon in Traverse City
Immediate Past President Report

As the Michigan Department of Education, Michigan Department of Health and Human Services, and partners across the state continue to focus on student mental health and school safety, MASN remains an active partner at the table. We continue to highlight the importance of addressing the needs of the Whole Child while enhancing our ability to function as a contributing member of a multidisciplinary team.

I have been honored to represent MASN on the Michigan Model for Health State Steering Committee, the 31n Advisory Council, and most recently at the Social Emotional Learning (SEL) and Children’s Mental Health (CMH) Network. During the SEL & CMH Network meeting, I was re-introduced to Michigan Virtual’s Social-Emotional Learning: Introduction to SEL. If you have not yet taken advantage of the opportunity to complete this self-paced professional learning course, I strongly encourage explore the information and hyperlinks below.

**Social-Emotional Learning: Introduction to SEL**
Many educators find it challenging to meet the social and emotional needs of their students to help them succeed academically. This introductory course provides an insight into social-emotional learning (SEL) and a pathway to the initial steps of integrating SEL into your school or district. You will hone key components as defined by MDE: the five core social and emotional competencies; the research underpinning SEL; and comprehensive benefits and positive outcomes of SEL for staff, students, families, and other stakeholders. This course is part of the Social and Emotional Learning series.

*In this course, you will:*
- Define Social and Emotional Learning (SEL),
- Understand ways in which SEL can increase a student's capacity to learn,
- Outline the five competencies of SEL defined by MDE, and
- Review SEL standards and benchmarks to apply to your school and classroom.

*Click [here](#) to enroll in this free course.*

Respectfully Submitted,

Terri Czerwinski,
MASN Immediate Past President
Membership Chair Report

As I write this report we are 341 members strong. We have more than doubled our membership in the last 2 years and have added 133 new members since May 2021. We are so excited to see the number of MASN members increase but also the number of schools in our state that now have school nurses.

If you know a school nurse who is not a member please encourage them to join. Remember, members receive VSP Eyes of Hope (formerly Sight for Students) gift certificates, discounted conferences, free or low cost NCPD (formerly CNE) contact hours and evidence based resources to keep your practice up to date! My favorite membership bonus, and I feel one of the most important, is the net-working and support from fellow school nurses.

Consider learning more about MASN, its board and the committees that support our organization. We would love to talk to you. Use your passions to help us to continually move MASN forward. Feel free to contact me or any board member if you are interested:

janbor@hollandhospital.org

Respectfully submitted,
Jane Borr,
MASN Membership Chair

Special Education Chair Report

As another school year comes to a close, I hope that you can reflect back on all of the ways you were instrumental in making accommodations for your special needs students. From providing care for the most medically complex students to offering support to those receiving homebound instruction, special education nursing is truly unique as we find innovative ways to support learning for our students and be a resource for staff. After 10 years of serving as Special Education Chairperson, I am stepping down. Patrice Gage has graciously offered to fill the role. I will continue to provide support as part of the Special Education Committee. It has been my privilege to work with such a talented and dedicated board. The growth and promotion of school nursing over the years in Michigan have been amazing!

Special education work has centered on providing support to school nurses via email and consultation. Current projects are reviewing and updating PPE considerations and emergency planning guidance. As a Special Education School Nurse, I felt I was always learning as each student and situation was truly “special”. I want to remind you that there are Special Education Resources for School Nurses on the MASN website. Additionally, I highly recommend joining NASN’s special interest group for Special Needs School Nurses: https://www.nasn.org/membership/benefits/sigs/membership-get-connected-snsn


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Special Education Chair Report  continued

Please join me in welcoming Patrice:

Hello. My name is Patrice Gage and I am excited to be stepping into the role of the MASN Special Education Chairperson. I have been a nurse for thirty years and a CPNP for twenty seven years. I worked in a hospital and pediatric clinic setting, before moving into pediatric hospice, where I cared for children with complex medical needs. For the past three years, I have been a school nurse in a large public school district. I have always had interest in the role of a school nurse and find what is most rewarding is caring for our special education students. I was introduced to MASN and NASN from the start and found these organizations to be wonderful resources of support and information for the school nurse. I am honored to now be in a role where I can best support other school nurses.

If you are not on the Special Education email list, and would like to get more frequent updates, or have any questions, feel free to contact Patrice at patricegage123@gmail.com

Respectfully submitted,
Sue Putman and Patrice Gage
MASN Special Education Chairpersons

NASN Director Report

It is my honor to serve as your NASN Director. I am currently assigned to the NASN Membership committee, Endowment Fundraising committee (co-chair), Endowment Allocation Advisory committee and the Nominations committee.

NASN has added 20 new hours of online education to their learning center. New materials include:

- School Nursing Evidence-based Clinical Practice Guideline: Medication Administration in Schools Implementation Toolkit
- Vanquishing Vaping Toolkit
- Model for School Nurse led Case Management manual

Updated NASN Position Documents:

- Student Access to School Nursing Services
- School-located Vaccination
- Comprehensive Health Education

NASN Legislative Priorities

- Nurses for Under-Resourced Schools Everywhere (NURSE) Act. This act provides a demonstration grant program to fund school nurses based on Title I designation (free and reduced lunch and breakfast.)
- Improving the Social Determinants of Health Act – this act would authorize the Centers for Disease Control and Prevention to conduct a demonstration program to improve the social determinants of health for children and adolescents in schools.

(Continued on page 11)
**NASN Director Report** continued

Control and Prevention (CDC) to 1) Improve health outcomes and reduce health inequities by coordinating CDC Social Determinants of Health (SDOH) activities and 2) Improve capacity of public health agencies and community organizations to address SDOHs.

- Tobacco Tax Equity Act that would increase and equalize tobacco taxes.

**NASN’s 54th Annual School Nurse Conference** offers two learning events with 3 registration options.

- IN-PERSON NASN2022: June 28 – 30, 2022 in Atlanta, Georgia (Preconference optional June 27th)
- VIRTUAL NASN2022: July 11 – 13, 2022 (Online)
- NASN2022 BUNDLE: Includes options #1 & #2

Proof of full vaccination against COVID-19 is required to attend all NASN2022 events, sessions and exhibits at the Hyatt Regency Atlanta. All attendees, staff, vendors, exhibitors, and guests will be required to submit proof of vaccination in order to attend the NASN in-person conference.

Respectively Submitted,
Julia Lechtenberg

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**Region Chair Report**

Our state is divided into 24 regions as identified by the Michigan School Health Coordinators Association (MiSHCA). MASN’s goal is to identify Region Leaders (school nurses) within these same regions to help support the practice of school nursing across the state. Currently, 21 of the 24 regions have Region Leaders in place. These individuals are nurse leaders in their area of the state who help coordinate professional development opportunities, disseminate important information to the nurses in their regions and attend regular meetings with other Region Leaders and our State School Nurse Consultant (SSNC) to stay informed about current issues that affect the practice of school nursing. We currently have open Region Leader positions in Regions 4 (Traverse City Area ISD), Region 17 (Jackson County ISD) and Region 21 (Monroe and Lenawee ISDs). Please reach out to Karan Hervey at hervekar@salineschools.org if you are interested in helping us fill these openings. We can share more information with you about the Region Leader role and help transition you into this position. Come join us and help make a difference in your area and within MASN!

Over this past year and throughout the pandemic, our Region Leaders have continued to work to identify school nurses in their regions and to develop ways to communicate with their nurse colleagues in their area. We have met monthly with our SSNC and worked to bring professional development offerings to the region level. Although COVID has monopolized much of our time, these educational opportunities have continued. Our goal for the upcoming year is to continue our monthly Region Leader meetings, bring even more professional development opportunities to the region level and to implement Stop the Bleed (STB) training throughout the state through MASN’s partnership with the Michigan Trauma Coalition.

Respectfully submitted,
Karan Hervey
Region Chairperson
MASN is pleased to announce the 2022 School Nurse of the Year is Keely Hoffman, MSN, RN. Her expertise and leadership during the COVID-19 pandemic have been invaluable to the 18,000 students and 3,500 staff in the Ann Arbor Public Schools.

Ms. Hoffman leads a team of school nurses in following evidence-based practices to provide the highest quality school nurse care to students across 32 buildings. She is well-known for her professional, calm and supportive manner with both students and adults. Her reputation as a tireless advocate for individual students' medical needs and for district improvements in programming and services is well deserved.

When the pandemic began in March 2020, Ann Arbor Public Schools quickly realized that they needed a nurse leader to manage COVID-19 clinical and protocol needs full time. Fortunately, Ms. Hoffman agreed to take on this role. Being the COVID nurse lead has meant many new “hats” -- lead case investigator and contact tracer, liaison to the local health department, consultant to staff and administrators, developer of quarantine protocols and trainer for nurses and other staff. She has also continued her clinic work by seeing students in school clinics, serving as a vaccinator at clinics held in AAPS buildings and testing hundreds of students at school. In all of these responsibilities, Ms. Hoffman has consistently shown compassion and a strong commitment to nursing standards and practices. She’s been a role model of competency and steady strength to her fellow nurses and all AAPS staff.

Congratulations Keely!
1. **Call to order:** 12:00 PM

2. **Consent Agenda:**
   a. Approval of agenda: motion made to approve the agenda by Sue Zacharski, seconded by Rayleen Bradley; motion passed.
   b. Approval of meeting minutes from 2020 Annual meeting: Motion made to approve the 2020 annual meeting minutes made by Carol Mackie, seconded by Patrice Williams; motion passed.

3. **Board Introductions** - brief introduction of each board member and committee chairpersons

4. **Regions** - screen sharing presentation on how to find your region and your region leader via the MASN website.

5. **MASN Annual Communicator**
   a. Questions/Comments on Board Reports
   b. Pat McCain made adjustments to her report to reflect the removal of the need for a NASN Director at this time due to that position being a 4 year position.

6. **NASN Elmer Hawkins Affiliate Membership Recruitment Scholarship Award**
   a. Given by NASN to affiliates that have a significant increase in membership. Our increase in membership was 105.1% this past year!

7. **Installation of officers**
   a. Pledge of the Membership - passed via raising of hands and verbal approval.
   b. Pledge of the Candidates - accepted via verbal acceptance.
      i. President - Rachel VanDenBrink
      ii. President-Elect - Hendrina Cupery
      iii. Secretary - Allena Mrzlack

8. **New Business** - nothing at this time.

9. **NASN Conference**
   a. *Transforming Student Health: School Nurses Leading the Way*
      Virtual format: June 21 - June 25, 2021.

10. **Good of the Order**
    a. Terri Czerwinski spoke to our recent retirees, offering congratulations.
    b. Carol Mackie offered thanks to Pat McCain for being her COVID sidekick this year.

11. **Adjournment** - Carol Mackie moved to adjourn the meeting; seconded by Cindy Brummette; motion passed.