

**AMENDED AND RESTATED BYLAWS OF THE
PORT TOWNSEND PUBLIC LIBRARY FOUNDATION (the "Foundation")
A PUBLIC CHARITY
Amended and Restated as of 10 June 2019**

ARTICLE I. BOARD OF DIRECTORS

Section 1. Powers and Responsibilities

The affairs of the Foundation shall be managed by the Board of Directors (the "Board") in a manner consistent with its purpose, which is to provide for materials, services, and facilities for the Port Townsend Public Library in addition to those that are financed by the traditional tax base. The Board shall manage Foundation funds with emphasis on preservation of the worth of capital, shall employ current standards of prudence and conservation in the investment of the funds, and shall consider the social and environmental effects of its actions.

Section 2. Number and Composition

There shall be at least five (5) but no more than twenty-one (21) members of the Board. There shall be three ex-officio members of the Board: the President or designated member of the Library Advisory Board (without vote), the President or designated member of the Friends of the Library Board (without vote), and the Port Townsend Public Library Director (without vote). Only one member of the Library Advisory Board and one member of the Friends of the Library Board may serve on the Board at any one time.

Section 3. Election and Term

Nomination of candidates for election to the Board may be made by any voting Director and shall be considered by the Board as a whole (see Article II, Section C, Nominating Committee). Election of Directors shall be held at each annual meeting as follows: The Directors shall be divided into three classes. The first class shall be elected to serve an initial term of one year, the second class shall be elected to serve an initial term of two years, and the third class shall be elected to serve an initial term of three years. Upon expiration of the initial and subsequent terms, Directors of all classes or their successors shall be elected for a term of three years. Each elected Director shall hold office for the term for which he/she is elected or until his/her successor is elected and qualified.

Section 4. Emeritus Advisory Committee

There is hereby created an "Emeritus Advisory Committee."

An elected Director who has retired from the Board in good standing may be elected by the Board to serve as a member of the Emeritus Advisory Committee. Emeritus Advisory Committee Members are eligible but not required, to attend and participate in all meetings of the Board, shall advise the Board as to such matters as either one or more members of the Emeritus Advisory Board see fit or as shall be requested by the Board, but shall neither vote on matters before the Board nor be counted for or against a quorum of the Board.

All members of the Emeritus Advisory Committee shall be entitled to timely receive notice of all Board meetings and all informational packets as are provided to Board members with regard to such meetings; provided, that any and all information which the Board, in its sole discretion deems to be of a confidential nature, may be withheld from the Emeritus Advisory Committee.

The Board may, at its sole discretion, consider and act upon any advice provided by the Emeritus Advisory Committee or its members, but is in no respect bound by any such advice

Section 5. Vacancies

Any vacancy occurring on the Board shall be filled by the Board by the election of a Director for a three-year term.

Section 6. Removal from the Board

Any elected Director may be removed for cause from the Board by a majority of the voting Directors whenever in its judgment the best interests of the Foundation will be served thereby. The removal of a Director shall be without prejudice to the contract rights, if any, of the Director so removed, provided that election of a Director shall not create contract rights.

Section 7. Compensation

Directors shall serve without compensation, but may be reimbursed for authorized expenses incurred in performing their duties.

Section 8. Voting

Whenever proposals are to be voted upon by the Directors, or Directors or Officers are to be elected, the vote may be taken by electronic transmission, as provided for in Article V hereof, if the name of each candidate and the text of each proposal to be voted upon are set forth in a record accompanying or contained in the notice of meeting; the Foundation has designated an address, location, or system to which the vote/ballot may be electronically transmitted; and the vote/ballot is electronically transmitted to the designated address, location, or system in a completed electronically transmitted record. Directors voting by electronic transmission are deemed present for all purposes of quorum, count of votes, and percentages of total voting power present.

ARTICLE II. COMMITTEES

The Board may establish committees. Committees may include members who are not members of the Board, and with prior Board approval may also seek the advice of one or more members of the community who can help achieve such Committee's purpose. Committees will report to the Board, with a brief summary of their activities documented in the Board meeting minutes, and all actions of Committees are subject to approval by the Board. The following are the names, compositions, and general duties of the Standing Committees of the Foundation:

Section 1. Executive Committee

A. Purpose: The primary function of the Executive Committee is to exercise powers of the Board that arise between regularly scheduled Board meetings or when it is not practical or feasible for the Board to meet.

B. Membership: The members of the Executive Committee are the President, Vice-President(s), Secretary, and Treasurer.

C. Responsibilities:

1. The Executive Committee shall act for the Board in the interim between meetings, subject to the Board's control and direction.
2. The Executive Committee shall make recommendations to the Board, and carry out special responsibilities assigned to it by the Board.
3. The President shall chair the Executive Committee.
4. The Committee shall meet at such times and places and by such means as the Chair shall determine.
5. A majority of the members of the Committee shall constitute a quorum.
6. The Executive Committee will meet prior to all regular and special Board meetings to prepare the agenda for it.
7. The Executive Committee shall have no authority to: 1) fill vacancies on the Board, 2) alter or repeal the by-laws, or 3) amend or repeal any action or resolution of the Board.
8. The Committee may call a special meeting of the Board.
9. Ad hoc committees can be created by the Executive Committee to carry out specific projects. A completion date will be set for the project. After review and acceptance of an ad hoc committee's report, the committee will be discharged.

Section 2. Finance Committee

A. Purpose: The Finance Committee will assist the Board in its oversight responsibilities relating to fiscal management. In furtherance thereof the Committee will:

1. Review and recommend approval of an annual operating budget;
2. Regularly review financial results;
3. Ensure the maintenance of an appropriate capital structure;
4. Oversee the management of organization-wide financial assets; and
5. With prior Board approval, employ personnel and systems capable of providing timely and accurate financial information to the Board (i.e., accountant, auditor).

B. Term: The maximum term for serving on the Finance Committee is 6 years. A member may serve again after a period of one year off.

C. Membership: Members of the Finance Committee consist of the Treasurer and one or more members of the Board. It is anticipated that the Committee will include some members who possess skills in the disciplines of accounting, investment management, and capital structure/finance. It is also anticipated that based on those skills Committee members will be assigned areas of focus to ensure that important financial topics are reviewed in sufficient depth by Board members. The Committee may invite the advice of one or more members of the

community (in consultation with and with the prior agreement of the Board) who can help meet the Committee's purpose.

D. Responsibilities:

1. Prepare and Present an Annual Operating Budget: Annually, the Committee will review the proposed annual operating budget for the ensuing fiscal year. After review and amendment, if necessary, the Committee will recommend a final operating budget to the Board for approval. The approved operating budget formally confers the Treasurer's spending authority for operating costs, subject to the policies and procedures adopted by the Board. The approved operating budget may be amended, as appropriate, for significant new programs as long as funding of said programs is secured at the time (e.g., this would generally occur when large new grants are received to begin new programs).
2. Review the Financial Results: Monthly, members of the Committee will receive and review financial statements consisting of the then current year-to-date: 1) statement of financial position, 2) income statement, 3) operating statement, and 4) key financial performance benchmarks that the Committee deems relevant from time to time. These financial statements will be accompanied by a written narrative from the Treasurer highlighting any financial issues and, where necessary, actions related thereto. In addition, at its regularly scheduled meetings, the Committee will also review the status of the Foundation's financial condition and discuss, in detail, issues that emerge from the review.
3. Manage Assets: The Foundation's assets primarily consist of investments. The Committee's primary role relating to the management of these assets is to carry out the responsibilities delegated to the Committee in the Foundation Investment Policy (the "Investment Policy"). Actions necessary to fulfill certain responsibilities that are time sensitive may be performed at any time throughout the year by a majority of the Committee members, and are subject to ratification by the Board. Key responsibilities include:
 - a) Set investment objectives, by fund type
 - b) Establish performance objectives and benchmarks
 - c) Devise the asset allocation strategy
 - d) Restrict investments, as necessary
 - e) Hire/terminate investment managers
 - f) Review performance results
 - g) Other responsibilities, as specified in the Investment Policy
4. Provide timely and accurate financial information to the Board. The Committee will continually review the form, content, and frequency of financial information necessary for it to fulfill its responsibilities described herein.
5. Meet at such times and places and by such means as the Chair shall determine. A majority of the members of the Committee shall constitute a quorum.
6. Keep a permanent record of the minutes and financial reports.
7. File a copy of all meeting minutes and financial reports annually in the Master files.

Section 3. Nominating Committee

- A. Purpose:** The purpose of the Nominating Committee is two-fold: 1) Nominate Directors for election to Officer positions. 2) Nominate members of the community for election to the Board.
- B. Membership:** The Nominating Committee is chaired by the Vice-President at Large. Members of the Nominating Committee consist of one or more Directors as appointed by the Vice-President at Large. The Committee may seek the advice of one or more members of the community (in consultation with and with the prior agreement of the Board) who know the community and can help meet the Committee's purposes.
- C. Responsibilities:**
1. Establish the number of vacancies to be filled in consultation with the Board.
 2. Generate a list of individuals who may have an interest in serving on the Board.
 3. Arrange individual meetings with prospective Board members and one or more current Directors to discuss Board responsibilities and to determine if the prospect and the Board are well matched.
 4. Nominate prospective Board members at the January quarterly meeting of the Board, and within the calendar year, as needed.
 5. Transmit the Board election ballot to all Directors. Present election results to the Board and ensure Director elections, including term dates, are documented by the Secretary in the Board minutes and other relevant documents (e.g., member roster and web site).

Section 4. Grant Committee

- A. Purpose:** State and federal agencies, and private foundations are important sources of funding for Foundation and Library activities, such as Board and organization development, capital projects, collections, and programs.
- B. Membership:** The Grant Committee shall consist of at least one Director, the Library Director, members of the community with grant skill and interest, and, as needed, the Donor Records Manager (e.g., for matching gift documentation).
- C. Responsibilities:**
1. In cooperation with City staff, Library staff, and others, research prospective grant sources that support Foundation and Library activities.
 2. Prepare letters of intent and grant applications in pursuit of grants that support Library and Foundation activities.
 3. Provide follow-up to grant application decisions, such as general correspondence and reporting interim and final status.
 4. Document matching gifts, when required.
 5. Ensure grantors receive recognition--in compliance with their requirements, when needed.

6. Provide grant information to Treasurer, who will be responsible for tracking, receiving, and dispensing grant funds.
7. Ensure that the grants are administered in strict compliance with the requirements of the grants, by communication and documentation with relevant parties, such as Library and City staff

Section 5. Events Committee

Purpose:

The Events Committee evaluates the feasibility of special events associated with commemorative Library activities and develops plans to implement these events. This is in addition to, but separate from, other Library events planned by Library staff and others. Events planned by the Events Committee may be fund-raising in nature and/or sponsored.

Membership:

The Events Committee shall consist of (1) at least one member of the Board, who shall be the Chair of the Committee, (2) the Library Director, who shall act as a non-voting adviser to the Committee, and (3) such other individuals as the President shall from time to time deem appropriate, including non-voting advisers who are not members of the Board yet whose advice and assistance the President deems appropriate to furthering the goals of the Committee. Other than the Library Director, all Events Committee members shall serve at the pleasure of the President.

Responsibilities:

1. Design Library-related events, including venue selection, refreshments, entertainment, special participants, marketing and marketing materials.
2. Develop a budget specific to each event. All events must be financially sustainable and subject to Board approval.
3. As appropriate, coordinate activities associated with the event and provide support as needed for its success.

Section 6. Consultants Committee

A. Purpose: To provide the Foundation with the experience and non-binding advice of persons, not members of the Board, who are committed to the furtherance of the Foundation's goals.

B. Membership: The Consultants Committee shall consist of at least one member of the Board, who shall be the Chair of the Committee, the Library Director, and such persons ("Consultants") as deemed needed by the Board, and who are not members of the Board yet

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whose advice and counsel the Board deems appropriate to furthering the goals of the Foundation. The term of each Consultant shall be for one year, subject to one renewal for an additional one year with the consent of the Consultant and the Board.

- C. Responsibilities:** To advise the Board as to any and all matters requested by the Board or voluntarily put forward by a majority of the members of the Consultants Committee. Meetings of the Consultants Committee may be called by the President, a majority of the Directors, the Chair of the Consultants Committee or a majority of members of the Consultants Committee.

ARTICLE III. MEETINGS

Section 1. Annual Meeting

The annual meeting of the Board shall be held during the first week of December of each year, except as the Board may otherwise direct.

Section 2. General Meetings

General meetings of the Board shall be held no less frequently than four times per year. Unless the Board elects otherwise, the meetings should occur every January, April, July, and October .

Section 3. Special Meetings

Special meetings of the Board may be held whenever called by the President, Secretary, Executive Committee, or any two or more Directors. Special meetings are distinguished in that their subject or subjects must be declared at the time of the initial notification of the meetings.

Section 4. Notice of Meetings

Notice of the time, place and subject(s) of any meeting of the Board shall be given to all board members by the President, Secretary, or by the Directors calling the meeting at least one week prior to the date on which the meeting is to be held.

Section 5. Quorum

The presence of 50 percent of the elected Directors at a Board meeting shall constitute a quorum for the transaction of business. The act of the majority of voting Directors present at a meeting at which a quorum is present shall be the act of the Board.

ARTICLE IV. ACTIONS BY WRITTEN CONSENT

Any Foundation action required or permitted by the Articles of Incorporation, Bylaws, or laws of the State of Washington may be taken at a meeting of the Directors, or may be taken without a meeting if a consent, in writing, setting forth the action so taken, shall be signed by all the Directors entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as a unanimous vote and may be described as such.

ARTICLE V. MANNER AND WAIVER OF NOTICE

Section 1. Electronic Notices

It is the intention of the Foundation that all notices required by these Bylaws be transmitted electronically, and that voting by Directors on all matters be permitted via email to the fullest extent permitted by the Washington Nonprofit Corporations Act, as from time to time amended. Therefore:

(a) it shall be required of every person who serves as a Director, Officer, and/or Consultant that he/she must, as a condition of so serving, consent in writing to receipt via email of all notices required by these Bylaws, and must designate in such written consent the address, location, or system to which such notices may be electronically transmitted; and

(b) such person may at any time revoke such consent by delivering a written revocation to the Secretary, upon which event such person shall be deemed to have resigned from his/her position(s) with the Foundation; and

(c) the preceding subsection (b) notwithstanding, such a consent shall be deemed automatically revoked, and no resignation shall be deemed to have occurred, if the Foundation is unable to electronically transmit two consecutive notices given by it in accordance with the consent, and this inability becomes known to the Secretary or other person responsible for giving the notice; provided further, that the inadvertent failure by the Foundation to treat such inability as a revocation of the consent shall not invalidate any meeting or other action; and

(d) upon discovery by the Secretary, or other person responsible for giving such notice(s), of the Foundation's inability to electronically transmit the two consecutive notices referenced in the preceding subsection (c), the person who was the intended recipient shall be promptly notified by both telephone and postal mail and requested to execute an amended consent setting forth alternative means for receipt of electronically transmitted notices, and upon the failure of such person to promptly provide such an amended consent he/she shall be deemed to have resigned from his/her position(s) with the Foundation; and

(d) notice provided in an electronic transmission is effective when it is electronically transmitted

to an address, location, or system designated by the recipient for that purpose, and is made pursuant to the consent provided by the recipient.

Section 2. Waiver of Notice

When any notice is required to be given to any Director of the Foundation by the Articles of Incorporation, Bylaws, or laws of the State of Washington, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be equivalent to the giving of such notice.

Section 3. Minutes to Reflect Electronic Voting

The results of any electronic voting shall be announced at the Board meeting next following such vote, and duly recorded in the minutes thereof.

ARTICLE VI. INDEMNIFICATION OF DIRECTORS

Each Director or Officer serving the Foundation and each person who, at the request of or on behalf of the Foundation, serves as a trustee, director, officer or agent of any corporation, whether for profit or not for profit, and his/her respective heirs, executors, and personal representatives, shall be indemnified by the Foundation against expenses incurred by him/her in connection with the defense of any action, suit, or proceeding in which he/she is made a party by reason of being or having been such trustee, director, officer, or agent, except in relation to matters to which he/she shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duties, but such indemnification shall not be deemed exclusive of any other rights to which such person may be entitled under any Bylaw, agreement, vote of the Board, or otherwise.

ARTICLE VII. OFFICERS

Section 1. General

The Officers of the Foundation shall be President, Vice-President at Large, Vice-President Fundraising, Secretary, Assistant Secretary, Treasurer, Donor Records Manager, and such other officers as may be deemed necessary by the Board. All Officers must be elected Directors of the Foundation. Nomination of candidates for election as Officers may be made by any voting Director and shall be considered by the Board as a whole. Each Officer shall be elected annually by the Board and shall serve until his/her successor is duly elected and qualified. In addition to the powers and duties specified below, the Officers shall have such powers and perform such duties as the Board may prescribe.

A. President

1. Chairs the Executive Committee.
2. Develops the agenda for Board meetings with the Executive Committee.
3. Presides at all meetings of the Board at which s/he is present.
4. May call special meetings of the Board.
5. Has the same right as other members to offer resolutions, make or second motions, discuss questions, and vote.
6. Signs all official documents that require the signature of this office.
7. Appoints ad hoc committees, with the advice and assistance of the Board.
8. Appoints the chairpersons of committees, in consultation with other Board members.
9. Shall receive notice of all committee meetings, and have the right to attend and vote at all such meetings. However, unless s/he has been designated as a regular member of a committee, s/he shall be under no obligation to attend its meetings and shall not be counted to determine the number necessary to make a quorum or to determine whether or not a quorum is present.
10. Coordinates the work of all Officers of the Foundation.
11. Encourages Board's role in strategic planning.
12. Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
13. Ensures that all duties imposed by statute are carried out.
14. Evaluates annually the performance of the organization in achieving its mission.
15. Monitors financial planning and financial reports.
16. Ensures that all donors (current and past) receive an annual report of Foundation activities.
17. Performs other responsibilities assigned by the Board.

B. Vice-President at Large

1. Performs the duties of the President in her/his absence or inability or refusal to act.
2. Shall have all the powers of and be subject to all the restrictions upon the President when acting in that capacity.
3. Serves on the Board and is a member of the Executive Committee.
4. Serves as Chair of the Nominating Committee.
5. Performs other responsibilities assigned by the President or the Board.

C. Vice-President Fundraising

1. Serves on the Board and is a member of the Executive Committee.
2. Provides leadership, training, and oversight for the fundraising activities of the Foundation, including, but not limited to, conducting capital campaigns, building endowments, promoting the Legacy Society, and other fundraising supporting Library programs, collections, and capital projects.

3. Monitors the activities of the Grant Committee, by attending Grant Committee meetings and/or through monitoring of Grant Committee reports in Board meeting minutes.

D. Secretary

1. Is a member of the Board and the Executive Committee.
2. Attends all meetings of the Board and Executive Committee and ensures there is a permanent record of the minutes and proceedings of such meetings in the Foundation Master File.
3. Ensures that all notices are given in accordance with the Bylaws.
4. Performs all duties as corresponding secretary that require any Foundation correspondence (e.g., pledge recognition and notices, letters of appreciation and thank you, matching gifts requests, etc.)
5. Signs certifications, affidavits, or other official documents of the Foundation, when appropriate.
6. Provides Board members with notebooks of relevant documents (e.g., Bylaws, policies and procedures, board directory, IRS letters, and/or administrative regulations) and furnishes Board members, in a timely manner, with revisions, updates, or deletions these documents.
7. Maintains the historical record of above documents in the Foundation Master File.
8. Is sufficiently familiar with legal documents (Articles of Incorporation, Bylaws, IRS letters, etc.) to note their applicability during meetings.
9. In the absence of the President and Vice-Presidents, calls the Board meeting to order and conducts the election of a chairman pro tem.
10. Performs other responsibilities as assigned by the President or the Board.

E. Assistant Secretary

1. Is a member of the Board.
2. Attends Board meetings and records and distributes accurate minutes of these meetings and other meetings as assigned.
3. Ensures that minutes of Board meetings are distributed to Board members shortly after each meeting (after review of the presiding officer of each meeting) for review and approval, and that a copy of all minutes for the year be placed in the Foundation's Master File by the date of the annual meeting.
4. Documents the approved motions and distributes annual summaries to the Board at the annual meeting.
5. Assists the Secretary in the application of legal documents (Articles of Incorporation, Bylaws, etc.) during meetings.
6. Maintains the directory and biographical sketches of the Board and notifies Directors of changes.
7. Performs other responsibilities as assigned by the Secretary, President, or Board.

F. Treasurer

1. Is a member of the Board and both the Executive and Finance Committees.
2. Provides the annual operating budget to the Board, after review and approval of the Finance Committee, for members' approval at the January meeting.
3. Provides the monthly financial report to the Board, after review and approval of the Finance Committee.
4. Is responsible, with the Finance Committee, for all fiscal long-range planning and policy development for the Foundation.
5. Coordinates, with the Executive Committee and the President, activities concerned with financial administration, budgeting, investment of funds, general accounting, and financial and statistical reporting.
6. May be authorized by the President or the Board to write checks.
7. May serve as one of the signatories for the Foundation.
8. Keeps and maintains, open to inspection by any member at all reasonable times, adequate and correct accounts of the properties and business transactions of the Foundation, including all matters required by law and which shall be in form as required by law.
9. Has the care and custody of the funds and valuables of the Foundation and deposits the same in the name and to the credit of the Foundation with such depositories as the Board may designate.
10. Maintains accurate lists and descriptions of all assets of the Foundation.
11. Ensures the proper drafting of all checks, drafts, notes, and orders for the payment of money as required by the business of the Foundation, and signs all such instruments.
12. Disburses the funds of the Foundation for proper expenses as may be ordered by the Board, and takes proper vouchers for such disbursements.
13. Renders to the President and Secretary, or to the Board, whenever they may require it, an account of all her/his transactions as Treasurer.
14. Ensures that no disbursement be made which is not in conformity with the purposes of the Foundation as stated in its Articles of Incorporation.
15. Preserves and passes on to her/his successor a careful record of work and activities, with recommendations for change as needed.
16. Performs other responsibilities as directed by the President or the Board.

G. Donor Records Manager

1. Is a member of the Board.
2. Is a member of the Finance Committee.
3. Attends Executive Committee meetings, as needed.
4. Processes non-grant donations and pledges to the Foundation, as well as income from fundraising initiatives, in an expedited fashion:
 - a. Receives donation/pledge and initiative paperwork and income from all sources (mail, in-person, etc.), no less frequently than once per week.

- b. Conducts follow-up telephone calls with donors, as needed and within one week, to clarify donation/pledge and to provide accurate and thorough documentation.
 - c. Enters donation/pledge data into non-profit management software (e.g., EasyWare).
 - d. Photocopies relevant paperwork for use of Treasurer.
 - e. Provides President with timely notification of donation/pledge so that President may telephone donor to express thanks.
 - f. Writes a timely thank-you letter to donor in appreciation and for donor's records.
 - g. Files all paperwork for future reference and/or audit.
5. Is responsible for all aspects of non-profit management software (e.g., EasyWare).
 6. In cooperation with the Treasurer, provides monthly donation/pledge reports to the Board.
 7. In cooperation with the Treasurer, provides ad hoc reports to the Board and/or Officers upon request.

ARTICLE VIII. AGENTS

The compensation, if any, of all agents of the Foundation shall be determined by prior approval of the Board.

ARTICLE IX. ADMINISTRATIVE AND FINANCIAL PROVISIONS

Section 1. Fiscal Year

The fiscal year shall be January 1 to December 31.

Section 2. Loans Prohibited

No loans shall be made by the Foundation to any Officer or to any Director.

Section 3. Corporate Seal

The Foundation shall not have a seal.

Section 4. Books and Records

The Foundation shall keep current and complete books and records of accounts and minutes of the proceedings of its Board in the Foundation Master File.

Section 5. Amendment of Bylaws

These Bylaws may be altered, amended, or repealed at any meeting of the Board by the affirmative vote of a majority of the Board provided that proper notice pursuant to Article III, Section 4, of the proposed change is given.

Section 6. Rules of Procedure

The rules of procedure at meetings of the Board shall be the rules contained in Robert's Rules of Order on Parliamentary Procedure, as applicable and when not inconsistent with these Bylaws, the Articles of Incorporation, or any resolution of the Board.

Initially adopted by the Port Townsend Public Library Foundation Board of Directors on April 11, 1995. Amended September 1997, March 1998, June 2001, March 2006, June 2006, July 2010, September 24, 2012, August 19, 2013, March 30, 2015, October 24, 2016, February 26, 2018 and June 10, 2019.



Carol Ann Belanger, President



Jean Baldwin, Secretary