Joint Committee Meeting – August 5, 2019

A meeting of the Joint Committee of the Western Montgomery Career and Technology Center was held was held at 77 Graterford Road, Limerick, PA on August 5, 2019. Ms. Dawn Heine, Chairperson, called the meeting to order at 7:05 P.M. following an Executive Session.

JOC Members:

Ashley Custer
Patricia Grimm
Robert Lindgren

Mark Dehnert
Edward Dressler
Dawn R. Heine

James C. Glackin
* Stephen Cunningham
Absent
John Farris

*Called in, but was disconnected before any motions were taken

Non-Members present:
Dr. William Shirk, Superintendent, Pottsgrove S.D. & WMCTC Superintendent of Record
Christopher Moritzen, Administrative Director
Daniel Chominski, Principal
Donna Wilson, Business Manager
Rachel Hetzel, IT Director
Marc Davis, Solicitor

A motion was made by Dr. Ferris and seconded by Mr. Dehnert to:
approve the June 3, 2019 Minutes.

Ms. Grimm asked Mr. Moritzen for clarification of C3. Under Contracted Services and how it works. Mr. Moritzen said it was just a renewal of Upper Perk’s contract; it was just a minor change to the cost. Previously, it was $13,500 forever. Upper Perk comes in and provides all the food service to our kids that’s pretty much it. They do 2 lunches now because Upper Perk has a second lunch coming in with the P.M. kids. Ms. Wilson said we do free & reduced lunches & between her and Upper Pe’k they reach out to the other 2 districts to identify the students who are free & reduced. They are put in our system and given a PIN number.
Mr. Moritzen added that they do all the ordering and do all the supplies.
Ms. Grimm asked if we ever did it ourselves.
Mr. Moritzen said for that price, I’m good.

Ashley Custer      Yes
Patricia Grimm     Yes
Robert Lindgren    Yes

Mark Dehnert       Yes
Edward Dressler    Yes
Dawn R. Heine      Absent

James C. Glackin   Yes
* Stephen Cunningham
Absent
John Farris        Yes

Motion carried 7-0
II. **Administrative Director's Report**

Mr. Moritzen welcomed everyone back and hoped that they were having a fabulous summer. He reported that:

A. **Summer Wrap-Up:**

- We had 2 weeks of camp; it went very well. We had about 150 with 5 programs offered.
- Summer Salon is still actively running on Fridays. Our consistent clients are coming in and students are getting hours, which is wonderful.
- Our administrative staff has been working on our opening in-services.
- Our custodial staff has been going around the building to make sure the labs are ready for August 20 for our teachers return.
- Ms. Hetzel and her one-man IT Department has been working to get the servers uploaded, all of the new iPad’s ready for the new teachers coming back in, and all the technology needs for new teachers that were hired over the summer up to speed with Skyward and their general email access.
- We’re in the process of our annual audit going on and they’ll be here one more day tomorrow. Ms. Wilson and Mrs. Polinski are doing a good job and everything looks good.

That’s the school wrap-up.

B. **School Start-Up:**

- We’re getting ready for teachers on the 20th. We have a full agenda on the 20th, 21st & 22nd to get them ready for the school year. One thing we’re focusing on is a Simon Sinek book. They were all given a copy of “Start with Why”, and what we’re looking at is delving into some teacher leadership and taking ownership of some leadership in the building and looking at what they are doing in the classroom, why they are doing it and how it affects students. He, Mr. Chominski and Ms. Hetzel have been working to create a great opening In-Service to get them actively engaged to take ownership within the building.

C. **9th Grade Program:**

- When he met with the Superintendents last month, one of the things we’ve taken a look at over the last 4 years was not only the success rate of our students. We have 96% of our students have remained as started as freshman and finished out as seniors this year and all but one achieved advanced on NOCTI. When we looked at the data over 95% of students are staying with their first choice.
- To really truly enhance the program starting with the 2020/21 school year, we’re looking to have a little program shift where students will come and stay in that first choice program all year. They will have options like our 10th graders do, if they really don’t like the program, if there’s something they need to tour and want to check something else out. The majority of our students overwhelmingly, 95% or more, stay in that first class. They become disenfranchised with that second class because it may not be something they really wanted, but wanted to get here for that first choice. He thinks we’ll see an increase in certain certificates earned, an increase in NOCTI scores and completion toward that Program of Study. It really doesn’t change anything for anyone except for the student coming in and staying in that class.
- We’re going to announce that to the counselors at the district so they are aware for the 2020/21 school year, and it will be in our coarse book for the 2020/21 registration.

D. **Metal Tech:**

- As you know, we are starting our Welding Program in 2020/21. With that in our new course book that we will be putting out, we’re going to be changing the name Metal Tech because it’s not Welding and Manufacturing anymore, it’s more just Advanced Manufacturing so that Metal Tech
title will change locally in the building to Advanced Manufacturing. He thinks that will help garnish more students coming into that.

- Along with that, we’re looking at the floor plan and getting quotes to look at moving the Metal Tech portion of that Advanced Manufacturing portion of that classroom over to the existing Building Trades classroom that’s across from Carpentry. When the building was renovated they never opened up Building Trades again, so we have a large classroom there. We’re talking to a local rigging company. It already has the majority of electric panels – it just needs drops put in.
- We’re looking at what it would cost to move that classroom to allow Welding to have a full classroom size so they’re not stepping on each other’s toes in that small area. This will allow teachers to have their own space and be better for the students.
- We will be enrolling for Welding this year, but we want to have ample space for them.

Dr. Dressler asked if we were getting a lot of young ladies involved.
Mr. Moritzen said we had 3 young women graduate this year; 2 are going out to full time employment and one postponed her full time employment to go to Thaddeus Stevens and get her advanced degree in that. She was offered $68,000 to accept a position. Adding Welding will potentially open up 36 additional seats – morning & afternoon total. Right now we’re on the crest of 650. This will open us up to getting upward near 686, near 700.

Protective Services is going to shift over to where Landscape Design was, and we’re working on a plan for Phys. Ed/Health and that’s what I’m talking to the Superintendents about.
Mr. Dehnert asked if we had more students apply for that program than we can handle?
Mr. Moritzen said we haven’t taken applications for welding yet.
Mr. Dehnert then asked what about Advanced Manufacturing?
Mr. Moritzen said we’ve turned away 2 this year and went to a second choice. Over the summer the number fluctuates due to kids moving out, or not maintaining grades in core class. There’s usually about 20 kids that flow in or flow out. Some kids show up on our door the first day with a CTC schedule and they’ve never even applied. Mrs. Landis does a great job working with the counselors to get that squared away.
He anticipates the class will fill up right away and we have a full boat would be nice, but even if we get 10 – Dental started with 4 when we started and Sports Medicine filled up to capacity the first year. Everything that we’ve opened has done well. He will review the marketing and recruitment plans with Mr. Klein when he returns and with the OAC members. It will be posted at Girls Night Out. We’ll take this year to recruit like we did with Sports Med and post for the position probably in the Spring to get a teacher in part time for the remainder of the year to get them familiarized with the building, building the curriculum and setting up everything they need so we’re ready to go in the Fall.

E. Technical Cluster Leaders:

- One of things he discussed with the Superintendents over the summer was the creation of some leadership within the teacher realm in the building like your high schools have department heads. We’d like to create some leadership from the teacher realm to deal with some of those issues that go on in the building regarding budgeting, scheduling and planning. We’re looking at creating 3 positions for teacher cluster leaders.
- Later on in the Action Agenda you’ll see a request for approval in creating those 3 positions. We will be taking applications for those. Requirements have been set, and we have a Job Description. It was run past the 3 Superintendents, and they were all supportive of that.
- It provides an avenue for our teachers to take a leadership role. Some have been here 10, 12 years, some 5 years that are excellent educators to take on a leadership role and really help our building grow and move from good to great.
- It has a stipend of $2,000 per person, based on our budget we would have money in there this year.

Dr. Shirk added for the board’s information that it is important since the building is so small that teachers have an opportunity to lead within the ranks. Some of the H.R. things we had to deal with in the past there was really no place for them to go amongst themselves. Before they go to Mr. Chominski or Mr. Moritzen or Ms. Hetzel, he thinks it’s important to have that opportunity to go amongst their own ranks first. Maybe someone in a leadership role might say, you know what, let’s handle it ourselves here before we move it up.
One of the things he talked about with Mr. Moritzen, was as you’ll see in #3 is no more than a 2-year term. He wanted them to be vested, collaborative and in the best interest of the students. He and Mr. Moritzen thought it was a good idea not just about Chris and Dan being the people here, but to share some of that leadership, which ties perfectly in with your book to piggyback from last year and your book this year. The time is right, the numbers are going up, we could be adding staff in the next couple years. It will make the leadership piece even more meaningful.

That concluded the Administrative Director’s report.

III. Public Comments on Agenda Items – None

IV. Presentations - None

V. Committee Reports

Superintendent of Record’s Report – Dr. William Shirk – He just wanted to add just one more component. One of the things that transpired this Spring is that we wanted to give the staff at the Western Center an opportunity, if they have a concern, a place to call or to go. What he would like to pilot this year is a Superintendent of Record and his H.R. Department would be that voice or place to go. We’re going to get together sooner or later with the staff that the Superintendent of Record and the H.R. staff will be the stopping point or drop off any concerns they may have in the building. Debbie Brilla, Secretary, will vet it out first to see what direction we need to go and the H.R. person, Dr. Harney, would step in. That would be another step along the way as far as solving H.R. problems here at the Western Center, and then work its way to the Superintendent of Record if it gets that far; like we do in our buildings right now. It just gives the teachers and employees here another step to take that they can have a voice in a confidential environment.

Mr. Davis said to reinforce what Dr. Shirk said that the pilot is whoever is Superintendent of Record and their support staff would provide the H.R. function.

Dr. Shirk said he just wanted to bring it to your attention and it’s a pilot, and if it’s something we feel warrants, then we will implement it. It is obvious to him that we need a place for the staff to go to. He would like to pilot it with us and talk to the staff about it.

Mr. Lindgren said the only thing he can think of is when it switches at the end of the 2 years how do we transfer that knowledge to the next district because that H.R. Dept. would have to pick up historical issues. Will there be like a smart book where you give it to the next Superintendent of Record.

Concerns were raised about personal information being passed around and it was mentioned that Mr. Davis would be the keeper of the book.

Mr. Lindgren said that during the pilot program to make sure when you go to transfer to the next district that you have a handle on those issues so they are not lost.

Mr. Dehnert said there are all kinds of state and federal laws to protect personal information so you have to make sure that personal information is handled properly.

Dr. Shirk said he didn’t want to digress, but it might be a situation where it does stay here and things works out of here.
Ms. Grimm said she thinks it's a great idea because she heard when she and Ms. Heine were negotiating the union contract that they have nobody to go to and it kind of puts Mr. Moritzen in a neutral spot and protects all parties. Mr. Moritzen said they have a chain of command to follow, it's just a matter of following it and bringing specific issues to the right avenue.

Dr. Shirk said it's not a way to circumvent any administration here; it's just good practice. We're not looking for anybody to go around anybody, but we are looking for them to have an avenue to go to.

Mr. Davis said Mr. Moritzen would keep the files & confidentiality and what he calls day-to-day things because we don't have an H.R. component here because of our size.

Dr. Dressler said unfortunately, in the past the employees think the board members are the H.R. Dept., and we certainly want to avoid that in the future.

Mr. Moritzen said to create like a chart of how it should flow because you want a clear lineation of how that path follows.

Business Manager's Report – Ms. Donna Wilson – No Report

Principal's Report – Mr. Dan Chominski said we have two new teachers in Protective Services, and we are happy to have them. It's been a very productive summer. We're ready for the teachers to come back.

Board Secretary's Report – Dr. Edward Dressler No Report

Solicitors Report – Mr. Marc Davis, Esq. – No Report

VI. Action Agenda:

A motion was made by Mr. Dehnert and seconded by Ms. Custer to:
approve Item A. Personnel – 1 Appointments.

A. Personnel:

1. Appointments:

   a. Approving the appointment of Maureen McCormick as Protective Services Instructor effective August 20, 2019. Compensation is set at Track B, Lane 4, Step 6, $59,331.

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Motion carried 7-0

A motion was made by Ms. Custer and seconded by Mr. Dehnert to:
approve Items A. Personnel – 1. Appointments.

   b. Approving the appointment of Jermaine Robinson as Custodian (replacement), effective July 29, 2019. Compensation is set at $15.60/hr. with benefits.
Motion carried 7-0

A motion was made by Ms. Grimm and seconded by Ms. Custer to:

2. Mentoring:
   a. Approving a $500.00 Mentor Stipend for Phil Mest, HVAC Instructor, Mentor to Raymond Bechtel, new Protective Services Instructor.
   b. Approving a $500.00 Mentor Stipend for Barbara Mueller, School-to-Work Coordinator, Mentor to Maureen McCormick, new Protective Services Instructor.
   c. Approving a $500.00 Mentor Stipend for Cindy Prindle, Student Success Coordinator, Mentor to Amy Rybnik, new Student Success Coordinator.

3. Technical Programs Cluster Chairpersons:
   Approving the creation of three Technical Cluster Leaders (Chairpersons) for the WMCTC (Auto Technology Cluster, Construction Cluster and the Health & Human Services Cluster). TCL’s will need to apply, and may not serve more than 2 years consecutive in the position. Compensation to be set at $2,000.00 per Technical Cluster Leader annually.

4. Leave of Absence
   Approving a paid leave of absence under the Family Medical Leave Act for Katharine Blitzstein, Student Success Coordinator, from September 9, 2019 to October 23, 2019, with the balance to November, 4, 2019 to be unpaid leave.

5. Substitute List:
   Approving the following substitutes for the 2019-2020 school year:
   Judy Cooper                Susan Davis                Deborah Foraker
   Tom Henry                  Jenni King                Joanna MacDonald
   Abigail Staudte            Gerry VanKeuren            Elizabeth Way
   Danielle Wosczyna

6. Cosmetology Extended School Day:
   Approving the Cosmetology Extended School Day Program on Thursdays from 2:00 to 7:00 P.M., September 26, 2019 to May 28, 2019.

Motion carried 7-0
A motion was made by Mr. Dehnert and seconded by Ms. Custer to: approve Item A. Personnel – 7. Supplemental Contracts a.b.c.d&e.

7. Supplemental Contracts:

a. Angela Reichert, Cosmetology Instructor, for the Extended School Day program, not to exceed 120 hours at $44.00/hr. Cost will be covered by the $50 student fee and revenue from the Salon.

b. The Culinary Arts Instructor for no more than 7 hrs. at $44.00/hr. for 9 JOC meetings to prepare and serve meals before the JOC meetings, along with Culinary Arts students, as an educational training tool.

c. David Batory, Commercial Art Instructor, for Commercial Art activities as needed, with Administration approval, not to exceed 100 hours for the 2019-2020 school year, at a rate of $44.00/hr.

d. Maureen McCormick, Protective Services Instructor, to develop Curriculum over the summer for a total of 40 hrs. at $44.00/hr. per 2019-2020 Teacher Contract.

e. Amy Rybnik, Student Success Coordinator, for caseload review and IEP’s over the summer for a total of 40 hrs. at $44.00/hr. per 2019-2020 Teacher Contract.

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Motion carried 7-0

A motion was made by Ms. Grimm and seconded by Mr. Glackin to: approve A. Personnel – 8. After Hours Security and 9. CPR Recertification

8. After Hours Security:

Approving Don Bray, Caterina Fuhmeister, Russ Keller, Cindy Prindle and/or Charles Smith, to work for the purpose of security no more than four hours on those Thursday’s when Cosmetology has the extended school day. Compensation is set at $20.00/hr.

9. CPR Recertification:

Approving Echelon Protection and Surveillance to recertify approximately 30 employees in CPR. The dates & cost are TBD.

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Motion carried 7-0

A motion was made by Mr. Dehnert and seconded by Mr. Glackin to: approve B. Conferences 1.
B. **Conferences:**

1. Approving 4 Instructors, to attend and/or present at the Integrated Learning Conference at the Penn Stater Conference Center, State College, PA on November 6-8, 2019 for an approximate cost of $1,852.00.

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Motion carried 7-0

A motion was made by Mr. Dehnert and seconded by Ms. Custer to: approve B. Conferences 2.

2. Approving Stephanie German, Early Childhood Instructor, to attend the Pennsylvania Early Childhood Education (PACCA) Summit Conference at Penn State University October 21-23, 2019 for an approximate cost of $1,192.00.

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Motion carried 7-0

A motion was made by Mr. Dehnert and seconded by Ms. Custer to: approve C. Contracted Services

C. **Contracted Services:** (Appendix B)

Approving Brooks Harper of Brooks Harper Enterprises, to make 2 presentations to all staff members and all P.M. session students on August 28, 2019. Two separate presentations are needed due to space limitation. Booking Agreement is in the amount of $3,000 as shown in Appendix B.

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Motion carried 7-0

A motion was made by Mr. Dehnert and seconded by Ms. Custer to: approve D. Finance

D. **Finance:** (Appendix C)

**Cash Receipts and List of Bills:**

Approving the Cash Receipts and List of Bills as shown in Appendix C.

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Motion carried 7-0
A motion was made by Mr. Dehnert and seconded by Ms. Custer to: approve E. Student Handbook

E. Student Handbook: (Appendix D)

Approving the Student Handbook for the 2019-2020 school year as shown in Appendix D

| Ashley Custer | Yes | Mark Dehnert | Yes | James C. Glackin | Yes |
| Patricia Grimm | Yes | Edward Dressler | Yes | Stephen Cunningham | Absent |
| Robert Lindgren | Yes | Dawn R. Heine | Absent | John Farris | Yes |

Motion carried 7-0

A motion was made by Mr. Dehnert and seconded by Ms. Custer to: approve F. Induction Plan

F. Induction Plan: (Appendix E)

Approving the 2019-2024 Induction Plan for Western Montgomery Career & Technology Center’s new employees and their mentors.

VII. New Business

Ms. Custer mentioned Masonry again and how she knows someone who is making $75./hr. and realizes it is not easy work at all. She just wanted to put it out there that there is a lot of money to be made there and there is a high demand.

Mr. Dehnert asked if there was any thought given to using our Protective Services students for afterhours security for Cosmetology.

Mr. Davis said that historically he has been the fly in the ointment for using students for various services at various schools. We don’t pay sales tax & we don’t want to compete with the private sector. He wants to be careful that students aren’t used as free labor because that creates other legal issues.

Mr. Dehnert said we do it for Community Dinner Nights.

Mr. Davis said that he expressed some hesitancy, not about the Community Dinner Night, but often caution about crossing the line. We’ve used students for years to do various projects. We used to build houses. He always cautions when this comes up. We have to be careful how we employ our students’ efforts. As long as it’s an educational component to a program he doesn’t have a problem with it.

VIII. Public Comments on Non-Agenda Items - None

IX. Adjournment

A motion was made by Mr. Dehnert and seconded by Mr. Glackin to adjourn the meeting.

The meeting was adjourned at 7:38 P.M.

Respectfully submitted,

Edward Dressler
Dr. Edward Dressler, Secretary
Kathleen M. Mullen-Lewis, Recording Secretary