CREATIVE NONFICTION COLLECTIVE SOCIETY

2023 Annual General Meeting via ZOOM

Sunday May 28, 2023 (1:30 AT, 12:30pm ET, 10:30am MT, 9:30am PT)

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AGENDA

CNFC 2023 Annual General Meeting Sunday May 28, 2023 (1:30 AT, 12:30pm ET, 10:30am MT, 9:30am PT)

- 1. Call to order
- 2. Accept 2023 AGM Agenda
- 3. Reading and Approval or Correction of 2022 AGM minutes (Sunday June 12, 2022 via Zoom)
- 4. Reports from Members of the Board
 - a. President's report Margaret Lynch
 - b. Online Programming Committee Chris Moore
 - c. 2023 Conference Committee Fiona Campbell
 - d. Marketing and Communications Committee AnnMarie MacKinnon
 - e. Membership Committee Lenore Rowntree
 - f. Development and Stewardship Committee (formerly Fundraising) Taslim Jaffer
- 5. Treasurer's Report Marsha Faubert
 - a. Approve CNFC 2022 Financial Statements
- 6. New business
 - a. 2024 Conference
 - b. 2024 CNFC-HLR Contest
 - c. Mentoring program pilot project
 - d. Discussion: Future mix of online and in-person programming
- 7. Election of New Board Members
 - a. Returning:
 - Treasurer: Marsha Faubert
 - Director-at-large: Taslim Jaffer
 - Director-at-large: AnnMarie MacKinnon
 - Director-at-large: Lenore Rowntree
 - b. Stepping down: Fiona Campbell (director-at-large), Christopher Moore (vice-chair), Margaret Lynch (chair)
 - c. Nominations:
 - CNFC Chair: Jessica Payne (currently on CNFC board as director-at-large)
 - CNFC Vice-Chair: Wanda Taylor (Served on 2023 Conference committee)
 - Director-at-large (two): Laura MacGregor, Sue Nador, Nancy O'Rourke, Set L. Shuter
- 8. Acknowledgements of CNFC Partners and Sponsors
- 9. Motion to Adjourn

Minutes from 2022 AGM Sunday June 12, 2022 - 2:00 pm Eastern via ZOOM

- 1. Call to order
 - Quorum=5% of 342= 18
 - Present: 26
 - Quorum met
- 2. Acceptance of 2022 AGM Agenda
 - Beth Kaplan Motions
 - Fiona Campbell seconds
 - Motion is passed
- 3. Reading and Approval or Correction of 2021 AGM minutes (Sunday May 16, 2021 via Zoom)
 - AnnMarie Mackinnon motions
 - Judy Macfarlane seconds
 - Motion is passed
- 4. Reports from Members of the Board and Executive Director

Margaret Lynch: President's Report

CNFC achieved a major milestone this year. We were approved by the Canada Revenue Agency as a registered national arts service organization (NASO). This accomplishment was the culmination of efforts by several past CNFC board members including Judy McFarlane, Shelley O'Callaghan, Jane Silcott, Cathy Cooper, and Ruby Swanson. Thank you all for initiating and moving this activity forward.

This means that CNFC can now fundraise, issue tax receipts and qualify for additional sources of funding, prompting the questions: *With more revenue, how can we better support our members and the Canadian nonfiction writing community? What types of programs do our members want and how can we be more inclusive as we grow our membership?*

Your board will focus on answering these questions in the coming year, and we'd like your help. Please provide feedback for future programs when you receive your postconference survey. Past suggestions include mentoring opportunities, education, and emerging writer support through fellowships or grants.

Although the world is gradually re-opening, we have continued to gather on Zoom for a second season of online webinars, a second virtual conference which wrapped up this

morning, and today's AGM. Many of you told us how much you appreciated Zoom accessibility and we know online offerings encourage national participation in our programs. This means a commitment to hybrid events in future, even when we gather in person, as we plan to next May for our 2023 conference in Halifax.

We ended the 2021 calendar year in a strong financial position, and there are many people to thank for the organization's growth and success. I'm very grateful to my fellow board members, for your enthusiasm and expertise. I am indebted to Marsha Faubert, who joined the board as Treasurer in October 2021. As a registered charity, we're now subject to CRA reporting and regulatory requirements. Marsha rolled up her sleeves to prepare this year's financial statements and navigate the formalities associated with filing our first CRA tax return.

Then there's the 2022 conference committee -- Cathy Cooper, Jean Crozier, Jannie Edwards, Carissa Halton, Myrna Kostash, Lenore Rowntree and Ruby Swanson -- who planned and executed a brilliant event these past few days. Bravo! Special thanks to board member Fiona Campbell, who created promotional graphics for our social media channels, and CNFC's Executive Director, Jennie Plecash, technical producer for the conference and all our online events this year.

We gratefully acknowledge support from our 2022 conference sponsors: Canada Council for the Arts and University of King's College, Halifax. We also appreciate the support of our nonfiction contest partner, *The Humber Literary Review*, which publishes the winning submission from our annual contest.

A recent website blog post by our vice-chair Christopher Moore entitled "Help Run CNFC, for the fun of it" paid homage to the many volunteers who have stepped forward and helped out on our programming committee, conference committees, social media efforts and the contest.

It reminds me that we are a Collective, a group of writers who care deeply about the future of nonfiction writing. CNFC is committed to creating more networking and professional development opportunities for our members, and we can't do that without your support. If you'd like to volunteer or help out in any way, send us an email or connect on social media. I look forward to working with you as we continue to grow and support the nonfiction writers of Canada.

Christopher Moore, Vice-President

Short version: We have had a good year as the 2021-22 board of your organization.

As a member of the executive, I can report that the organizational skills being applied by Margaret and Marsha have put our business practices, financial management, and general administrative situation into excellent condition. CNFC is growing, doing well, getting things done, and getting ready for new initiatives. Our board members were a pleasure to work with -- special thanks to outgoing members Lesley Buxton, Darryl Whetter, Akberet Beyene and Nabila Huq. It's great to see terrific candidates stepping forward for next year.

I chaired the programming committee this year, and it was exciting to see all the great speakers and panelists that stepped forward for us. With every webinar, it is great to see members from all over joining in substantial numbers and great enthusiasm.

I'm grateful to Rachel Rose, Darryl Whetter, Nancy O'Rourke, Shazia Hafiz Ramji and Margaret for their work on the programming committee, and I'm looking forward to welcoming new committee members with new ideas for 2022-23. I'll be wrapping up a two-year VP term this year, and I'm confident there will be strong hands available to continue the work. There's still much that can be done and new perspectives to be heard at CNFC.

Marsha Faubert, Treasurer

- Margaret and Chris have already mentioned CHaritable status- this is something that attracted me to join the board to work with the new opportunities
- We are in the very early stages of looking into additional funding opportunities
- Have to keep up with reaching out to all members with our offerings, including online webinars even when we can meet in person
- Healthy cash asset balance at the end of the year, with lower costs this year
- Have about \$8500 in excess revenue a good start to continue growing the organization
- Thanks to Margarent and Jane Silcott for reviewing the financial statements
- Also thank Jenny and other board members in helping me get up to speed on the financials when I started in the fall
- If you have any suggestions/want to help, feel free to contact me
- Any questions?
 - We will now have tax receipts for donations above your normal membership
 - Will we think about having a foundation?
 - We haven't talked about it yet- we are mostly looking at funding sources tied to specific initiatives right now
 - In the future when we have money not attached to specific initiatives, we may think about foundation status
 - Are we still looking for sponsors for our conferences?
 - We are still pursuing sponsors where we can
 - Ruby: Because the conferences have been virtual, the expenses of conferences have been a lot lower that previous years
 - Do we have a contingency fund if we don't have funding coming in?

- We don't have a lot in the bank but it does cover our basic expenses if we have no other funding coming in
- Is there interest in fundraising/sponsorship committee?
 - Definitely interested in putting together a committee and getting input from members who have experience in fundraising
 - We will discuss it more at our next board meeting
- There are other sponsorship opportunities but they are sometimes geographically tied more may open up when we're not virtual
 - We are looking into that for our Halifax conference
 - With tax receipts, it might be more appealing for
- Membership numbers fluctuate- is \$20000 a good estimate?
 - Yes this is a pretty good estimate based on previous years

Fiona Campbell

One thing the pandemic has certainly taught us is the power of creating community virtually, and I experienced this firsthand behind the CNFC Instagram account. Since June 2021, we've seen a 25% increase in followers (856 to 1071) and over 70 new posts! We've been working to create a branded (thanks, Canva!) and curated feed, and have used the space for promoting CNFC events, such as the conference, webinar series, the CFNC blog and the Writing Contest, to name a few; for sharing news, such as shortlist and longlist winners; for resources, such as writing books I'm (re)reading; for celebrations, such as Black History Month and Pride; and for the always popular "Wednesday Wisdom" posts with quotes from CNF authors. If you have an Instagram account and you're not currently following us, we're at @cnfcollective. Also, tag us in your news or send us a DM! Finally, as we look to programming for the fall, if you're interested in learning more about how social media can work for you as a writer, please let us know when you complete the post-conference survey.

Over the next year, we're looking into some tools to help with scheduling and social integration across multiple platforms. Marion Agnew has done an incredible job with our Twitter feed (we're @cnfcollective). Another huge thanks goes to Lesley Buxton for creating such engaging content and interactions on our Facebook page. As both are stepping down from their curation and community cultivation duties, we're looking for someone (or two someones) to fill their big shoes and take over their roles. If this sounds like you, please let us know! Lesley also did a fantastic job of writing for our blog, including posts on craft, and interviews with CNFC members. If you have ideas for the blog - news, books, craft talk, etc. - please contact Fiona at fiona@fionacampbell.ca

Akberet Beyene, Director at Large

I have had a very busy year and learned a lot working with CNFC. You have all been patient with me and treated me with respect even though I was not able to do a lot this year with CNFC. I wish you all the best!

Jenny Plecash, Executive Director

Everyone has already talked about all the specifics that we have accomplished this year as an organization, but I'd like to highlight a couple of things: We have continued to be focused on creating value for our members, most obviously through the free-formembers Webinar series, social media presence, and conference. We had originally planned for the conference to be in-person this year and had to quickly pivot to switch to a virtual conference. I would like to thank the conference committee for working so hard to make that switch as smooth as possible. Another major change, mentioned earlier, was us finally receiving status as a registered charity. I am excited to see what growth we can achieve with that status.

I would like to thank the board for volunteering so much of their time to support the CNFC. I personally have not had the kind of time available to dedicate to CNFC as I did previously, and they have stepped up to fill any gaps. The accomplishments we saw this year would not have been possible without their effort, creativity, and dedication. I would also like to thank all of our members for supporting us during yet another difficult pandemic year.

I also just want to make a quick note about the proxy forms. CNFC is registered in the Province of Alberta, and therefore by law our AGM's are "held" there. We are a national organization, and many of our members would find it difficult to travel to Alberta every year to attend the AGM. To maintain our Alberta status, we have regularly used proxy forms to allow our members to attend and participate in our AGM in the city of our conference or online. The proxy allows a member living in Alberta to submit other member votes on AGM business and permits us to meet the minimum attendees for the required quorum in the province of Alberta. So thank you to everyone who has filled out a proxy form so far, and if you have not, please do fill out the form, it's important. You can find it at the bottom of your AGM package, or in the chat box right now:

- 5. Approval of CNFC 2021 Financial Statements and 2022 Budget
 - Jean Crozier motions
 - Taslim seconds
 - Motion passed
- 6. National Arts Service Organization (NASO) update
 - As an accredited NASO charity, we can fundraise and issue tax receipts for \$10 or more. Donors will be recognized on our website under Sponsors and Supporters.
 - CNFC's charitable registration number at the bottom of website and Donate button in the website navigation menu and top right corner

- Thanks to Jenny for website updates and creating clever donor level names: Nonfiction Friends, Authorly Admirers, Story Supporters, Bookish Benefactors, and Dewey Donors!
- CNFC will also qualify for additional sources of funding which may include multiyear Canada Arts Council NASO programs and private sector or foundation grants.
- A new fundraising committee will identify opportunities in the year ahead.
- 7. Ratify October 2021 Amendment of Bylaws by Special Resolution In the final stages of our NASO application process, CRA suggested we update our organization objectives with language more appropriate to a national charity. On an emergency basis, we amended our objectives via Special Resolution in October 2021. These changes will formally become part of the bylaws once our members ratify the Special Resolution at this AGM.
 - Beth Kaplan motions to ratify
 - Nancy O'Rourke seconds
 - No objections: Motion is passed
- 8. New business
 - o 2023 Conference
 - May 26-May 28
 - Secured our keynote speaker, stay tuned for the announcement
 - Speaker lineup drawn from Atlantic canada
 - Theme is: RIding the Waves
 - o 2024 Conference
 - We will be sending out post-conference survey looking for ideas and volunteers to help with the 2024 conference
 - Ongoing Webinar series
 - o Committees
 - Please contact us for volunteering on the fundraising, webinar, marketing/communications or membership committees!
 - o Discussion
- 9. CNFC Board Member Nominations
 - Returning Board Members:
 - President Margaret Lynch
 - Vice President Christopher Moore
 - Director at Large Fiona Campbell
 - Acting Treasurer Marsha Faubert is standing for election as CNFC Treasurer
 - Running unopposed- Voted in as treasurer

- Nominees for four Director at Large board positions:
 - Taslim Jaffer (BC)
 - Heidi Klaassen (AB)
 - Myrna Kostash (AB)
 - AnnMarie MacKinnon (NS)
 - Jessica Payne (ON)
 - Lenore Rowntree (BC)
- Further Nominations: None
- Welcome to the 2022-2023 CNFC Board of Directors: Taslim Jaffer, Heidi Klaassen, AnnMarie MacKinnon, Lenore Rowntree, Fiona Campbell, Marsha Faubert, Christopher Moore, Margaret Lynch
- 10. Acknowledgements
 - Margaret: Thanks to departing board members Darryl Whetter, Nabila Huq, Akberet Beyene and Lesley Buxton. Lesley also managed our blog and Facebook. Along with Marion Agnew (Twitter) and Fiona Campbell (IG) they created human connections on these social media channels.

Thanks to our contest readers Parishae Ali, Donna Besel, Becky Blake and Allyson Latta. Congratulations again to contest winner Taslim Jaffer. Special thanks to volunteer Nancy O'Rourke, who coordinated logistics behind the scenes. And finally, to our contest judge Omar Mouallem.

Thanks to all the volunteers who help out on our committees.

- Myrna: As cofounder of CNFC: People who were first around remember that this was first pay as you go, passing a hat around to pay for a keynote speaker, from people who happened to be around the campus. Thank you to everyone who came along since that first initiative to grow the organization
- Judy: like to add thanks to the board and committee, it's fantastic to see the virtual conference go ahead so seamlessly, thrilled about NASO status
- Margaret: Thank Jessica Payne for stepping up for the board, we hope you will join a committee
- 11. Motion to Adjourn
 - Jane moves to adjourn
 - Ruby seconds
 - Meeting adjourned

Financial Statements for the Year Ending December 31, 2022

Creative Nonfiction Collective Society

Statement from Auditors/Reviewers

We have examined the books and attest that the information in these financial statements for the year ending December 31, 2022 are accurate and true. They accurately reflect the financial position of the Creative Nonfiction Collective Society at December 31, 2022.

[Name of Auditor/Reviewer, Position]

[Name of Auditor/Reviewer, Position]

"Jessica Payne"

"Sue Nador"

Jessica Payne, Director at Large

Sue Nador, CNFC Member

Balance Sheet Fiscal Period Ending December 31, 2022

Assets

Current Assets as at December 31, 2022	
Cash Balance	45,342.72
Investor Account	1,011.21
Total Assets	\$46,353.93
Liabilities	0
Revenue and Expenses	
January 1 – December 31, 2022	
Revenue	\$35,696.46
Expenses	\$24,736.37
Excess of Revenue over Expenses	10,960.09
Balance, December 31, 2021	35,393.84
Balance, December 31, 2022	\$46,353.93

Statement of Revenue and Expenses January 1 to December 31, 2022

Revenue

Membership dues	\$16,180.00
Member advertising	25.00
Contest submission fees	1,880.00
Conference registration fees	8,180.00
Grants	7,000.00
Donations/sustaining member gifts	1,860.00
Sponsorships	500.00
Bank interest/rebates	71.46
Total Revenue	\$35,696.46
Total Revenue	\$35,696.46
Total Revenue Expenses (see Schedule)	\$35,696.46
	\$35,696.46
	\$35,696.46 13,927.37
Expenses (see Schedule)	
Expenses (see Schedule) Operating	13,927.37
Expenses (see Schedule) Operating Contest	13,927.37 1,650.00
Expenses (see Schedule) Operating Contest	13,927.37 1,650.00

Schedule of Expenses January 1 to December 31, 2022

Expenses

Operating	
Administrative support	\$5,984.39
Advertising	302.49
Bank fees	115.99
Insurance	2,061.00
Payment processing fees (WA)	913.12
Membership Software (WA)	2,798.61
Imagine Canada subscription	355.00
Miscellaneous (postage/PO box)	344.48
IT (Website/Canva/Zoom)	1,052.29
Operating Expenses Total	\$13,927.37
Contest	
Contest awards	750.00
Honoraria – readers and judge	900.00
Contest Expenses Total	\$1,650.00
Programs	
Honoraria - webinars	2,439.00
Honoraria - conference	6,400.00
Conference IT Support	320.00
Program Expenses Total	\$9,159.00

Notes

- 1. Revenues and expenses are reported on a cash basis.
- 2. Donations include sustaining member gifts of \$1,200, which were included as membership dues in prior years.
- 3. Expenses: Administrative support professional fees paid to the CNFC Administrator/ Executive Director, an independent contractor who provides services on a part-time basis to the CNFC.

Treasurer Signature: <u>"Marsha Faubert"</u>

Budget For the Year Ending December 31, 2023

Creative Nonfiction Collective Society

Proposed Budget January 1 to December 31, 2023

Assets

Current Assets	
Balance at January 1, 2023	\$46,353.93
Liabilities	0
Projected Revenues and Expenses	
January 1 – December 31, 2023	
Revenues	\$49,325.00
Expenses	\$62,311.00
Deficit of Revenues over Expenses	\$-12,986.00
Projected Balance,	
December 31, 2023	\$33,367.93

Statement of Revenues and Expenses January 1 to December 31, 2023

Projected Revenues

Membership fees	18,000.00
Contest submission fees	2,500.00
Conference registration and fees	23,000.00
Grants	
Donations	3,000
Sponsorships	2,750.00
Bank credits	75.00
Projected Revenue	\$49,325.00
Projected Expenses (see Schedule)	
Operating	21,461.00
Contest	3,050.00
Programs: Webinars/Conference	37,800.00
Projected Expenses	\$62,311.00

Schedule of Expenses January 1 to December 31, 2023

Expenses

Operations	
Administrative support	\$12,000.00
Advertising	250.00
Bank fees	150.00
Insurance	2,061.00
Payment service fees	1,500.00
Membership software	3,500.00
Miscellaneous	500.00
IT (Website, Zoom, Canva)	1,500.00
Operations Expenses	\$21,461.00
Contest	
Contest awards	1,500.00
Honoraria – Judge and volunteers	1,550.00
Contest Expenses	\$3,050.00
Programs	
Webinars - Honoraria	3,300.00
Conference – Artist Honoraria and travel	17,000
Conference production	17,500
Program Expenses	\$37,800.00

Board Nominations

CNFC Board Chair



JESSICA PAYNE is a writer, editor and interdisciplinary artist currently at work on a book. I predominantly write narrative nonfiction, essays and poetry. My botanical art and interviews have been featured in The Hamilton Spectator, Green Living Magazine, Flower House Detroit, Urbanicity, KOTN journal and elsewhere. In 2019 I won a Hamilton Short Works Prize in literary nonfiction. I have forthcoming work in anthologies: Bad Artist and Wayzgoose. When I'm not writing you can find me with a stack of books, shooting film photos, cooking, or digging

around in the garden. Jessica currently serves as on the CNFC board as director-at-large.

CNFC Board Vice-chair



WANDA TAYLOR is an award-winning journalist, author of seven books, filmmaker and college professor. Her middle grade nonfiction book, Birchtown and the Black Loyalists was listed as one of the top Black History books for children by the Canadian Children's Book Center and Parent Today Magazine. Her magazine features, poems, and essays can be found in publications across Canada, the UK, and the US. She teaches

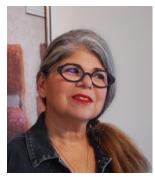
courses in Journalism, Story Writing for Media, Communications, Essay Writing and Creative Writing and is also Faculty/Mentor for the MFA Writing and Publishing Program at the University of King's College, Halifax. Her new nonfiction book is forthcoming with Nimbus Publishing in 2024. Wanda served on CNFC's 2023 Conference planning committee.

CNFC Directors-at-large (two openings, four candidates)



LAURA MacGREGOR is an ethicist, researcher, and co-editor of the Mad and Crip Theology Press, a boutique publishing house committed to sharing stories about spirituality, disability, mental health, and caregiving. Recent publications include 'Felt Faith' in *Broadview Magazine*, and *Beyond Saints and Superheroes* (published 2023). She currently acts as the out-of-province member for The Island Walk Board of Directors in PEI. Laura is a recent graduate of The Writer's Studio at Simon Fraser University in BC and she will co-present a workshop at CNFC's 2023 Halifax conference

titled: Writing Crip and Mad Stories: Practical Ways to Avoid the "Inspiration Porn" Trap.



SUE NADOR is an Ottawa-based freelance writer with personal essays and feature stories in several publications including *The Globe and Mail, LiisBeth,* and *Corporate Knights.* She was in a consulting partnership for many years, providing advice on employee communication and engagement and she continues to do some corporate consulting independently. Prior board experience includes Chair, Elizabeth Fry Society of Toronto, and national board member of the Strategic Capability Network. Currently, she volunteers as an

ESL tutor. Sue holds an MFA in Creative Nonfiction from the University of King's College, Halifax. She served on CNFC's 2023 Conference planning committee.



NANCY O'ROURKE, based in Tiohtià:ke/Montréal, is a writer of essays, memoirs, and poetry. A sociologist by trade, she specializes in human rights, and has written widely on issues affecting the rights of women and children. Her story "Descent into Darkness," focusing on a visit to the Kigali genocide memorial in Rwanda, won the 2018 Creative Nonfiction Collective award. Her writing has been shortlisted in literary contests, nominated for a 2023 National Magazine Award for her *Prairie Fire essay*, and supported by the Banff Centre for Arts and Creativity, as well as the Canadian Council

for the Arts. Nancy has served on the CNFC's 2021-2022 Webinar Programming committee and coordinated the CNFC-HLR Nonfiction contest for the past two year.



SET L. SHUTER is a writer, filmmaker and storyteller from Toronto. Her essays have appeared in *The Toronto Star, Chatelaine Magazine, Understorey, Magazine, CBC*, and forthcoming in the Bad Artist Anthology. She holds an MFA in Creative Nonfiction from The University of King's College and is writing her horror-comedy medical memoir, *Ovaries Gone Wild*. Set has told her stories for the RISK! podcast, True Stories Told Live Toronto, Replay Storytelling, But That's Another Story, and more. When she isn't on stage or working, she is in Nova Scotia, writing her days away by the ocean.

PROXY FORM

I hereby authorize	_to serve as my
proxy and to vote on my behalf at the CNFC Annual General Meeting to be he	ld on May 28,
2023.	

This proxy is valid for (please check one):

_____ All Matters voted on at the Meeting, or

_____ Specific Matter (please explain) ______

Signed by: _	 (Name of
member),	

On _____ (date).

Note: This Form must be handwritten BY THE VOTING MEMBER ASSIGNING THE PROXY (not

typed). Please scan and send electronic copy to Heidi Klaassen at

admin@creativenonfictioncollective.ca.

2023 CONFERENCE SPONSORS









2023 CONFERENCE CONTRIBUTORS









We thank the following donors and organizations for their support in 2022





SPONSORS

Canada Council Conseil des arts for the Arts du Canada

PARTNERS



CNFC DONORS AND SUSTAINING MEMBERS:

Angie Abdou	Kate Barker	Lynn Bessoudo
Elisha Blackburn	Maureen Bond	Bonnie Campbell
Meghan Dalrymple	Marian Dodds	Alison Dowsett
Donna Finch	Robert Finley	Elee Kraljii Gardiner
Christine Gibson	Carol Bishop Gwyn	Maggie Jansen
Carmen Kinniburgh	Margaret Lynch	Laura MacGregor
Judith Mackay	Margaret Macpherson	JoAnn McCaig
Nia McCash	Andrea Mozarowski	Sue Nador
Adele Newton	Margaret Nowaczyk	Kim Pittaway
Pat Preston	Heather Ramsay	Ingrid Rose
Lenore Rowntree	Claire Sicherman	Sandra Stewart
Martha Vowles	Kathy Wagner	Jessica Waite