



President's Report

Welcome to our annual meeting. Once again this has been a remarkably busy year for us but, then again, every year presents new challenges so to say that any one of them is a busy year is sort of an understatement. Unfortunately, we have ended this year rather ingloriously with an issue none of us has any control over.

Our membership took a significant hit and it all relates to the period when the Coronavirus hit. We are down 764 members from the 2018-19 period. Based on the membership comparison statistics from the last fiscal year, we were headed toward what looked like a decent gain for this year. From March to July of 2019, we gained 1,667 members. During the same period this year, we gained 155 members. It appears we would have gained about 900 members before fate stepped in.

The budget that we have adopted uses conservative membership numbers just to be on the safe side. We know many leagues will be starting in the fall, but we are also aware that many others will not. A few of the centers still do not have opening dates for their bowling operations.

Of significant note is the fact that we will no longer be certifying bowling centers. USBC will be handling this function once they organize the operational aspects of this task.

We did use email blasts this year to get the information on our activities disseminated to our membership and will continue looking at this as a viable method of reaching our members. Added to our website and Facebook posts, I believe that we are using the available social assets to their fullest potential. These will give the membership the opportunity to download tournament entry forms and sign up for the tournaments online.

I do want to thank each of our board members who have been there when we needed them. And I especially want to thank our Association Manager (Ben Benzenhafer) and our Assistant Association Manager (Eva Strobbe) who are the most essential components of this organization.

> Vern Vernazzaro President





Association Manager's report

Here we are at the end of another season. However, for most of us, this season ended in mid-March due to the Covid-19 pandemic. Many leagues held out the hope this would end in time to complete their season. Unfortunately, that did not happen. As the centers did start to reopen, social distancing was the new normal. Most of the managers said they would not be organizing any league bowling before the beginning of the 2020-2021 season. So, it was time for the leagues to take the necessary steps for an early ending of their season. We did have a few leagues that decided to finish their season, and a few wanted to try to have a Summer Season.

USBC put out guidelines and rule changes to follow for early ending and bowling with social distancing and this helped to make a smooth transition. One unexpected problem was that Gold Coast, Texas Station and Silver Nugget did not reopen along with the other centers. The leagues at Silver Nugget did not bank in house, so they did not have the same issue as Gold Coast and Texas Station. Management had to make other arrangements for the leagues to get their funds.

Other than the issues caused by the pandemic, the problems were easily handled by the league's Board of Directors. There were some that need a little guidance from us, but even with these cases, it was a short but pretty good year overall., The only changes we had to deal with this season concerned the ability to clean your bowling ball with a dry towel only. Then in the coming season, the balance hole in the bowling balls will be eliminated.

At the time of this report, our overall membership count was down from the previous season due to no summer season. As usual, we got a good influx of new and returning members. Unfortunately, the constant fluctuating job market and a large portion being military families, we usually lose about the same numbers as we gain. We currently have 226 leagues. Of that number, 26 are youth leagues and 44 are senior leagues.

Our tournament participation was strong. The Tournament Committee is constantly striving to improve each event. Keep an eye on our web site so you can stay abreast of our upcoming tournaments as well as other events in our bowling community.

I would like to take this opportunity to thank our bowling center managers and their staff for also helping to make this a successful season. Especially the way they stepped up to see that the leagues were able to get their league funds distributed.

Our awards committee did an outstanding job of getting all the awards processed and sent back out to our bowlers. Not to leave anyone out, I want to send out a special thanks to our other board members and volunteers who are always there to step up and help with our tournaments and certifications as well as our other committee and charity functions.

Our open-door policy is still and will always be in effect. We look forward to seeing every one of you whether it is just for a quick visit or taking care of business, you are always welcome.

William "Ben" Benzenhafer





Audit/Finance

This committee audits the budget, expenditures, and ongoing financial matters of the association and makes recommendations as appropriate. The purpose of the committee is to ensure that financial records and required government reports are accurate and in compliance with association policies and the law.

The association's monthly financial statements from the bank are checked by a committee member and the association's staff. This procedure allows for an outside observer to peruse expenditures and withdrawals on an ongoing basis and to identify problem areas, if any, on a timely basis. The committee member involved signs off and dates documents upon completion of this review.

Expenses and income for each tournament are reviewed by the committee to ensure that reported income concurs with tournament sign-ups. Checks for tournament winners as well as other expenses are reviewed. This includes bracket funds collected and paid out. Appropriate documents will have the signature(s) and date of the auditing committee members. Other expenses and income are reviewed at committee and board meetings.

One committee member examines state and federal reports the association must file periodically and shares his findings with other members. The intent is to ensure the reports are filed in a timely manner and that information is accurate.

The financial statement included in this packet is current for the period ending July 24, 2020.

A budget for the 2020-21 bowling season has been approved by the board of directors and is included elsewhere in this folder. It will be addressed during the New Business portion of the meeting.

Janet Tonelli, Chairperson Carol Gotheim, Ad Hoc Member Ralph Johnson, Director Sandy Cox, Ad Hoc Member





AWARDS

Thus far this year, the awards committee has processed 13,440 adult awards, 417 youth awards, and 45 Eleven in A Row awards.

We will once again be issuing bag tags for game and series and lapel pins for special games like Triplicates, Big Four etc.

The Eleven in A Row program we developed seems to be working. We will continue to evaluate this award to see if there are other alternatives available that may be more cost efficient.

We are still looking at coin options for multiple 300, 800, and Eleven In A Rows. After an initial setup fee and depending on the quantity ordered, the cost could be around 1.50 each. We will continue to discuss this option but actual implementation may be placed on hold based on the near term financial status of the Association.

If you have any other input on this or any other suggestions, please let our committee know. Our goal is to make our bowlers feel that their accomplishments are important.

I want to thank my committee for their diligence in keeping up with processing the awards for all the leagues. I would also like to thank Ben and Eva for their help.

Betty Null, Chairperson Val Shaw Janet Tonelli Carol Nettles





Charities Committee Report

The Charities Committee is comprised of both Board of Directors from the Southern Nevada Bowling Association and non-board members from our community. We help raise awareness and money for charities. Our big event is our annual one-day Bowl for the Cure, held in September each year at the South Point Bowling Center. The funds are donated to our local affiliate of the Susan G. Komen Foundation.

Each year a silent auction is conducted, and a great many raffle items are given away. We really want to thank the many donors who provide us with the items that are given away or bid on.

Last year we were able to donate \$25,000 here locally. This money helps both women and men combatting breast cancer, by helping them with treatment and support. Bowling Associations across the US partner with the Komen Foundation by holding events in their communities.

Since we started our event in 2008, our total contributions have reached \$221,346.

Unfortunately, due to the ongoing health crisis and our desire to keep everyone healthy, we have decided to postpone this year's event. We will continue to provide the online donation portal for anyone who wishes to donate to this worthwhile cause. It is available by going to our website and selecting the Charities tab at the top of the page.

We also support the Bowlers to Veterans Link (BVL) through donations received at each of our adult tournaments and have donated to them for many years. Last year we donated \$6,674.50 which was the sum of two years' worth of donations. You may also donate online using the same link that is used for Bowl for the Cure.

Michael Tucker, co-chair Tami Watanabe, co-chair Dotty Corbett Joani Emery Vicky Snyder Terri Robinson Linda DeCamp Phyllis Punturiero





Hall of Fame

Eleven individuals were eligible to be included on the Ballot for the 2020 SNUSBCA Hall of Fame - Two for Meritorious Service and nine for Superior Performance.

Ballots were emailed or mailed to 91 individuals eligible to vote in this year's election in the first week of July. The deadline for returned email ballots was July 10th, and mailed ballots were given until July 12th to return a completed ballot. Sixty-five eligible ballots were returned, resulting in a 71% participation.

It took 2/3 of the returned votes for election. In the Superior Performance category, Keli Callahan earned 68% of the votes, and the late Don Johnson received a nod from 76% of the voters. In the Meritorious Service Category, Vern Vernazzaro received a very modest 87% approval from the eligible voters.

The winners will receive a notification letter as soon as an established date for the Annual Banquet is established.

As soon as a date is established for the Annual Awards and Hall of Fame Banquet is established, bid proposals will be sent out to prospective venues.

V.A, Frenchy Letourneau Relatively new Chairman, SNUSBCA Hall of Fame Committee





Legislative, Policy and Procedures Report

The committee is tasked with reviewing committee policies and procedures as well as any changes to the Operations Manual and the Bylaws. Each committee is required to perform an annual review and then this committee is charged with ensuring that they meet all USBC requirements.

Based on actions taken by USBC, our Bylaws were updated in May using a fillable form required by USBC. In all cases the changes were administrative in nature and do not require any changes to current operations.

The Association's Policy Manual was reviewed and updated with minor changes. A few of the sections are subject to annual reviews while others do not normally require annual reviews.

The Association's Operations Manual is currently being reviewed and updated. This document undergoes significant changes and will continue to do so as data concerning the Hall of Fame, Secretary of State and other issues continue to change.

Any required changes to any of these documents that are created because of anything that takes place during the Annual Membership Meeting will be posted immediately.

Copies of our Bylaws and Policy Manual may be found on our website under the "About Us" tab.

Delbert Adams, Chairperson Robert Buckles Rick Niedermayer Vern Vernazzaro, Advisor





Merchandise Sales

The Merchandise Sales committee is responsible for maintaining and selling inventory items at approved public gatherings such as tournaments.

Our overall sales were not as good as we hoped for since we only had three tournaments instead of the normal four. In addition, we lost our Chairperson Daryl Vance to cancer and, as a result, we stepped back and took some time trying to see where we could go from there.

Kathy has decided to keep working with us and, with the help of our vice president, Joani Emery, they have done an amazing job getting things back to near normal.

The financial records of the operation were not available for this report but the association's records do not indicate any losses from the operation.

We continue to add different styles of shirts to our choices and they did well.

Kathy Vance, Chairperson Joani Emery





Secretary of the Year

The continuing objective of the Secretary of the Year Committee is to prepare and then put forth the procedures for nominating and selecting the Secretary of the Year for the SNUSBCA certified leagues.

This year we had 385 total nominations which appears to be the largest number of nominations ever.

For the first time, the Board of Directors were given the opportunity to review the top 5 candidates for each sized league and were also able to vote for them online as well. One for Small League, one for Medium League, and one for Large League. The awards were presented at the Hall of Fame Banquet held on October 19, 2019 at Sunset Hotel and Casino.

The winners were:

Ron Carr, Small League Charles Kimmel, Medium League Tammy Camacho, Large League

New applications for the 2019/20 season are still being accepted through July 31st and will be reviewed by the Committee.

Applications will be distributed to the Board of Directors via email approximately one month before the September 2020 meeting to vote for the 2019-20 recipients.

One of the best things we can do in our sport, is, to recognize the secretaries of our sport who go above and beyond year in, and year out, and who challenge themselves to do an exceptional job that is all too often taken for granted.

Jim Eckerson, Chairperson Joani Emery Gary Oatis





Tournament (Adult)

The Senior Singles tournament for the 2019 - 2020 period was held in September at Suncoast and it drew 316 entries. This was a 3% decrease from the prior year.

The 2019 - 2020 Mixed Doubles tournament was held at the Strike Zone in January and it drew 300 entries which was only 69 more than we had last year. This was the first year that the tournament went from a mixed doubles to just a doubles tournament.

The Southern Nevada Championships (formerly known as City Championship) was held at the Santa Fe Bowling Center during March. The tournament had 104 entries which was 12% less than we had in the prior year. This tournament has handicap and scratch divisions for the Open, Men and Women.

Our Senior Doubles tournament was scheduled for the June-July timeframe but was cancelled.

Locations for the tournaments have been set through 2021. The dates for the tournaments shown below are planned dates that have not been finalized. Please refer to our website at <u>www.sonvbowl.com</u> for dates, entry forms, online entry and, where appropriate, hotel discount offers.

2020 Senior Singles	Pahrump Nugget	Oct 31-Nov 1 & Nov 7-8
2021 Doubles	Sam's Town	January - February
SN Championships Senior Doubles	Strike Zone Texas Star Lanes	March – April May - June

We do accept credit card payments both online and at our tournament sites. However, I do caution you that there is a charge for this. We have and will continue to work on keeping this charge at a minimum. There is no intent to make any profit off these transactions.

By enforcing the walk-in deadlines that are posted on the entry forms we are managing to get all our squads started on time. If we did not enforce this rule, we would be faced with the fact that we cannot enforce any deadline and that means that there is a fair chance that we will start late while we process late arrivals.





Just a reminder that we are continuing with our sub and bowler needed lists. While we have not seen wide use, it was used and will probably get more use once our bowlers get used to it. This is a service we are also offering online.

Report prepared by Vern Vernazzaro

Tournament Committee:

Dave Rowe, Chairperson Michael Frazier Brenda Rowe Tammi Duffy Delbert Adams Doug Love





Youth Annual Report

2019 was yet again a successful year for the Southern Nevada USBCA Youth Committee. 2020 started out strong and then threw many challenges and cancellations due to the Covid 19 virus.

The Youth Committees held several meetings thru the season, some virtually, to plan tournaments, and score the Above and Beyond Scholarship.

Four tournaments were organized by the Southern Nevada USBCA Youth Committee this season. The 2019 SNUSBCA Youth Championship Tournament was held at the Virgin River Bowling Center in Mesquite, 2019 SNUSBCA Youth/Adult 9-Pin No Tap Tournament was held at the Sam's Town Bowling Center, 2019 SNUSBCA Bobby McVey Memorial High School MVP Tournament was held at the Orleans Bowling Center and the 2019 SNUSBCA Youth Masters Tournament was held at the Sun Coast Bowling Center. During these tournaments a total of \$13,380.00 was awarded to 85 youth bowlers. These winning have been placed in their SMART scholarship accounts.

Sadly, many of the events after the Southern Nevada USBCA Youth Masters several events were cancelled this included the Nevada USBC Association Youth State Championships, Nevada USBC Association Pepsi tournament and the USBC Junior Gold that was scheduled to be held here in Las Vegas.

What does the 2019-2020 season look for the Southern Nevada Youth Committee and the youth bowlers?

Our committee has agreed that we will go forward with our local tournaments with the use of the USBC Covid-19 guidelines and any guidelines that the host Bowling Center has in place. These tournaments will be the four SNUSBCA Youth Tournaments 2019 SNUSBCA Youth Championships, 2019 SNUSBCA Youth/Adult 9-Pin No Tap Tournament, 2020 SNUSBCA Bobby McVey Memorial High School MVP Tournament and the 2020 SNUSBCA Youth Masters Tournament.

2021 NSUSBCA Youth Tournament and NSUSBCA Pepsi Youth Tournament is to be determined.

All the SNUSBCA Youth Tournaments and Scholarship entry forms will be available online and we are looking into an option to pay online.

On July 25, 2019 The United States Bowling Congress announced that they will lower the maximum age for USBC Youth membership to 18 starting with the 2020-2021 season.

The decision to lower to the maximum age from 20 to 18, with agreement from the Bowling





Proprietors' Association of America and the International Bowling Campus Youth Committee, will align bowling with other youth sports.

A U18 division will become the top division for the Pepsi Youth and Bowling.com Youth Open Championships for the 2020-2021 season. During the next season, USBC will address how the age change will impact the 2021 Junior Gold Championships, which will have a separate U20 division.

Starting with the 2020-2021 season, USBC Youth membership policy will state youth membership is available to individuals who have not reached the age of 18 prior to Aug. 1 of the current bowling season.

Any USBC Youth member who reaches the age of 18 during the bowling season is required to complete the U.S. Center for SafeSport online education program, which is free, to continue to compete in leagues that have participants under age 18. This requirement was announced with the release of the revised Registered Volunteer Program (RVP) handbook.

Terri Robinson Youth Committee Chairperson





2020 USBC CONVENTION CANCELED

The USBC Board of Directors approved a special resolution to cancel the 2020 USBC Convention and postpone the Annual Meeting until 2021 because of COVID-19 public health restrictions.

The resolution was enacted to ensure a proper governance process under USBC Bylaws during these extraordinary public health circumstances. The resolution allows continuity of governance to be properly maintained in accordance with applicable laws until delegates can meet at the 2021 USBC Convention and Annual Meeting. The 2021 USBC Convention is set for April 26-29, continuing its Monday-Thursday format of the last several years.

TIERED CENTER CERTIFICATION PROGRAM

Following a study of the lane certification process and analyzing data from lane inspections, USBC determined it will implement a center certification program, featuring tiered levels of certification and a national staff of lane inspectors, over the next five years.

Details of the tiered center certification program will be announced no later than the 2022 USBC Convention. You can find out more on the tiered program by going to https://www.bowl.com/CenterCertification/.

RULES UPDATES

USBC modifies rules to help allow a return to competitive bowling

The USBC Board of Directors approved waivers and modifications to USBC Playing Rules to allow certified leagues and tournaments more flexibility to return to bowling while adhering to guidelines related to COVID-19. Go to https://www.bowl.com/Rules/Rules Home/Rules Updates/ for additional information.

The following is a summary of rule changes for 2020-21:

Rule 400 - Youth Membership Eligibility

Reduces the age limit for youth membership to 18 from 20.

New Rule

USBC Youth membership is available to an individual who has not reached their 18th birthday prior to August I of the current bowling season. Individuals who purchase Youth membership in a summer league and turn 18 prior to August 1 will be allowed to complete the summer league.





Rule 13 - Parental Consent Form

The USBC Singles Competition Prize Waiver Form and the Parental Consent Form have been replaced with a new document titled Consent Form.

Rule 14 - Supplemental fees

Rule was deleted.

New Rule 14 - Emergency Authorization

Allows USBC to temporary modify the General Playing, Award, League and Tournament Rules under specific circumstances. Information regarding any active authorizations will be posted on BOWL.com.

New Rule

Equipment Specifications - Bowling Balls

- 1. No balance holes will be permitted.
- 2. All holes drilled must be used for gripping purposes on every delivery.
- 3. No more than three (3) ounces of weight on any halves of the ball.

In accordance with the authority granted through Rule 14, the following rules have been designated for temporary exceptions to be effective until further notice:

Rule 18

USBC will temporarily allow the use of isopropyl alcohol, aka rubbing alcohol on the outer surface of the ball at any time during USBC certified competition.

Rules 106a and 106b

USBC will temporarily allow individual teams to compete on a single lane without the requirement to rotate lanes after each frame.

Rules 320a and 320b

USBC will temporarily allow individual teams to compete on a single lane without the requirement to rotate lanes after each frame.

USBC High Score Awards and Average Recognition

USBC will temporarily extend recognition of scores bowled on a single lane for USBC High Score Awards and for inclusion in the individuals official average records.





Income Certification	360.00
Charitable Donation	5,322.66
HOF & Awards Banquet Merchandise Sales Misc Revenue (Avg Bk, Copies) Nevada State USBC Youth Grant Tournament Income	836.59 298.09 679.28 887.83
Championship Tournament Doubles Senior's	27,959.54 22,268.02 10,354.65
Total Tournament Income	60,582.21
Tournament Income (Brackets) Championship Brackets Doubles Brackets Tournament Income (Brackets) - Other	853.00 860.00 737.00
Total Tournament Income (Brackets)	2,450.00
USBC Membership Income Youth Income - Other Youth Tournament Income	269,308.00 976.00 7,926.38
Total Income	349,627.04
Gross Profit	349,627.04
Expense Assn Nametags, Shirts & Jackets Awards (Local) Awards Committee Travel Certification Expenses Charitable Donations Facilities and Equipment Copier Rental Copy Charges & Prop Tax Copier Rental - Other	306.21 3,465.96 535.00 31.58 5,129.89 15.32 6,014.82
Total Copier Rental	6,030.14
Cox Communications Electric Office Cleaning & Maintenance Property Insurance Rent	4,248.02 1,756.03 666.30 779.00 12,880.37
Storage	681.00
Total Facilities and Equipment	27,040.86
Hall of Fame HOF Banquet Hall & Catering HOF Rings & Non-Tourn Awards Hall of Fame - Other	4,095.20 304.69 904.00
Total Hall of Fame	5,303.89
Merchandise COGS	657.25
Miscellaneous	701.47
Nevada State Bank Checking Acct Nevada State Bank (checks) Nevada State Bank Svc Charges	227.56 189.09
Total Nevada State Bank Checking Acct	416.65





	Aug 1, '19 - Jul 23, 20	
Office Equip Repair & Maint Computer Software Updates	1,026.40	
Total Office Equip Repair & Maint	1,026.40	
Operations Office Supplies Postage & Mailing Printing (Average Books)	2,014.11 1,204.88 90.53	
Total Operations	3,309.52	
Payroll Expenses Refunds (Overpayments) Registered Volunteer Program State & Local Tournament Expenses	69,972.50 540.00 63.75 200.00	
Brackets	100.00	
Championship Tourn Expenses Championship Tourn Prize Fund Championship Tournament Lineage Championship Tournament Refund Championship Tourn Expenses - Other	18,200.00 8,172.00 360.00 164.90	
Total Championship Tourn Expenses	26,896.90	
Doubles Expenses Doubles Lineage Doubles Prize Fund Doubles Expenses - Other	7,104.00 14,137.00 173.76	
Total Doubles Expenses	21,414.76	
Senior's Singles Tourn Expenses Senior's Tournament Lineage Senior's Tournament Prize Fund Senior Singles Tournament Refun Senior's Singles Tourn Expenses - Other	3,520.00 6,739.00 70.00 560.90	
Total Senior's Singles Tourn Expenses	10,889.90	
Senior Doubles Expenses Senior Doubles Prize Fund	7,722.00	
Total Senior Doubles Expenses	7,722.00	
Tournament Expense - Other Tournament Expenses - Other	987.86 165.37	
Total Tournament Expenses	68,176.79	
USBC Membership Expense Website Youth	154,490.00 373.99	
Championship Expenses Masters Expenses MVP Expenses New Years Expenses Scholarships - Smart 9815 Youth - Other	1,609.19 2,439.62 1,132.36 43.88 9,668.00 172.85	
Total Youth	15,065.90	
Total Expense	356,807.61	
Net Income	-7,180.57	

Net loss is primarily the result of the income (\$12,065) from the Senior Doubles tournament being credited to the 2018-19 period while the actual prize payout occurred in this fiscal year.





ASSETS	
Current Assets Checking/Savings	
Nevada State Bank	12,031.8
Nevada State Bank - Youth	8,870.7
Total Checking/Savings	20,902.63
Other Current Assets	70.04
Undeposited Funds	72.00
Total Other Current Assets	72.00
Total Current Assets	20,974.63
Other Assets	
BFTC Bank Account	2,512.93
Rental Security Deposit	3,328.00
Total Other Assets	5,840.93
TOTAL ASSETS	26,743.56
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards Nevada State Bank CC	562.84
Total Credit Cards	562.84
	502.0-
Other Current Liabilities Payroll Liabilities	166.85
Total Other Current Liabilities	166.85
Total Current Liabilities	729.69
Total Liabilities	729.69
Equity	00.404.4
Opening Balance Equity Net Income	33,194.4
Net income	-7,180.57
Total Equity	26,013.87
TOTAL LIABILITIES & EQUITY	26,743.50
IOTAL LIABILITIES & EQUITY	26,743



Budget for 2020-2021



Income	
Hall of Fame & Awards Banquet	2,000
Membership Dues (based on estimate of 12,000 members)	132,000
Tournament Bracket Revenue	1,500
Merchandise Sales Revenue	1,000
Misc. (Average Books, copies, Nevada State tourn. support), etc)	250
Total Income	136,750
Expenses	
Association Nametags, Shirts & Jackets	200
Awards (Local)	6,000
Awards Committee Travel Expenses	600
Business Expense Reimbursement (Travel, per diem, etc))	500
Facilities (Copier)	7,500
Facilities (Cox Communications)	2,900
Facilities (Electric)	2,160
Facilities (Office Cleaning & Maintenance)	1,000
Facilities (Property Insurance)	1,073
Facilities (Rent)	23,120
Facilities	660
Hall of Fame & Awards Banquet	9,000
Merchandise Purchases (COGS)	600
Miscellaneous Expenses (includes Rule Books & USBC Conv.)	200
NSB Bank Checks/Service Charges/Credit Card Charges	275
Operations (Office Supplies)	3,000
Operations (Postage & Postage Equipment Lease)	1,300
Payroll (Salary - 2 employees)	65,000
Payroll Taxes	4,972
Refunds (Overpayments)	700
State & Local Taxes Personal property, state filings, etc.)	100
Web Site & Marketing Expenses (incl program updates)	300
Youth Scholarship & Tournament	4,000
Total Expenses	135,160
Profit/Loss	1,590

Notes:

Tournament data removed - Income and expense should be the same with minor differences. Charities removed - What is brought in is sent out





League Officers Workshop Schedule

Date Saturday, August 15 **Time** 12:30 pm

Location

South Point

This list will be posted to the website and will be updated as information becomes available.