

Committee on Faculty Community and Representation

The purpose of the Committee on Faculty Community and Representation is to act in an oversight and advisory capacity to identify factors that have impeded progress towards improving the status and well-being of all faculty in the School of Medicine and recommend ameliorative policies and actions to the School of Medicine (SOM) Faculty Council and Administration.

Committee on Faculty Community and Representation

NAME	DEPARTMENT	EXPIRATION TERM
Basic Sciences		
Julia Knopes, PhD	Bioethics	2027
Patrick Osei-Owusu, PhD	Physiology & Biophysics	2026
Neena Singh, MD, PhD	Pathology	2027
Clinical		
Katarina Greer, MD	Medicine - VA	2026
Riley Grosso, MD	Emergency Medicine - UH	2028
Tracy Lemonovich, MD	Medicine - MH	2028
Vanessa Maier, MD, MPH	Family Medicine - MH	2026
Candis Platt-Houston, MD	Pediatrics - MH	2027
Sapna Sha, MD	Medicine - MH	2028

Membership:
 9 members
 2 basic science
 2 clinical
 5 elected at large

Committee on Faculty Community and Representation

1. To consult and advise on SOM and university efforts to assess the quality of the environment for the faculty community, which may include climate surveys and other institutional research projects.
2. To review and utilize existing data from university-wide, regional, and national surveys, national organizations and other research to identify goals for advancing faculty interests and enhanced engagement at the university.
3. To consult and facilitate dialogue on policies and programming in collaboration with relevant institutional offices, committees, and faculty groups.

University Office of Institutional Research: Faculty Climate Survey, Association of American Universities

Office for Campus Enrichment and Engagement: Gallup Employee Engagement Survey

Faculty Senate: Committee on Minority Affairs, Committee on Women Faculty, Representation from the School of Medicine



SCHOOL OF MEDICINE

CASE WESTERN RESERVE
UNIVERSITY

Committee on Faculty Community and Representation

<p>4. The chair of this committee will be appointed by the Chair of the Faculty Council. This individual shall be expected to attend each Faculty Council meeting for the purpose of identifying issues related to the committee. If the chair cannot attend a meeting of the Faculty Council, another representative of the committee will attend as an ex-officio nonvoting member.</p> <p>5. To submit to the Faculty Council a comprehensive end-of-year report on the committee's activities and recommendations for the future.</p> <p>6. At least once every five years, review the committee's charge and recommend changes, which will be shared with the SOM Bylaws Committee and then with the Faculty Council for review and approval.</p>	<p>Chair transition 2024-2025</p> <p>Submitted</p> <p>Charge updated and approved 2025</p>
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Activities

Meeting	Attendees	Topics
9/10/2025	Vanessa Maier, Julia Knopes, Patrick Osei-Owusu, Tracey Lemonovich, Candis Platt-Houston, Sapna Shah, Amy Hise	Updated committee name and charge, discrepancy in membership, alignment of charge with strategic plan, administrative entities responsible for each measurable result in strategic plan and how our committee can be engaged in defining and reviewing results
10/8/2025	Vanessa Maier, Julia Knopes, Meghan Newcomer, Tracey Lemonovich, Candis Platt-Houston, Sapna Shah, Riley Grosso, Amy Hise, Usha Stiefel	Obstacles to faculty engagement in faculty governance including technical obstacles to reviewing documentation and attending meetings. Resolution of membership discrepancy.
12/10/2025	Vanessa Maier, Meghan Newcomer, Patrick Osei-Owusu, Neena Singh, Katarina Greer, Riley Grosso, MD, Tracey Lemonovich, Candis Platt-Houston, Sapna Shah, Aparna Roy	The committee heard from Aparna Roy, Chair, Department of Pediatrics, MetroHealth on the role of clinical Chairs in faculty engagement and current culture of financial constraints in primary care. The committee discussed competing roles of teaching and patient care for clinical faculty, and unprecedented rates of physician burn out and disengagement under current financial strain. The committee also discussed the challenges of grant funding for basic science faculty in the current financial climate.
1/14/2026	Vanessa Maier, Julia Knopes, Tracey Lemonovich, Candis Platt-Houston, Sapna Shah, Riley Grosso, Amy Hise, Patrick Osei-Owusu, Stan Gerson	The committee heard from Stan Gerson, Dean, School of Medicine on the role of Dean in faculty engagement and representation. The committee discussed increasing pressure on academic faculty (clinical and research) in the current political climate, particularly in the context of decreased funding, how these factors impact faculty engagement and well-being, barriers to productive dialogue, including the challenge of keeping discussions apolitical, erosion of public trust in physicians, and the presence of conflicting or misleading information in the media.
2/11/2026	Vanessa Maier, Julia Knopes, Tracey Lemonovich, Sapna Shah, Amy Hise, Katarina Greer, Patrick Osei-Owusu, Anastasia Rowland-Seymour	The committee heard from Anastasia Rowland-Seymour, Chair of Faculty Council, on the role of Faculty Council and importance of faculty representation. The committee discussed updates to the strategic plan and importance of defining administrative entities responsible for each measurable result and how our committee can be engaged in reviewing progress on objectives.



Recommendations

<p>To consult and advise on SOM and university efforts to assess the quality of the environment for the faculty community, which may include climate surveys and other institutional research projects.</p> <p>To review and utilize existing data from university-wide, regional, and national surveys, national organizations and other research to identify goals for advancing faculty interests and enhanced engagement at the university.</p>	<p>Invite representatives of the University Office of Institutional Research representative to review results of the Faculty Climate Survey</p> <p>Invite representatives of the Office for Campus Enrichment and Engagement to review results of the Gallup Employee Engagement Survey</p> <p>Update to Strategic Plan: support defining measurable results and ways our committee can be engaged in oversight of progress on the strategic plan as it relates to faculty community and representation</p>
<p>To consult and facilitate dialogue on policies and programming in collaboration with relevant institutional offices, committees, and faculty groups.</p>	<p>Invite representatives from the Faculty Senate Committee on Minority Affairs, Committee on Women Faculty, and Representation from the School of Medicine to review activities of the Faculty Senate</p>

Committee on Faculty Community and Representation Annual Report to Faculty Council, 2025-2026

Purpose:

The purpose of the Committee on Faculty Community and Representation is to act in an oversight and advisory capacity to identify factors that have impeded progress towards improving the status and well-being of all faculty in the School of Medicine and recommend ameliorative policies and actions to the School of Medicine (SOM) Faculty Council and Administration.

Charge:

Specific charges of the Committee on Faculty Community and Representation include

1. To consult and advise on SOM and university efforts to assess the quality of the environment for the faculty community, which may include climate surveys and other institutional research projects.
2. To review and utilize existing data from university-wide, regional, and national surveys, national organizations and other research to identify goals for advancing faculty interests and enhanced engagement at the university.
3. To consult and facilitate dialogue on policies and programming in collaboration with relevant institutional offices, committees, and faculty groups.
4. The chair of this committee will be appointed by the Chair of the Faculty Council. This individual shall be expected to attend each Faculty Council meeting for the purpose of identifying issues related to the committee. If the chair cannot attend a meeting of the Faculty Council, another representative of the committee will attend as an ex-officio nonvoting member.
5. To submit to the Faculty Council a comprehensive end-of-year report on the committee's activities and recommendations for the future.
6. At least once every five years, review the committee's charge and recommend changes, which will be shared with the SOM Bylaws Committee and then with the Faculty Council for review and approval.

Membership:

The Committee on Faculty Community and Representation shall be composed of nine full-time members of the Faculty of Medicine, two who hold primary appointments in basic science departments, two who hold primary appointments in clinical departments and five elected at large. Membership should be diverse with regards to tenure and non-tenure track status. Committee members shall be elected by a vote of the full-time faculty, with no more than two members from a single department. The Dean may designate an appropriate administrative official to serve as an ex officio non-voting member. Additional ex-officio members and guests may be invited by the committee chair. To ensure continuity, members shall serve staggered three-year terms. Members may stand for re-election and serve at most two consecutive terms. After a period of three years off the committee, former members may run for reelection to new term(s). The Chair of the Faculty Council shall appoint one of the elected members to serve on an annual basis as chair of the Committee after soliciting recommendations from its members.

Current Members: Vanessa Maier, MD, MPH (Family Medicine-MetroHealth, 2026, Chair), Julia Knopes, PhD (Bioethics, 2027) Tracey Lemonovich, MD (Medicine-MetroHealth, 2028), Sapna Shah, MD (Medicine-MetroHealth, 2028), Amy Hise (Pathology, Internist, Guest, former Chair), Katarina Greer, MD (Medicine-VA/University Hospitals, 2026), Patrick Osei-Owusu, PhD (Physiology and Biophysics, 2026) Candis Platt-Houston, MD (Pediatrics-MetroHealth, 2027), Riley Grosso, MD (Emergency Medicine-University Hospitals, 2028)

Activities:

The Committee on Faculty Community and Representation has convened 5 meetings. Topics of conversation included the transition to the updated committee name and charge and the impact of financial and political climate on the quality of the environment for the faculty community. Minutes attached.

Meeting	Attendees	Topics
9/10/2025	Vanessa Maier, Julia Knopes, Patrick Osei-Owusu, Tracey Lemonovich, Candis Platt-Houston, Sapna Shah, Amy Hise	Updated committee name and charge, discrepancy in membership, alignment of charge with strategic plan, administrative entities responsible for each measurable result in strategic plan and how our committee can be engaged in defining and reviewing results
10/8/2025	Vanessa Maier, Julia Knopes, Meghan Newcomer, Tracey Lemonovich, Candis Platt-Houston, Sapna Shah, Riley Grosso, Amy Hise, Usha Stiefel	Obstacles to faculty engagement in faculty governance including technical obstacles to reviewing documentation and attending meetings. Resolution of membership discrepancy.
11/12/2025	Committee members attended the Women Faculty of the School of Medicine Fall Mixer, scheduled during the same time of our regular meeting.	
12/10/2025	Vanessa Maier, Meghan Newcomer, Patrick Osei-Owusu, Neena Singh, Katarina Greer, Riley Grosso, MD, Tracey Lemonovich, Candis Platt-Houston, Sapna Shah, Aparna Roy	The committee heard from Aparna Roy, Chair, Department of Pediatrics, MetroHealth on the role of clinical Chairs in faculty engagement and current culture of financial constraints in primary care. The committee discussed competing roles of teaching and patient care for clinical faculty, and unprecedented rates of physician burn out and disengagement under current financial strain. The committee also discussed the challenges of grant funding for basic science faculty in the current financial climate.
1/14/2026	Vanessa Maier, Julia Knopes, Tracey Lemonovich, Candis Platt-Houston, Sapna Shah,	The committee heard from Stan Gerson, Dean, School of Medicine on the role of Dean in faculty engagement

	Riley Grosso, Amy Hise, Patrick Osei-Owusu, Stan Gerson	and representation. The committee discussed increasing pressure on academic faculty (clinical and research) in the current political climate, particularly in the context of decreased funding, how these factors impact faculty engagement and well-being, barriers to productive dialogue, including the challenge of keeping discussions apolitical, erosion of public trust in physicians, and the presence of conflicting or misleading information in the media.
2/11/2026	Vanessa Maier, Julia Knopes, Tracey Lemonovich, Sapna Shah, Amy Hise, Katarina Greer, Patrick Osei-Owusu, Anastasia Rowland-Seymour	The committee heard from Anastasia Rowland-Seymour, Chair of Faculty Council, on the role of Faculty Council and importance of faculty representation. The committee discussed updates to the strategic plan and importance of defining administrative entities responsible for each measurable result and how our committee can be engaged in reviewing progress on objectives.

Future recommendations:

It is recommended that the Committee invite representatives from the University Office of Institutional Research to review results of the most recent Faculty Climate Survey as well as representatives from the Office for Campus Enrichment and Engagement to review results of the most recent Gallup Employee Engagement Survey. It is also recommended that the Committee discuss ways to effectively engage with the Faculty Senate Committee on Minority Affairs and Committee on Women Faculty as well as School of Medicine representatives to the Faculty Senate. The Committee should also be actively engaged in the process of updating the strategic plan to define measurable results and ways our committee can be engaged in oversight of progress on the strategic plan as it relates to faculty community and representation.

Attachment: Minutes

Minutes of CWRU SOM: Committee on Faculty Community and Representation, October 8, 2025; 5-6pm Zoom

Present: Vanessa Maier, MD, MPH (Family Medicine-MetroHealth, 2026, Chair), Julia Knopes, PhD (Bioethics, 2027) Meghan Newcomer, PhD (Anatomy, 2028), Tracey Lemonovich, MD (Medicine-MetroHealth, 2028), Candis Platt-Houston, MD (Pediatrics-MetroHealth, 2027), Sapna Shah, MD (Medicine-MetroHealth, 2028), Riley Grosso, MD (Emergency Medicine-University Hospitals), Amy Hise (Pathology, Internist, Guest, former Chair), Usha Steefel (Infectious Disease-VA, guest)

Absent: Patrick Osei-Owusu, PhD (Physiology and Biophysics, 2026), Neena Singh, Pathology, 2027), Katarina Greer, MD (Medicine-VA, 2026)

Agenda Item	Discussion	Action Items
1. Introduction of new members	Introduction of new members: Riley Grosso, MD, University Hospitals, Emergency Medicine Meghan Newcomer, Anatomy (Tracy Lemonovich, MD, MetroHealth Internal Medicine Sapna Shah, MD, MetroHealth Internal Medicine)	
2. Review minutes	The minutes of the previous meeting were reviewed and approved as written.	
3. Chair updates	Dr. Maier noted ongoing challenges in accessing the Case SOM Google Drive from clinical sites, which limits full engagement in faculty governance. The committee discussed alternative solutions for document access via non-clinical networks or personal devices.	Members will continue exploring secure internet-based access options outside of clinical sites to facilitate participation.
4. Faculty Council Updates	Dr. Maier provided a summary of the recent Faculty Council meeting. <ul style="list-style-type: none"> • The Council identified faculty engagement as a primary concern. • There is ongoing discussion about increasing opportunities for virtual meeting attendance to promote broader participation. 	The committee may revisit this topic as a future initiative if virtual access is not expanded

		by Faculty Council.
5. Membership Proposal Update	<p>Dr. Knopes presented the Membership Proposal previously discussed at the Faculty Council Steering Committee meeting (October 7). Two concerns were raised:</p> <ol style="list-style-type: none"> 1. The even number of members does not account for a tie-breaking mechanism. 2. Clarification is needed regarding future term adjustments. <p>Discussion and Suggestions:</p> <ul style="list-style-type: none"> • <i>Dr. Usha Steefel</i> suggested that the Chair's vote could serve as a tiebreaker, and that extending the Chair's term by one year could facilitate transition continuity. • <i>Dr. Amy Hise</i> proposed adjusting member term lengths so that one member (e.g., lowest-ranked in election vote count) serves a one-year term to rebalance rotation. • <i>Dr. Vanessa Maier</i> suggested expanding membership to 11 members to avoid ties. • <i>Dr. Candis Platt-Houston</i> raised whether immediate tiebreaker votes are always necessary, proposing instead to allow for additional discussion and a repeat vote before invoking a deciding vote. <p>Consensus Proposal:</p> <ul style="list-style-type: none"> • In the event of a tie vote, the Committee will first table the matter and re-initiate voting at the next full committee meeting. • If a tie persists, the Chair's vote will serve as the final deciding vote. • Ten members will serve through 2026; beginning in 2027, the Committee will maintain nine members by adjusting the number of available seats per election cycle. 	<p>-Dr. Maier will draft a formal proposal reflecting this policy and circulate it via email for committee feedback.</p> <p>-Dr. Maier will consult with Nicole Deming regarding procedural changes to the 2026 election cycle.</p> <p>-The Committee will request a one-year exemption from the Steering Committee while these structural adjustments are implemented.</p>
6. Upcoming meetings	November 12 th , December 10 th , January 14 th , February 11 th , March 11 th , April 8 th , May 13 th , June 10 th , July 8 th 5-6pm via zoom	

Adjournment:

The meeting adjourned at 6:10 p.m.

Minutes prepared by: Sapna Shah

Minutes of CWRU SOM: Committee on Faculty Community and Representation, December 10th, 2026; 5-6pm Zoom

Present: Vanessa Maier, MD, MPH (Family Medicine-MetroHealth, 2026, Chair), Meghan Newcomer, PhD (Anatomy, 2028), Patrick Osei-Owusu, PhD (Physiology and Biophysics, 2026), Neena Singh, (Pathology, 2027), Katarina Greer, MD (Medicine-VA, 2026) Riley Grosso, MD (Emergency Medicine-University Hospitals), Tracey Lemonovich, MD (Medicine-MetroHealth, 2028), Candis Platt-Houston, MD (Pediatrics-MetroHealth, 2027) Sapna Shah, MD (Medicine-MetroHealth, 2028)

Absent: Julia Knopes, PhD (Bioethics, 2027)

Agenda Item	Discussion	Action Items
1. Review minutes	No minutes from November meeting which was canceled so members could attend the Women Faculty of the School of Medicine fall mixer	
2. Chair updates	Discussed the current name and charge approved last academic year with a request by Dean to update charge to more clearly define how it aligns with the SOM strategic plan section on Academic Community Engagement & Advancement. The Dean is joining our next meeting to discuss further. The Committee request to allow our 10th member to serve as a non-voting member this year and begin a full term next year was approved by the Faculty Council.	Review the charge and strategic plan prior to next meeting Email Joyce Helton jmh291@case.edu for link to attend Faculty Council Meetings
3. Invited Guest	Ararna Roy, MD, MPH, MBA, Chair, Department of Pediatrics, MetroHealth discussed her role as Chair, faculty engagement and wellness, importance of intentional and personalized engagement and support	

<p>4. Open Discussion/New Business</p>	<p>Patrick Osei-Owusu discussed the challenges of grant funding in the current climate for basic science faculty. Sapna Shah discussed the time constraints of clinical faculty and competing roles of teaching and patient care with engagement in faculty governance. Candis Platt-Houston discussed the challenges of clinical administration with physician burn out and disengagement. Multiple opportunities for personalized physician engagement and support discussed.</p>	
<p>5. Upcoming meetings</p>	<p>January 14th, February 11th, March 11th, April 8th, May 13th, June 10th, July 8th</p>	

Minutes of CWRU SOM: Committee on Faculty Community and Representation, January 14, 2026; 5-6pm Zoom

Present: Vanessa Maier, MD, MPH (Family Medicine-MetroHealth, 2026, Chair), Julia Knopes, PhD (Bioethics, 2027) Tracey Lemonovich, MD (Medicine-MetroHealth, 2028), Candis Platt-Houston, MD (Pediatrics-MetroHealth, 2027), Sapna Shah, MD (Medicine-MetroHealth, 2028), Riley Grosso, MD (Emergency Medicine-University Hospitals), Amy Hise (Pathology, Internist, Guest, former Chair), Patrick Osei-Owusu, PhD (Physiology and Biophysics, 2026), Stan Gerson (Dean of Case SOM)

Agenda Item	Discussion	Action Items
2. Review minutes	The minutes of the previous meeting were reviewed and approved as written.	
2. Chair updates	<p>Faculty Council update:</p> <ol style="list-style-type: none"> 1. Faculty Council meeting 12/15/2025: budgetary concerns, risk to faculty productivity and retention, emeritus status for clinical and adjunct faculty, Food is Medicine minor, report from Nominations and Elections Committee, 9% survey return rate 2. Next Faculty Council Meeting: 1/26/2026 at 4pm, email Joyce Helton jmh291@case.edu for link to attend <p>Upcoming Calendar and Agenda:</p> <ol style="list-style-type: none"> 1. Anastasia Rowland-Seymour, Professor of Medicine, MetroHealth, Associate Dean for Program Innovation and Educational Enhancements, School of Medicine and Chair of the Faculty Council, will join our meeting February 11th to discuss representation in faculty leadership 2. Proposed future topics: Faculty Compensation (Committee on Faculty Compensation), Faculty Culture (Climate Survey results), Faculty Representation in Research (Dean for Research and Innovation), Faculty Promotion (Committee on Appointments, Promotions and Tenure) Department Chair Perspectives 	
3. Discussion with the Dean Invited Guest: Stan Gerson, MD, Dean and Senior Vice President for Medical Affairs at Case Western	<ul style="list-style-type: none"> • Dean shared updates on recruitment for the <i>Difficult Conversations</i> dialogue series run through the Dean's Office. He is planning an upcoming session focused on immunizations and requested assistance in recruiting faculty participants. • Faculty discussed barriers to productive dialogue, including the challenge of keeping discussions apolitical, erosion of public trust in 	

Reserve University School of Medicine	<p>physicians, and the presence of conflicting or misleading information in the media.</p> <ul style="list-style-type: none"> • Additional concerns were raised regarding increasing pressure on academic faculty (clinical and research) in the current political climate, particularly in the context of decreasing funding, and how these factors impact faculty engagement and well-being. • The committee discussed how these realities affect its charge around faculty representation, including how to balance acknowledging current challenges while continuing to advocate for and represent the diverse perspectives of faculty across the institution. • Members also discussed the disconnect between the School of Medicine and Graduate Medical Education (GME) structures, emphasizing the need for more consistent and coordinated communication among the institutions affiliated with the School of Medicine to ensure equitable access to resources for both faculty and trainees across the system. 	
6. Upcoming meetings	February 11 th , March 11 th , April 8 th , May 13 th , June 10 th , July 8 th 5-6pm via zoom	

Adjournment:

The meeting adjourned at 6:00 p.m.

Minutes prepared by: Sapna Shah

Minutes of CWRU SOM: Committee on Faculty Community and Representation, February 11, 2026; 5-6pm Zoom

Present: Vanessa Maier, MD, MPH (Family Medicine-MetroHealth, 2026, Chair), Julia Knopes, PhD (Bioethics, 2027) Tracey Lemonovich, MD (Medicine-MetroHealth, 2028), Sapna Shah, MD (Medicine-MetroHealth, 2028), Amy Hise (Pathology, Internist, Guest, former Chair), Katarina Greer, MD (Medicine-VA/University Hospitals, year?), Patrick Osei-Owusu, PhD (Physiology and Biophysics, 2026) Anastasia Rowland-Seymour (Invited Guest, Professor of Medicine - MetroHealth)

Absent: Candis Platt-Houston, MD (Pediatrics-MetroHealth, 2027), Riley Grosso, MD (Emergency Medicine-University Hospitals, year?), Meghan Newcomer, PhD (Anatomy, year?)

Agenda Item	Discussion	Action Items
4. Review minutes	The minutes of the previous meeting were reviewed and approved as written.	
2. Chair updates	Faculty Council update: 1. Faculty Council meeting 1/26/2026: cancelled due to University Closure (weather) 2. Next Faculty Council Meeting: 2/23/2026 at 4pm, email Joyce Helton jmh291@case.edu for link to attend Upcoming Calendar and Agenda: Proposed future topics: Faculty Compensation (Committee on Faculty Compensation), Faculty Culture (Climate Survey results), Faculty Representation in Research (Dean for Research and Innovation), Faculty Promotion (Committee on Appointments, Promotions and Tenure) Department Chair Perspectives	
5. Discussion: responses to January conversation with the Dean	Members expressed dismay at the financial challenges ahead and lack of answers/solutions/clarity of how to move forward and continue to be engaged as faculty.	
6. Invited guest: Anastasia Rowland-Seymour, MD Professor of Medicine, MetroHealth, Associate Dean for Program Innovation and Educational Enhancements, School of Medicine	<ul style="list-style-type: none"> • Reviewed her roles and many hats in looking at gaps in education and in needs from clinical and basic science faculty members. • How do we as a committee could contribute towards the Strategic Plan for 2026? • Two weeks before the faculty council meeting CFO of Case will be meeting with faculty council steering committee • March 16, 2026 Faculty council meeting will include Rose Kelly (comptroller), and two 	Invite faculty sent and Faculty Ex-Com representative to our meetings.

and Chair of the Faculty Council	<p>others involved in finance decisions. Members were encouraged to attend.</p> <ul style="list-style-type: none"> • Faculty council expressed concern about financial oversight with the loss of the position of Vice Dean for Finance and Administration within the School of Medicine. Challenge: we do not have anyone as a mediator for finances for the SOM • Shared word document: Possible topics for Faculty Council Steering Committee input to the Faculty Component of the CWRU Strategic Plan 2026-2031 to be formally presented at the next faculty council meeting. • Discussed that our committee may be helpful in addressing the goal to “Recruit and retain faculty from all academic and experience backgrounds”. • April 16, 2026 9-11:30am, in person at the Wolstein Dean's Third Meeting of Faculty. Members were encouraged to submit questions (axr668@case.edu) in advance and to attend. • Discussed issues of putting issues in front of Faculty Senate. Discussed that Faculty Senate is directed by the president and provost. 	
6. Upcoming meetings	March 11 th , April 8 th , May 13 th , June 10 th , July 8 th 5-6pm via zoom	

Adjournment:

The meeting adjourned at 6:00 p.m.

Minutes prepared by: Sapna Shah