

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF PROFESSIONAL AND OCCUPATIONAL AFFAIRS

F I N A L M I N U T E S

MEETING OF:

**STATE BOARD OF CERTIFIED
REAL ESTATE APPRAISERS**

TIME: 10:30 A.M.

Held at

PENNSYLVANIA DEPARTMENT OF STATE

2525 North 7th Street

CoPA HUB, Eaton Conference Room

Harrisburg, Pennsylvania 17110

as well as

VIA MICROSOFT TEAMS

Thursday, August 28, 2025

State Board of Certified
Real Estate Appraisers
August 28, 2025

BOARD MEMBERS:

Mark V. Smeltzer Sr., Chairman, Professional Member
William T. Stoerrle Jr., Vice Chairman, Professional Member
Chandra Mast, Secretary, Professional Member
John Ausherman, Professional Member
Jonathan B. Schuck, Professional Member
Martha H. Brown, Esquire - Secretary of the Commonwealth Designee
Laura Pittini, Consumer Protection Agent, Office of Attorney General Designee
Paul H. Wentzel Jr., Senior Legislative Director, Department of Banking and Securities Designee

BUREAU PERSONNEL:

Ronald K. Rouse, Esquire, Board Counsel
Ray J. Michalowski, Esquire, Senior Board Prosecutor and Prosecution Liaison
Shana Walter, Esquire, Deputy Chief Counsel for the Prosecution
Ashley P. Murphy, Esquire, Board Prosecutor
Timothy Fritsch, Esquire, Board Prosecutor
Kristel Hennessy Hemler, Board Administrator
Miranda Murphy, Board Administrator
Jessica Zukoski, Senior Legal Analyst, Department of State

ALSO PRESENT:

Scott Dibiasio, Director of Government Affairs, The Appraisal Institute (ASC)
Francesca Tracy, Compliance Analyst, The CE Shop
Tracy Matroni, Chapter Executive Director, Keystone Chapter of the Appraisal Institute
Shannon Hiss, State Harmonization Task Force
Bruce Witt, Chief Appraiser for County of Bucks, Representing the Assessors Association of Pennsylvania
Grace Reiter, Applicant
Emme Reiser, Political Programs Manager, Pennsylvania Association of Realtors
Allison Walker, Sargent's Court Reporting Service, Inc.

State Board of Certified

Real Estate Appraisers

August 28, 2025

[Pursuant to Section 708(a)(5) of the Sunshine Act, at 9:00 a.m., the Board entered into Executive Session with Ronald K. Rouse, Esquire, Board Counsel, to have attorney-client consultations and for the purpose of conducting quasi-judicial deliberations. The Board returned to open session at 10:30 a.m.]

[Ronald K. Rouse, Esquire, Board Counsel, informed everyone that the meeting of the State Board of Certified Real Estate Appraisers was being held in a hybrid format, in person and by livestream teleconference, pursuant to Act 100 of 2021, which requires boards to use a virtual platform to conduct business when a public meeting is held.

Mr. Rouse noted the meeting was being recorded and voluntary participation constituted consent to be recorded.

Mr. Rouse also noted the Board entered into Executive Session with Board Counsel to have attorney-client consultations and for the purpose of

1 conducting quasi-judicial deliberations.]

2 ***

3 The regularly scheduled meeting of the State
4 Board of Certified Real Estate Appraisers was held on
5 Thursday, August 28, 2025. Mark Smeltzer, Chairman,
6 Professional Member, officially called the meeting to
7 order at 10:30 a.m.

8 ***

9 Roll Call

10 [Mark V. Smeltzer Sr., Chairman, Professional Member,
11 requested a roll call of Board members. A quorum was
12 present.]

13 ***

14 Introduction of Attendees

15 [Kristel Hennessy Hemler, Board Administrator,
16 provided an introduction of attendees.]

17 ***

18 Approval of Minutes - July 17, 2025

19 CHAIR SMELTZER:

20 Someone make a motion for us to approve
21 the minutes.

22 MR. AUSERMAN:

23 So moved.

24 MS. MAST:

25 I second.

1

2

Mark Smeltzer, aye; William Stoerrle,

3

abstain; Chandra Mast, aye; John

4

Ausherman, aye; Jonathan Schuck, aye;

5

Laura Pattini, abstain; Paul Wentzel,

6

aye; Martha Brown, abstain.

7

[The motion carried. Mr. Stoerrle, Ms. Pattini and

8

Ms. Brown abstained from voting on the motion.]

9

10

Report of Prosecutorial Division - No Report

11

12

Report of Board Counsel - Motion to Deem Facts

13

Admitted

14

MR. ROUSE:

15

After discussion in Executive Session,

16

I believe that the Chair would

17

entertain a motion to Deny the Motion

18

to Deem Facts Admitted and to direct

19

Board counsel to draft an order

20

delegating this matter to a hearing

21

examiner to conduct a formal hearing and

22

issue a proposed adjudication and order

23

for review by the Board.

24

CHAIR SMELTZER:

25

Chair would entertain such a motion.

1 MR. STOERRIE:

2 I'd make that motion.

3 MS. AUSERMAN:

4 I second.

5

6 Mark Smeltzer, aye; William Stoerrle,
7 aye; Chandra Mast, aye; John Auserman,
8 aye; Jonathan Schuck, aye; Laura
9 Pattini, abstain; Paul Wentzel, aye;
10 Martha Brown, aye.

11 [The motion passed. Ms. Pattini abstained from
12 voting on the motion. The case for the Motion to
13 Deem Facts Admitted is BPOA versus Jose V. Costa,
14 Case No: 23-70-008917.]

15 ***

16 Report of Board Counsel - Matters for Discussion -
17 The Appraisal Foundation's State Harmonization Task
18 Force

19 [Ronald Rouse, Esquire, Board Counsel, stated this
20 matter had been on the last two Board agendas. He
21 stated, at the last Board meeting in July, the Board
22 discussed a number of questions concerning how
23 assessors could transition into the certified real
24 estate appraisal profession. The Board had questions
25 regarding the current education and experience

1 criteria as required by the Appraisal Foundation and
2 how the criteria would be applied to assessors.

3 Mr. Rouse noted this matter was on the agenda for
4 this meeting to determine if there were further
5 questions that needed to be brought to the attention
6 of the AQB.

7 Ms. Mast directed questions to current appraisers
8 in order to gain feedback on the subject. She also
9 explained that Montana and Colorado have models of
10 this method already and there appeared to be a lot of
11 support behind this, the reason being that this
12 particular method provides accountability of
13 supervisors, accountability of experience, and how it
14 would be translated. She stated other states do
15 currently have certified Pennsylvania evaluators.

16 Ms. Hennessy Hemler stated many states want to
17 practice this method but do not have a license type
18 for assessors or evaluators. The regulation states
19 that potential appraisers would need to have a
20 supervisor looking over their work. Ms. Hennessy
21 Hemler's concern related to having a supervisory
22 appraiser oversee the work and how that might equate
23 with an evaluator's mass appraisals.

24 Chair Smeltzer believed that discussion would
25 commence regarding the issue of individuals wanting

1 to become certified in general and the criteria to be
2 met, including having to have 50% of experience with
3 interior and exterior inspection. He noted the
4 requirement for 75% of their experience to be with an
5 interior inspection. The requirement could be
6 changed, but he did know how to change it for people
7 who are assessors that do not have to meet the same
8 requirements as someone going through the traditional
9 requirements.

10 Chair Smeltzer stated it was important to have a
11 certain special evaluation program that other states
12 do not have.

13 Ms. Hennessy Hemler commented that the PAREA
14 program would only count towards 50% of the
15 experience for a general appraiser, generally the
16 residential side. The requirement would still be to
17 have 1500 hours of commercial, nonresidential
18 experience and under the supervision of a supervisory
19 appraiser. She was uncertain that the Board's own
20 regulations (which would require an application and
21 review of experience, appraisal reports and
22 experience logs) would be considered. 50% of an
23 interior/ exterior inspection experience would still
24 be required.

25 Chair Smeltzer then suggested to get through mass

1 appraising, the Board would still have that
2 overriding rule of having to be under the supervision
3 of a certified general appraiser.

4 Ms. Hennessy Hemler agreed. She suggested the
5 Board could create a pathway for those to get their
6 general appraiser certification in a non-traditional
7 way. She stated this was the whole discussion for
8 this harmonization task force.

9 Chair Smeltzer stated there were two
10 harmonization issues to be resolved, this being one
11 of them. He clarified the first regulation the Board
12 needed to discuss was their requirement for either
13 50% or 75% of the required hours to include an
14 interior and an exterior inspection.

15 Chair Smeltzer continued by introducing other
16 considerations to the regulations, such as appraising
17 gas rights, mineral rights or other rights in real
18 estate. He stated this needed to be resolved.
19 Although the interior inspection solution remained a
20 priority, both might be done together. He suggested
21 a potential task force to research all and to hear
22 from the public about this.

23 Bruce Witt, Chief Appraiser, along with Shannon
24 Hiss of the State Harmonization Task Force, joined
25 the discussion. Mr. Witt stated there were about 17

1 other states now allowing mass appraisal credit to be
2 applied towards this.

3 Ms. Hiss then informed the Board that most states
4 have some form and version of the CPE that requires
5 state specific education, such as property tax laws,
6 general fundamental appraisals, etc.

7 Ms. Hiss also informed the Board that in
8 Colorado, as mentioned earlier, the Colorado Board
9 oversees both sides of the appraisal world there.
10 She advised Colorado's Board had some interesting
11 statutes that could be seen in terms of guidance for
12 this Board on incorporating the acceptance of mass
13 appraisal, validation, and verification of
14 experience.

15 Chair Smeltzer questioned whether there was a
16 representative at the meeting for the Assessors
17 Association of Pennsylvania (AAP). Mr. Witt
18 responded that he was a representative for the AAP.

19 Chair Smeltzer asked Mr. Witt if there was much
20 interest from Mr. Witt's member group with regards to
21 people seeking to transition this way into the real
22 estate appraisal profession.

23 Mr. Witt replied there are members who were both
24 appraisers and held CPEs. He stated the general rule
25 that many counties enforced is the no conflicts of

1 interest rule within that county. For example,
2 assessors working in one county cannot work as an
3 appraiser in the same county.

4 Chair Smeltzer asked if any of their assessors
5 were under the supervision of a certified appraiser
6 or did this need to be changed as well. He stated
7 their rules as currently written included
8 reciprocity. He spoke about the fact that those in
9 Colorado could apply for and be given reciprocity in
10 Pennsylvania. However, the same could not be said
11 for someone already living in Pennsylvania.

12 Chair Smeltzer discussed his concern over the
13 existing regulation in Pennsylvania by stating,
14 because of the regulation, it was a complicated
15 issue. He asked Mr. Witt if he would be available to
16 answer questions if a task force was formed.

17 Mr. Rouse commented to Chair Smeltzer that
18 another issue was the difference between the
19 educational requirements for assessors versus what
20 was required of a certified residential or certified
21 general appraiser to comply with the AQB criteria.

22 Ms. Hiss responded that she was uncertain if any
23 education offered by the AAP for the CPE designation
24 was approved by the AQB. A lot of the education that
25 is offered by IAAO is AQB Qualifying and Continuing

1 education approved. She further informed the Board
2 that their education is focused on those mass
3 appraisal courses. 75% of what we offer is approved
4 by the AQB.

5 Mr. Rouse stated information was needed to
6 determine the transition for assessors into
7 appraisers. He discussed specific standards of
8 education required for general appraisers, assessors,
9 residential appraisers or assessors, etc. It was
10 also noted that different levels of education and/or
11 experience may or may not be approved by the AQB.
12 Mr. Rouse questioned if there would be allowances for
13 the education requirement to get people from assessor
14 to appraiser.

15 Mr. Witt stated none of the AAP courses were AQB
16 certified. He did confirm that some of the IAAO
17 classes were AQB approved. The Board continued
18 discussion regarding the similarities and the
19 differences between the requirements for becoming an
20 assessor verses an appraiser, as well as the various
21 ways in which these requirements, such as degrees of
22 education, levels of experience, experience hours and
23 working under supervisory conditions, could be met.

24 Chair Smeltzer suggested it would be interesting
25 to learn the practices of other states. He asked Ms.

1 Mast to send out appropriate questions to those
2 states. Ms. Hiss informed Ms. Mast that she would
3 put her in touch with some people at different states
4 since that is what the Harmonization Task Force is
5 working on with the Foundation.

6 Mr. Rouse asked if anybody else would be on the
7 Pennsylvania Task Force besides Ms. Mast. Mr. Witt
8 offered to help as he was somewhat familiar with a
9 number of the different regulations. It was
10 confirmed this would be a committee of the Board.

11 Mr. Schuck respectfully declined to be on the
12 committee due to his workload.]

13 ***

14 Report of Regulatory Counsel - Regulations/Statute
15 and 16A-7032: CE for Certified Pennsylvania
16 Evaluators

17 [Ronald Rouse, Esquire, Board Counsel, discussed
18 working with Jacqueline Wolfgang, Regulatory Counsel,
19 on General Revision Regulation (16A-7026).

20 Mr. Rouse stated the Schedule of Fees regulation
21 (16A-1725) was still on hold. The Bureau of Finance
22 and Procurement will go back before the Board
23 concerning that regulation.

24 Mr. Rouse discussed 16A-7032, which is the
25 regulation concerning continuing education. He

1 questioned whether the Board wanted to continue to
2 require certified Pennsylvania evaluators to have the
3 evaluation bias and fair housing laws and
4 regulations, as a requirement for certification. He
5 stated there is a requirement now under Section 6 of
6 the Assessor Certification Act that candidates for
7 basic studies as an assessor must include instruction
8 on the judicial interpretation of the uniformity
9 clause of the Constitution of Pennsylvania.

10 Mr. Rouse questioned the Board whether assessors
11 should be required each biennial renewal period to
12 have the valuation bias and fair housing laws and
13 regulations course. Or could it just be that the
14 valuation bias and fair housing laws and regulations
15 course can be an acceptable subject under Section
16 36.262.

17 Ms. Brown clarified by stating that if she
18 understood Mr. Rouse correctly, keeping it under 262
19 was an option. Ms. Mast also inquired if, after the
20 first required taking, it would always be optional.

21 Mr. Rouse explained, under Section 36.261, it
22 would be a continuing education requirement, except
23 as provided in subsection b. Or the Board could
24 strike the language concerning the valuation bias and
25 fair housing courser requirement which appears in the

1 in section 36.261(a) after the deleted language,
2 "Effective with renewal of certification 2007-2009".

3 Chair Smeltzer pointed out that the requirement
4 is for certified general and certified residential to
5 complete the course every two years. He
6 questioned why it would not be the same requirement
7 for evaluators.

8 He also spoke to the fact that areas were going
9 to be affected by the same forces and drawing those
10 lines. Evaluators needed to be aware of this, just
11 like a residential or general appraiser needed to be
12 aware of this. He stated the Board could not let any
13 personal biases affect what it was doing. He could
14 see where it was really different, and he suggested
15 it just be consistent.

16 Mr. Rouse questioned the necessity of having each
17 biennial renewal period for assessors; it is required
18 federally for appraisers.

19 Mr. Schuck wanted to acknowledge Chairman
20 Smeltzer's concern, which was valid relative to
21 consistency between the designations that are
22 overseen by the state board. He informed the Board
23 that, either at its own discretion or based on court
24 orders, counties revalue all property at a given
25 point in time. The base model used to value

1 improvements, he confirmed, was the CAMA system,
2 therefore there was a very limited opportunity for
3 bias to come in.

4 Mr. Schuck additionally reminded the Board that
5 most, if not all, counties are paying for CPE
6 continuing education as they are required to do so.
7 However, those counties will not generally fund
8 additional classwork or CPE recertification.

9 Chair Smeltzer suggested that redrawing market
10 areas on a regular basis gives the Board a good
11 reason to say it was going to do this differently.
12 He believed this was definitely something it could
13 consider doing.

14 Chair Smeltzer, after hearing about Franklin
15 County and Bucks County having not been reassessed in
16 many years, declared that those counties were not
17 having neighborhood lines redrawn because of lack of
18 reassessments.

19 It was suggested, if the Board got into a
20 situation where it would be going to cyclical
21 reassessments every five years, there would be more
22 frequent redrawing and reconsideration of those
23 neighborhood boundaries.

24 Mr. Witt advised that a current bill, introduced
25 to the Senate, now has Senator Fontana proposing

1 cyclical reassessments on a five-year basis. He also
2 added that another state senator was proposing to do
3 away with property taxes and shift it over to another
4 area as well. A Commonwealth Court case was also
5 filed in July 2025 based on a challenge regarding the
6 present system in the Commonwealth of Pennsylvania
7 uniformity and the state constitution is being
8 broken. Mr. Witt, repeating comments on potential
9 bias made by Dr. Kent, stated it may not be anything
10 the assessor is doing, but could be due to past
11 government regulations and neighborhoods created
12 because of regulations and because of bias. Mr. Witt
13 informed the Board that he and Dr. Kent were working
14 with the City of Philadelphia in the office of
15 Property Assessment on this particular subject. Mr.
16 Witt suggested that consideration be given to a 7-
17 hour valuation bias course.

18 Mr. Stoerrle stated those appraisers under their
19 umbrella were required to take the courses. He
20 reiterated that the courses had to be taken or he
21 could see a problem down the road.

22 Mr. Rouse asked if the Board wanted him to
23 continue with the annex. He stated a motion would be
24 needed if the Board wanted to do something different,
25 because the Board had already adopted the current

17 Chair Smeltzer asked if anyone wanted to make a
18 motion to change the annex or preamble. Hearing
19 none, and because the current annex and preamble had
20 already been adopted, no motion was needed.]

22 [Paul H. Wentzel, Jr., exited the meeting at 11:25
23 a.m.]

25 | Report of Regulatory Counsel - Update on SP 907 of

1 2025 Home Inspectors

2 [Ronald Rouse, Esquire, Board Counsel, provided an
3 update on SB 609 of 2025. He stated the Bill was
4 introduced in the State Senate on July 8th of 2025
5 and now in the State Senate's Consumer Protection and
6 Professional Licensure.]

7 ***

8 Report of Board Chairman

9 [Chair Smeltzer briefly reminded the Board about the
10 necessity of providing accurate information for those
11 calling about state regulations, CE classes,
12 certification and other topics that would affect
13 their occupations as assessors, appraisers, etc.]

14 ***

15 Report of Board Administrator - 2025 CE Adults -
16 Update

17 [Kristel Hennessy Hemler, Board Administrator,
18 updated the Board on the CE for Adults.

19 She stated, for the 2025 continuing education
20 audit, they had a fail rate of 3.3%, which was very
21 good. She also informed the Board that the remedial
22 education licensees were also included. Those were
23 to complete the terms of consent agreements or the
24 final adjudications that required the licensee to do
25 remedial education. Only one licensed appraiser

1 trainee, one broker appraiser, two residential, and
2 five certified general failed.

3 Chair Smeltzer questioned whether there was any
4 type of trend for the individuals failing. Ms.
5 Hennessy Hemler replied that the provider was not an
6 approved Pennsylvania provider. She added some
7 appraisers submitted their CE certificates that had
8 been approved by the real estate commission but not
9 by an appraiser board. Therefore, Pennsylvania could
10 not accept them.

11 Chair Smeltzer congratulated the audit results.
12 He asked the Board to remind people to make sure that
13 that both the provider and the course were approved
14 in Pennsylvania before moving forward.

15 Ms. Hennessy Hemler commented, when the Board was
16 ready for the 2027 renewals, it would break out the
17 valuation bias and fair housing course question.
18 This would be another reminder for the appraiser,
19 going into the renewal, or evaluator if that gets
20 through in time. She added it was just another way to
21 get them to remember to do all of the required
22 courses.

23 Mr. Michalowski mentioned that it would take some
24 time off the review of those courses cases, which for
25 this board is critical.

1 Ms. Hennessy Hemler spoke to the proposition that
2 if somebody applied in 2025, and they were approved
3 to sit for the exam, they fall under the 2025 rule.
4 If they did not pass that exam and needed to put in a
5 new application, they would be under the new
6 regulations and requirements as with the licensed
7 appraiser trainees. So that would be a question for
8 the licensed appraiser trainees.

9 Mr. Rouse stated the information would be on the
10 Board's website as far as the terms of the qualifying
11 education and continuing education for the valuation
12 and fair housing laws and regulation course.]

13 ***

14 Report of Board Administrator - Valuation Bias and
15 Fair Housing Laws and Regulations
16 [Kristel Hennessy Hemler, Board Administrator,
17 reiterated Mr. Rouse's stated location of the Board's
18 Department of State Website, which is dos.pa.gov, the
19 homepage with the Board laws and regulations. On the
20 Board website, under valuation bias and fair housing
21 laws and regulations, there would be an announcement
22 stating the qualifying education requirements. She
23 asserted that it would increase the number of
24 qualifying education hours for the licensed appraiser
25 trainee from 79 to 87 given the addition of the

1 eight-hour valuation bias and fair housing laws and
2 regulation course. She explained the AQB will only
3 approve a qualifying education course for 15 hours
4 except for the valuation bias course, which is eight-
5 hours. There will be a 15-hour appraisal subject
6 matter elective. She added the general real estate
7 appraiser hours will stay the same.

8 Mr. Ausherman asked whether there was a current
9 list of providers. Ms. Hennessy Hemler stated there
10 was a list of providers that were offering the eight-
11 hour and the seven-hour course, and more providers
12 were coming in.

13 Mr. Rouse spoke to the fact that the AQB criteria
14 for January 1, 2026, as originally printed, listed
15 that 12-hours of appraisal subject matter electives
16 was needed, resulting in qualifying education
17 totaling 200 hours, when in fact it should be 15-
18 hours of appraisal subject matter electives.
19 Therefore, individuals applying to become certified
20 residential real estate appraisers need a total of
21 203 hours of qualifying education. He commented that
22 anyone applying for certification needed to know the
23 total hours of qualifying education was going to be
24 203 hours and not the 200 hours. He also confirmed
25 that the Board's regulations would not have to be

1 changed, because the regulations state that the AQB
2 criteria needs to be followed.]

3 ***

4 Conference Reports - Conference Report after AARO
5 Meeting

6 [Chairman Smeltzer suggested the Board have two
7 people or actually three people going to the AARO
8 conference.]

9 ***

10 Report of Committees - No Report

11 ***

12 Applications for Review

13 MR. ROUSE:

14 I believe the Chair would entertain a
15 motion to approve the experience of
16 Grace Reiter at Item No.9 for Certified
17 Real Estate Appraiser.

18 MS. BROWN:

19 I would entertain a motion.

20 MR. AUSERMAN:

21 I second.

22

23 Mark Smeltzer, aye; William Stoerrle,
24 aye; Chandra Mast, aye; John Auserman,

1 aye; Jonathan Schuck, aye; Laura
2 Pattini, abstain; Martha Brown, aye.
3 [The motion carried. Ms. Pattini abstained from
4 voting on the motion.]

5 ***

6 MR. ROUSE:

7 I believe the Chair would entertain a
8 motion to provisionally deny the
9 licensed appraiser trainee
10 application of Justin Davis.

11 MR. STOERRLE:

12 I would entertain a motion.

13 MR. AUSERMAN:

14 I second.

15
16 Mark Smeltzer, aye; William Stoerrle,
17 aye; Chandra Mast, aye; John Auserman,
18 aye; Jonathan Schuck, aye; Laura
19 Pattini, abstain; Martha Brown, aye.

20 [The motion passed. Ms. Pattini abstained from
21 voting on the motion.]

22 ***

23 Review of Requests - No Report

24 ***

25 Miscellaneous - No Report

Public Comments/Discussion - None

Hearings - None

Adjournment

CHAIR SMELTZER:

I would entertain a motion to adjourn
if there's nothing else.

MS. BROWN:

So moved.

MR. AUSHERMAN:

Second.

[There being no further business, the State Board of
Certified Real Estate Appraisers Meeting adjourned at
12:07 p.m.]

CERTIFICATE

I hereby certify that the foregoing summary minutes of the State Board of Certified Real Estate Appraisers meeting, was reduced to writing by me or under my supervision, and the minutes accurately summarize the substance of the State Board of Certified Real Estate Appraisers meeting.

A handwritten signature in dark ink, appearing to read 'Allison Walker', is written over a horizontal line.

Allison Walker,

Minute Clerk

Sargent's Court Reporting
Service, Inc.

STATE BOARD OF CERTIFIED
REAL ESTATE APPRAISERS
REFERENCE INDEX

August 28, 2025

TIME	AGENDA
9:00	Executive Session
10:30	Return to Open Session
10:30	Official Call to Order
10:31	Roll Call
10:33	Approval of Minutes
10:34	Appointment - Shana Walker
10:37	Report of Board Counsel
11:11	Regulations/Statute
11:43	Report of Board Chairman
11:45	Report of Board Administrator
11:55	Applications for Review
12:07	Adjournment