

MINUTES OF MEETING  
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, June 11, 2018 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Cindy Nelsen	Chairperson (by phone)
Chad Davis	Supervisor
Barry Morton	Supervisor (by phone)
Scott Thomas	Supervisor
Tom Horton	Supervisor

Also present were:

Jim Perry	District Manager
Jason Walters	District Counsel (by phone)
Jay Soriano	GMS Community Manager
One Resident	

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Perry called the meeting to order at 4:00 p.m.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Consent Agenda**

- A. Approval of the Minutes of the May 14, 2018 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Perry stated on the assessment receipt schedule we are 99% collected.

Mr. Morton I think I might need to exclude myself on voting because my son is working as a lifeguard.

Mr. Perry stated, yes just for the payroll invoices then.

On MOTION by Mr. Davis seconded by Mr. Horton with all in favor the Consent Agenda, with exception to the lifeguard payroll, was approved.

On MOTION by Mr. Davis seconded by Mr. Horton with Mr. Morton abstaining a vote, the lifeguard payroll, was approved.

**FOURTH ORDER OF BUSINESS**

**Consideration of Resolution 2018-02,  
Approving the Proposed Budget for Fiscal  
Year 2019 and Setting a Public Hearing  
Date for Adoption**

Mr. Perry stated you have a copy of the resolution and proposed budget in front of you. This is the start of the budget process. What we will do is ask to have the public hearing set for August 13<sup>th</sup> at 6:00 p.m. That gives us the 60 days we need in between the date of approval and date of adoption.

Mr. Horton asked before we get that far are there any differences?

Mr. Perry stated yes, I'm just going over the process and what we would be looking for. The process tonight would be to approve the budget, adopt it in August and in between we will make some revisions to the budget based upon where things fallout this year. In regards to the budget itself, there are very few changes. In the general fund the budget is basically the same and usually your general fund does not change. In regards to the recreation fund there have been several changes. Most of those deal with the refocusing of the lifeguards, supervisors and staff to be District employees and/or GMS employees as far as the staff people go. The one thing we haven't done in here, even though there are already some cost savings shown, we expect there are going to be a lot more cost savings, but we want to go through a fiscal year before we reflect all of that in the budget. Included in those cost savings, if you'll remember when Jay had proposed doing this, not only is there cost savings but the hourly employees did have increases in salaries so it's worked out pretty good so far. The only other thing in the budget that we haven't adjusted that we will be looking at adjusting based upon what happens with the landscape RFP. We hope that the costs will stay in line with where we are in budget but we will adjust it once we do the adoption of the budget. We've had some other districts that have recently gone out for bids and the costs have been relatively flat. We know we're going to have a lot of competition on this. There are at least four to six firms that will be looking at it.

Some of the firms are ones we approached last time we did this and they declined to even put in a bid but now they are expressing interest.

Mr. Horton asked why did they decline?

Mr. Davis stated probably not enough staff.

Mr. Soriano stated I'll go through that a little bit too and we will go through the scope.

Mr. Perry stated again, other than those items the budget has basically stated flat.

Mr. Thomas asked you said August 16<sup>th</sup>?

Mr. Perry responded August 13<sup>th</sup> at 6:00. That's our regularly scheduled meeting. Your sister district has it a week later at 6:00.

On MOTION by Mr. Davis seconded by Mr. Horton with all in favor resolution 2018-02, approving the proposed budget for Fiscal Year 2019 and setting a public hearing date for August 13, 2018 at 6:00 p.m. at the Plantation Oaks Amenity Center was approved.

**FIFTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

There being none, the next item followed.

**C. Manager**

Mr. Perry stated we have elections this year. Cindy Nelsen's and Barry Morton's seats are up. I've communicated with them on that.

**D. Operations Manager - Report**

Mr. Soriano stated food trucks are still doing every other Friday. This past week they sent me an email requesting the Board to consider letting them try a Saturday or Sunday. I'm not opposed to it. They've done well handling it in-house. Sometimes it's pulling teeth to make sure I get COIs and things like that but Tiffany who runs it does a pretty good job. She lives here and she has one of the trucks. She communicates with everybody and sets it up on a

volunteer basis. During the summer time we don't have any issue competing with soccer so they can move into the other parking lot if they wanted to. I really don't see an issue either way, it's really up to you guys if they want to move from a Friday to a Saturday. I don't know about doing multiple days like Friday and Saturday or every week.

Mr. Davis asked so they're proposing switching from Friday to Saturday?

Mr. Soriano responded yes.

Mr. Davis stated I was thinking it would be good because we end up having practices and they're sold out when we get over there so maybe the next Saturday we wouldn't miss them. I don't have a problem with it at all.

Mr. Soriano stated I think some of that might be coming from the food trucks too because you'll notice a lot of the local areas do a Food Truck Friday so they can only spread themselves so thin. This would allow them to get out Friday and Saturday. It could also help their business. We want them to be successful. If their clientele is getting pulled up on Argyle or anything and they're missing out on Fridays to make more money on Saturdays, that's fine. I'd rather them be successful. As long as they're following the rules and making sure we're covered then I'm fine with it.

Mr. Horton stated I don't care when they do it either. If they're doing the paperwork like they're supposed to, to me it's a self regulating thing. If they move to Saturdays and it doesn't work then they're not going to stay there. If that locations not good then we can move that too. Whatever works for them.

Mr. Thomas asked are we talking the same time?

Mr. Soriano responded I believe it will be the same evening hours, just moving to Saturday. I'll take the Board direction, talk to her and see what she wants to do as far as if it's going to be both Saturdays or one Friday and one Saturday and let them know that we're okay with it as long as they're following all the rules and the procedures are in place.

Mr. Horton stated I noticed one of the churches here had Food Truck Friday and it was the opposite Friday as us so it confused people I think because it was a different location.

Mr. Soriano stated yeah that wasn't real helpful. That was the church that is purchasing that corner. I have a lot of food trucks sitting in our parking lots. Tiffany does remind them that they're not supposed to be on property other than those days that we approve.

Mr. Horton asked what property?

Mr. Soriano responded the corner near the clock tower. They're not supposed to just leave their trucks there.

Mr. Horton stated it's not our property.

Mr. Soriano stated the owner has now given the authority to go ahead and tow. We get so many complaints from people parking out there. We don't have any say over the church lot.

Mr. Thomas asked so the four corners in front of Forest Hammock?

Mr. Soriano responded they are privately owned. Three by the developer and one by the church.

Mr. Thomas asked but now you have permission to tow them?

Mr. Soriano responded for the three corners owned by the developer, not the church.

Mr. Davis stated I saw a semi and there were a bunch of utility trailers yesterday.

Mr. Soriano stated some of the utility trailers aren't intact so I'll take those out real easy. We're trying to be lenient and warn people. We've been posting notes from the developer and my office to move so they know we record VIN numbers and tags so they won't have any argument when they realize their vehicle is gone.

Mr. Thomas asked do we know when they're going to be breaking ground at the church?

Mr. Soriano responded no.

Mr. Horton asked who is the developer?

Mr. Soriano responded Hinson Properties. Moving on, we've worked with aquatics to set up our summer schedule and we have already started. Kids are out of school. We had an out of school, into the pool party on the last day of school. We got rained out, however there were about 35-45 kids that showed up to take party in activities, pizza and ice cream so we had a lot of fun, just not in the pool. We had our first rather large event over here at your sister district which was a swim meet. This weekend the weather was great. There were a couple hundred kids from two of the largest teams in the league and a couple of family members for each one of those kids so there were 500-600 people out there. We also had tennis, basketball, and a wedding going on here. I had minimal complaints. I had one complaint on parking. She had an older family member and we're limited on ADA spots to begin with but we can't do much with a thousand cars out there. Everything went smooth and everyone enjoyed themselves. The summer is picking up with aquatics. We haven't had a lot of big events at the pool that are

community events. It was always part of the contract and was minimal in the past to make sure they were honoring the contract. I wanted them to do more so this summer I am trying to bring back dive-in movies. Residents have always asked us about that. We're limited in some aspects because it brings in a lot of people and it puts a lot of stress on our guards. We've trained them to be able to handle this stuff. If we plan the movies right, I've talked to them about maybe doing them on a weekday. It's summertime and families will still come out but it will help with the crowd. We have one planned in a couple of weeks. I'm still trying to set the date but it's the week of June 18<sup>th</sup>. We are looking at a superhero party and we have Incredibles coming out in theaters so we will pay for the license to show the old Incredibles and probably give away prizes to go see the new movie. Part of it is a benefit for one of our staff members who lost her son years ago so we're hoping to raise some money for her through that. She has a scholarship fund that was done through the school so it has benefitted a couple of families here. We're hoping to raise a little money for her through that too.

Mr. Horton asked what pool are you talking about?

Mr. Soriano responded that is going to be done hopefully at your pool. I like the fact that we have more space here but when we set parties up here it pulls everyone in. Later in the summer I'm looking at giving them one also. Things slow down after July 4<sup>th</sup> so that's when I'm looking at doing theirs. I was thinking of doing one for the adults and showing Jaws. I can set up two different screens to run at one time. We can bring back these activities and the guards will be able to handle it. I'm looking at working with them from the middle of June until about the middle of July when it slows down. These guys are recreational specialists, not just lifeguards so they've learned to do those poolside activities. If you go to a resort they're playing poolside games. It's really not that hard and not that expensive. If we have those plans every other weekend throughout the summer I think residents will really enjoy that. It actually gets the lifeguards more into and they have more fun when they do that kind of stuff. I've worked with them to set this calendar up so we have things going throughout the summer.

Mr. Thomas stated I was thinking a kid friendly DJ.

Mr. Soriano stated we had a DJ for the back to school party so we do that every once in a while. Those are things I can work with Tiffany on so we don't have to spend money on food, we can just invite some trucks up into the parking lot. It causes some commotion since our parking lot is not the largest but the people at the pool enjoy it.

Mr. Horton asked are the swim meets open to the public?

Mr. Soriano responded they are. We have some families that come down and brave the commotion. We open up our pool facilities during the swim meets. A lot of places will shut down but we bring lifeguards and operate as normal. The only thing I change is that we turn the slides off. Sometimes that bothers the residents but I get more complaints from the families of the swim team because their kid will be on the slide and they will end up missing the event so we just turn the slides off until the meet is done and turn everything back on. We send out emails and notices and tell people at the pool that there will be a swim meet.

Moving on, we're open every day now. Once school is out we're open 10 in the morning until 8 at night. It's going to be that way until they get back into school in August. We started aqua aerobics this weekend and that was a success. The only thing I've gotten from not just the aqua group, but some of the early morning swimmers is that we're still dealing with ducks. This year the spring weather wasn't the greatest. It rained and was cold pretty much all the way until a few weeks ago. I depend on the crowd at the pool because it helps keep the ducks away. I've still got a couple hanging out and swimming around people. We can shoo them off but we can't harrass them or damage nests or anything. They've got to get used to everybody being around and then they will go away.

You'll see our numbers are going up and we're busy with rentals.

Moving on to the operations side, I've got a couple things for you. One being the landscape RFP. This is a couple month long process. Some of you were here when we did this five years ago. This is the same process and pretty much the same scope that we've had for 15 years. I'm going to email each one of you the full version of the RFP. It is a rather large packet at about 50 pages. This is probably the most important part to those vendors. They want to know exactly what we're asking. We have it spelled out line for line. We've already had a couple pick up their packets and a few call to say they're interested and will pick a packet up. We may end up having more interested than we did last time we did the RFP. That's partly due to the fact that the original install company is not here. A company bought them out. A lot of those guys are looking at the fact that we used to give them an automatic bump in the grade because they were the most experienced and it put them above everybody else. This company is learning and have been here for almost a year, but it's not the same experience and realistically some of those guys that worked for that company now work for those other

vendors. It seems like it's more level ground with this RFP and I think vendors have seen that too. That may help with price. We've had it pretty cheap for the amount of work we have done. We had planned for an increase in the budget and moved stuff around so I knew we could afford it. The first page is the evaluation criteria. I start collecting bids on July 27<sup>th</sup>. On the 21<sup>st</sup> I do a tour where I rent a big bus and take them through all of the properties at both Districts and give detailed maps of things I want to see and what's supposed to be done. It's all open so they can ask questions and everybody gets the same answers; all of the information is disseminated at one time. After that, they get a couple of weeks to prepare their bids. I will start bringing them out to you guys as soon as they drop them off so that will give you time to look through them and you can decide whether you want to do an indepth analysis or just flip through the books and get an idea. They're going to give you pictures, numbers and references from other communities. You're welcome to call those refereces. You can even do tours of some of those other properties if they have them nearby and pick them apart. Some of that grading is going to come from you guys on how you feel as far as personnel, or understanding of scope. There are going to be some things that are easy to rate. Experience is the one that I dropped. We used to do an automatic 20 points to whoever had the most experience which was usually DTE. That 20 points is really going to be based on what we see in their references now. The biggest one is the price so that gets the most points. There is a mathmatical equation to that. The lowest bid kind of sets the scale so they will get points just for being the low bid and then everyone afterwards is a mathmatical equation based on their percentage. We have the August meeting set up for you guys to discuss and finalize our grading and then we will award in September. We will be done with our budget by then. At your sister district we talked about doing an earlier committee meeting. That's something we can do here. Generally, everyone is part of the committee, will review the packets and grade them and we can have short meeting before that to go through this discussion just for the landscape RFP. Last time we met briefly before the monthly meeting.

Mr. Perry stated we asked the board to by motion approve the landscape committee which would be comprised of the board of supervisors. That doesn't mean you all have to come. One of you can come, or all can come to the committee meeting. Also, the District Engineer, Community Manager, District Manager and District Attorney will be involved in the committee.



Mr. Horton stated I'm all for it. There's a lot of money involved in this so there needs to be some good thinking involved. You said it's awarded for five years?

Mr. Soriano responded we actually do an award for three years with single-year extension after. As long as there are no concerns from the board we do an automatic year after that until five years. We don't have to do it that way. It's just the way it's been done in the past. Since this is a rather large process I wouldn't recommend doing it every year.

Mr. Perry stated you get the economies with the three year because they know they're going to be locked in unless they really mess up.

Mr. Horton asked how about if we get somebody that does poorly after they start?

Mr. Perry responded there are remedies in the contract.

Mr. Soriano stated Jason will help me out with the legal part of that.

Mr. Horton asked do you specify exactly where they cut the grass?

Mr. Soriano responded I give them some detailed maps, one of which has a general outline of all the roadways, cul-de-sacs, playgrounds, etc that they have to cut. Also I give them detailed information such as how many times a year they cut. The pricing is based on those numbers so let's imagine we give them something off whether they need it, or we feel it's not needed. For instance, so many cuts on the soccer field. They're going to be ten short this year. They actually give me a pricing for each one of those cuts so I can go back to them and say those cuts are worth \$1,000 to us, I need either a credit or we need to put it towards something else. With that pricing you'll see they break everything down, cost of plants, cost of people's hours, etc. They go through that not just for an overall, but they also do it year by year how much it's going to cost to do each cut this year, how much it's going to cost to overseed, how much fertilization. That soccer field every fourth year we won't overseed. We learned that on golf courses years ago that if you cut out some time it helps the roots to thicken up. That winter overseed is great to make it look green all year round but that competes with the summer grass so we take that time off and it helps to thicken it up. That overseed is \$4,000 so we were able to put that \$4,000 somewhere else. If you remember we were putting trees and everything in. I use that to help us negotiate down the road.

Mr. Horton asked so we would meet 30 minutes early?

Mr. Perry responded we might meet a week earlier or we can meet a couple hours prior to the meeting. There are all kinds of different ways to do it.

Mr. Horton asked is it still a public meeting?

Mr. Perry responded yes.

Mr. Davis asked how much time do you need to advertise?

Mr. Perry responded seven days.

Mr. Davis asked what is our meeting date for September?

Mr. Perry responded it would be for the August meeting, which is the 13<sup>th</sup> at 6:00.

Mr. Soriano stated the bids are due on July 27<sup>th</sup> so you have a couple weeks in between there.

Mr. Davis asked but you're awarding the contract at the September meeting?

Mr. Soriano responded if we're done by the August meeting we could, I just didn't plan on awarding it since they're nighttime meetings and they're going to be broken up. I planned on September just because they were the back to back meetings. If we've done the committee meeting and we do the discussion a week before we can award on 8/13 and 8/20. Jason and I would just have to send out an addendum letting everybody know in the RFP that we've done our committee meetings so we may be awarding early.

On MOTION by Mr. Thomas seconded by Mr. Horton with all in favor a landscape committee comprised of the Board of Supervisors, District Engineer, Community Manager, District Manager and the District Counsel was approved.

Mr. Perry stated Middle Village set a committee also and since in the past we've utilized the same contractors for both Districts, we might have both committees meet at the same time.

Mr. Davis asked because it's all under one contract.

Mr. Perry responded we actually do two separate contracts because at one time we did have two separate contractors out here.

Mr. Soriano stated once again, I will send you guys by email the full RFP packet. I wanted to keep it pretty close to what we've done over the years. It helps me with the apples to apples comparison.

Mr. Horton asked the current contract is for I think \$325,000 a year?

Mr. Perry responded we've got \$315,000 in this District but that's just the landscape maintenance. There are other parts that are included so it's above that. Between both Districts it's \$700,000 plus.

Mr. Soriano stated it's a busy time of the year. We have our normal maintenance everywhere but now that the pools are open it keeps me extra busy because whenever there's an issue at the pools we have to try to get out and repair early in the morning so we're out of the way before people get to the pool. We strive to have everything open 100% of the time. We've done pretty well so far this year.

Our column is done. The only thing I need to do is pressure wash that.

I haven't checked out the final to make sure I go through the punch out list for the park at Nature's Hammock. I thought slab was coming this week but with some of the rain we may not get it. If they do not get to that it will be going shortly to the green space park across from the amenity center. I was hoping to have a rendering for you but I may just send it to you by email. I had mentioned changing the sidewalk shape from a u-shape to more of an "s" pattern to go out to back which would save us a lot on both landscaping and sidewalk. Once I did that the sidewalk costs dropped as low as \$4,000. I thought about putting in a cut out for a paver walk through so we'd still be able to have some good walking space in there. It would bring down the numbers drastically once I made those changes. Landscaping also came down to about \$12,000 so now the total is looking closer to \$20,000 to \$30,000 compared to \$50,000 that we were looking at before. Hopefully they will be able to get on that in the next couple of weeks.

Mr. Horton asked there were a lot of vines coming out of the trees. Will they take care of that?

Mr. Soriano responded yes. I have to bring in an arborist for that. My guys did a lot of the tree clearing but I'm not comfortable with them climbing so I'll bring in an arborist to clean that out.

Mr. Horton asked the Nature's Hammock landscaping is finished?

Mr. Soriano responded I have not gotten over there to check out the punch list. I saw them when they were bringing in the Vibernum but I didn't go out next week.

Mr. Horton stated I drove by on my way over here and it looks nice. It's a little flooded from all the rain right now.

Mr. Soriano stated I'll go out to check out the punch list and make sure we got the number of plants we were supposed to get.

I mentioned last month that we've had a lot of trespass issues at the Double Branch basketball courts. It seems like that's becoming our problem area. I've had a couple of parents of kids that have been trespassed that were a little upset. I tell them once we involved the Sheriff's office we step back and it's out of our hands. We don't want to step on their toes and rescind it because the off duty officers got to the point where they didn't want to trespass people because they knew we were going to take it away. Years ago it seemed like every time a parent would come in the board would say let's help them out.

Mr. Davis stated zero tolerance policy in my opinion.

Mr. Soriano stated they're warned and the officers aren't there quick. They do drive between both locations so these kids or adults have to be so bad and flagrant that they sit there while we tell them an officer is coming and they're going to trespass you. They'll even go through the paperwork with them and they're still arguing and then after the fact they're sorry they are getting kicked out for two years. Some of them are young and learning. We can always go through disciplinary hearings and forgive a year or something like that. It's more of the board's time. I just don't feel comfortable rescinding a trespass right away.

Mr. Davis stated consequences are a great way of learning.

Mr. Soriano stated that's usually the way I feel too. If the officers really feels like it's a mistake and they're going to give them a warning, I don't step on their toes. It's their job and they're trained in what to do. The latest one, I've known the gentleman now for twelve years. His daughter is 20 years old. She's an adult by now and he really should let her fight her own fights. She knew what was going on but I did tell him I would bring it to the board. Two years is a long time. I told him after a year if you want to come back to us, we can discuss it but it's not something we feel comfortable dropping right away. This was three weeks ago.

Mr. Horton asked what was it?

Mr. Soriano responded it was an issue where they didn't want to follow the rules. They argued, didn't want their guests pulled off the floor, and they cursed in front of staff and residents. One of our supervisors was up there at the time. The officer was taking care of a hit and run out in the parking lot. She saw it going on and when she was done with the hit and run she helped out there. No matter what the rule is, once the staff tells you you're breaking the

rules and we're asking you to stop, and you get to the point where you're yelling and cussing they're asking you to leave at that point. Then if you stay there and continue that action while they're waiting for the cop to come at that point I say hands off, it's a trespass issue. It doesn't have anything more to do with our policy, it's she's been asked to leave and she's not leaving.

Mr. Thomas stated I appreciate you bringing it up but at this time I have no interest in addressing this.

Mr. Soriano stated I offered to the residents to bring it forward. They're welcome to come to the meeting but I told them I have my beliefs too and I can't imagine if my kid did that.

Ms. Nelsen stated I agree with you guys.

Mr. Morton stated I agree.

Mr. Horton asked how do other places handle that?

Mr. Perry stated they do trespass. Sometimes depending on the nature of the violation they might suspend their privileges for a month or longer. In this instance, they were asked to leave and they continued to stay there and use vulgar language. It's just not fair to the other members of the community.

Mr. Soriano stated there was another issue that happened last year. I haven't talked to the mom yet. They were fine waiting for a time. It's usually this time of year they protest because they want to be at the pool and back on the playground, things like that. If it happens in October or November, most of the time I don't even hear from the parents. I have tried to get on staff because I get so many complaints from residents. When we're walking around the soccer track they're out for a game and they hear all this cursing. They watch people climb over or under the fence to sneak in and the people inside just go along with it and keep playing ball. That's where we see there's problems down there and the rest of the residents complain so I get on staff and they kind of have to be strict.

Mr. Horton asked is there something wrong with the new card reader?

Mr. Soriano responded no, every once in a while we will have IT problems and we don't really have any IT staff so I have to train them whenever things come up like how to change IP addresses, how to reset stuff. That old printer we had still works so I set it up as a shared drive so if they have problems with the one that's there they can just switch the printer like you can at your house.

Mr. Horton asked you installed a credit card machine at the fitness center?

Mr. Soriano responded yes. Credit card machines have gotten a lot cheaper. We were forced to change our credit card machine for our rentals so we had an update to the chips this last . When they did that Wells Fargo made the machine cheaper, it was \$300. This will make it a lot easier for those people that don't use cash or checks. I'd prefer not to do much cash for safety reasons. I'd like to get rid of checks. It does cost us money to process a check through the machine. Also, we tend to have bounced checks and a lot of times it costs us more dealing with a bounced check for \$8 than it does to get the \$8 back. The credit card machine worked out so now when people want to pay for guest fees or card replacements we have that available.

Mr. Thomas asked do you mind putting a little blurb on the website about that?

Mr. Soriano stated yes we will put the accepted card symbols on the website and stickers that will go on the counter there.

**SEVENTH ORDER OF BUSINESS**

**Audience Comments / Supervisors' Requests**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Next Scheduled Meeting**

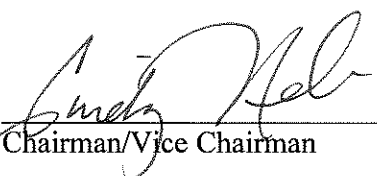
Mr. Perry stated the next scheduled meeting is July 9, 2018, 4:00 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Davis seconded by Mr. Horton with all in favor the meeting was adjourned.

  
Secretary/Assistant Secretary

  
Chairman/Vice Chairman