

**Minutes of the Fall 2008 ASTR Executive Committee Meeting  
Park Plaza Hotel, Boston, MA  
6 November 2008**

Present: Tracy Davis (President), Ric Knowles (Vice President), Kim Marra (Secretary), Tobin Nellhaus (Treasurer), Nancy Erickson (Administrator, *ex officio*), Virginia Anderson (GSC Representative), Brandi Catanese, Lesley Ferris, James Harding, Daphne Lei, Ramón Rivera-Servera, Rebecca Schneider, Karen Shimakawa, Andrew Sofer, Tamara Underiner, Harvey Young, Ted Ziter

Absent: Nadine George-Graves

Others Present: Wendy Arons (Secretary-Elect), Penny Farfan (EC-Elect), Patricia Ybarra (EC-Elect), Matthew Omasta (GSC Representative-Elect)

The meeting was called to order at 8:33 a.m. President Davis introduced the newly elected members in attendance.

**1. Adoption of the Minutes of the Spring 2008 Executive Committee Meeting**

MOTION: To adopt the Minutes and Addendum (Record of e-votes taken since the Spring EC Meeting). Moved by Rivera-Servera, seconded by Harding. Vote: 16 yes, 0 no, 0 abstentions. The motion carried.

The President thanked the Secretary for her work on the Minutes.

**2. Adoption of the Agenda**

MOTION: To adopt the agenda prepared by the President for this meeting. Moved by Nellhaus, seconded by Rivera-Servera. Vote: 16 yes, 0 no, 0 abstentions. The motion carried.

**3. President's Report - Davis**

**a) Spring 2009 Executive Committee Meeting**

The meeting will take place 3-5 April at the Orrington Hotel in Evanston, IL. The officers should arrive in time for the officers' dinner on Friday. Other EC members should arrive in time for a full day of meetings on Saturday, beginning at 8:00 a.m. The meeting will go

until 11:00 a.m. Sunday.

### **b) Nominating Committee**

The Nominating Committee's call to the membership to volunteer was very successful. It made the President's duty to name people to committees very easy and opened up new possibilities. The success of this initiative speaks to a strong sense of participation and good will among the membership. As of this meeting, the President has filled nearly all the committees. She got no refusals to her requests; people were delighted to be asked.

### **c) New Committee Appointments**

MOTION: To ratify the committee appointments, which will go into effect after the Annual Business Meeting. Moved by Underiner, seconded by Harding. Vote: 16 yes, 0 no, 0 abstentions. The motion carried.

### **d) PhD Directory**

The President extended an official note of thanks to Kimi Johnson and Jay Gibson King for their work. This is now more of a listing of PhD granting programs taught in English. The list is a work in progress.

### **e) Reminder of Receptions**

The President encouraged EC members to attend the Friday reception sponsored by *Modern Drama* and thanked the officers of the journal for their sponsorship. She also thanked Virginia Anderson and Melissa Wong for their work on the silent auction that will run for the duration of the Friday reception. Saturday's reception marks the 50<sup>th</sup> anniversary of *Theatre Survey*. She extended thanks to UC Berkeley and Cambridge University Press for sponsoring this event. She also encouraged attendance at the President's Reception later on Saturday evening which this year is dedicated to the celebration of mentorship.

## **4. Secretary's Report - Marra**

### **a) Handbook**

The Secretary compiled the first draft of the Handbook for the Spring 2008 EC Meeting in March; the 11/1/08 version prepared for the Fall Meeting contains a significant number of updates to that first draft. The Secretary proceeded to itemize the changes for EC approval, clarifying that changes to Sections I-VI do not require a formal EC vote, but changes to

policy (Section VII) do. The aim of the discussion was to approve the Handbook for its official launch at Saturday's Annual Business Meeting.

The Handbook is located under "About ASTR" after "Bylaws" on the ASTR Web site. It opens in a Word document for ease of editing. The Table of Contents is bookmarked as live links. Once the content is stable, and sections aren't being moved around, the Handbook might be broken into chapters so it can be uploaded and downloaded in sections.

- The title "ASTR Handbook for Officers, Executive Committee, Chairs of Committees, Editors, and Appointees" was approved.

- The EC recommended that a paragraph be inserted at the beginning of the Handbook that clarifies the Handbook's relationship to the by-laws and what is description of practice and what is policy. The President and the Secretary drafted this during the lunch break and brought it back to the EC for approval:

ASTR is governed by its by-laws. The Handbook is an operational manual. Sections I-VI of the Handbook reflect current practice and are to be used as guidelines for future practice. Section VII pulls together policies formally adopted by the Executive Committee which must be observed by those charged with governance and committee responsibilities in ASTR.

The Preface was adopted. It will also be listed in the Table of Contents.

- Re: Section II. Executive Committee – The Secretary fleshed out the description generated by the EC at the Spring 2008 EC Meeting and added a calendar. The EC agreed that the first paragraph be amended to read: "A quorum is a simple majority (9 voting members). The ASTR Administrator sits *ex officio* on the EC and is non-voting."

- Re: Section III.D. Nominating Committee – Language referencing the non-discrimination policy statement was added and approved.

- Re: Section V.A. Archivist – Heather Nathans' report from the Archive Committee's recommendation has been modified for inclusion in the Handbook. Language specifying the Archivist's term was revised and approved: "The appointment is for four years and can be renewed." The President asked Matt Omasta to think about whether or not the GSC, along with other officers and committees, should be part of the rotation of giving materials to the Archivist. Heather Nathans is still working on how to determine what should be digitized and what should be kept in paper form. Concern was expressed about archiving *Theatre Survey* Reader's Reports written under the promise of confidentiality and whether flagging them as sensitive and not releasing them for 25 years was sufficient. The President will follow up with Archivist Nathans on this issue. The EC approved deleting "*Theatre Survey* Editors" from the 5th paragraph listing those from whom the Archivist routinely

collects materials.

- Re: VII.A.3. "Sensitive Materials" – Tamara Underiner, Chair of the Archives Review Committee, clarified that the 25-year time period for sealing confidential records comes from best practices in other organizations. President Davis added that records are not automatically unsealed after 25 years; they are reviewed first and can be resealed. The EC agreed that further discussion among the Publications Committee, Secretary, and Archivist is necessary to determine the best language to define sensitive materials and what should be accessioned. This will be done via e-mail in time for a report to the EC at the Spring Meeting. Meanwhile, for the Saturday Handbook launch, the following motion was made:

MOTION: to add the bracketed statement: [Specific policy, including definitions of sensitive and confidential material, is in progress. This will pertain both to materials already in the archive and not yet accessioned.] above paragraphs "a" and "b" in this section. Moved by Harding, seconded by Ferris. Vote: 16 yes, 0 no, 0 abstentions. The motion carried.

- Re: VII.A.4 "Collection of Materials" – Because the GSC Representative is also GSC President, he or she should also be incorporated into the list of people submitting materials. The EC approved substituting "GSC President" for "editors of *Theatre Survey*" in paragraph "e," as well as inserting the phrase "non-confidential" to make the language consistent with the preceding paragraph.

MOTION to adopt this policy on collection of materials: Moved by Schneider, seconded by Catanese. Vote: 16 yes, 0 no, 0 abstentions. The motion carried.

- VII.A.5: "Retrieval of Materials" – In discussion, it was clarified that ASTR does not have any say over the retrieval fees charged; they are determined by the University of Maryland.

MOTION: to approve this section: Moved by Underiner, seconded by Catanese. Vote: 15 yes, 0 no, 0 abstentions. The motion carried.

- Re: VII.D. "EC Travel & Reimbursement 1. Spring Policy"

MOTION: To adopt the policy. Moved by Sofer, seconded by Rivera-Servera. Vote: 16 yes, 0 no, 0 abstentions. The motion carried.

- Re: VII. D. 2. "Fall Policy" – Anderson raised the issue of whether the cost of funding incoming EC members could also be funded by ASTR. The President and the Treasurer noted that we are in the midst of a number of financial changes, and we don't yet know the impact of the current policy. The President asked the Treasurer to explore the feasibility of funding incoming EC members and to report back at the Spring Meeting.

MOTION: to approve this section. Moved by Ferris, seconded by Schneider. Vote: 16 yes, 0 no, 0 abstentions. The motion carried.

#### **b) By-law amendment VIII.2**

In her GSC Report, Anderson made a motion to delete the word “second” to accord with changes already approved in other by-laws reducing the GSC Representative’s term rotation from two years to one. The Secretary noted that this is a procedural issue; making a by-law change normally requires notifying the membership six weeks in advance of the Annual Business Meeting. Since this is a very minor matter of deleting one word that should have been deleted for consistency when the other by-law changes were made last year, she requested the EC's approval to skip the six week notice and bring it to the Annual Business Meeting for the required discussion with the membership so that the change can go on the ballot in May.

MOTION: To delete the word "second" from By-law VIII.2. Moved by Nellhaus, seconded by Anderson. Vote: 16 yes, 0 no, 0 abstentions. The motion carried.

MOTION : That the Secretary will ask the membership for an exception on process to bypass the 6 week notification period prior to the Annual Business Meeting for a by-law amendment (i.e. to have a discussion at this year's Meeting so that the amendment can be on the ballot for May). Moved by Marra, seconded by Underiner. Vote: 16 yes, 0 no, 0 abstentions. The motion carried.

### **5. Vice President’s Report - Knowles**

#### **a) 2008 Conference**

A vote of thanks was granted by acclamation to the 2008 Program Committee.

#### **b) 2009 Conference**

The text of the Call for Papers for the 2009 Annual Meeting was approved via e-mail.

MOTION: To approve the final list of 2009 Program Committee members. Moved by Knowles, seconded by Anderson. It was clarified that *ex officio* members are non-voting. Vote: 16 yes, 0 no, 0 abstain. The motion carried.

#### **c) 2010 Conference**

The Committee on Conferences is excited about the collaboration with CORD. The

Organizations' treasurers will confer about how money will be handled. Seattle is the preferred site. Minneapolis is the second choice. We are due for a West coast conference; also ASTR has never been to Seattle. We will vote on the site at the Spring Meeting. Meanwhile, Administrator Nancy Erickson will follow up and confer with CORD. Vice-President Knowles will see whether CORD needs an Annual Business Meeting as well. The 2010 Program Chair will be proposed on e-mail.

CORD has posted our awards on their Web site and would like us to post their awards on ours. The EC agreed. Award descriptions should be sent to Secretary Wendy Arons for posting.

SDHS is also interested in joint conference. Vice-President Knowles will proceed to figure out when.

#### **d) Conference Budget Guidelines**

Guidelines on the flow of budget conversations among the Administrator, the Treasurer, and the Program Committee Chair need to be drawn up and added to the Handbook. VP Knowles will appoint a subcommittee to work on this.

## **6. Publications Committee Report - Harding**

This is James Harding's last report as Publications Committee Chair. The President recognized Harding for all the work during his term of service.

#### **a) *Theatre Survey***

Associate Editor Catherine Cole was in attendance to represent Editor Martin Puchner's report.

- A graphic redesign is underway, including a logo for the journal. CUP will pay.
- The Editorial Board needs to be expanded to cultivate the wealth and diversity of submissions. Hence, the motion below to increase number to 12.
- An on-line management process to track manuscripts is needed. CUP has agreed to pay for it. A company provides a service. Representatives will meet with Cole to show her how it works. There will be an annual usage fee for this web-based utility (again, CUP will pay fee). The term of service for the Editor is short; this will provide more continuity and ease logistics of the review process, so the Editor can focus on content.
- The next issue will appear in May 2009 and will be a special issue edited by Catherine

Cole and Leo Cabranes-Grant on African and Afro-Caribbean Performance. This issue, which marks the 50th volume of the journal, will have a new cover design that aims at branding the journal with the organization and making clear that people will recognize it as such. (The appearance of a special issue edited by the Associate Editor in May rather than in the November before he or she assumes full editorship is a departure from previous practice).

-The President thanked Catherine for the energy she is bringing to the position; we all look forward to seeing the fruits.

- It was clarified that the VP referred to in Puchner's report is the VP at his home institution.

MOTION 1: That the Executive Committee approve the following change in the policy statement for *Theatre Survey* ("Editorial Policy, Procedures, and Practices of Theatre Survey"). This change affects only Section III ("Responsibilities of Individual Editors") E ("Editorial Board").

Current statement:

1) As of 2008, the Editorial Board consists of six members, each appointed for a two-year term, staggered so that two or three members rotate off every year. Since 1995, it has frequently had seven members. Since 2001, appointments have been made by the Editor in consultation with the Associate Editor.

Proposed change:

1) As of 2009, the Editorial Board will consist of twelve members, each appointed for a two-year term, staggered so that two or three members rotate off every year. The Editor makes appointments in consultation with the Associate Editor.

Moved by Harding, seconded by Rivera-Servera. Vote: 16 yes, 0 no, 0 abstentions. The motion carried.

MOTION 2: That Professor Leo Cabranes-Grant be appointed the next Associate Editor of *Theatre Survey*. Moved by Harding, seconded by Lei: 16 yes, 0 no, 0 abstentions. The motion carried.

MOTION 3: That the addendum to the Cambridge University Press contract dated 15 September 2008 pertaining to putting back issues of *Theatre Survey* on line be approved by the Executive Committee. Moved by Harding, seconded by Nellhaus. Vote: 16 yes, 0 no, 0 abstentions. The motion carried.

- To help get *Theatre Survey* in Cambridge Online and online elsewhere, Gary Williams provided the full run, all 50 years. *Theatre Survey* is currently available on LION and IIPA

but not the full run; the holdings don't go all the way back. President Davis encouraged both the Publications Committee and CUP to make the journal available in as many data bases as possible. We need article on the News page about where *Theatre Survey* is currently available, how much of it, and what's planned.

**b) ASTR On-line News Editor and Webmaster (ONEW)**

- We need a contract to hire someone into this position; the job description in Harding's report provides the parameters and principles.

- Guidelines on renewal of the ONEW fall to the Publications Committee, which makes recommendations to the EC. This parallels how editor appointments are handled for *Theatre Survey*. When it comes to a contract renewal, the President signs the contract. If dismissal is warranted, the President is authorized.

- The term is defined as three years to encourage whomever we hire to make a commitment to the Society. The job description should read "Ordinarily the term will be three years."

- President Davis reminded the EC that we hashed out issues of principle at the Spring Meeting, so we can go ahead with this and work out the finer points. The President and Publications Committee Chair can derive contract terms from the job description in Harding's Report. For this purpose, the Secretary will provide the President with an edited version of that description based on the EC discussion. Once the first ONEW is hired and the contract terms are hammered out, a full job description will be inserted into the Handbook. For the Handbook launch on Saturday, there will simply be a bracketed clause that this is under development.

MOTION 4: That ASTR create the position of an On-line News Editor and Webmaster in accordance with the Responsibilities of the ASTR On-line News Editor and Webmaster policy statement submitted in the Publications Committee report of October 2008. Moved by Harding, seconded by Schneider. Vote: 16 yes, 0 no, 0 abstentions. The motion carried.

MOTION 5: That the President enter into contract negotiations with Jim Groom for the position of ASTR Online News Editor/Webmaster in accordance with the principles of the job description for the ASTR ONEW stipulated in the Publications Committee Report as modified by the EC.

Moved by Harding, seconded by Nellhaus. Vote: 16 yes, 0 no, 0 abstentions. The motion carried.

- President Davis thanked Harding and the Publications Committee for their work on this. She looks forward to being in contact with Jim Groom.

## **7. Treasurer's Report - Nellhaus**

- Treasurer Nellhaus reported that ASTR's portfolio lost 14% as of September, but we did better than national average. These losses will not radically affect the amount that we can withdraw from investments. That amount will remain in the range of \$18,000-\$20,000.
- We are over budget for the 2008 conference, but we are high in registrations, so increased revenue may cover increased expenses. The final figures won't be available until January when the final bills are tallied.
- Questions were raised about whether the ad hoc committee set up to regularize the relationship between the Program Committee Chairs, the Vice President (and therefore the Committee on Conferences) and the budgeting process (that is, the Treasurer and Administrator) confers with the EC when there are overruns to be covered, and where overruns generally come from. What sorts of contingencies come up? Erickson responded that budgets are set at one point in time, then there are increases, especially in the cost of food. Hotels won't guarantee costs because they like to raise them. Also, there can be increases in A/V costs if equipment needs change as the conference is planned.

## **8. Administrator's Report - Erickson**

- Administrator Nancy Erickson reported that we have 415 people registered for the conference, the highest ever for ASTR. This is a reflection on the conference format.
- The effect of registration and membership renewals with dues increase won't be clear until January. There have been very few complaints about dues increase so far.
- Erickson recommends backing up the renewal process into summer: June/July; now the membership year starts 9/1, although the fiscal year starts 7/1. The EC supports having conference registration and membership renewal together. We could call for these earlier, since people know they are on the program in July. Erickson sends an e-mail notice for renewal twice.
- Erickson wants everyone to come into the organization via the Website so she doesn't have to input information manually.
- We need clarification on the form that students have to enroll as student members in order to benefit from the student conference rate.
- On the Web site, we need to set up a way to check membership status.
- Are downward membership numbers a trend? According to ACLS, there is a general

problem of retaining graduate students who tend to participate in the conference one year then let their memberships lapse. Immediately post-tenure is also a time when people tend to let their membership lapse. ATHE membership is flat: 1600-1700.

## **9. GSC Report - Anderson**

- President Davis asked GSC Representative Ginny Anderson to give an overview of the structure of the GSC: The GSC EC Rep is also President of the GSC, who has a number of VPs. There is a GSC Rep to the Committee on Conferences, as well as a Secretary/historian/archivist, and a Web Committee that has worked closely with Ken Cerniglia. The GSC is still morphing.

- Anderson thanked the EC for support and also for participation in the mentorship program.

- Ambassador badges are being worn by about a dozen GSC members to give first-time conference attendees reference people to go to.

- Anderson made a correction to her report: Jon Sherman is at Northwestern.

- There are currently 104 GSC members using Facebook until the new Webpage is launched. It has been impressed upon graduate students that they are involved in ASTR as a whole, not just in the GSC.

- As she concluded her final report to the EC, Anderson extended special thanks to Tracy Davis, Nancy Erickson, and Ken Cerniglia. President Davis returned the thanks: "We look forward to seeing you fledge out of the nest." The President also noted that she, VP Knowles, and incoming GSC Rep Matt Omasta would be following up on possible revisions of the selection process for GSC Reps on the Committee on Conferences and the Program Committee (Anderson had raised these in the 15 October version of her report, but agreed to defer them and omitted them from a revised version of her report submitted on 29 October).

## **10. Awards & Fellowships - Kelly**

- Awards Chair Kate Kelly attended the meeting for discussion of her report.

- Kelly reported that things are going well overall in administering ASTR's increased number of awards, but she would like to see more competition for the awards. She suggested a workshop next year on basic strategies for applying for grants that would target ASTR grants and awards but also recognize that our awards are not enough to

support an archive visit, so members also have to find other sources. Perhaps the workshop could be done in a couple of Career Sessions. Kelly is interested in working on this workshop and has databases to share. President Davis will follow up with Mary Trotter.

- This year, the Awards Committee is staffing a table at the conference with information about the awards and deadlines. GSC members are helping.

- Award applicants must be ASTR members, except for the dissertation award (you have to be a member to receive the award, but not to apply; the application, however, requires a letter from a sponsoring member.) The dissertation awards are well competed for.

- The Keller and Marshall grants receive too few applications, as do the research fellowships. We want to get the number of applications up across the board. Graduate program directors need to get information about the awards to their students. Kelly should check her job description calendar to be sure information is forwarded to members with notice to forward it to their Directors of Graduate Study. This notice should contain a brief description of ASTR and link to the Call for Papers. Kelly will follow up with VP Knowles about how best to do this.

- Per the Spring 2008 EC Meeting Minutes, deadlines for the ASTR travel awards should be linked to conference acceptance dates. The Secretary should send the Awards Chair a reminder of this.

- ASTR has received a bequest to create a new award in honor of Brooks McNamara.

**MOTION:** to create the Brooks McNamara Publishing Subvention as detailed in Kelly's report and revised by the EC so that the requirement for reader's reports and the book contract is replaced by a requirement for a letter from publisher certifying that the manuscript is complete, has been vetted by readers, and has been scheduled for publication. If the book does not proceed to publication, the publisher will return the money. Moved by Knowles, seconded by Rivera-Servera.

The text of the award description now reads:

**The Brooks McNamara Publishing Subvention**

This subvention, up to a maximum of \$600, supports the costs of securing rights to reproduce illustrations for publication, costs of acquiring illustrations, and/or the costs of reproducing illustrations in conjunction with a book under contract for publication. (Electronic publications will also be considered.)

**Eligibility:** An independent or affiliated scholar holding a terminal degree and who has been a member of ASTR for at least three years is eligible to apply. Applicants must hold a contract to qualify. Preference will be given to junior scholars. If the book does not proceed to publication the award will be withdrawn.

**Application:** Submit to the committee chair (see below):

A letter from the publisher certifying that the manuscript is complete, has been vetted by external referees, and is scheduled for publication at a specific date;  
a 150-word abstract of the project;  
a list of illustrations proposed for the book (including captions and credits);  
a longer but concise narrative description of the project, such as a book proposal, indicating its procedures, goals, and significance within the field of theatre/performance studies;  
a detailed budget for the subvention, indicating the portion of expenses that ASTR funds will be used to underwrite; and  
a two-page curriculum vitae indicating academic rank (where appropriate) and years in current rank or years in the field.

Send complete applications to: (TBA).

**Evaluation:** Committee members will consider the merit of the project within the field of theatre/performance studies and of the individual scholar's academic research endeavors.

**Deadline:** Applications must be postmarked by **15 March 2009**.

**Notification:** All applicants will be informed by 1 May 2009.

Vote: 16 yes, 0 no, 0 abstentions. The motion carried.

Specifics about whether the grant is for rights or reproduction should depend upon the individual case; latitude needs to be granted to the prize subcommittee to parse details. The subcommittee should be sure ASTR's name is linked to the award in the book's publicity.

- Regarding the funding of all awards, President Davis cautioned that we may have only \$18,000 rather than \$20,000 that we can withdraw from the endowment. We don't yet know what the general operating budget will be, and it's hard to forecast because of membership renewals and the stock market. But we need to have a provision because we won't see an overall budget until the Spring 2009 EC Meeting, and we don't vote up the budget until after the Spring Meeting. Meanwhile, award announcements need to go out. Should we approve a contingency plan, e.g., make some awards biennial? What are the priorities? The EC agreed in a straw vote that allotments to fund the Dissertation, Keller, Marshall, and Research Awards have priority. The language "up to a certain number" can be emphasized to make awards more competitive. When the budget is tight, or when applications are not of equal quality, the prize committees should have license to award a lesser number. President Davis will work with the new Awards Chair to make a proposal for priorities and guidelines that take into account these concerns at the Spring Meeting.

-The EC gave a round of applause for the tremendous job Kate Kelly has done as Awards Chair for the last two years. President Davis acknowledged Kelly's unfailing professionalism in doing all that has been asked of her even as the job has grown.

## **11. Fundraising Committee Report - Davis**

- President Davis reminded EC members of the Fund Raising Workshop on Friday morning in the Tremont Room on the 4<sup>th</sup> floor, starting at 7:45 a.m. It's a professional development opportunity.
- President Davis asked that we give her the names of people who would be good members of the committee. She also would like suggestions for a new name for the campaign. The "Centennial Campaign" is not acceptable.
- New officers and members of the EC are invited to think about long-term planning for Fundraising Committee after President Davis ends her term.
- Contributions to the Silent Auction have been very generous. Many colleagues offered up different kinds of goods and services, including rival gift baskets submitted by Brown and Northwestern. The President acknowledged the role of the GSC in planning the Silent Auction. GSC members offered experience and administrative follow-through. She hopes this will become an ASTR tradition. Even if this doesn't raise huge sums, it's a way for members who collect ephemera to share and participate. It's another way to be inclusive of the membership.
- A reminder that the priorities of the campaign are: graduate students, diversity, internationalization, and underrepresented areas of research.
- Donations: can be sent to ASTR c/o Nancy Erickson in any form.

## **12. Adjournment**

- Marra was thanked and applauded for her three years of service as Secretary. Nellhaus was thanked for three years of service and welcomed for three more. Outgoing members of the EC—Anderson, Ferris, George-Graves, Underiner, and Ziter—were also thanked.

MOTION: to adjourn the meeting. Moved by Rivera-Servera, seconded by Nellhaus.  
Vote: 16 yes, 0 no, 0 abstentions. The motion carried. The meeting was adjourned at 2:45 p.m.

Respectfully submitted,  
Kim Marra, ASTR Secretary

The final numbers on conference attendance (confirmed post-conference) were:  
418 pre-registered; 69 Onsites  
Total Paid: 487; Total attended: 463 (23 cancels or no shows)

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Approved by the EC: 4 April 2009

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