

OIPA Annual Meeting Proposals & Discussions

Sunday, May 1st, 2016 @ Marion Harding HS

Meeting brought to order by President Chad Clum at 11:30am

Suspend Robert's Rules - 1st - Chad Clum, 2nd- Sean Bradley - Passed 32-0

Roll Call

Present - (21 guard, 12 percussion/winds)
Ada - Jonathan Lischak
Ada HS Indoor Wind Ensemble - Amy Webb
Ada Jr Flag - Justina Fuqua
AIB - Dave Stinson
Collage - Barry Artis
Donnell Indoor - Brian Fortin
Glenwood Indoor - Matt Gordon
Groveport Madison - Brandon Wright
Hilliard Darby - Erica Conley
Kilbourne Sr Flag - Alex Brough
Licking Valley HS Indoor - Sean Bradley
London Jr Flag - Lauren Holloway
Matrix Open - David Nees
Matrix World - Cory Doran
Middletown - Stephanie Miller
Middletown Jr Flag - Carly Wilder
New London Jr Flag - Tim Carbone
New London Sr Flag - Lisa Carbone
New Philadelphia HS Indoor - Ryan Reed
Northpoint Independent - Maxine Clum
Norton - Jacob Taylor
O3 - Jason Combs
Olentangy Liberty HS Winterline - Travis Hicks
Onyz - Michael Lentz
Phoenix Independent - Chad Clum
Phoenix Regional A - Elizabeth Clum
Shockwave - Brian Sheehe
St. John's Jesuit - Colleen Thorn
St. John's Jesuit Indoor - Tim Martin
Tallmadge HS Indoor - William Talaba
Vermilion - Lisa Fielder
War Eagle Winterline - David Wolfe
Westerville Jr Flag - Andy Ranck

Review/Approval of Last Year's Minutes

Approve Minutes - 1st - Brian Sheehee, 2nd - David Wolfe - Approved 32-0

Treasurer's Report

Chad reminded everyone that there was no report from 2015 season

Lou was able to get everything in order for 2016 season

Remaining activities are to input W-9's and reconcile April

Treasurers Report - 1st - Travis Hicks, 2nd - Will Tabala - Passed 32-0

Education Directors Reports

Rob Ferguson - Percussion - out of the country but notes were read by Chad

Percussion is showing growth and success

Michael Lentz - Color Guard - Email Michael judges' forms none made it to him

Presidents Report - Chad

5 more units than last year

20 guest units - pulling in units from multiple states

Old Business

No Treasurer's reports from last year - If someone wants one email Chad or Lou

Discussions

Discussions are financial issues that fall to the board but we would like to discuss and get a vote from the membership.

DISCUSSION #1:

Create a Director of Wind Education, such as what we have from Percussion and Color Guard.

Rationale: If we want to continue to grow this idiom, we need to provide assistance for those units, or potential units, in the same way we do for Color Guard and Percussion. Additionally, this could help in consistency of adjudication by having someone involved in adjudicator training to ensure that criteria are interpreted consistently and correctly.

Financial Impact: Unkown

Submitted by: Jonathan Lischak (Ada High School)

Motion to discuss - Jonathan Lischak (Ada), 2nd - Amy Webb (Ada Indoor Wind Ensemble)

Rescinded

DISCUSSION #2:

Increase the guest registration fee for guest units: \$125 for the 1st show and \$75 for the 2nd show in the same season. (Amended)

Rationale: As guest unit numbers increase each year, their current fee doesn't cover the cost of them attending the show. This past year we had 20 guest units with 32 guest performances. Additionally, we want to ensure as the number of guest units grow, current members maintain priority over guest units registering for shows. We also want to incentivize guest units to attend lower volume shows. Show volume will be determined by the board based upon show history and anticipated show interest (for new shows).

Financial impact: Using an average of \$100/guest performance, OIPA would have received an additional \$800.

Submitted By: Lou Crognale (Hilliard Darby HS)

Motion to Discuss - Sean Bradley (Licking Valley), 2nd - Travis Hicks (Olentangy Liberty)

Motion to vote - Brian Sheehe (Shockwave), 2nd - Sean Bradley (Licking Valley)

Approved as amended 32-0

DISCUSSION #3:

Increase late cancelation fee as follows:

- a. Increase to \$100 for first show canceled within the season
- b. Increase to \$200 for second show canceled within season
- c. Increase by an additional \$50 for each cancelation thereafter

The cancelation fee would be shared equally between the show host and the circuit. Discretion would be given to the OIPA board if the group experienced any unforeseen problems to reduce or eliminate the fee based on a board majority vote.

Rationale: When groups cancel participation in a show past the cancelation deadline, many additional costs are incurred. By increasing the fee we are deterring groups from canceling to prevent any disruption to other groups (who may not have been able to register at all if the show was closed), scheduling, awards, etc. Additionally, we would be covering additional costs associated

with their cancelation including covering some of the costs lost by the show host. We had several instances this past season where groups canceled with little notice more than once. Also, by deterring late cancelations with high fees, it should promote groups to cancel in advance to allow those waitlisted groups the opportunity to perform.

Financial Impact: OIPA would have received approximately \$700 of additional late cancelation fees. This impact does not reflect any additional money earned by the show host should the group have been deterred by the higher fee.

Submitted By: Lou Crognale (Hilliard Darby HS)

Motion to Discuss - David Wolfe (War Eagle), 2nd Jonathan Lischak (Ada)

Motion to vote - Brian Sheehe (Shockwave), 2nd - Jonathan Lischak (Ada)

Approved 32-0

DISCUSSION #4:

Original Discussion: Eliminate the surety bond by having an additional \$50 circuit fee to new members. The new member circuit fee would be applied to all current members, however active surety bonds can be utilized to pay that new fee. This fee is applicable to current or previous members that have left the circuit and return at a later date. Current members with active surety bonds that wish to leave the circuit can request a surety bond refund prior to the request deadline for this one time only. Ongoing, if a member leaves the circuit, OIPA maintains the new member fee and will assess another new member fee if the unit returns at a later date. Once collected, the \$50 fee will be placed into a circuit interest bearing savings account.

Rationale: This will eliminate the need to track surety bonds and will provide the start of a "rainy day fund" for the circuit. The original purpose of the surety bond is to try and assist the show host with the loss of canceled unit, but did not cover the added circuit expenses associated with a late cancelation. The higher cancelation fee proposal would meet the need of the surety bond and this new fee will provide savings for the circuit.

Financial Impact: The initial savings account investment based off of current membership (assuming all members return to the circuit) is approximately \$4000, however, that money is already in the savings account so no additional costs are incurred. This proposal would change OIPA's current savings to being unencumbered. Ongoing, the circuit will receive an additional \$50 per new unit and will be added to the savings account

Submitted By: Lou Crognale (Hilliard Darby HS)

Motion to Discuss - Jonathan Lischak (Ada), 2nd - Lisa Carbone (New London Sr)

Proposal Split into three parts:

Amended to - Add registration fee of \$25 and that additional fee will go to an emergency fund for purposes that jeopardize the future of the circuit

Motion to vote - Jonathan Lischak (Ada), 2nd - David Wolfe (War Eagle)

Approved 32-0

Amended to Include - Eliminate surety bonds starting in the 2017 season

Motion to vote - Tim Martin (St. John's Jesuit Indoor), 2nd - Jonathan Lischak (Ada)

Approved 32-0

Amended to Include - Currently held surety bonds will stay in the account and start the emergency fund and the additional registration fee will go into emergency fund for emergencies that jeopardize the future of the circuit

Motion - Jonathan Lishchak (Ada), 2nd - Erica Conely (Hilliard Darby)

Approved 32-0

DISCUSSION #5:

Create a OIPA X event, this would be an exclusive event offered to units who meet a set of criteria established by the board. This would include items such as attendance/group representation at OIPA educational events, OIPA Annual Meeting, etc.

The event would be more of a community show than a competition with the exception that a panel of judges/ top instructors would be there providing feedback to the programs. Since its not a judges event these groups could even meet with the panel before they perform to give highlights or ask for specific areas of commentary. The event would be set up in such a manner that the participating groups will be able to watch all the other performances.

Rationale: This would encourage programs to participate in the OIPA events and give them and their students a unique performance experience outside of the normal competition environment.

Being able to attend an exclusive event and rub shoulders with the nationally competitive groups give extra motivation.

Financial Impact: Minimal, the attendance at the event would offset the expense of the event itself.

Submitted By: Chad Clum (Phoenix Independent)

Motion to discuss - Brian Sheehe (Shockwave), No 2nd Failed

PROPOSALS

PROPOSAL #1:

Increase the maximum performance time limits for Line Units to reflect those of the Regional A Class. Leave the minimum performance times intact. Eliminate the rule that Line Units cannot be promoted.

Rationale: The rationale for not promoting Line Units is the time difference between Line Units and Color Guard Units. This would eliminate that issue, while still allowing beginning Line Units to adhere to shorter show requirements. This eliminates the need for extensive circuit-policy regulation of Line Units. The creation of rules governing Line Units (drill-set caps, compulsories, etcetera) is too difficult to enforce, monitor, and will ultimately be wholly subjective. Promotion, or initial classification, will be wholly based on established review scores and unit achievement within the criteria established for lines, without the show-length loophole.

Financial Impact: None

Submitted by: Jonathan Lischak (Ada High School)

Motion to discuss - Jonathan Lischak (Ada), 2nd - Justina Fuqua (Ada Jr)

Rescinded

PROPOSAL #2:

Reset the time limits for the Guard Regional A Classes to the WGI time specifications.

Rationale: The time limits were increased years ago to make the transition of units promoted from Reg. A to A class smoother. The number of units being promoted is few, happening only a few times in the past 9 seasons. When we have guest units come into the circuit they get penalties that we

have to wave and when are units attend a WGI Regional it effects their ability to stay in the time restrictions. An added bonus is the interval time for Regional A class is 7 minutes instead of 8 saving us enough time on show days to add an additional 1-2 units to the day.

Financial Impact: None

Submitted by: Chad Clum (Phoenix Regional A)

Motion to discuss - Andy Ranck (Westerville Jr), 2nd - Stephanie Miller (Middletown)

Motion to vote - Jonathan Lischak (Ada), 2nd - Lisa Carbone (New London Sr)

PASSED 32-0

PROPOSAL #3:

Establish criteria for lines. Create a committee to actually draft and adopt a set of rules for lines, consistent with what is currently included in the Circuit By-Laws (as they are after this meeting).

Rationale: Rules for lines are quite vague. There is no clear information regarding what a line should look like, who can be in a line, etcetera. This is especially true for Junior Lines, who have no actual prohibition or authorization of utilizing high school students.

Financial Impact: None

Submitted by: Jonathan Lischak (Ada High School)

Rescinded

PROPOSAL #4:

Add "May be prepared for the next level of classification" to the Box 5 criteria on color guard sheets for all classes except Scholastic and Independent World.

Rationale: Color Guard adjudication has proven quite inconsistent with regards to entrance into this Box, both in terms of classes that are too frequently entering this box relative to national standards, as well as local classes that are not entering this box, despite obvious capacity. Such a sentence puts judges on notice that these numbers should be reserved for groups, and thus given to groups, who are on the verge of promotion. This allows us to ensure that only the top groups are achieving

these numbers, and help judges rectify number management issues, as well as lead judges to give numbers high enough to initiate the review process should they feel it appropriate.

Example: A unit where three judges on taped commentary suggest that the unit is ready for the next level, and then give 14's in the last few weeks of the season.

Example: Half of a national class receives Box 5 numbers at a circuit show, and then all substantially at a national event.

This will create greater consistency in numbers, and review initiation, without the circuit/board/directors needing to engage in the process. Judges will be able to better allocate these numbers as needed, so that the triggering of review can happen as intended: based on judge numbers. It may also help the rectify the apparent zeal to inflate numbers at circuit championships in nation classes.

Please notice the presence and emphasis on MAY. This clause is not intended, and should not be interpreted, to imply that the achievement of a Box 5 number be dispositive for promotion purposes.

Financial Impact: None

Submitted by: Jonathan Lischak (Ada High School)

No Motion to discuss - failed

PROPOSAL #5:

Reduce the number of required shows for Wind Units to 2.

Rationale: The circuit needs to grow participation in this idiom if it is to be sustainable. Reducing the time commitment as the activity grows will help foster this. Wind units, by the nature of the students that comprise them, are much more likely to be tied up in scheduling issues, which may be prohibitive with regards to participation. Although Color Guard and Percussion Ensembles may have students involved in other activities, the Wind Unit is likely comprised entirely of students engaged in band programs, and this activity as a more direct extension of the band program, creates an even greater scheduling issue.

Example:

- 3 Wind Shows
- State Championships
- WGI Regional
- WGI
- OMEA Solo and Ensemble
- OMEA Large Group Contest
- 2+ Concerts
- Memorial Day Parades/Events

Commencement

The argument that “what is one less event going to do to help” is too weak to consider.

Additionally, with only two wind units the last two seasons, the circuit is, assumedly, paying a music judge to adjudicate at most two units, often one, at shows. The circuit would be able to reduce the number of shows a music judge is present at (still allowing wind units to perform at all shows, just knowing that a real music judge may not be present) by at least one.

Financial Impact: Positive - reduced cost of adjudicators.

Submitted by: Jonathan Lischak (Ada High School)

Motion to discuss - Jonathan Lischak, 2nd - Amy Webb

Motion to vote - Will Tabala, 2nd - Sean Bradley

PASSED 32-0

PROPOSAL #6:

Remove show participation from list of qualifications for Voting Privileges of member units.

Currently reads as

“Only member units that are paid in full, are in good standing and have participated in all required OIPA shows (including Championships) will have a vote at the annual meeting, “ would change to “Only member units that are paid in full, are in good standing and have participated in required OIPA shows to qualify for Championships will have a vote at the annual meeting.” (Amended)

Rationale: Many school music programs are taking large trips at the end of March/beginning of April, which can conflict with Championships. In many cases the unit directors are not the band director and have no control over the dates of these trips. Removing the show requirement would allow units that have paid full membership dues and are in good standing with the circuit to still vote at the meeting.

Financial Impact: None or Positive - Units that are not able to attend Championships would still be able to have an active, voting roll in the meeting and therefore would be encouraged to pay for a full membership rather than registering as a guest unit.

Submitted By: Ryan Reed (New Philadelphia HS)

Motion to discuss - Sean Bradley (Licking Valley), 2nd - David Wolfe (War Eagle)

Motion to vote - Sean Bradley (Licking Valley), 2nd - Will Tabala (Tallmadge Indoor)

PASSED 32-0

PROPOSAL #7:

Guest Units are wait-listed until after the first draw deadline. These units would then fill in whatever is available after the first draw as long as they register by the second draw deadline. After the second draw, the current protocol is utilized. Guest units original post mark will still be used.
(REVISED)

Rationale: As guest membership rises, we want to ensure our members maintain priority for show scheduling and are not bumped by a guest unit when a show closes. We had multiple shows close this year for high registration numbers.

Financial Impact: None

Submitted By: Lou Crognale (Hilliard Darby HS)

Motion to discuss - Lisa Carbone (New London Sr), 2nd - Travis Hicks (Olentangy Liberty)

Motion to vote - David Wolfe (War Eagle), 2nd - Tim Martin (St. John's Jesuit Indoor)

PASSED 32-0

PROPOSAL #8:

Put a staging limit on Jr flag line and Sr flag line.
Jr flag line would only be allowed 5 staging changes Sr.
Flag line would be allowed 8 staging changes

Rationale: Flag line is supposed to be a fundamental class and the focus should be on flag skills not staging design.

Financial Impact: none

Submitted by: Stephanie Miller (Middletown), Lisa Carbone (New London) and Lauren Holloway (London)

Rescinded

PROPOSAL #9:

Establish a Scholastic AA Class.

Rationale: The circuit needs to provide an opportunity for groups that have clearly separated themselves from the rest of the RA class, but are not yet ready to compete on the National Scholastic A sheets. This would accomplish that. (REVISED)

Financial Impact: Cost of Awards for an additional class.

Submitted by: Jonathan Lischak (Ada High School)

Motion to discuss - Jonathan Lischak (Ada), 2nd - Justina Fuqua (Ada Jr)

Motion to vote - Michael Lentz (Onyx), 2nd - Jonathan Lischak (Ada)

FAILED

4 for

22 opposed

6 abstained

PROPOSAL #10:

Create a Regional B class. This class is between Flag line and Regional A class. The minimum performance time would be 3 mins and the maximum performance time would be 4.5 mins. The interval time would be 7 minutes. (WGI handbook Regional A timing). They would use the same score sheet as regional A. This class would be promotable to regional A at the end of the season.

Rationale: Create a new class that would be a stepping-stone for line groups to Regional A class.

Financial Impact: Cost of awards at shows.

Submitted by: Stephanie Miller (Middletown), Lisa Carbone (New London) and Lauren Holloway (London)

No Motion to discuss - Failed

PROPOSAL #11:

Create an Open flag line division. In this class there would not be any restrictions on staging. The minimum performance time would be 3 mins and the maximum performance time would be 4.5 mins. The interval time would be 6 minutes.

Rationale: Create a new class for flag line that would be a stepping-stone to moving up to the colorguard class.

Financial Impact: Cost of awards at shows.

Submitted by: Stephanie Miller (Middletown)

Rescinded

PROPOSAL #12:

Unless there are at least 6 wind units registered before the Second Draw deadline move the division into an exhibition class that would not receive medals at States. (REVISED)

Rationale: This division has seen zero growth in the circuit for the last two seasons while the circuit is spending thousands of dollars to accommodate the classes in judges, trophies and medals.

Financial Impact: Positive

Submitted by: Chad Clum (Phoenix Independent)

Motion to discuss - Brandon Wright, 2nd - David Wolfe

Motion to vote - Sean Bradley, 2nd - Will Tabala

FAILED

1 - for

30 - against

1 - abstained

PROPOSAL #13:

Colorguards must spend one year in the new division or present a completed show to be evaluated by the judging panel for reclassification. (REVISED)

WGI Rule: "If a color guard is promoted, the director may submit a letter on extenuating circumstances on why this would adversely affect their color guard. The committee may then re-open the review and decide whether the circumstances warrant a reversal of the reclassification. In addition, the color guard may submit a DVD of a completed show by January 31st of the year following their promotion or twenty-one (21) days prior to their first WGI competition for consideration to return to the lower class of competition. "

Rationale: To create consistency with our by-laws and WGI.

Financial Impact: None

Submitted by: Stephanie Miller (Middletown), Lisa Carbone (New London) and Lauren Holloway (London)

Motion to discuss: Stephanie Miller (Middletown), Jonathon Lischak (Ada) 2nd

Proposal Passes 33-0-0

In Favor - 33

Opposed - 0

Abstentions - 0

PROPOSAL #14:

All winds and percussion units follow an equipment load in schedule at every OIPA event. Similar to WGI, wind and percussion units will be given a load in time no earlier than 1 hour and 30 min prior to their scheduled warmup time and will not be able to bring equipment into the building before the assigned time. Units may contact the show host/show coordinator at least one week prior to an event to request permission to unload earlier. Show hosts may communicate with the show coordinator to wave the use of a load in schedule if it is deemed that there is enough space for equipment to be stored in the building for extended amounts of time.

Rationale: This will keep the flow of equipment steady and organized into every show location.

Financial impact: None

Submitted by: William Talaba (Tallmadge Indoor Drumline)

Motion to Discuss: Matt Gordon (Glenwood Percussion Ensemble), Brian Fortin (Donnell Percussion Ensemble) 2nd.

Motion to Vote: Matt Gordon (Glenwood Percussion Ensemble), Jonathon Lischak (Ada) 2nd

Proposal Passes 29-0-3

In Favor - 29

Opposed - 0

Abstentions - 3

PROPOSAL #15:

Reduce the number of Circuit scholarships to four overall, \$250 for each scholarship (*REVISED*).

Rationale: Scholarships are paid using circuit funds as opposed to sponsorship money or 50/50 raffles. We only receive a small number of applications each season. It is confusing what the scholarships are designed to pay for and the circuit really has no way to track if the funds get used as intended. Even if used as designed these funds could go toward units not affiliated with the circuit. They aren't given based on financial need so it is doubtful any performers would be unable to march without the scholarships.

Financial impact: Positive

Submitted by: Chad Clum (Phoenix Independent)

Motion to Discuss: Will Talba (Tallmadge), Sean Bradley (Licking Valley Percussion) 2nd

Motion to Vote: Sean Bradley (Licking Valley), Will Talaba (Talmadge) 2nd

Proposal Passes 32-0-0

In Favor - 32

Opposed - 0

Abstentions - 0

PROPOSAL #16:

If a unit has not paid their membership fee prior to the final draw deadline they be removed from all shows. They would then re-register for shows after their fees come in using their postmark date of their payment for performance order.

Rationale: This will help with show logistics and financial tracking.

Financial impact: None

Submitted by: Chad Clum (Phoenix Independent)

Motion to Discuss: David Wolfe (War Eagle), Sean Bradley (Licking Valley) 2nd

Motion to Vote: David Wolfe (War Eagle), Tim Martin (St. John's Titan Thunder) 2nd

Proposal Passes 32-0-0

In Favor - 32

Opposed - 0

Abstentions - 0

PROPOSAL #17:

If a unit changes the class of their unit after the draw has been completed only that unit will be redrawn into new class for all effected shows based on original postmark. (*REVISED*)

Rationale: Currently if this happens all the units for the class get redrawn for every show the changing unit has registered for. This is unfair to those units to have the show order changed. It also creates the need to hold a meeting for the redrawing of the class. While this doesn't happen that often it could theoretically occur multiple times between the draw and the start of the season.

Financial impact: None

Submitted by: Chad Clum (Phoenix Independent)

Motion to Discuss: David Wolfe (War Eagle), Tim Martin (St. John's Titan Thunder) 2nd

Motion to Vote: David Wolfe (War Eagle), Sean Bradley (Licking Valley) 2nd

Proposal Passes 32-0-0

In Favor - 32

Opposed - 0

Abstentions - 0

PROPOSAL #18:

Make policy the act of having "Shout Outs" read after the groups perform instead of before

Rationale: The Board enacted this idea in the middle of the 2016 season and this proposal will make it a standing OIPA policy. No one has control of what spectators put on these shout outs and some of them could make a younger performer lose focus before they perform. They meet the same goal being read after the groups show.

Financial impact: None

Submitted by: Chad Clum (Phoenix Independent)

Motion to Discuss: Jonathan Lischak (Ada), David Wolfe (War Eagle) 2nd

Motion to Vote: Jonathon Lischak (Ada), David Wolfe (War Eagle) 2nd

Proposal Passes 32-0-0

In Favor - 30

Opposed - 0

Abstentions - 2

B) Calendar

Went over schedule in packet. Talked about where shows line up in regards to 2016 season. Will need to wait until WGI sets their schedule for the 2017 season.

State Championships could be two separate weekends for Colorguards and Percussion dependent on where Regionals end up. After a discussion it was determined that due to the number of units that have both color guard and percussion units, splitting weekends was not a viable option.

If interested in hosting an OIPA Show contact the President.

C) Elections

President: Chad Clum (Phoenix Independent) - **ELECTED**
Will Talaba (Tallmadge)

1st VP: Will Talaba (Tallmadge)
Sean Bradley (Licking Valley) - **ELECTED**
Brian D. Sheehe (SHOCKWAVE) - Declined

2nd VP: Will Talaba (Tallmadge) - **ELECTED**
Stephanie Miller (Middletown)

Treasurer: Lou Crognale (Hilliard) - **ELECTED UNOPPOSED**

Secretary: Brian D. Sheehe (SHOCKWAVE) - Declined
Stephanie Miller (Middletown) - Declined
Jonathon Lischak (Ada)
Colleen Thorn (St. John's Jesuit) - Declined
Tim Martin (St. John's Jesuit Titan Thunder) - Declined
Barry Artis (Collage) - **ELECTED**

At Large: David Wolfe (War Eagle)
Ryan Reed (New Philadelphia)
Tim Martin (St. John's Jesuit Titan Thunder) **ELECTED**
Brian D. Sheehe (SHOCKWAVE) - Declined
Jonathon Lischak (Ada)
Stephanie Miller (Middletown) **ELECTED**
Travis Hicks (Olentangy Liberty) **ELECTED**
Andy Ranck (Westerville Jr. Flag)
Lisa Carbone (New London) - Declined

IX) Future - Stephanie Miller said we need to do more with social media this next season.

Chad Clum said we should look into someone to manage for next season.

Chad Clum would like to see us do more with Educational Events in our Circuit for Not only students, but also for instructors.

Eat at BW3's after meeting for those that would like to join us.

Talked about Social Media awareness and filters.

X) Adjournment

Jonathon Lischak (Ada) motion to close the meeting by Blank and was seconded by David Wolfe (Ada). The meeting concluded at 4:25 PM.

Following the meeting President Clum met briefly with the new OIPA Officers.

These minutes are respectfully submitted by the office of OIPA Secretary.