

**JOURNAL OF PROCEEDINGS - BOARD OF TRUSTEES -
POLICE & FIRE RETIREMENT SYSTEM - CITY OF DETROIT**

**PROCEEDINGS HELD THURSDAY, APRIL 6, 2006 - 9:00 A.M.
IN THE CONFERENCE ROOM OF THE RETIREMENT SYSTEMS
910 COLEMAN A. YOUNG MUNICIPAL CENTER
DETROIT, MICHIGAN 48226**

PRESENT

Marty Bandemer	Elected Trustee
Jeffrey Beasley	Ex/Officio Trustee
Gregory Best	Elected Trustee
Gary Christian	Ex/Officio Alternate Trustee
Seth Doyle	Ex/Officio Alternate Trustee
Frank English	Elected Trustee & Vice Chairperson
Laura Isom	Elected Trustee & Chairperson
George Orzech	Elected Trustee
Paul Stewart	Elected Trustee
Alberta Tinsley-Talabi	Ex/Officio Trustee
Walter Stampor	Executive Secretary
Cynthia Thomas	Assistant Executive Secretary
Janet S. Lenear	Recording Secretary
Ronald Zajac	Legal Counsel
Richard Huddleston	Investment Analyst

EXCUSED

None

ABSENT

None

CHAIRPERSON

Laura Isom

VICE CHAIRPERSON

Frank English

ROLL CALL WAS TAKEN AT 9:06 A.M. BY THE BOARD'S RECORDING SECRETARY AND THE MEETING WAS CALLED TO ORDER.

Liberty Mutual

By Mr. Best - Supported by Mr. English

Whereas, The Board has been presented with a March 31, 2006 communication from Liberty Mutual wherein Liberty Mutual requests that the Board fund its portion of the Capital Installment due for Liberty Life's USPF II Institutional Fund, L.P. in the amount of \$1,099,175.00, Therefore Be It

Resolved, That subject to final approval of all transaction documents by the Board's Legal Counsel, the Board approve said funding:

Yeas - Trustees Bandemer, Best, English, Orzech, Stewart and Chairperson Isom - 6

Nays - None

Retirements

By Mr. Stewart - Supported by Mr. English

Resolved, That the following retirement applications be approved:

Yeas - Trustees Bandemer, Best, English, Orzech, Stewart and Chairperson Isom - 6

Nays - None

RETIREMENTS

NAME, TITLE, DEPARTMENT	RICHARD PIORNACK - CAPTAIN - FIRE
RETIREMENT, PLAN	SERVICE - NEW
SERVICE CREDIT	32 05 07
EFFECTIVE DATE	03 23 06

NAME, TITLE, DEPARTMENT	FRANK COLLINS - LIEUTENANT - FIRE
RETIREMENT, PLAN	SERVICE - NEW
SERVICE CREDIT	28 03 15
EFFECTIVE DATE	03 20 06

NAME, TITLE, DEPARTMENT	LAWRENCE ADAMS - LIEUTENANT -
RETIREMENT, PLAN	POLICE
SERVICE CREDIT	SERVICE - NEW
EFFECTIVE DATE	24 01 24
	02 11 06

Confirmations

By Mr. Orzech - Supported by Mr. English

Resolved, That the receipts and disbursements which are outlined on page 4 be confirmed:

TRUSTEE STEWART TEMPORARILY EXCUSED HIMSELF.

Confirmations

Yeas - Trustees Bandemer, Best, English, Orzech and Chairperson Isom - 5

Nays - None

CONFIRMATIONS

THE BOARD RECEIVED THE SUM OF **\$200,000.00** ON MARCH 30, 2006 FROM LIBERTY LIFE'S C-IV-U.S. POWER FUND

THE BOARD RECEIVED THE SUM OF **\$78,585.00** ON MARCH 30, 2006 FROM LIBERTY LIFE'S C-V-U.S. POWER FUND

THE BOARD RECEIVED THE SUM OF **\$5,434.53** ON MARCH 30, 2006 FROM BANYAN REALTY

REFUNDS OF ACCUMULATED CONTRIBUTIONS

BY MR. ORZECH - SUPPORTED BY MR. ENGLISH

RESOLVED, THAT THE CONTRIBUTIONS TO THE ANNUITY SAVINGS FUND BY MEMBERS OF THE POLICE AND FIRE RETIREMENT SYSTEM OF THE CITY OF DETROIT, AS SET FORTH ON LIST #3197 (WHICH IS REFERENCED AT THE END OF THESE PROCEEDINGS), IN THE AMOUNT OF \$273,112.66,

REFUNDS OF ACCUMULATED CONTRIBUTIONS

**INCLUDING INTEREST, BE REFUNDED PENDING AUDIT BY
RETIREMENT SYSTEM ACCOUNTING STAFF:**

**Yeas - Trustees Bandemer, Best, English, Orzech and Chair-
person Isom - 5**

Nays - None

- TRUSTEE STEWART RE-JOINED THE MEETING.

Minutes of Thursday, March 23, 2006

By Mr. Orzech - Supported by Mr. English

**Resolved, That the Minutes of the Meeting held Thursday, March
23, 2006 be approved as amended, recorded and submitted by
the Board's Recording Secretary:**

**Yeas - Trustees Bandemer, Best, English, Orzech, Stewart and
Chairperson Isom - 6**

Nays - None

BILL PAYMENT REQUESTS

BY MR. ENGLISH - SUPPORTED BY MR. ORZECH

**WHEREAS, THE BOARD IS IN RECEIPT OF THE FOLLOWING
BILLINGS REQUESTING PAYMENT FOR SERVICES RENDERED,
AND**

**WHEREAS, THE BOARD IS SATISFIED THAT SERVICES WERE
PROVIDED TO THE BOARD AS REQUESTED BY THE BOARD,
THEREFORE BE IT**

BILL PAYMENT REQUESTS

**RESOLVED, THAT SUBJECT TO STAFF AUDIT, THE BOARD
APPROVE PAYMENT OF SAID BILLINGS:**

FIRM OR INDIVIDUAL, DATE, AMOUNT, SERVICE(S) PROVIDED

**ACQUITY - FEBRUARY 24, 2006 - \$160.50 - POLICE AND FIRE
PORTION OF \$321.00 - CONTRACT/MISCELLANEOUS SERVICES -
SUBSCRIBER NUMBER 205735**

**CRANEL, INC. - MARCH 22, 2006 - \$828.00 - POLICE AND FIRE
PORTION OF \$1,656.00 - CONTRACT/MISCELLANEOUS SERVICES
- CUSTOMER IDENTIFICATION NUMBER 051444**

**CRANEL, INC. - MARCH 22, 2006 - \$2,694.96 - POLICE AND FIRE
PORTION OF \$5,389.92 - CONTRACT/MISCELLANEOUS SERVICES
- CUSTOMER IDENTIFICATION NUMBER 051444**

**CREDIT SUISSE - MARCH 27, 2006 - \$30,537.83 - 2005 THIRD
QUARTER MANAGEMENT FEES**

**GLOBAL "360" - DECEMBER 29, 2005 - \$8,771.50 - POLICE AND
FIRE PORTION OF \$17,543.00 - VIEWSTAR SOFTWARE LICENSE**

**PDS, INC. - MARCH 5, 2006 - \$7,204.00 - POLICE AND FIRE
PORTION OFF \$14,408.00 - COMPUTER EQUIPMENT, SOFTWARE,
TRAINING, SUPPLIES, MAINTENANCE**

**QUILL CORPORATION - MARCH 29, 2006 - \$22.49 - POLICE AND
FIRE PORTION OF \$44L98 - OFFICE SUPPLIES**

**QUILL CORPORATION - MARCH 29, 2006 - \$8.74 - POLICE AND
FIRE PORTION OF \$17.47 - OFFICE SUPPLIES**

**TECH DEPOT - MARCH 22, 2006 - \$222.16 - POLICE AND FIRE
PORTION OF \$444.31 - OFFICE SUPPLIES**

BILL PAYMENT REQUESTS

FIRM OR INDIVIDUAL, DATE, AMOUNT, SERVICE(S) PROVIDED

**VIKING OFFICE PRODUCTS - MARCH 30, 2006 - \$81.30 - POLICE
AND FIRE PORTION OF \$162.59 - OFFICE SUPPLIES**

**VIKING OFFICE PRODUCTS - MARCH 13, 2006 - \$60.80 - POLICE
AND FIRE PORTION OF \$121.59 - OFFICE SUPPLIES**

**Yeas - Trustees Bandemer, Best, English, Orzech, Stewart and
Chairperson Isom - 6**

Nays - None

▮ LEGAL COUNSEL RONALD ZAJAC ENTERED THE MEETING.

**▮ EX/OFFICIO TRUSTEE JEFFREY BEASLEY ENTERED THE
MEETING.**

Pre-Employment Military Service Credit

By Mr. Orzech - Supported by Mr. English

**Whereas, The individuals whose name are designated below
have applied to this Board for Pre-Employment Military Service
Credit and have complied with all of the necessary requirements
of Section 54-30-3-B of the Charter Provisions, as amended by
Board resolution of February 3, 1983, Therefore Be It**

**Resolved, That payment of the full amounts be made to the
Pension Accumulation Fund by the method selected by the
individuals and the number of months eligible active duty be
credited them as membership service credit subject to the
conditions and limitations of the authorizing Ordinance Provisions
as amended by Board resolution of February 3, 1983:**

Pre-Employment Military Service Credit

Robert Gray - Fire

Bryant Williams - Fire

**Yeas - Trustees Bandemer, Beasley, Best, English, Orzech,
Stewart and Chairperson Isom - 7**

Nays - None

Legal Counsel's Reports

Legal Counsel Ronald Zajac discussed various matters with the Board, including Dot Hill, Penn Capital, PF Colonnades, West Corporation, Milestone Realty, tax issues and the crediting of pre-employment military service (up to 3 years) to qualified members of the Police and Fire Retirement System.

▮ EX/OFFICIO TRUSTEE ALBERTA TINSLEY-TALABI ENTERED THE MEETING DURING COUNSEL ZAJAC'S REPORT.

▮ EX/OFFICIO TRUSTEE GARY CHRISTIAN ENTERED THE MEETING DURING COUNSEL ZAJAC'S REPORT.

**PF COLONNADES WEST CORPORATION
(COLONNADES WEST SHOPPING CENTER, HENRICO COUNTY,
VIRGINIA)**

**THE BOARD WAS MADE AWARE OF THE EXECUTION OF AN
APRIL 6, 2006 DEED OF EASEMENT BY AN OFFICER OF THE
CORPORATION AND AN APRIL 6, 2006 UNANIMOUS WRITTEN
CONSENT OF DIRECTORS RELATED THERETO.**

CONFERENCE

By Mr. Stewart - Supported by Mr. Orzech

Resolved, That the Board approve the attendance of all Trustees, the Executive Secretary and the Assistant Executive Secretary at the below-referenced conference, and be it further

Resolved, That the Board approve expenditures for all Trustees, the Executive Secretary and the Assistant Executive Secretary to attend said conference:

Wharton Conference

Pennsylvania

September 24, 2006 - September 29, 2006

**Yeas - Trustees Bandemer, Beasley, Best, Christian, English, Orzech, Stewart, Talabi and Chairperson Isom -
9**

Nays - None

MILLER & JACOBS

JEFFREY MILLER AND TAMMY DALTON APPEARED BEFORE THE BOARD, DISCUSSED THE "ACADIA COLLATERALIZED LOAN OBLIGATION I FUND".

EX/OFFICIO TRUSTEE SETH DOYLE ENTERED THE MEETING.

HAVING CONCLUDED THEIR PRESENTATION, THE BOARD EXCUSED MS. DALTON AND MR. MILLER.

INFORMATION TECHNOLOGY ISSUES

COMPUTER CONSULTANTS DENNIS LINET AND RAY TCHOU APPEARED BEFORE THE BOARD AND DISCUSSED, AMONG OTHER MATTERS, CHECK REVERSAL BUSINESS RULES AND THE BANK OF NEW YORK'S E-MAIL ENCRYPTION SECURITY PROCEDURES.

▮ EX/OFFICIO TRUSTEES BEASLEY AND DOYLE TEMPORARILY EXCUSED THEMSELVES.

▮ CHAIRPERSON ISOM RELINQUISHED THE CHAIR TO VICE CHAIRPERSON ENGLISH AND TEMPORARILY EXCUSED HERSELF.

E-MAIL ENCRYPTION SECURITY

BY MR. BEST - SUPPORTED BY MR. CHRISTIAN

RESOLVED, THAT RSCD IT STAFF MAKE THE NECESSARY CHANGES TO IMPLEMENT THE TRANSPORT SECURITY LAYER ENCRYPTION REQUESTED BY THE BANK OF NEW YORK, INCLUDING ACQUIRING ANY SECURITY LICENSES OR SOFTWARE REQUIRED TO MAKE SAME EFFECTIVE:

Yeas - Trustees Bandemer, Best, Christian, Orzech, Stewart, Talabi and Vice Chairperson English - 7

Nays - None

▮ CHAIRPERSON ISOM RE-JOINED THE MEETING AND VICE CHAIRPERSON ENGLISH RELINQUISHED THE CHAIR TO HER.

CHECK REVERSAL BUSINESS RULES

BY MR. ORZECH - SUPPORTED BY MS. TALABI

Whereas, Raymond Tchou and Dennis Linet reported to the Board the issues regarding the “final pay” procedures for deceased members that often result in check reversals that cause errors and negative balances, and

Whereas, Mr. Tchou and Mr. Linet proposed a change in the procedures that would alleviate the need to make check reversals, and

Whereas, The Board of Trustees discussed this matter in detail with Pension Bureau staff, Therefore Be It

Resolved, That effective July 1, 2006, the deceased member’s family or estate will be allowed to keep the entire pension check of the month the death occurred, and be it further

Resolved, That should there be a beneficiary to the pension, the beneficiary’s pension would be effective the first of the month following the member’s death, and be it further

Resolved, That a copy of this resolution be forwarded to the Board of Trustees of the General Retirement System of the City of Detroit:

Yeas – Trustees Bandemer, Best, Christian, English, Orzech, Stewart, Talabi and Chairperson Isom - 8

Nays – None

☐ EX/OFFICIO TRUSTEES BEASLEY AND DOYLE RE-JOINED THE MEETING.

NORTH POINT ADVISORS

ADRIAN ANDERSON APPEARED BEFORE THE BOARD AND DISCUSSED, AMONG OTHER MATTERS, THE STRUCTURE OF THE BOARD'S ALTERNATIVE INVESTMENT PORTFOLIO AND ORACLE.

SYNCOM MANAGEMENT COMPANY, INC.

BY MR. CHRISTIAN - SUPPORTED BY MR. STEWART

RESOLVED, THAT TERRY JONES AND ANY ASSOCIATE(S) OF HIS CHOOSING BE REQUESTED TO APPEAR BEFORE THE BOARD TO DISCUSS SYNCOM'S "SYNDICATED COMMUNICATIONS VENTURE PARTNERS V, L.P." PROPOSAL:

**Yeas - Trustees Bandemer, Beasley, Best, Christian, Doyle, English, Orzech, Stewart, Talabi and Chairperson Isom -
10**

Nays - None

LINDA OWENS

BY MR. BANDEMER - SUPPORTED BY MR. BEASLEY

Whereas, The Board was made aware of a fraudulent death reported for Linda Owens that caused the direct deposit of Ms. Owens' retirement check of April 1, 2006 to be cancelled, and

Whereas, The Board acknowledges that Ms. Owens may have incurred non-sufficient funds charges due to the cancellation of the direct deposit, Therefore Be It

Resolved That upon receiving a request from Ms. Owens, along with proper documentation, the fund will reimburse Ms. Owens

for any non-sufficient funds charges that occurred due to the cancellation of her direct deposit:

LINDA OWENS

**Yeas - Trustees Bandemer, Beasley, Best, Christian, Doyle, English, Orzech, Stewart, Talabi and Chairperson Isom -
10**

Nays - None

ORACLE PARTNERS - \$10,000,000.00 PROPOSED INVESTMENT

BY MR. DOYLE - SUPPORTED BY MS. TALABI

Whereas, The Board has had the foregoing investment proposal under consideration, the basic and general proposed conditions of which are set forth in previously submitted written materials presented to the Board and discussed this date and at previous meetings, and to which certain modifications and additional requirements may have been added by the Board or Advisors to the Board, per discussion between or with the Board members, and

Whereas, The Board has indicated its willingness to further consider making this proposed investment subject to certain additional terms and modifications of said proposal, which have already been identified by the Board of Trustees and certain additional terms and modifications which will be required after Special Legal Counsel begins to prepare loan investment documents, and

Whereas, The Board's contingent approval is also conditioned upon the understanding that the proposed transaction does not contemplate unrelated Business Taxable Income (UBTI) to the Retirement System as Lender, and

Whereas, The Board will be selecting Special Legal Counsel regarding this proposed investment who is likely to be submitting

ORACLE PARTNERS - \$10,000,000.00 PROPOSED INVESTMENT

proposed modifications regarding the proposed transaction to protect the interests of the Retirement System, Therefore Be It

Resolved, That subject to the provisions as stated in this resolution, the Board hereby conditionally approves the proposed investment, and indicates its intention to complete the transaction provided all requirements of the Board are met by Borrower and project sponsor, and subject to approval of final documents by the Board of Trustees, and be it further

Resolved, That it be expressly understood by all parties that there is no obligation of the Board to make the investment unless final transaction documents are approved as to form and content by the Board and approved as to form by the Board's Legal Counsel and is executed by the Board, Borrower, any Guarantors and other applicable parties, and subject to all terms of any such fully executed documents being met by the parties, including specifically all costs of the Board, including legal fees and expenses being paid from an escrow account funded by Borrower or entities other than the Board, and be it further

Resolved, That the Board notes the likelihood of suggested additional changes to the proposal will be made by the Board and any applicable due diligence monitor and/or business advisor and Special Legal Counsel, and be it further

Resolved, That any commitment or other preliminary transaction documents signed by the Board include the provision that all final transaction loan documents are subject to approval as to form and content by the Board and the Board's Special Legal Counsel, and approval as to form and content by the Board's General Counsel, and be it further

Resolved, That upon the Board selecting Special Legal Counsel regarding this matter, arrangements be made for proposed

ORACLE PARTNERS - \$10,000,000.00 PROPOSED INVESTMENT

Borrower to escrow funds for payment of all costs and expenses, and be it further

Resolved, That the foregoing is also conditioned upon Borrower/applicable party paying all costs and expenses of the Board, including legal fees in document preparation even if this proposed investment is not completed or finalized due to the Borrower/applicable party deciding to withdraw the proposal, refusing to execute final documents approved by the Board of Trustees, or for any other reason deciding not to proceed with the transaction, and be it further

Resolved, That a copy of this resolution be forwarded to proposed Borrower/Project Sponsor and Special Legal Counsel to be selected by the Board, and be it further

Resolved, That the foregoing is also subject to receipt, by the Board, of written acknowledgment from proposed Borrower/applicable party that proposed Borrower/applicable party has received a copy of this resolution and acknowledges and agrees to the conditions and requirements therein:

Yeas - Trustees Bandemer, Beasley, Christian, Doyle, English, Orzech, Stewart, Talabi and Chairperson Isom - 9

Nays - Trustee Best - 1

DOT HILL SECURITIES LITIGATION

BY MR. DOYLE - SUPPORTED BY MR. CHRISTIAN

WHEREAS, THE BOARD PREVIOUSLY AGREED TO SEEK TO BE CO-LEAD PLAINTIFF WITH THE GENERAL RETIREMENT SYSTEM OF THE CITY OF DETROIT REGARDING THE DOT HILL MATTER, AND

DOT HILL SECURITIES LITIGATION

WHEREAS, THE BOARD IS IN RECEIPT OF A LETTER FROM SPECIAL COUNSEL KIRBY, MCINERNEY & SQUIRE, LLP ADVISING THE BOARD OF CERTAIN INFORMATION, INCLUDING AN INDIVIDUAL WHO HAS INQUIRED WHETHER THE POLICE AND FIRE RETIREMENT SYSTEM AND THE GENERAL RETIREMENT SYSTEM WOULD JOIN WITH HIM IN SEEKING TO BE ONE OF THREE (3) CO-LEAD PLAINTIFFS, AND RECOMMENDING THAT THE RETIREMENT SYSTEMS DO SO, AND

WHEREAS, GENERAL COUNSEL HAS RECOMMENDED THAT THE BOARD APPROVE THE RECOMMENDATION OF SPECIAL COUNSEL, AND

WHEREAS, THE BOARD HAS DISCUSSED THIS MATTER, THEREFORE BE IT

RESOLVED, THAT SPECIAL COUNSEL'S RECOMMENDATION TO JOIN WITH THE INDIVIDUAL INVESTOR WITH LOSSES OF \$3.4 MILLION DOLLARS BE ACCEPTED, AND BE IT FURTHER

RESOLVED, THAT A COPY OF THIS RESOLUTION BE FORWARDED TO SPECIAL COUNSEL AND THE BOARD OF TRUSTEES OF THE GENERAL RETIREMENT SYSTEM OF THE CITY OF DETROIT:

**Yeas - Trustees Bandemer, Beasley, Best, Christian, Doyle, English, Orzech, Stewart, Talabi and Chairperson Isom -
10**

Nays - None

Penn Capital Management Company, Inc.

By Mr. English - Supported by Ms. Talabi

Whereas, The Board has been requested to execute a March 31, 2006 Investment Management Agreement relative to the foregoing transaction, and

Penn Capital Management Company, Inc.

Whereas, The execution of said document has been reviewed and approved as to form by the Board's Legal Counsel, and the execution of said document is consistent with prior action of the Board, Therefore Be It

Resolved, That said document be executed by two (2) authorized signatories on the Board's behalf, and be it further

Resolved, That the executed original document be forwarded to the appropriate party, and be it further

Resolved, That the Retirement System retain a copy of said executed original document:

**Yeas - Trustees Bandemer, Beasley, Best, Christian, Doyle, English, Orzech, Stewart, Talabi and Chairperson Isom -
10**

Nays - None

AA CAPITAL

BY MR. BEASLEY - SUPPORTED BY MR. CHRISTIAN

WHEREAS, THE BOARD PREVIOUSLY ADOPTED A RESOLUTION REGARDING A POSSIBLE INVESTMENT OF UP TO \$20,000,000.00 IN AA CAPITAL SUBJECT TO CERTAIN CONDITIONS, THEREFORE BE IT

**RESOLVED, THAT THE BOARD'S PREVIOUSLY ADOPTED
CONDITIONS BE WAIVED AND THE BOARD IMMEDIATELY
INVEST \$12,000,000.00 IN AA CAPITAL:**

▮ TRUSTEE ENGLISH TEMPORARILY EXCUSED HIMSELF.

AA CAPITAL

YEAS - TRUSTEES BEASLEY, DOYLE, CHRISTIAN AND TALABI - 4

**NAYS - TRUSTEES BANDEMER, BEST, ORZECH, STEWART AND
CHAIRPERSON ISOM - 5**

▮ TRUSTEE ENGLISH RE-JOINED THE MEETING.

REQUEST OF THE WAYNE COUNTY RETIREMENT SYSTEM

BY MR. BANDEMER - SUPPORTED BY MR. BEASLEY

**WHEREAS, ADRIAN ANDERSON OF NORTH POINT ADVISORS
PREPARED A REVIEW OF THE APRIL 6, 2006 NEPC REPORT ON
ORACLE PARTNERS, AND**

**WHEREAS, THE BOARD IS IN RECEIPT OF A REQUEST FROM
THE WAYNE COUNTY RETIREMENT SYSTEM TO RECEIVE A
COPY OF THE APRIL 6, 2006 NEPC REPORT, THEREFORE BE IT**

**RESOLVED, THAT THE BOARD APPROVE THE REQUEST OF THE
WAYNE COUNTY RETIREMENT SYSTEM AND A COPY OF THE
APRIL 6, 2006 NEPC REPORT BE FORWARDED TO THE WAYNE
COUNTY RETIREMENT SYSTEM:**

**Yeas - Trustees Bandemer, Beasley, Best, Christian, Doyle,
English, Orzech, Stewart, Talabi and Chairperson Isom -
10**

Nays - None

PUBLIC FORUM

AT 2:07 P.M., CHAIRPERSON ISOM DECLARED THE MEETING IN OPEN FORUM FOR GENERAL DISCUSSION BY THE PUBLIC ATTENDING THE MEETING.

ADJOURNMENT

THERE BEING NO FURTHER BUSINESS BEFORE THE BOARD, CHAIRPERSON ISOM ADJOURNED THE MEETING AT 2:44 P.M. UNTIL THURSDAY, APRIL 13, 2006 AT 9:00 A.M., IN ROOM 910 OF THE COLEMAN A. YOUNG MUNICIPAL CENTER, DETROIT, MICHIGAN 48226.

RESPECTFULLY SUBMITTED,

ASSISTANT EXECUTIVE SECRETARY

