A RESOLUTION

DESIGNATING THE RECONSTRUCTION OF FRANZ ROAD AS A JOINT PROJECT WITH THE CITY OF KATY AND AUTHORIZING AND DIRECTING THE GENERAL MANAGER TO NEGOTIATE A JOINT GOVERNMENTAL PROJECT AGREEMENT WITH THE CITY OF KATY; AND MAKING VARIOUS FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, THE METRO Board of Directors has adopted a policy of participating in the construction of transportation improvement projects with other governmental entities in METRO's service area; and

WHEREAS, the City of Katy has proposed the reconstruction of Franz Road from the Katy-Hockley cutoff to Avenue D as a joint project between METRO and the City of Katy; and

WHEREAS, the project will improve the flow of traffic along Franz Road;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1. The reconstruction of Franz Road from the Katy-Hockley cutoff to Avenue D is hereby designated a joint project with the City of Katy.

Section 2. The General Manager be and he is hereby authorized and directed to negotiate a joint governmental project agreement with the City of Katy for reconstruction of Franz Road. METRO's share of costs shall not exceed 43% of the estimated costs, or $700,000.
Section 3. This resolution is effective immediately upon passage.

PASSED this 25th day of September, 1986.
APPROVED this 25th day of September, 1986.

ATTEST:

[Signature]
Assistant Secretary

[Signature]
John J. King
Chairman of the Board
A RESOLUTION

DESIGNATING THE IMPROVEMENT OF HARWIN DRIVE AT ITS INTERSECTIONS AT WILCREST DRIVE AND BOONE ROAD AS A JOINT PROJECT WITH THE CITY OF HOUSTON AND AUTHORIZING AND DIRECTING THE GENERAL MANAGER TO NEGOTIATE A JOINT GOVERNMENTAL PROJECT AGREEMENT WITH THE CITY OF HOUSTON; AND MAKING VARIOUS FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, THE METRO Board of Directors has adopted a policy of participating in the construction of transportation improvement projects with other governmental entities in METRO's service area; and

WHEREAS, the City of Houston has proposed the improvement of Harwin Drive at its intersections with Wilcrest Drive and Boone Road as a joint Mass Transportation Improvement Project between METRO and the City of Houston under the Mass Transportation Improvement Projects Agreement; and

WHEREAS, the project will improve the flow of traffic and provide better access to METRO's West Bus Operating Facility;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1. The improvement of Harwin Drive at its intersections at Wilcrest Drive and Boone Road is hereby designated a joint project between METRO and the City of Houston under the Mass Transportation Improvement Project Agreement.
Section 2. The General Manager be and he is hereby authorized and directed to negotiate a joint governmental project agreement with the City of Houston for improvements to Harwin Drive. METRO's share of costs shall be 50% of construction and engineering costs not to exceed $500,000.

Section 3. This resolution is effective immediately upon passage.

PASSED this 25th day of September, 1986.
APPROVED this 25th day of September, 1986.

ATTEST:

[Signatures]

Assistant Secretary

Chairman of the Board
RESOLUTION NO. 86-105

A RESOLUTION

APPROVING A JOINT PROJECT AGREEMENT WITH HARRIS COUNTY AND AUTHORIZING AND DIRECTING THE GENERAL MANAGER TO NEGOTIATE A JOINT GOVERNMENTAL AGREEMENT WITH HARRIS COUNTY, FOR CONSTRUCTION OF THE KINGSLAND BOULEVARD BRIDGE OVER MASON CREEK, AND MAKING VARIOUS FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, by Resolution 85-106, the Board of Directors approved the construction of the Kingsland Boulevard Bridge over Mason Creek as a Joint Project with Harris County subject to the approval of a Joint Project Agreement; and

WHEREAS, a Joint Project Agreement has been negotiated which prescribes the terms and conditions for funding and construction of the Joint Project;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1. The Board of Directors hereby approves the Joint Project Agreement for construction of the Kingsland Boulevard Bridge over Mason Creek attached hereto as Exhibit "A".

Section 2. The General Manager be and he is hereby authorized and directed to execute and deliver the Joint Project Agreement on behalf of METRO.

Section 3. This resolution is effective immediately upon passage.

PASSED this 25th day of September, 1986.
APPROVED this 25th day of September, 1986.

ATTEST:

[Signatures]
Assistant Secretary

John J. King
Chairman of the Board
A RESOLUTION

APPROVING A JOINT PROJECT AGREEMENT WITH HARRIS COUNTY AND THE CITY OF HOUSTON FOR CONSTRUCTION OF THE WOODFOREST BOULEVARD BRIDGE OVER GREENS BAYOU, AND MAKING VARIOUS FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, by Resolution 85-143, the Board of Directors approved the construction of the Woodforest Boulevard Bridge over Greens Bayou as a Joint Project with Harris County and the City of Houston; and

WHEREAS, a Joint Project Agreement has been negotiated which prescribes the terms and conditions for funding and construction of the Joint Project;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1. The Board of Directors hereby approves the Joint Project Agreement for construction of the Woodforest Boulevard Bridge over Greens Bayou attached hereto as Exhibit A.

Section 2. The General Manager be and he is hereby authorized and directed to execute and deliver the Joint Project Agreement on behalf of METRO.

Section 3. This resolution is effective immediately upon passage.

PASSED this 25th day of September, 1986.
APPROVED this 25th day of September, 1986.

ATTEST:

[Signature]
Assistant Secretary

[Signature]
Chairman of the Board
RESOLUTION NO. 86- 107

A RESOLUTION


WHEREAS, Article 1118x, Section 12A, of Vernon's Texas Civil Statutes, requires the Board of Directors of the Metropolitan Transit Authority ("METRO") to adopt an annual operating budget which specifies major expenditures by type and amount, prior to commencement of a fiscal year; and

WHEREAS, the General Manager has prepared and submitted a recommended Operating and Capital Budget for Fiscal Year 1987; and

WHEREAS, the recommended budget has been extensively reviewed by the METRO Board of Directors; and

WHEREAS, a public hearing regarding the recommended budget has been noticed, held and the testimony considered;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1. The recommended budget is hereby adopted for METRO for Fiscal Year 1987 with total expenditures authorized being:

- Operating Expenses $ 142,000,000
- Capital Expenditures $ 243,365,000

Section 2. The General Manager is authorized to take any and all actions necessary and reasonable to implement the Operating and Capital Budgets, including the transfer of funds between budget accounts as may be necessary.
Section 3. This resolution is effective immediately upon passage.

PASSED this 25th day of September, 1986.
APPROVED this 25th day of September, 1986.

ATTEST:

[Signature]
Assistant Secretary

[Signature]
Chairman of the Board
A RESOLUTION

AUTHORIZING AND DIRECTING THE GENERAL MANAGER TO EXECUTE AND DELIVER CONTRACTS WITH WILLIAM WATTS, STEVE BECK, JOHN MEEKS, TEXAS VIDEO AND POST, INC. AND CHANNEL 2 TELEVISION COMPANY FOR PRODUCTION AND AIRING OF THE METRO MONTHLY TELEVISION PROGRAM; AND MAKING VARIOUS FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, the METRO Monthly television show is the only commercially-aired, regularly-scheduled transit television program in the United States; and

WHEREAS, the program has experienced significant viewership and provided an effective means for communicating METRO's services and programs to the public; and

WHEREAS, certain persons and organizations have participated in the production and airing of METRO Monthly from its inception; and

WHEREAS, the General Manager has submitted justification to continue contracts with these persons and organizations on a non-competitive procurement basis; and

WHEREAS, the Board of Directors is of the opinion that the justification for non-competitive procurement is reasonable;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1. The General Manager be and he is hereby authorized and directed to execute and deliver contracts with the following persons or organizations in not-to-exceed amounts for the purposes set out below:
a. William Watts - for research, writing, hosting and producing METRO Monthly. $31,500.00
b. Steve Beck - for providing equipment and videotaping services. $40,000.00
c. John Meeks - for editing and directing METRO Monthly. $11,000.00
d. Texas Video and Post, Inc. - for production facilities. $38,500.00
e. Channel 2 Television Company - for broadcast time. $30,000.00

The performance period for these contracts shall be from September 1, 1986 through September 30, 1987.

Section 2. This resolution is effective immediately upon passage.

PASSED this 25th day of September, 1986.
APPROVED this 25th day of September, 1986.

ATTEST:

Assistant Secretary

Chairman of the Board

[Signatures]
A RESOLUTION

AUTHORIZING AND DIRECTING THE GENERAL MANAGER TO EXECUTE AND DELIVER A CONTRACT MODIFICATION WITH NORTH HOUSTON POLE LINE COMPANY, AND MAKING VARIOUS FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, in 1984 METRO entered into contract with North Houston Pole Line to assemble, install and relocate bus stop signs; and

WHEREAS, the Contractor has performed additional work under the terms of the Agreement; and

WHEREAS, the cost of the additional work will increase the total contract amount from $92,451.92 to $104,058.69;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1. The General Manager be and he is hereby authorized directed to execute and deliver a contract modification with North Houston Pole Line Company in an amount not to exceed $11,606.77. The modification will increase the total contract amount from $92,451.92 to $104,058.69.

Section 2. This resolution is effective immediately upon passage.

PASSED this 25th day of September, 1986.
APPROVED this 25th day of September, 1986.

ATTEST:

Assistant Secretary

Chairman of the Board

RESOLUTION NO. 86-109
A RESOLUTION

AUTHORIZING THE GENERAL MANAGER TO EXECUTE AND DELIVER CONTRACT
MODIFICATIONS WITH IMPACE BUILDING SERVICES, INC. AND MACKE BUILDING
SERVICES FOR JANITORIAL SERVICES AT METRO'S KASHMERE, HIRAM CLARKE,
MARKET STREET AND CENTRAL SUPPLY FACILITIES; AND MAKING FINDINGS AND
PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, in 1985 METRO entered into contracts with Impace
Building Services, Inc. and Macke Building Services to provide
janitorial services at METRO's Kashmere, Hiram Clarke, Market Street
and Central Supply Facilities; and

WHEREAS, the periods of performance on which is scheduled to
expire on September 3, 1986; and

WHEREAS, Invitations for Bid were issued to provide janitorial
services for these facilities commencing October 1, 1986 and

WHEREAS, a large number of bids were received in response to
the Invitation which requires more time evaluate than was originally
anticipated, which will preclude execution of new contracts prior to
October 1, 1986; and

WHEREAS, janitorial services at these facilities must continue
uninterrupted;
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1: The General Manager be and is hereby authorized and directed to execute and deliver a contract modification to Contract No. J40195 with Impace Building Systems, Inc. to extend the period of performance on the contract for sixty days and to increase the authorized contract amount by $15,688.

Section 2: The General Manager be and is hereby authorized and directed to execute and deliver a modification to Contract No. J50333 with Macke Building Services to extend the period of performance by sixty days and to increase the authorized contract amount by $10,640.

Section 3. This resolution is effective immediately upon passage.
RESOLUTION NO. 86-111

A RESOLUTION

AUTHORIZING AND DIRECTING THE GENERAL MANAGER TO EXECUTE AND DELIVER A MODIFICATION TO CONTRACT P50255 WITH HOUSTON EXPRESS REPROGRAPHICS, INC. FOR PRINTING OF BUS SCHEDULES; AND MAKING FINDING AND PROVISIONS RELATIVE TO SUBJECT.

WHEREAS, Contract No. P50255 was executed with Houston Express Reprographics, Inc. in June, 1985 for the printing of bus schedules for a two year period; and

WHEREAS, public demand for bus schedules has increased to the point where the existing cost limitation on the contract will be reached in mid-October, 1986; and

WHEREAS, METRO staff has recommended that an amendment to the contract with Houston Express Reprographics be entered into to increase the maximum authorized expenditures in order to provide for the printing of bus schedules through May of 1987, the expiration of the contract period of performance; and

WHEREAS, the Board is of the opinion that the Contract should be modified to increase the authorized expenditure level to provide for the printing of bus schedules;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:
Section 1: The General Manager be and he is hereby authorized and directed to execute and deliver a modification to Contract P50255 with Houston Express Reprographics, Inc. to increase the maximum authorized expenditure under the contract by $190,000 for a total maximum authorized expenditure limit of $538,000.

Section 2. This resolution is effective immediately upon passage.

PASSED this 25th day of September, 1986.

APPROVED this 25th day of September, 1986.

Assistant Secretary

Chairman of the Board
RESOLUTION NO. 86-112

A RESOLUTION

AUTHORIZING AND DIRECTING THE GENERAL MANAGER TO EXECUTE AND TO DELIVER A CONTRACT WITH MAY CONSTRUCTION COMPANY FOR CONSTRUCTION OF THE SOUTHEAST TRANSIT CENTER; AND MAKING FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, bids were invited for construction of the Southeast Transit Center located at the intersection of Old Spanish Trail and Scottcrest Street; and

WHEREAS, the firm of May Construction Company submitted the lowest responsive and responsible bid in response to METRO's invitation;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1. The General Manager be and he is hereby authorized and directed to execute and deliver a contract with May Construction Company for construction of the Southeast Transit Center at a cost of $1,435,000.

Section 2. This resolution is effective immediately upon passage.

PASSED this 25th day of September, 1986.
APPROVED this 25th day of September, 1986.

ATTEST:

[Signatures]
Assistant Secretary  John J. King
Chairman of the Board
A RESOLUTION

AUTHORIZING AND DIRECTING THE GENERAL MANAGER TO EXECUTE AND DELIVER AN AGREEMENT WITH THE STATE DEPARTMENT OF HIGHWAYS AND PUBLIC TRANSPORTATION FOR CONSTRUCTION, OPERATION, AND MAINTENANCE OF PHASE I OF THE NORTHWEST FREEWAY TRANSITWAY; AND MAKING FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, the METRO Board of Directors and the State Highway and Public Transportation Commission authorized construction of a transitway (also known as an authorized vehicle lane) extending from the intersection of Interstate Highway 10 and Interstate Highway 610 to the vicinity of FM 1960 along U.S. Highway 290; and

WHEREAS, METRO, the State Department of Highways and Public Transportation (SDH&PT), and the Urban Mass Transportation Administration are participating in the funding of this facility to be known as the Northwest Freeway Transitway and;

WHEREAS, the Board has previously authorized the General Manager to negotiate an agreement with the SDH&PT for the construction, operation and maintenance of the Northwest Freeway Transitway; and

WHEREAS, the General Manager has presented to the Board a proposed agreement with the SDH&PT for the Northwest Freeway Transitway;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:
Section 1: The General Manager be and he is hereby authorized and directed to execute and deliver a construction, operation and maintenance agreement with the State Department of Highways and Public Transportation for Phase I of the Northwest Freeway and Transitway extending from the intersection of Interstate Highway 10 and Interstate Highway 610 to the intersection of U.S. Highway 290 and West Little York Road essentially in the form as set out in Exhibit "A" attached hereto.

Section 2: The General Manager be and he is hereby authorized and directed to include in said construction, operation and maintenance agreement provision for the SDH&PT to provide construction management services during construction of Phase I of the Northwest Freeway Transitway with the State to be reimbursed for the actual direct costs of providing these services with the maximum reimbursement not-to-exceed $3,000,000.

Section 3: This resolution is effective immediately upon passage.

ATTEST:  
PASSED this 25th day of September, 1986.
APPROVED this 25th day of September, 1986.

Assistant Secretary  
Chairman of the Board
A RESOLUTION

AUTHORIZING THE GENERAL MANAGER TO EXECUTE AND DELIVER A CONTRACT WITH AUSTIN BRIDGE COMPANY FOR CONSTRUCTION OF PHASE I OF THE NORTHWEST FREEWAY TRANSITWAY PROJECT; AND MAKING AND FINDING PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, METRO intends to construct and operate a median transitway (authorized vehicle lane) in the median of US Highway 290 known as the Northwest Freeway Transitway; and

WHEREAS, the first phase of that project is construction of the transitway from the Northwest Transit Center site located at the intersection of Old Katy Road and Interstate Highway 610 to the intersection of U.S. Highway 290 and West Little York Road; and

WHEREAS, bids were received for construction of this phase of the project with the lowest bid being submitted by Austin Bridge Company;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1. The General Manager be and he is hereby authorized and directed to execute and deliver a contract for construction of Phase I of the Northwest Freeway Transitway Project with the Austin Bridge Company in an amount not-to-exceed $42,816,277.12.
Section 2. This Resolution is effective immediately upon passage.

ATTEST:  

PASSED this 25th day of September, 1986.  
APPROVED this 25th day of September, 1986.  

Assistant Secretary  

John J. King  
Chairman of the Board
A RESOLUTION

AUTHORIZING AND DIRECTING THE GENERAL MANAGER TO EXECUTE AND DELIVER AN AGREEMENT WITH SPERRY, INC. TO EXTEND THE SPERRY 1100 COMPUTER SYSTEM SOFTWARE LEASE FOR SIXTY (60) DAYS; AUTHORIZING AND DIRECTING THE GENERAL MANAGER TO NEGOTIATE, EXECUTE AND DELIVER AN AGREEMENT WITH SPERRY, INC. TO EXTEND THE SPERRY 1100 COMPUTER MAINTENANCE AND SERVICE AGREEMENT FOR SIXTY (60) DAYS; AND MAKING FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECTS.

WHEREAS, METRO owns and operates a Sperry 1100 computer system to serve its principal data processing requirements; and

WHEREAS, has entered into a system software lease agreement and a preventative and remedial maintenance agreement with Sperry, Inc. for software and maintenance services for the Sperry 1100 computer system; and

WHEREAS, the Board has directed a review of METRO's computer system usage, equipment and maintenance practices; and

WHEREAS, the results of the Board-directed review will not be available prior to the expiration of the current system software and maintenance agreements; and

WHEREAS, it is necessary to continue the existing system software and maintenance agreements with Sperry, Inc. pending the results of the review;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1. The General Manager be and he is hereby authorized and directed to negotiate, execute and deliver agreements with
Sperry, Inc. to continue the present Sperry 1100 computer system software lease and maintenance agreements for a period of sixty (60) days at a cost consistent with the period of the extension of these agreements.

Section 2. This resolution is effective immediately upon passage.

PASSED this 25th day of September, 1986.
APPROVED this 25th day of September, 1986.

ATTEST:

[Signatures]

Assistant Secretary

Chairman of the Board
RESOLUTION NO. 86-116

A RESOLUTION

AUTHORIZING AND DIRECTING THE GENERAL MANAGER TO NEGOTIATE, EXECUTE AND DELIVER A MODIFICATION TO CONTRACT NO. E50017 WITH SPERRY CORPORATION'S SYSTEMS MANAGEMENT DIVISION FOR DESIGN SERVICES FOR THE TRANSITWAY SURVEILLANCE, COMMUNICATION AND CONTROL SYSTEM; AND MAKING FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, METRO is developing and installing a surveillance, communication and control system for the Katy Freeway and the Gulf Freeway Transitways; and

WHEREAS, the initial design for the surveillance, communication and control system anticipated a State Department of Highways and Public Transportation designed and supplied computer and software; and

WHEREAS, the State Department of Highways and Public Transportation has now informed METRO that it will be unable to supply this equipment and material; and

WHEREAS, it will now be necessary to develop specifications and solicit bids for the equipment and materials formerly anticipated to be supplied by the State Department of Highways and Public Transportation; and

WHEREAS, Sperry Corporation's Systems Management Division is currently under contract to METRO for design of the Katy Freeway Transitway Phases 2 and 3 and the Gulf Freeway Transitway Phases 1, 2, and 3 Surveillance, Communications and Controls Systems; and
WHEREAS, METRO staff has recommended that the contract with the Sperry Corporation be modified to provide to develop the specifications for the computer, field controller equipment, software and inspection services, with which recommendation the Board of Directors concurs;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1: The General Manager be and he is authorized and directed to negotiate, execute and deliver a modification to Contract ES0017 with Sperry Corporation's Systems Management Division to develop specifications for the computer, field controller equipment, software and inspection services for the Katy Freeway Transitway and Gulf Freeway Transitway Surveillance Communication and Control Systems at a cost not-to-exceed $265,811.

Section 2: This resolution is effective immediately upon passage.

ATTEST: 

PASSED this 25th day of September, 1986.

APPROVED this 25th day of September, 1986.

Assistant Secretary

John J. King
Chairman of the Board
A RESOLUTION

AUTHORIZING THE GENERAL MANAGER TO NEGOTIATE, EXECUTE AND DELIVER A PERSONAL SERVICES CONTRACT WITH WILLIAM BASS THORNTON FOR REAL PROPERTY RESEARCH SERVICES; AND MAKING FINDINGS AND PROVISIONS RELATIVE TO THE SUBJECT.

WHEREAS, by way of Board Resolution 85-111 the Board authorized engaging the services of William Bass Thornton as a property research specialist for a one year period at a cost not-to-exceed $70,000; and

WHEREAS, Mr. Thornton's contract expired on September 15, 1986; and

WHEREAS, a requirement exists for Mr. Thornton's services for an additional year;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE METROPOLITAN TRANSIT AUTHORITY THAT:

Section 1: The General Manager be and is hereby authorized and directed to negotiate, execute and deliver a personal services contract with William Bass Thornton to provide property research services at a per diem rate of $239.12 plus reimbursement for vehicle mileage and parking expenses with the total contract amount not-to-exceed $50,000.

Section 2: This resolution is effective immediately upon passage.

PASSED this 25th day of September, 1986.

ATTEST:  
APPROVED this 25th day of September, 1986.

Assistant Secretary  
Chairman of the Board