

The Board addresses matters of Governance, Strategic Planning and Financial Management.

Meeting Opened 6:12 pm

Present: Joe Stevens (President and Chairman), Adam Bishop (Chief Executive Officer), Caroline Jackman (Vice President), Peter Grant, Andrew Tickle, Peter Gayen, and Fiona Stevens.

Declaration of Pecuniary Interest or Conflict of Interest

As per previous declarations.

Business Arising from Minutes

The Board reviewed the Membership waiver, even though there are no further updates from Athletics Australia and potentially upgrading the computer hardware. Andrew Tickle will look to establishing the Audit and Risk Committee.

Correspondence

The Board discussed a letter from a member which Peter Grant will draft a response to for the CEO to consider. Susie's resignation letter was acknowledged. It was agreed that Adam Bishop and Andrew Tickle would review the position description and look for a replacement. The Minutes from the most recent AGM were also tabled for the Board's information and was not discussed.

CEO's Report

Adam Bishop focussed on key points contained in his report, including an administration charge against the spectator tiers grant for the current works to compensate Athletics SA for its investment of time in the project. It was decided that next month's meeting will commence at 5:30pm with a review of the operational and strategic plan. The Board also agreed that Adam Bishop would go ahead and finalise an agreement with a new canteen supplier.

Finance Director's Report

Andrew Tickle tabled the financial report and advised that everything appeared to be tracking well at this point. Andrew will work with the CEO and Finance Coordinator to produce a 6 month reforecast to establish a likely position for June 30.

Staff Reports

Adam Bishop noted that due to the office closure over the Christmas / New Year period, there were no staff reports. Two items were tabled however. These were the Track and Field Advisory Panel Minutes and an outline of the state team personnel selection process.

General Business

Additional Correspondence

Adam Bishop tabled some additional correspondence from Katrine Hildyard MP regarding support of a project to find a home base for Southern Athletic Club. Adam advised that he is in the process of also drafting a letter of support and was optimistic that a positive outcome would be achieved for the club.

Club Presidents' Meeting

Joe Stevens proposed a meeting of Club Presidents on the 18th February 2017 during the lunch period of the State Championships in order to keep dialogue with the member clubs going. He also suggested that Michelle James (Athletics Australia Competition Manager) could be a special guest as she will be in Adelaide for the Australian 20km Walks Championships which Athletics SA is hosting once again.

Meeting Closed 8:45pm

REPORT ON DECISIONS/ACTIONS OF THE ATHLETICS SA BOARD MEETING – FEBRUARY 2017

The Board addresses matters of Governance, Strategic Planning and Financial Management.

Meeting Opened 5:46 pm

Present: Joe Stevens (President and Chairman), Adam Bishop (Chief Executive Officer), Caroline Jackman (Vice President), Peter Grant, Andrew Tickle, Peter Gayen and Fiona Stevens.

Apologies: Brett Fisk

Minutes: Aislinn Young

Business Arising from Minutes

The next President's Lunch was discussed and Adam Bishop has locked in a guest speaker and venue. This is likely to occur in late April or in May. There was a discussion about an incident from State Championships involving an official. The Board was informed about the success of the Club President's coffee catch up at State Championships hosted by the President and CEO. This seemed to be well received and it was suggested that this become a regular event. Adam Bishop mentioned that Port Adelaide / Enfield council is looking at building a new 120-30m full synthetic straight track at Enfield and Port Adelaide, which he commented is a very positive step and both clubs have done a great job in progressing this development. Adam will meet with the Council to discuss these projects.

Correspondence

The Board received the final version of Athletic Australia's Strategic Plan and copy of a letter written in reply to letter received from Wayne Greenham.

CEO's Report

Adam Bishop tabled his report and highlighted a few key points. The Board discussed the renewal of the stadium rental agreement with ORS and the next steps in relation to the outdoor gym equipment at the stadium. The board also discussed the upcoming National Championships and the team levy, as well as uniform requirements for open state team members.

Finance Director's Report

The budget reforecast to 30th June has been completed and was a useful process for Andrew Tickle and Adam and his staff. Despite a downgrade in the budgeted surplus, due mainly to the cancellation of events in relation to the canteen, both Andrew Tickle and Adam Bishop are comfortable with how the Association is tracking financially at this point.

General Business

A motion was accepted to adopt Athletics Australia's Member Protection Policy. The Board also discussed the minutes of the recent joint board meeting with Little Athletics SA and the next steps in the process.

Finalisation of the Strategic and Operational Plan

The Board reviewed the final draft of the strategic and operational plan and suggested some minor amendments.

Meeting Closed 8:58pm

REPORT ON DECISIONS/ACTIONS OF THE ATHLETICS SA BOARD MEETING – MARCH 2017

The Board addresses matters of Governance, Strategic Planning and Financial Management.

Meeting Opened 6:04pm

Present: Joe Stevens (President and Chairman), Adam Bishop (Chief Executive Officer), Caroline Jackman (Vice President), Peter Grant, Andrew Tickle, Peter Gayen and Brett Fisk.

Apologies: Fiona Stevens

Minutes: Aislinn Young

Business Arising From Minutes

Adam Bishop provided an update on previous minuted items.

Correspondence

There was no correspondence in items. The Board reviewed an outgoing email to Little Athletics SA regarding the next steps in exploring the One Management model. Joe Stevens provided an outline the Board on a meeting which was held between the two Associations.

CEO's Report

Peter Gayen provided an overview of a meeting with the pole vault group about the status of the outdoor gym equipment, which he believes was very productive. Adam Bishop gave an update on the equipment and explained a recent inspection was completed and he is waiting for a report with recommendations for a course of action to ensure the equipment is safe and complies with the various codes and standards. Adam Bishop presented the participation data from the track and field season and also noted that there were more than 200 SA athletes heading to the national championships which is very positive. The appointment of the new finance officer was also discussed. There was also a brief discussion about servicing sponsors.

Finance Director's Report

Andrew Tickle said that February was a solid month for the organisation's finances and that the Association is on track to meet the financial reforecast which was presented last month. He briefly mentioned a few of the key points of his report, including an update on the canteen, Krista's appointment and the spectator tiers grant.

Strategic Plan Pillars

Leadership

Adam Bishop provided the board with a summary of the recent CEO's meeting in Canberra and the ASC Governance Reform Project, including an update on the unified behaviours approach that the ASC is taking. There was a lengthy conversation about the One Club and One Management models. The Board received a paper from the CEO with a number of recommendations including adopting a combined, reduced affiliation fee for One Clubs, making appointments to the joint one management committee, and a request that the board adopt a position on database and IT going forward.

Events, Participation and Performance

Caroline Jackman raised an issue with a change to the 10,000m event at the last event of the season. There was a brief discussion about this.

General Business

The Board discussed putting together a list of proposed changes to the stadium and the possibility of getting a track in the North of the city and South. It was agreed that a joint plan with Little Athletics SA should be investigated to complement the 2011 SA Track and Field Facilities Master Plan.

Meeting Closed 8:27pm

REPORT ON DECISIONS/ACTIONS OF THE ATHLETICS SA BOARD MEETING – MAY 2017

The Board addresses matters of Governance, Strategic Planning and Financial Management.

Meeting Opened 6:12 pm

Present: Joe Stevens (President and Chairman), Adam Bishop (Chief Executive Officer), Caroline Jackman (Vice President), Peter Grant, Andrew Tickle, Peter Gayen, Brett Fisk and Fiona Stevens (via phone).

Minutes: Aislinn Young

Declaration of Pecuniary Interest or Conflict of Interest

As per existing disclosures regarding club affiliations.

Business Arising From Minutes (Refer To Action Log)

Peter Gayen and Adam Bishop provided the Board with an update on the outdoor gym equipment.

Correspondence

A complaint was discussed and the appropriate protocols for handling this matter. It will be progressed under the Member Protection Policy. The Board reviewed a letter from ORS, Adam Bishop outlined the outcome of a few different grant applications and also briefed the Board on an engineering report for the Outdoor Gym Equipment. There were a number of items of outgoing correspondence, including a letter of support for Port Adelaide Enfield Council's funding applications.

CEO's Report

The Board discussed the Operational Plan and highlighted some points which needed actioning by the end of the current financial year, including a board performance evaluation and skills matrix. Adam Bishop raised a few key points from his report including the online registration system and the One Sport working committee.

Finance Director's Report

Andrew Tickle provided the report and noted that the canteen revenue was down but was being offset by other areas performing better than budget. The projection is still on track for a small surplus at June 30. Outstanding debtors were also discussed with some follow up required. For the most part, there are no concerns however. Forward planning for new equipment such as electronic scoreboards was also discussed.

Strategic Plan Pillars

Leadership

The board approved the draft Track and Field Advisory Committee and Out of Stadium Advisory Committee Terms of Reference documents with some minor amendments.

Communications and Systems

New computers have been purchased and Adam Bishop is currently exploring the feasibility of some integration with Little Athletics SA systems or at least alignment with systems to allow further collaboration.

General Business

The Board will be taking some positive steps forward in its succession planning in looking for potential new Board members. This will include the development of a skills matrix and an effort to identify potential board members well ahead of the November Annual General Meeting.

Meeting Closed 8:34pm

REPORT ON DECISIONS/ACTIONS OF THE ATHLETICS SA BOARD MEETING – JUNE 2017

The Board addresses matters of Governance, Strategic Planning and Financial Management.

Meeting Opened 6:08 pm

Present: Joe Stevens (President and Chairman), Adam Bishop (Chief Executive), Caroline Jackman (Vice President), Peter Grant, Andrew Tickle, Peter Gayen, Fiona Stevens, Brett Fisk.

Declaration of Pecuniary Interest or Conflict of Interest

Joe Stevens disclosed that he may have a conflict with an agenda item regarding Athletics Australia given his role as the Race Director of the City-Bay Fun Run.

Call with Athletics Australia (AA)

The Board had a call with AA President Mark Arbib and Michael Hall from to discuss a possible joint venture event in South Australia.

Business Arising from Minutes

Adam Bishop provided an update on infrastructure at a club and state level.

Correspondence

The Board discussed a report regarding the outdoor gym equipment which essentially advises that the metal thickness deterioration renders the structure unsafe. Following this, the Board discussed other upgrades to the stadium, a member protection issue, the financial pillar of the Australian Sports Commission's unified behaviours framework, and some grant reporting. The board also ratified the appointments to the Track and Field Advisory Committee.

CEO's Report

The CEO presented the draft 2017-18 Operational Plan and tabled a progress report on the 2016-17 Operational Plan. A report was also tabled regarding a minor incident in the canteen regarding a staff member.

Finance Director's Report

Andrew Tickle presented the report as at the end of May. He advised that Athletics SA is on track to effectively "break even" at June 30 for the 2016/17 financial year. The draft budget will be presented to the next meeting.

Strategic Plan Pillars

Leadership

A revised awards selection policy was accepted and the Board endorsed the Smoke Free, Safe Transport, Alcohol Management Policy.

Events, Participation and Performance

There were three Board Decision Papers which were discussed. These included a proposal for the creation of a new part time position, a proposal to create a new recreational athletics membership through Little Athletics SA centres, and a proposal regarding individual membership. The recreational membership was endorsed. The other two papers require further discussion and consideration.

Meeting Closed 9:16pm

REPORT ON DECISIONS/ACTIONS OF THE ATHLETICS SA BOARD MEETING – JULY 2017

The Board addresses matters of Governance, Strategic Planning and Financial Management.

Meeting Opened 6:18 pm

Present: Joe Stevens (President and Chairman), Adam Bishop (Chief Executive Officer), Andrew Tickle, Peter Gayen, Fiona Stevens and Brett Fisk.

Apologies: Caroline Jackman (Vice President) and Peter Grant

Declaration of Pecuniary Interest or Conflict of Interest

As per existing disclosures regarding club affiliations.

Business Arising From Minutes (Refer To Action Log)

Adam Bishop provided an update about the membership waiver and said that he had spoken to Darren Boyd at Athletics Australia (replaced Nick Holland). Adam Bishop also advised that he had had some positive discussions regarding a potential second synthetic athletics track.

Correspondence

The Board discussed several incoming correspondence items, including a letter raising a complaint, new lease agreements, and an SA Athletics Stadium lighting concept development grant agreement.

Strategic Plan Pillars

The Board noted the changes to a paper regarding membership and agreed to adopt the recommendation as per the June 2017 meeting where the paper was originally tabled.

CEO's Report

A motion was moved that the proposed 2017/18 membership fees with a small proposed amendment be endorsed. Another motion was moved regarding that 2016/17 Operational Plan Final Report that the final update for the plan be accepted. Adam Bishop also advised that ORS will remove the outdoor gym at their expense at a cost of around \$7,500. Adam Bishop has also negotiated to pay a \$400 contribution to the removal to also take away the old pole vault mats which are Athletics SA's responsibility.

Finance Director's Report

Andrew Tickle provided an update on two issues relating to the balance sheet that had been identified. The audit is being scheduled for late August / early September when Adam is back from leave. The draft budget was tabled, which Adam and Andrew had put together. This included a new monthly breakdown by cost centre which Adam has prepared. Adam and Andrew will initiate a change to board financial reporting for 2017/18 in an effort to provide more relevant information to the board.

General Business

It was resolved that no meeting be held in August 2017 due to the CEO being overseas on leave.

Meeting Closed 8:36pm

The Board addresses matters of Governance, Strategic Planning and Financial Management.

Meeting Opened 6:06 pm

Present: Joe Stevens (President and Chairman), Adam Bishop (Chief Executive Officer), Caroline Jackman (Vice President), Peter Grant, Andrew Tickle, Peter Gayen, and Brett Fisk.

Apologies: Fiona Stevens

Minutes: Aislinn Young

Joe Stevens advised the board that Darren Goucher has been appointed as the new Chief Executive Office of Athletics Australia (AA).

Individual Membership and State Team Management

Development Manager, Andrew Crawford, attended this part of the meeting at the invitation of the CEO. A proposal to create individual membership was considered by the Board. After much discussion, the proposal was endorsed by the Board subject to management undertaking a risk assessment given that membership has already opened for 2017/18.

Documents regarding state team management outlines and positions were also tabled and endorsed by the Board.

Business Arising From Minutes (Refer To Action Log)

Andrea Tickle provided the Board with an update on the audit process. There was also a discussion about the canteen with respect to insurance and an adjustment that needed to be made to the balance sheet relating to the canteen fire back in 2014. Peter Gayen raised succession planning and there was a discussion about some of the facilities strategy work being undertaken by the CEO.

Correspondence

The Board discussed several items of incoming correspondence, including the new lease agreements and an application from Mt Barker Little Athletics Centre to become a new Athletics SA club. The Board agreed to proceed to the public comment stage for consideration of the new club.

Strategic Plan Pillars

Leadership

Adam Bishop provided an outline of the Joint CEOs meeting which was held in Sydney in late July. The current status of the Mount Gambier Athletic Club was also discussed. The One Sport Coordinator recently visited the town and met with athletics and little athletics club representatives. Management recommended that the ASA board endorse management to orchestrate a merger between the club and the Little Athletics Centre as the Club only has 4 members and will also be unable to meet the ASA affiliation requirements for 2017/18. The board endorsed this plan and also agreed to not offer the Club, in its current state, affiliation in 2017/18.

Events, Participation and Performance

The Board noted that participation numbers are down on last winter season as was reflective of the current market. The CEO advised that a comprehensive review of the winter season product will occur.

People and Culture

An outline of Athletics SA's Key Operational Activities for 2017-18 for Clubs was tabled by the CEO. It was agreed that a more concise version was required, so the CEO will edit the document before sending to clubs.

CEO's Report

Adam Bishop provided an update regarding the SA Athletics Stadium lighting project that he is working on with the Office for Recreation and Sport and DPTI. Joe Stevens has also been involved in assisting

with this project. There was a discussion about facilities and Adam advised that he had some discussions with a venue in the south regarding the possibility of a synthetic track. It was noted that the ASA Canteen Manager had reached 10 years of service and it was proposed that a letter from the Board be drafted to Rita congratulating her on this milestone.

Finance Director's Report

Andrew Tickle and Adam Bishop have changed the format of the report. Andrew Tickle provided an update to the Board regarding the Association's current financial position and the end of year result. There was a discussion about club affiliations and registration and the impact of not having clubs affiliated but having member registration open. Management had already noted this and plans to address for 2018/19.

General Business

The Board discussed the 2016/17 Annual General Meeting and Board Nominations. The date of the AGM was set for 27th November at 6:30pm. The Board also looked at the Track and Field Calendar and a motion was passed to endorse the calendar electronically.

Meeting Closed at 8:53pm

REPORT ON DECISIONS/ACTIONS OF THE ATHLETICS SA BOARD MEETING – OCTOBER 2017

The Board addresses matters of Governance, Strategic Planning and Financial Management.

Meeting Opened 6:11 pm by Caroline Jackman

Present: Joe Stevens (President and Chairman), Adam Bishop (Chief Executive Officer), Caroline Jackman (Vice President), Peter Grant, Andrew Tickle, Peter Gayen, Brett Fisk, and Fiona Stevens (via phone)

Apologies: Nil

Minutes: Adam Bishop

Joe Stevens and Fiona Stevens were absent for the first part of the meeting, with both joining during the correspondence section of the meeting.

Declaration of Pecuniary Interest or Conflict of Interest

As per existing disclosures regarding club affiliations.

Correspondence

There were various items discussed including a document regarding the potential development of a second synthetic track in metropolitan Adelaide; comments on the proposed new athletic club at Mount Barker; an application for the Track and Field Advisory Panel; the minutes from the One Sport Committee meeting and a report about the discus cage at Northern Districts. There were also other documents for outgoing correspondence, such as a document for the Planning and Research Program 2017-18 and a letter to Mount Gambier regarding the One Club model. The board decided to endorse the application for Mount Barker to become an affiliated club with ASA. The club will be affiliated on a provisional basis.

Strategic Plan Pillars

Leadership

The Athletics SA Corporate Credit Card Policy was tabled by Adam Bishop and was adopted. The Board also endorsed the draft One Sport Sub-Committee Terms of Reference.

Events, Participation and Performance

Adam Bishop advised that entries for the SA All Schools Games were looking very strong for the weekend with the final total likely to pass 400, which is up from 370 last year.

People and Culture

Adam Bishop advised that the office team had recently had a half day follow up session with Leading Teams, followed by a team building activity. He said that it was useful to be able to induct Jon and Krista in to the agreed behaviour framework of the team and also as a refresher for existing staff.

Communications and Systems

There was a brief discussion around future IT needs.

Operational Plan 2017-2018 October Update

Adam Bishop briefly highlighted any items that were coded red. He said that the majority of these are red because they require another organisation to perform an action before they can be initiated locally.

Finance Director's Report

The audit has been completed and the financial statements are ready for sign off by the board. Joe Stevens and Andrew Tickle proceeded to sign the document for the annual report. Andrew Tickle provided an update to the Board regarding the finances and commented that things are tracking well at this point in time.

General Business

Fiona (via phone) left the meeting at this point. Joe Stevens advised that there were four spots available to attend a function at Government House on the 15th November. Athletics SA will nominate Joe Stevens, Peter Grant, Peter Gayen and Fiona Stevens to attend. Furthermore, Brett Fisk and Adam Bishop gave a brief outline of a new athletics concept that they had been working on with Matt Axford and Jon (ASA Events Manager) that they are keen to pilot in February. This isn't currently in the budget. A proposal will be presented at the next meeting.

Meeting Closed 8:17pm

REPORT ON DECISIONS/ACTIONS OF THE ATHLETICS SA BOARD MEETING – NOVEMBER 2017

The Board addresses matters of Governance, Strategic Planning and Financial Management.

Meeting Opened 6:05 pm by Joe Stevens

Present: Joe Stevens (President and Chairman), Adam Bishop (Chief Executive Officer), Caroline Jackman (Vice President), Peter Grant, Andrew Tickle, Peter Gayen and Brett Fisk.

Apologies: Fiona Stevens

Minutes: Aislinn young

Declaration of Pecuniary Interest or Conflict of Interest

As per existing disclosures regarding club affiliations.

Business Arising From Minutes (Refer To Action Log)

Adam Bishop provided an update on items from the previous minutes, including the resolution of a complaint.

Correspondence

The Board discussed the Nominations to join the Board. Initially they were seven nominations, however, one of the nominations was not valid as it was not properly endorsed, and Peter Grant withdrew his application, therefore, five nominations have been received for three positions. The Northern Districts Discus Cage Report and the SA Road Runners Club application for affiliation were also discussed. The board endorsed the SARRC application to enter the public consultation phase of the process. A decision will be made at the December board meeting.

Strategic Plan Pillars

Adam Bishop tabled a quote for the replacement of the outdoor gym equipment at SA Athletics Stadium. Adam updated the board on potential funding sources. The board also endorsed the recommendations for Team Managers for the Australian All Schools. The Board also discussed the proposed Synergy League concept and agreed to allocate funds to cover the event's operation over two nights in February and March.

CEO's Report

Adam Bishop advised that the SA Team for the Nationals was very strong with 165 athletes having accepted a place. Adam also requested endorsement of the Out of Stadium Advisory Committee but noted that there was a lack of female nominations. The board requested that Adam and Jon (Events Manager) see if they can identify additional female members. Adam also discussed the need for the board to look at expanding its investment in staff in the digital marketing space.

Operational Plan 2017-2018 October Update

Athletics Australia has established a digital committee to look at the future of the database and associated tools. Adam has been asked to be a part of this committee once again. There was also a conversation about the live streaming and how to facilitate this.

Finance Director's Report

Andrew Tickle said that the budget is tracking well, referring to the canteen and membership revenue as particularly positive at this point. He also said that debtors are slowly decreasing.

General Business

It was noted that a One Sport meeting was due to be held on the 31st October, however, it was cancelled. It was decided that One Sport should be a permanent agenda item. Adam Bishop provided a quick update on recent progress and the work of Tim White. Joe Stevens thanked everyone for their contribution over the past 16 years, as this is his last meeting. He also thanked Adam and his staff for the past 9 years. There was a quick discussion regarding a joint meeting dinner with the Athletics SA and Little Athletics SA boards after the December meeting.

Meeting Closed 8:29pm

REPORT ON DECISIONS/ACTIONS OF THE ATHLETICS SA BOARD MEETING – DECEMBER 2017

The Board addresses matters of Governance, Strategic Planning and Financial Management.

1. Meeting Opened 5:44 pm by Adam Bishop

Present: Adam Bishop (Chief Executive Officer), Peter Gayen, Andrew Tickle, Fiona Stevens, Michelle Devine, Jane Russo, David Cross and Brett Fisk.

Minutes: Aislinn Young

Adam Bishop welcomed everyone, especially the new Board members.

2. Declaration of Pecuniary Interest or Conflict of Interest

As per existing disclosures regarding club affiliations.

3. Election Of Board Executive

a. Election of Chairperson/President

Adam Bishop called for nominations for President/Chairperson. After voting and counting, Adam Bishop declared that Jane Russo to be the new Elected Chairperson.

b. Election of Vice President

As President, Jane Russo called for nominations for Vice President. Jane Russo declared Andrew Tickle as Vice President and congratulated him.

c. Election of Finance Director

Jane Russo called for nominations for Finance Director. David Cross was announced the new Finance Director. Andrew Tickle offered his help to assist David with anything he may need in the new role.

4. Business Arising From Minutes

Adam Bishop provided an update on items from the previous minutes. The KPIs for the new Synergy League Event were discussed.

5. Correspondence

- a. The SARRC Affiliation Feedback & Letter re SARRC Affiliation was accepted. It was decided that SARRC would be offered provisional affiliation, based on changes to its constitution and they would have limited voting rights at this time until an updated constitution is submitted.

6. CEO's Report

- a. SA Athletics Stadium Lighting Project is still in progress. ORS are waiting to secure further funds for this project.
- b. A business case and proposal for the Outdoor Gym has been submitted.
- c. The Salisbury track has the support of the council and will go ahead if the council is successful in receiving the grant funding under the sporting surfaces round. This is due for notification after the 31st January 2018
- d. Australian All Schools and SKO in Adelaide was an overwhelming success. All staff and volunteers involved should be congratulated.
- e. We selected a large team of 168 athletes to represent SA at the 2017 Australian All Schools Championships

7. Operational Plan 2017-2018 Update

- a. Leadership
 - i. Messenger and Advertiser article in November re: participation and membership growth and launch of Nitro
 - ii. Messenger article on the proposed Salisbury track project
 - iii. Currently negotiating with SASI re: contribution of resources to Emerging Athletes program
- b. Events, Participation and Performance
 - i. Preliminary discussions had with SARRC and Yumigo around collaboration and the establishment of new joint events

8. Finance Director's Report

- a. The results for November were generally in line with expectation.
- b. Memberships continue to advance strongly.

9. General Business

Adam Bishop thanked the Board for their support on the secondment to Athletics Australia for 6 months, beginning January 8, 2018.

10. Meeting Closed 8:24 pm by Jane Russo