



Meeting Minutes

Detailed, Grouped by Topic for each Meeting and by 'Old Business' and 'New Business'

Prop O - Planning and Operations **Project # 572-8100** **SUHSD Program Management\Gilbane\SGI**
Tel: Fax:

Bond Oversight Committee Meeting 1

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
11/8/2007	05:35 PM	07:12 PM	2/8/2008	05:30 PM	Charelle Durant	SUHSD Program Management\Gilbane\SGI

Location	Next Location	General Notes
SUHSD Board Room	SUHSD Board Room	

Attended By	Non-Attendees
SUHSD Program Management\Gilbane\SGI - Jaime Ortiz	Bond Oversight Committee - Yolanda Hernandez
SUHSD Program Management\Gilbane\SGI - Henry Amigable	Bond Oversight Committee - Robert Garcia
SUHSD Program Management\Gilbane\SGI - Charelle Durant	
SUHSD Program Management\Gilbane\SGI - Jeff Scogin	
Bond Oversight Committee - Cynthia Melcher	
Bond Oversight Committee - Andy Berg	
Bond Oversight Committee - Rudy Gonzalez	
Bond Oversight Committee - Jane McGill	
Bond Oversight Committee - William Tunstall	
Sweetwater Union High School District - Karl Bradley	
Garcia Calderón Ruiz, LLP - Marie Mendoza	
Board of Trustees - Pearl Quinones	
Board of Trustees - Jaime Mercado	
Sweetwater Union High School District - Yolanda Hernandez	

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
1. Call to Order							

New Business

001-001 Agenda:

- Call to order
- Welcoming Introductions
- Election of the Chairperson & Vice Chairperson
- Chairperson will open the meeting up for public comment
- Committee Update
- Status of Bond Program
- Bond Finance and Series A Issuance
- Other business

Henry Amigable (GSGI) No

001-002 Charelle will act as a scribe for this meeting and will be tape recording the meeting as well.

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			Charelle Durant (GSGI)				No
001-003		The committee update will include an update from the bond counsel representative from Garcia Calderón Ruiz, LLP on the rolls & responsibilities of the Bond Oversight Committee members.	Henry Amigable (GSGI)				No
001-004		Attendance: Cynthia Melcher - Present Andy Berg - Present Rudy Gonzalez - Present Jane McGill - Present William Tunstall - Present Robert Garcia - Absent Yolanda Hernandez - Absent	Henry Amigable (GSGI)				No
001-005		The Project Manager for the Program, Jaime Ortiz is in a Facilities Committee meeting and will be joining later to give an status update on Prop O.	Henry Amigable (GSGI)				No

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2. Introductions

New Business

001-006		Henry Amigable: Program Director for the Bond Program Management Team and father of two school-aged children.	Henry Amigable (GSGI)				No
001-007		Cynthia Melcher: Parent of a student, president of the Imperial Beach Chamber of Commerce, Kawani member, business member and served on the School Site Counsel Committee for Mar Vista Middle School.	Cynthia Melcher (CBOC)				No
001-008		Andy Berg: On the executive board of the San Diego County Tax Payers Association, is the Executive Manager for the National Electrical Contractors Association with a construction background and has three school-aged children.	Andy Berg (CBOC)				No
001-009		Rudy Gonzalez: Graduated Castle Park High School with the class of 1969, his son graduated Eastlake High School with the class of 2001, Rudy served on the Bond Oversight Committee for Prop BB, has lived in Chula Vista since 1967 and currently resides in Eastlake.	Rudy Gonzalez (CBOC)				No
001-010		Jane McGill: Taught for SUHSD for many years, is connected with a network of teachers in the District, was on the Planning Committee for Rancho del Rey Middle School and is currently retired.					

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			Jane McGill (CBOC)				No
001-011		Bill Tunstall: Retired from Goodrich, while working at Goodrich did a lot of facilities long-range planning and was responsible for their capital budget, Vice President of the South County Economic Development Counsel and is a Chairperson for their Education Committee, on the Board of Directors of the Chamber of Commerce and on their Education Committee and was a past Chair on the City's Economic Development Commission.	William Tunstall (CBOC)				No
001-012		Marie Mendoza: Representative from Garcia Calderón Ruiz, LLP, general counsel to SUHSD and CVHS graduate.	Marie Mendoza (GARCAL)				No
001-013		Jeff Scogin: Works with the Bond Program Management Team, handles communications and document control for the program, developed the website and attended school in Poway Unified School District.	Jeff Scogin (GSGI)				No
001-014		Charelle Durant: Office Manager for the Bond Program Management Team office, assistant to Jaime Ortiz and lived in Chula Vista for three years where her son attended Parkview Elementary.	Charelle Durant (GSGI)				No
001-021		Jaime Ortiz: Program Manager for the Bond Program Management Team. Jaime has been delayed by a Facilities meeting. He will be giving a Prop O update.	Jaime Ortiz (GSGI)				No
001-024		Jaime Mercado: Board member On the SUHSD Board of Trustees and is a previous employee of the District for 32 years. Encourages the attendance of Bond Oversight Committee members, as well as public, at meetings.	Jaime Mercado (BOT)				No
001-025		Pearl Quinones: Board member	Pearl Quinones (BOT)				No
001-026		Karl Bradley: Assistant Superintendent	Karl Bradley (SUHSD)				No
001-034		Yolanda Hernandez: Assistant to Karl Bradley. Yolanda offers any needed assistance for the Bond Oversight Committee.	Yolanda Hernandez (SUHSD)				No

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3. Appointment of Committee Chair and Vice Chair							

New Business

001-015 Election of Chairperson & Vice Chairperson:
 The Committee will elect this person annually. The term is therefore a one year term. The Chairperson shall preside over committee meetings and the Vice Chairperson shall act in the absence of the Chairperson. Both will follow the Roberts Rules of Orders.
 Henry Amigable (GSGI) No

001-016 The Committee Chairperson is responsible for managing the meeting. The Chair will receive Prop O progress reports and will give status reports to the public regarding costs overrides/savings, where we are in the construction phase, conduct fiscal review and project review, will request information regarding costs/delays/changes. Prop 39 has different requirements for an Oversight Committee due to differences in what was permissible in Prop BB vs what is permissible in Prop O.
 Rudy Gonzalez (CBOC) No

001-033 Election of the Chair & Vice Chair:
 One nomination for Rudy Gonzalez
 One 2nd for Rudy Gonzalez
 By a 5 - 0 unanimous vote Rudy Gonzalez is elected at Chairperson.
 Rudy Gonzalez nominates Andy Berg as Vice Chair
 By a 5 - 0 unanimous vote Andy Berg is elected as Vice Chairperson.
 Henry Amigable (GSGI) No

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4. Public Comment							

New Business

001-017 Meeting is open for public comment. No public in attendance.
 Rudy Gonzalez (CBOC) No

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5. Committee Updates							

New Business

001-018 Rules and regulations of the Bond Oversight Committee:
 Committee bylaws are included in the Bond Oversight Committee binder given to each member. Page 10 of the Prop O presentation gives an outline of rolls and responsibilities of the committee. The goal of the Bond Oversight Committee is to inform the public and hold the District accountable for what they've promised to do with the bond funds. The Bond Oversight Committee will receive and review financial audits on the bond expenditures as well as audits regarding performance on the projects. The Bond Oversight Committee will make a decision tonight on how often to meet.
 Under Prop 39 the Bond Oversight Committee members are allowed to visit facilities to inspect and ensure District promised progress with prior coordination of the District due to safety procedures. The Bond Oversight Committee will be able to receive reports on deferred maintenance proposals in order

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		to 1) review what schools will be included in the deferred maintenance program, 2) review how much money will be allocated to each school, 3) review what the money is being used for and 4) review the progress on those projects/plans. Deferred maintenance is state money given for the purpose of repairs/renovations. Bond Oversight Committee will be responsible for review and comment on the District's plans to ensure cost efficiency and to hold the Bond Program Management Team and other involved staff accountable for appropriate project mgmt procedures.	Marie Mendoza (GARCAL)				No
001-019		Limitations of the Bond Oversight Committee:					
		The Bond Oversight Committee members are able to oversee, comment and report but, are not permitted to direct any of the operational management work.	Marie Mendoza (GARCAL)				No
001-020		Limitations of the Bond Oversight Committee:					
		The Bond Oversight Committee members do not have the authority to advise, approve or control design, development or construction operations. Bond Oversight Committee are not expected to have an expertise of the program operational process. They are expected to report the construction process status to the public.	Henry Amigable (GSGI)				No
001-022		Bond Oversight Committee members' terms are staggered with 1 and 2 year terms due to statute requirements set forth in the bylaws. Terms begin when each Bond Oversight Committee member was appointed in March 2007.	Marie Mendoza (GARCAL)				No
001-023		Brown Act:					
		All meetings are open to the public. Each meeting will have to be posted at least three days prior for publication. The agenda must be posted and the Bond Oversight Committee cannot deviate from that agenda during the meeting. If a new item/issue arises it must be carried over to the next Bond Oversight Committee meeting agenda for discussion. Minutes must be taken for each meeting which are open to the public. The Bond Oversight Committee is prohibited from meeting outside of the official Bond Oversight Committee meetings since it is mandatory that the public be able to observe and/or participate in each meeting. A meeting occurs whenever there are four or more members in communication on items within the Bond Oversight Committee's jurisdiction and actions they would like to take regarding the Bond Oversight Committee. Serial meetings occur when four or more members are in communication in a series of communication of any kind for example, one member calls another, who then emails another, etc.	Marie Mendoza (GARCAL)				No
001-028		All documentation regarding the Bond Oversight Committee and Bond Oversight Committee meetings will be posted by the Bond Program Management Team on the Prop O website.	Jeff Scogin (GSGI)				No
001-029		Website: propo.suhsd.k12.ca.us					
		A mockup of the website has been developed. As of now, it is restricted to District, Bond Program Management Team and Bond Oversight Committee access only, via password protection. The					

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	<p>website is currently awaiting approval from Bond Oversight Committee before allowing public access. The website has been divided into 3 different subgroups containing customized content depending on the interest of the viewer: students, public at large and construction professionals.</p> <p>Construction professionals will be able to view and download the RFQs and RFPs, register their company with the website for prospective business opportunities with the District and will be able to view the District's outreach plan.</p> <p>The public at large will be able to see when schools will be closed and how construction will affect students.</p> <p>Students will have access to an educational page providing information on the construction industry and processes in order to inform students of an array of possible career paths. There are links provided for further information on skilled trades.</p> <p>The entire website is currently password protected until it has been approved. The Bond Oversight Committee input is welcome regarding the website content.</p> <p>Rudy Gonzalez would like to see photos on the website which reflects the emphasis on the Sweetwater local community. It would be optimum to include pictures of school/sites which represent a balanced depiction of the district areas.</p> <p>The Bond Oversight Committee page on the website contains bios on each member. Each member will be asked to review their own bio, give any feedback and ad email addresses if desired, before the website is open to the public.</p> <p>The Bond Oversight Committee is to have First Class access for Bond Oversight Committee communication and have the emails sent to the Bond Oversight Committee members' emails forwarded to their personal email accounts.</p> <p>The Bond Program Management Team needs a consensus from the Bond Oversight Committee in order to make the Bond Oversight Committee section of the website available to the public.</p> <p>The ratification of the Bond Oversight Committee section of the website will be on the February Bond Oversight Committee meeting agenda as will the Bond Oversight Committee communication via first class.</p>					
		Jeff Scogin (GSGI)				No
001-030	Andy would like to see there be links/information on both union and non-union apprenticeship options.	Andy Berg (CBOC)				No
001-031	The website will be developed further to include such information/links.	Jaime Ortiz (GSGI)				No
001-032	Bylaws can be reviewed by the Bond Oversight Committee and any questions and/or comments can be directed to the Bond Program Management Team for discussion at the next Bond Oversight Committee meeting.	Marie Mendoza (GARCAL)				No
001-070	When the Bond Oversight Committee meeting notice goes out, Andy encourages the Bond Oversight Committee members to respond promptly if they will not be able to make the meeting.					

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			Andy Berg (BONOVE)				No

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6. Status of Prop O							

New Business

001-035 Bids for the 1st projects are scheduled for late 2008, potentially after five Bond Oversight Committee meetings.

Jaime Ortiz
(GSGI) No

001-036 Proposed Bond Oversight Committee meeting dates:

February 7, 2008
May 8, 2008
August 7, 2008

Dates of meetings have been agreed upon by the Bond Oversight Committee.

Andy Berg
(CBOC) No

001-037 Program Overview:

With Prop BB and Prop O the District will be spending \$1.1 billion in modernization. Prop O has \$644 million scheduled for the next 10 years. The District currently has approximately \$50 million in state matching funds.

Jaime Ortiz
(GSGI) No

001-038 Activities to Date:

In March of 2007 the Board of Trustees selected the architects. The Bond Program Management Team negotiated the design contracts and the architects have initiated the design process for the first 9 campuses that will be included in phase 1.

Jaime Ortiz
(GSGI) No

001-039 There are currently site committee meetings taking place at the first 9 schools at which the bond language is looked at as is the master plan for the school. Each project is prioritized per the needs of each school. The site committee is composed of administrators, teachers, parents, members of the community and students. The balance of work to do on the school and the amount of money allocated to the school is discussed with the committee and the order in which the work is carried out is determined with the Committee's input taken into consideration.

This process usually requires four meetings.
The 1st meeting is explaining the process to the committee.
The 2nd meeting is the prioritization.
The 3rd meeting includes the community, in order to get community input.
The 4th meeting is with the site committee. The community input is considered and the final prioritization is established, at which point the architect gets direction and begins the design. This is the point of progress we are currently in.

Jaime Ortiz
(GSGI) No

001-040 Andy would like some history presented at the next meeting as far as what was proposed on the ballot

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		prior to the vote for Prop O so that the Bond Oversight Committee knows what the public will be expecting. Andy would like to ensure that the District carries out what has been initially agreed upon as far as work to be done.	Andy Berg (CBOC)				No
001-041		Other Activities Carried Out by Program Managers to Date:					
		- Cost loaded master schedule that maps out how \$644 million will be expended. - Established long range master plan update which will be presented to the board. - Haz Mat Assessments on each site. - Sent out RFP for environmental consultants to do environmental assessments. - Created the website.	Jaime Ortiz (GSGI)				No
001-043		The Bond Oversight Committee has a strong interest in hiring local firms for District work in an effort to re-invest money into the community. The Bond Oversight Committee would like there to be a local outreach aspect to the Prop O website so that local firms will be able to easily access information on prospective work.	Rudy Gonzalez (CBOC)				No
001-044		Being a part of a contractors association, Andy Berg would like to know if it is a conflict of interest to encourage members to apply for work with the District. According to Marie Mendoza, it is not a conflict of interest to encourage members to apply for work with the District as long as the Bond Oversight Committee member is not one of the contractors being hired.	Andy Berg (CBOC); Marie Mendoza (GARCAL)				No
001-045		The Bond Program Management Team looked at the pros and cons of the board approved outreach program in BB. The Bond Program Management Team is currently developing a manual on how to do business with the District, preparing to hold outreach events, working on informing prospective contractors and sub-contractors of the website, how to do certified payroll and the steps necessary to do business with the District. The Bond Program Management Team will establish a twelve month calendar to map out all outreach meetings and events.	Jeff Scogin (GSGI)				No
001-047		Rudy Gonzalez would like to see the Bond Program Management Team network within the communities to explain Sweetwater's needs, what is required to get hired, where and when the jobs, inspections and bids are as well as how to access the website.	Rudy Gonzalez (CBOC)				No
001-048		The Bond Program Management Team will carry out outreach efforts.	Henry Amigable (GSGI)				No
001-049		The Bond Oversight Committee is encouraged to notify local contractors/sub-contractors, who they know, of upcoming work opportunities with the District.					

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			Andy Berg (CBOC)				No
001-050		There is currently a draft of the community outreach plan on the website. Documents such as payment applications and schedule values that companies will need to be familiar with, are available for download.	Jeff Scogin (GSGI)				No

001-051 Design Overview:

Board has approved the first 9 schools to be addressed:

Chula Vista Middle School
 National City Middle School
 Southwest Middle School
 Chula Vista High School
 Hilltop High School
 Mar Vista High School
 Montgomery High School
 Southwest High School
 Sweetwater High School

These 9 schools have budgets allocated to them and the Bond Program Management Team is now meeting at each school with the site committee, school staff and public. The design teams are currently working to meet the aggressive schedules which have been given to them. Designs should be finished by early winter of 2008.

Three design teams have been assigned to the nine schools. Each has been assigned two high schools and a middle school.

Bunton Clifford Associates is working on Sweetwater High School, Chula Vista High School and Southwest Middle School.

Ruhnau Ruhnau Clarke is working on Montgomery High School, Hilltop High School and Chula Vista Middle School.

LPA is working on Southwest High School, Mar Vista High School and National City Middle School.

These three architectural firms are very experienced and specialize in school designs. RRC is local, BCA and LPA are not. The design teams are selected before the construction contractors are selected. Over twenty architectural firms responded to the RFP. Only a few were selected. LPA was the only selected firm who had previously worked with the BB Bond Program.

Jaime Ortiz proceeded to explain the design phases that the projects will go through.

Site committee meetings: These help to identify the priorities that each school has and give direction to the architects. These meetings will go on until December 2008.

Schematic design phase: Schematic design determines the general scope, preliminary design, scale and relationships among the components of the projects. The objective is to develop a clearly defined design with a comprehensive scope, budget and schedule.

Design Development: In this phase the project is developed to a level of detail necessary to work out

Item	Meeting	Item Description	Resp	Status	Due Date	Compl'd	Cls'd
		a clear, coordinated description of all aspects of the project. Major elements of the project are designed and coordinated.					
		Construction Documents: This is the last stage of the design process. The architects focus on finalizing the drawings and specifications for all components and systems of the building, producing the contract documents. Constructability reviews are conducted to verify all plans can be put into effect and that there are no major flaws. Simultaneously, the construction estimates are made in order to make sure the anticipated work can take place within the allocated budget.					
		These steps take place over the course of 6 - 9 months, forming the document package that will ultimately be submitted to DSA.					
			Jaime Ortiz (GSGI)				No
001-052		Karl Bradley, a former state certified building inspector, proceeded to explain what aspects of a project DSA reviews.					
		DSA is particularly interested in 3 areas:					
		1) A certain standard of resistance to lateral forces such as earthquakes. DSA enforces this standard.					
		2) Fire safety is looked at to determine whether or not fire engines will be able to get in and out of the site, whether or not fire hydrants are appropriately placed, whether or not buildings are have sprinklers, what kind of fire alarm components are being installed and make sure every building has an appropriate exiting pass.					
		3) Every space must be easily accessible for a disabled person.					
		These are the three main areas which are reviewed by DSA. They will make any comments on the plans necessary, send it back to the architect, the architect will do a back check in order to address all comments, send them back to DSA who will them stamp them if they've been approved. The city has jurisdiction over offsite projects involving areas such as sidewalks, sewers, water systems or streets.					
			Karl Bradley (SUHSD)				No
001-053		The challenge that we have is getting our plans approved in a timely manner considering that over \$500 million in local bonds were passed last year within San Diego County. Like SUHSD, these bonds are in the planning stages as well, which all need to be approved by DSA.					
			Henry Amigable (GSGI)				No
001-054		The Bond Program Management Team has established an agreement with DSA to set up meetings with DSA and the District in order to review architectural plans after schematic design and 50% through the construction documents. This strategy has been put into place in order to save the District time with the DSA process.					
			Jaime Ortiz (GSGI)				No
001-055		Once DSA authorization has been received the bid process begins. The approved plans are reviewed by prospective contractors who then bid on the project. Once the bid is awarded the District Board must approve it. After Board authorization, construction begins. Construction typically takes 1.5 to 2 years depending on the scope of the project.					
			Jaime Ortiz (GSGI)				No
001-056		The more time spent on the design process the less likely it is that errors will arrive in the construction					

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		documents.	Andy Berg (CBOC)				No
001-057		It is important to consider that during modernization and renovation that the schools will often be in session. In this case re-locatable classrooms are installed. Unforeseen issues can be discovered during construction. Both factors can play a prominent role in the determination of time necessary to complete construction.	Karl Bradley (SUHSD)				No
001-058		While the design phase is in progress the hazmat assessments are simultaneously occurring. An environmental assessment will also be performed at each site. DSA inspection, material inspection services and labor compliance services will be bid during the first half of 2008.	Jaime Ortiz (GSGI)				No
001-065		Bylaws: a copy was provided in Bond Oversight Committee binders.	Jeff Scogin (GSGI)				No
001-072		Prop O Program Management Software: The program will be run and reports will be produced with Primavera and Prolog program management systems.	Jaime Ortiz (GSGI)				No

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7. Bond Finance

New Business

001-066 Bond Finance:

The District is scheduled to sell the first bond in early 2008. The District has selected Gardner, Underwood and Bacon LLC as financial advisors. The District has also selected bond counsel, disclosure counsel and will be recommending UBS and Alta Vista Financial as the first team of underwriters to sell the bond.

First bond sale is projected to be sold at \$180 million in January.

According to the financial advisors, the District should be able to sell a bond every three years; \$200 million early 2011, \$200 million in January 2014 and \$60 million in 2017.

It is essential to keep the projected expenditures under the projected funding events.

Jaime Ortiz
(GSGI) No

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8. Other Business

New Business

001-062 Bond Oversight Committee drawing results for terms:

Cynthia Melcher - 2 Terms

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		Andy Berg - 1 Term					
		Rudy Gonzalez - 1 Term					
		Jane McGill - 2 Terms					
		William Tunstall - 1 Terms					
		Yolanda Hernadez - 2 Terms					
		Robert Garcia - 2 Terms					
			Rudy Gonzalez (CBOC)				No
001-069		Jane emphasizes the importance of Bond Oversight Committee members' attendance at the next three meetings.					
			Jane McGill (CBOC)				No
001-071		If any there are any items which would like to be discussed they can be brought up to be placed on the next meeting agenda.					
		No further requests for new agenda items.					
			Rudy Gonzalez (CBOC)				No
Cc:	Company Name	Contact Name	Copies	Notes			