

ST NICHOLAS CHURCH SHEPPERTON

VESTRY MEETING FOR ELECTION OF CHURCHWARDENS

and

ANNUAL PAROCHIAL CHURCH MEETING

SUNDAY 14TH MAY 2023

St. Nicholas Church, Shepperton

Sunday 14th May 2023 at 11.30am in the Church

AGENDA

VESTRY MEETING

- I. Election of Churchwardens
- 2. A.O.B.

ANNUAL PAROCHIAL CHURCH MEETING

- I. Prayer
- 2. Apologies for Absence
- 3. Approval of Minutes of the APCM of 15th May 2022
- 4. Reports on the year
 - i) PCC Treasurer's report and presentation of accounts
 - ii) Report on the activities of the PCC 2022/23
 - iii) Churchwardens' Fabric report
 - iv) Spelthorne Deanery Synod report
 - v) Safeguarding Officer's report
 - vi) Friends of St Nicholas Church report
 - vii) Bereavement Café report
 - viii) Rector's report
- 5. Electoral Roll Officer's Report
- 6. The Parish Centre Chairman's Report and overview of accounts for 2022
- 7. Elections to the Parochial Church Council (3 members) and Deanery Synod (2 reps)
- 8. Appointment of Auditors to the Council
- 9. Open microphone
- 10. Any Other Business (previously notified)





Minutes of the Annual Parochial Church Meeting of St Nicholas Church, Shepperton

held on Sunday 15th May 2022

Vestry Meeting

The Rector opened the meeting with a prayer for wisdom and judgement

I. Election of Churchwardens

The Rector set out the current rules for the tenure of office for Churchwardens. They may hold office for a single year and be re-elected for a maximum of six consecutive years. Wardens at St Nicholas had traditionally served a four year term, with a two-year overlap as the senior warden retired and a new warden was elected to the team. This policy was to be changed at the APCM as candidates were less able to commit for four years. John Child and Carole Walsh were nominated by Sylvia Carter, seconded by Rosie Wallace and elected unanimously for the coming year 2022-23. The Rector wished to thank Janice Wetherell for her years of service, covering the period of the pandemic and the interregnum. From her induction to the parish she had found her an unfailing source of information and friendship.

2. There being no further business the Vestry meeting closed.

Annual Parochial Church Meeting

- I. Approximately forty parishioners were present and apologies for absence were received from Alastair and Julie Naish, Primrose White, Lynn Sutton Bunnell, Mark Steptoe, Nicolette Searle, Colin and Barbara Barnard, Roger and Joan Lizars and Bobbie Goodman.
- 2. Minutes of the meeting on 19th April 2021 were approved.
- 3. There were no matters arising.
- 4. The Reports on the year were received.
- i) The Treasurer presented the accounts which had previously been approved by the PCC.
- iii) In connection with the Churchwardens' Fabric report, John Child informed the meeting that the Consistory Court had now granted permission for the disposal of the dismantled altar dais materials.





v)The Safeguarding Report would be considered in more detail at the PCC Meeting the following day.

vii)The Rector's Report dealt with the challenges of her first half-year at St Nicholas as the church was opened for services and the pattern of worship re-established. She regretted the loss of online streaming of services and recorded her thanks to Sally Passingham and Margaret Bennet for their help in this. In order to bring the services back on line it might be necessary to invest in new equipment.

The Rector was encouraging the growth of work with children and families, through the Alternative Worship, the welcome to baptism families and the introduction of Simon Shutt's "Time to Worship Together" services each month. A new monthly Baby and Toddler group had just been launched to bring together parents, carers and grandparents.

The Rector turned to the matter of the repairs to the tower, first reported in the Quinquennial Report of 2019, but not pursued owing to the combination of the lockdown and the interregnum. A Buildings Group had now been formed and a structural engineer consulted. His report stated that within the next 18 months the tower could be dangerous in a high wind. It had been agreed that remedial work would be undertaken as soon as possible to eliminate the danger of falling masonry. Meanwhile two working groups would be formed: one small group to investigate the various grant-giving bodies to be approached for funding, some for giving sums up to £50,000 and some smaller organisations making grants up to £5,000. This might take from 6 to 8 months. Such grants were always conditional on match funding, so a larger group would co-ordinate the activities of local fund-raising. While the Rector was aware of other needs for repairs and refurbishing, work on the tower would be the current priority.

5. Electoral Roll Officer's Report

Since the last APCM nine people have been removed from the Roll and seven added. The electoral roll now stands at 144.

6. The Parish Centre Report

The Chairman reported that activities at the Centre had begun to return to normal during the year, several new lettings had been received and private parties booked. All the regular users had returned and the Bereavement Café had opened.

7. Motion to Amend a Resolution Regarding PCC Tenure of Office

The Rector outlined the current arrangement for filling a casual vacancy on the PCC which required the person so elected to stand down at the end of the presumed period of office, rather than complete the three years from the date their service started. It was proposed to add "This Resolution allows such a person to offer a further three year term." The resolution, proposed by Susan Smith and seconded by Guy Blythman, was carried unanimously.





The Rector added a further Resolution concerning the election of Churchwardens, to the effect that they would be elected to serve a term of one year or a maximum of six.

8. Elections to the Parochial Church Council

One nomination had been received and Angela Enock Shore, proposed by Terry Shore and seconded by John Child was elected. The Rector asked those present to consider carefully if they would offer to take one of the two remaining vacancies, given the important work that the PCC would be undertaking, citing as examples the drafting of the Mission Action Plan and the priorities for the church in the short, medium and long term vision.

9. Appointment of the Independent Examiner.

The appointment of Heather Powell was proposed by John Child and seconded by Doris Neville Davies, Heather having signified her willingness to continue.

10. Open Microphone

The Rector invited those present to speak on any matters they wished to bring up for discussion, but none were forthcoming.

11. Any Other Business.

The Rector took the opportunity to add that elections for the remaining offices, from the PCC Vice Chair to the sidespeople, would be conducted at the PCC meeting the following evening. She also wished to record her thanks to Hilary Dyer and Sylvia Carter who were retiring from the PCC after working through the demanding period of the pandemic and the interregnum.

There being no further business, the meeting concluded with the Grace at 12.20.





St Nicholas Church – Annual Report for 2022-2023

The PCC has the responsibility of co-operating with the incumbent, in promoting in the parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has overall responsibility for the Parish Centre but has delegated the day-to-day running of the centre to a Management Committee.

Membership

During the year the following served as members of the PCC:

Incumbent The Reverend Carole George from September 2021

Curate Vacancy

Churchwardens John Child from October 2020

Carole Walsh from May 2022 – 2023

Representatives on the Jo Child from October 2020 - 2023

Deanery Synod Guy Blythman from October 2020 - 2023

Doris Neville-Davies from October 2020 - 2023

Elected Members Margaret Bennet from October 2020 -2023

Maggie Hammond from October 2020 - 2021

Simon Sheldon from October 2020 - 2023

Lynn Sutton-Bunnell from April 2021 - 2024

Alan Green from April 2021 - 2024

Alastair Naish from April 2021 – 2024

Angie Enock-Shore from May 2022 – 2025

Fiona Stevens from May 2022 - 2025

Ex Officio Nik Cook (St Nicholas School) from Sept 2021

Treasurer Kathy Hodge from Sept 2015

Secretary Mark Steptoe from May 2022

*Co-opted members Sylvia Carter from May 2022 – 2023

Hilary Dyer from May 2022 - 2023





Retiring

Report of PCC Meetings for the year 1st April 2022 to 31st March 2023

The PCC is the formal governing body for the Parish. Important matters affecting the running of the Parish have to be formally agreed by the PCC. In addition, other matters are openly discussed and a policy decision or steer is made. Meetings are alternately chaired by the Rector and one of the Churchwardens. All meetings start with an act of worship and conclude with the Grace. The members of the PCC include its activities in their regular prayer life.

The PCC met 8 times in 2022/23. The PCC meets every other month. There were two additional meetings. One was to discuss the Mission Action Plan. The other was an emergency meeting to appoint a contractor for the Tower after the preferred contractor had declined the contract.

Most of the matters dealt with at PCC are dealt with in other reports to this annual meeting so they need not be discussed here. The two main items discussed and which came up regularly at meetings are the Tower Repair and Funding and the Mission Action Plan.

The Tower has gone in the year from being something which seemed like a mammoth task to the stage where work will be commenced shortly and where a clear route to funding is in place. The PCC does not underestimate the amount of work needed by itself and the whole parish still to come. This has been aided by a grant and loan from the Kensington area of the Diocese of London.

The Mission Action Plan is required from all Parishes in the London diocese. It is usually for three to five years and seeks to ensure that efforts are directed to those matters that are of most importance and to where scarce resources are directed. The PCC had some difficulty in formulating a mission action statement and purpose. However, it was agreed that our two priorities should initially be the Tower repair and funding and children and families.

Other matters were that the PCC agreed the financial statements and that our contribution to the Common Fund (our contribution to the diocese) should remain unchanged due to the need to provide funding for the Tower repairs. It was also agreed to archive our records prior to 2000. We agreed a new policy for the Graveyard to give it a tidier appearance. We adopted FACT as our mission partner so that the monthly afternoon worship could continue for the year.

Margaret Bennett, Simon Sheldon and Maggie Hammond have their three year term on the PCC conclude this year. We are very grateful for everything they have done and we are therefore looking for at least three members of the electoral roll to put themselves forward for election.

Mark Steptoe
PCC Secretary
18th April 2023





St Nicholas Church - Fabric Report 2022-2023

The essential works on the Tower have been the main focus over the past year. Meetings with the Architect, Ian Angus & Structural Engineer, Clive Dawson resulted in revised specifications being prepared and sent to the Diocesan Advisory Committee (DAC) for their approval. This is an essential first step before we can apply for a Faculty to allow us to carry out the proposed works (this application is currently underway.) Meanwhile the PCC formally approved the project subject to necessary funding being available. Temporary measures have been taken to prevent falling masonry and to ensure the safety of all using the West door of the Church by Jack from Five Star Roof Care who has also cleaned gutters and repaired the Vestry roof. We are extremely grateful for all the work he has undertaken at no cost to the parish.

The boiler has had its usual annual service and CES came to undertake their five yearly test of all the church electrics. The lighting in the car park (the responsibility of the Parish Centre Management Committee) has also been renewed.

Permission was eventually received from the Diocese for us to dispose of the old chipboard dais and the Churchwardens wish to express their thanks to Mike Wood who ensured the rotting structure was sawn into manageable parts to fit into my car boot.

A Five Year maintenance plan has been drawn up detailing essential work- this also happens to be a pre-requisite for any application for grant funding for the tower. However this could well be overtaken by our next quinquennial due in 2024!

The Churchwardens wish to record their gratitude to Hilary Grimes for her most helpful input on the Building Committee; to our loyal band of church cleaners who ensure the church is in pristine condition and finally to Neville who both cuts the grass and keeps our churchyard in such an excellent condition.

John Child & Carole Walsh





Spelthorne Deanery Report 2022

With the lifting of restrictions, Synod was once again able to meet in person rather than by zoom in February, June & October. Synod meetings provide an opportunity for sharing news and enjoying friendship with the clergy and lay representatives from the eleven churches within the Spelthorne Deanery.

Clergy moves within the Deanery –there were no appointments, retirements or resignations this year.

The February meeting featured a presentation by Rev Jonathan Rust Director Of Mission for Kensington Area on "Living in Love & Faith" (LLF) which is one of the pillars of the London Diocese Capital Vision 2030, His talk, illustrated with slides, acknowledged that human sexuality, relationships and marriage can be a difficult subject to discuss for those of the "baby boom" generation and that the Church has often appeared to be out of touch with modern society and not welcoming to all people in our communities.

Fr Robert Thompson (a member of General Synod) spoke and led a discussion on The Parish System at our June meeting. Amongst items discussed were: What animates us about Jesus? What do we feel about Church Plants?' How do we offer a welcome to those from a different cultural background?; Also, how do we ensure that by "growing younger" we do not alienate older members of our congregations?.

Our final meeting in October heard from Alison Tsang, from the Diocese, who spoke on Compassionate Communities & Modern Slavery. Her talk highlighted key areas: Caring for God's creation; Mental Health & Isolation; Refugees, Asylum Seekers & Modern Slavery; Money, Debt & Food Insecurity; Safer Communities for all young people & Housing & Homelessness;

Annual Finance meetings were hosted by Archdeacon Richard Franks & Rev Mary Spredbury (Diocesan Finance Officer)

During the year reports were given by Nick Wood-Dow & Carolyn Clark on issues discussed at the London Diocesan Synod.

At the October meeting synod approved the appointment of Mrs Jayne Brownlow as Deanery Representative on the Board of Governors of Laleham CE School,

Finally the following were elected to serve on the Standing Committee of the Deanery Synod: Fr Joseph Fernandes (Area Dean); Rev Simon Douglas Lane & Fr Stuart King as Clergy representatives. Norman Head (current Lay Chair); Deborah Bull & Jo Child were elected as Lay representatives.





Safeguarding Report – 2022-2023

As the pandemic began to recede, St Nicholas was able to return to more normal activities during the last year and introduced several new initiatives. It is therefore gratifying to be able to report that despite widening out our church community, there have been no safeguarding incidences that required advice from either the Diocese or local social services.

The Diocesan Safeguarding Team continues to implement new ways of communicating – the most recent being 'Drop In Sessions' for all Church Safeguarding Officers to share thoughts/concerns/questions etc via a monthly Zoom video call. Having recently joined one of these sessions (which was well attended), it would be fair to say that we all have very similar challenges with keeping across the full scope of safeguarding.

The Parish Safeguarding Dashboard, which went live last year, is a very forensic record keeping process of how we doing with our compliance. Currently we are at 35% of all that we should be achieving but since only about 60% of all the churches in the Diocese are actively using the system, we are not doing too badly!

The Diocese offers several excellent online safeguarding courses. Basic Awareness, Foundation and Domestic Abuse should all be undertaken by PCC members but the Diocese recommends anyone who holds a role within the church are encouraged to complete them. They can be found at https://safeguardingtraining.cofeportal.org/.

As always, a reminder that the issue of safeguarding is everyone's responsibility. So do please raise any concerns privately with either Rev. Carole or myself – my details are available via the Parish Office.

Susan Smith JP

Church Safeguarding Officer





Chairman's Report for the Friends of St Nicholas, 2023

Back in action after Covid, this year we have managed to put on several events: small garden tea parties last summer, a large garden party at Laughing Water, a visit to the fascinating Homewood house in Esher in September, plus two winter suppers, and the New Year's day lunch. However, this coming year, things will be changing. There are several reasons for this. Ann McDonough, a wonderful producer of meringue and delectable sweets, has had to retire from our team, for reasons of health, and Wendy Jay has had to cut down her activities because of Mike's health. Huge thanks go to both of them for their commitment over the years.

In addition to that, of course, none of us are getting any younger, as we have either reached four score years, or soon will do. As you all know, the church has to raise a large sum, in the realm of £260,000 to repair the church tower. We will be applying for grants, but, to do that, the income of the friends is counted as an integral part of the church assets. Therefore, in view of that, we have made a decision that we won't arrange large garden parties or winter suppers independently this year, as they are getting beyond the capacity of a smaller committee, but that we will be on hand to help with catering for fund raising functions arranged by the church fund-raising committee. We gave a contribution of £25,000 to the Tower Fund, to start things off. However, we are aware of the social function of the friends over the years, when we have so enjoyed each other's company over good food, so we are not stopping activities altogether.

At the moment, we are thinking of offering small tea parties, some with a boat ride attached, and we have a couple of ideas up our sleeve which we will let you know about in our newsletter. In the meantime, we hope you will support fund raising functions put on by the church, and you will hear of them by the newsletter and on the website. Sadly, there have been two very sad deaths, this Year: Peter Bailey, who was a founder member, and more recently, Steven Gould after a long struggle with pancreatic cancer. Steven was a hugely valued member of our committee. He was our go-to wine man, efficiently refilling glasses at supper events, and doing the same at our outdoor summer events. He was an efficient planner of outings, and kept us on track when we went to Lambeth Palace and Southwark cathedral. He also took over the management of the PA system. We will miss him no end.

Finally, my thanks, to the committee, Liz, Wendy, friends report for APCM Hilary, our treasurer, and Julia our secretary, to you all for supporting us so faithfully, and, of course, to Julia, for almost everything else.





Bereavement Café Report 2023

St Nicholas Bereavement Café is now well into its second year. It is one of eighteen such Cafes in the area covered by Princess Alice Hospice, neighbouring meeting places being in Chertsey and Ashford.

Link meetings and Refresher training at the Hospice have revealed how different these Cafes can be despite their common ethos. Whereas Hampton Hill Café opens straight onto the main road ours is off the beaten track which means that reaching out is even more important. Fortunately the Hospice has a publicity department which will prepare flyers and will soon include us on their facebook site.

Something we can really celebrate is how blessed we are in having such a strong team of seven Volunteers.* We aim to provide a relaxed and welcoming atmosphere which isn't difficult in the pleasant environment of our Parish Centre. We appear to be one of the few teams which also runs a Walk & Talk experience, designed to fall between the monthly Cafes, thus offering fortnightly support.

*PAH runs Training courses several times a year. If anyone is interested in joining us you will be most welcome.

Angie Enock-Shore





Rector's Report to the APCM 2022-2023

As I began to write my report for the APCM, the phrase "Time flies when you are having fun" sprang to mind. Where has the last year gone to?

This time last year, we were still wearing face masks and were looking at the best way to safely reestablish a regular pattern of services in the church. Thankfully much progress has been made on this; the 8am service has continued twice monthly, a newly introduced midweek Eucharist (on the third Tuesday of each month at 10.30am) is gaining a small but faithful following, and all of our other services saw increased attendance as people became more confident of returning to enclosed spaces. I am delighted to say that our "children's area" is now becoming over-crowded, particularly at the 9.30am service, and I am looking at how we can minister more effectively to this particular group – more about that later.

Little Fishes, our monthly baby and toddler group, launched last May. From this May, it will expand into meeting twice a month on the 2nd and 4th Wednesdays of the month, I0am-noon. It's a small, very friendly group, meeting in the church, for a time of play, singing and chat and an opportunity to meet other little ones in our neighbourhood. If you have, or look after, pre-school children do come along and join us one Wednesday – no need to book. 0 Tell your neighbours about it too!

It goes without saying that prayer is an integral part of any Christian community and the Prayer Group was established in early 2022. We currently meet in church on the 4th Wednesday of each month at 8pm to pray together for those causes locally, nationally and internationally that are on our hearts. You are all welcome to come and join us either to pray openly or to immerse yourselves in the prayers of others.

Staying with the theme of prayer, our Lent course this year was based around the ancient prayer practice of Lectio Divina. I was surprised how few people had experienced this particular prayer practice before, and I hope it has introduced some of you to a slightly different way of praying through the bible.

The church continues to be open, generally from Monday-Thursday 10am – 4pm for those who want to seek a quiet space to sit, pray or light a candle, or to spend some time immersing themselves in the architectural features of the church building.

This brings me nicely to the architectural feature that is the church tower! As reported last year, it is in need of urgent structural repairs. We had hoped the cost would be in the region of £100,000 but having received the tenders for the work, the actual cost will be nearer to £265,000 (including VAT)

I am immensely pleased at how our fundraising efforts are bearing fruit – our fund currently stands at approximately £160,000, with other smaller amounts promised in the future. Our fundraising efforts to date, as well as being successful at raising money, have been full of fun and fellowship and I believe, have been missional too, as the profile of the church has been raised within the community of Shepperton and beyond. Well done to all, but we do need a continued push as we





attempt to raise the final £100k! As I write, we have accepted our preferred tender and hope to be able to have sufficient funds to start the work in early summer, subject to various legalities.

Mission Action Plan – late last year, under the guidance of Jonathan Rust, the Kensington Area director of mission, the PCC began to look at formulating a Mission Action Plan (MAP) for the parish. Whilst we all have lots of different great ideas and aspirations as to how best to spread the Gospel message of Jesus in our local community, a MAP gives us an opportunity to think about what are the priority areas on which we want to focus, taking into account our resources, both people and finances. I will talk a bit more about this at the APCM meeting.

As a Christian community, we are called to work together to protect the Creation and to safeguard it for future generations. I am delighted to say that we have recently been awarded an ECO church bronze award, in recognition of our efforts in this area. We had to demonstrate what we were doing to raise the awareness of safeguarding the integrity of creation in various spheres of our church life including worship and teaching, buildings, community and global engagement and lifestyle. Thank you to all those who worked hard on this project – we are now working towards gaining the silver award.

The occasional offices of baptism, weddings and funerals continue to be a large part of my ministry within the parish. It is encouraging to see many families wanting to be baptised into the community of faith here and we are working on how best we can integrate them into the daily life of the church. Later this year, I hope to hold courses leading to both First Communion and Confirmation. The number of funerals at which we have been asked to officiate this year has continued to grow and sadly we have had to say goodbye to several long-standing members of our own congregation who have died – Margaret Lock, Sheila Spears, Pauline Prout, Peter Morley and Stephen Gould. They will all be greatly missed. May they Rest in Peace and rise in glory.

As I said last year, this is generally the point at which I would say my thank you's to various people. I have learnt that if I try to list all the people I need to thank, I will, inevitably, leave out a vital person. So, I just want to say a very big thank you to everybody who has taken on any role within the parish during the past year. We will be saying some slightly more personal thank you's at the APCM meeting.

There is plenty more I could write about what we are planning to do together during the coming months. Our community here in Shepperton is but a small part of the body of Christ. We have all been gifted different skills and talents by God; let us use those talents as we are called to work together to spread the Gospel message and to further the Kingdom of God here in our patch by the River Thames. am excited to see the possibilities and opportunities that God will offer to us during the coming year.

With my love and prayers

Rev Carole





Electoral Roll Officer's Report 2023

At the last APCM there were 144 names on the electoral roll. Since then 11 names have been added. The names of five people, who have either died or moved away from the parish, have been removed, making the total on the 2023 electoral roll 150.

Doris Neville-Davies

Electoral Roll Officer





St. Nicholas Parish Centre Report 2022 – 2023

I am pleased to be able to report that the trend of the past 3 years during which the Parish Centre has run at a loss, has now been halted and we are finally showing a small profit for the last financial year. Our thanks must go to John, who as treasurer has steered a delicate path through the financial minefield and negotiated good deals for, us especially on services.

We have been fortunate that our lettings have held up and we have taken on new regular bookings. Our 'clients' include the Ashford Orchestra, the Clarinet group, Pilates sessions, the Bereavement Café, Rosie's Corner, the Fun Choir and our regular residents – the Roseacre playgroup.

We always welcome new hires and if you are aware of any groups who may be interested, then please tell them about us – and don't forget, if you are planning a special event such as a birthday celebration, we have great facilities available for you too.

A lot of activity goes on behind the scenes at the Parish Centre to keep it functioning as we would like. Following Julia's plea for a 'handyman' last year to assist with small items that need 'fixing' around the Parish Centre, I can confirm that nobody came forward and as we start this new year, nothing has yet changed. As I said last year, it is part time (infrequent) with excellent pay and prospects!

I would like to express my thanks on behalf of all members of St. Nicholas Church to Peter Morley who died recently. He has been a committed member of the team for many years, keeping us on the straight and narrow regarding all matters Health & Safety. He will be much missed by us all.

If there is anyone who would like to join our team and possibly pick up the role that Peter played, we would love to hear from you.

Finally, my thanks go to the management team comprising Julia, Jean, Liane and John all supported by our scribe Guy. My thanks also to our many volunteers who assist in the smooth running of the Parish Centre.

Michael J Wood

Chairman, St Nicholas Parish Centre





ST NICHOLAS PARISH CENTRE INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDING 31ST December 2022

<u>2021</u>	INCOME	<u>2022</u>	<u>2021</u>	EXPENDITURE	<u>2022</u>
7705	Commercial	10,620	4094	Gas	3778
0	Private	2,400	1277	Electricity	1498
1	Interest	22	1243	Cleaning	2695
885	Church & Misc	1,514	143	Water Rates	230
100	Donations	441	135	Telephone	178
1003	Deficit in 2021	0	797	Housekeeping	867
			1260	Refuse Collection	335
			745	Maintenance	2173
			-	Surplus Income	3,243

<u>9,694</u> 14,997<u>9,694</u> 14,997

BALANCE SHEET AS AT 31st DECEMBER 2022

Opening Balance 1/1/22	13,719	Nat West current a/c	6,502
Surplus Income over Expenditure	3,243	Business Reserve	10,460

16,962

John Child (Hon Treasurer) 8.1.23

I have examined the books of account and vouchers etc provided by the Hon Treasurer and confirm that these accounts are in accordance therewith.

A.K Hodge (Examiner) 20.2.23

30.1.22





Your Meeting Notes



