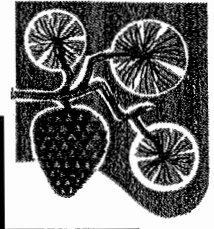


December 2022



# Nisqually Pines Community Club

[www.nisquallypines.com](http://www.nisquallypines.com)

Nisqually Pines  
Community Club

8903 Pepperidge Lane SE  
Yelm, WA 98597

Phone: 360-458-7370  
Fax: 360-458-7157  
Hours of operation:

### Important

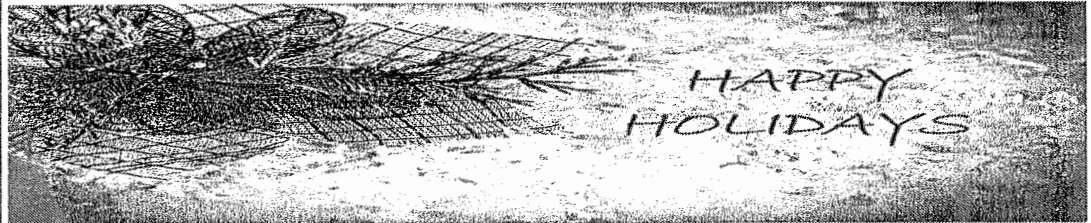
### Dates:

December 7th  
Study Session  
6:30pm

December 13th  
Adjudication  
Cancelled

December 21st  
Open Board  
6:30pm

December 26th  
Office Closed



*Happy Holidays to you and your families  
From the Board of Directors and Staff!*

The Board of Directors is currently taking applications to fill  
two vacant positions.

What does it take to serve on the Board of Directors.

- ◆ A love for your community
- ◆ A homeowner, in good standing for 1 year
- ◆ Two meetings a month and some research in between
- ◆ A desire to learn how an HOA runs to help it run smoothly

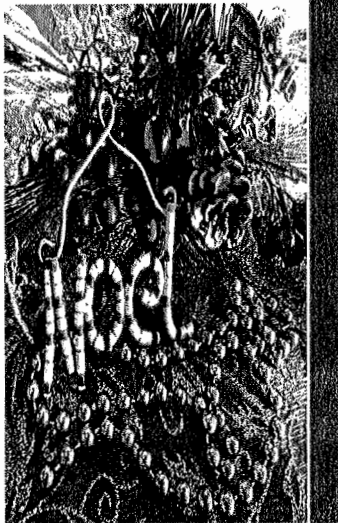
You can pick up an application at the front office. Please consider turning in an application and becoming a member of the Board.

## ADJUDICATION COMMITTEE

### INTERESTED BEING ON ADJUDICATION

- ◆ Must be in good standing
- ◆ Lived in Nisqually Pines for 1 year
- ◆ One meeting a month

You can pick up an application at the front office. Please consider turning in an application and joining the Adjudication Committee.



# December 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5 Yard Waste	6 Garbage & Recycle	7 Study Session 6:30pm	8	9	10
11	12	13 No Adjudication Garbage	14	15	16	17
18	19 Yard Waste	20 Garbage, Glass & recycle	21 Open Board 6:30pm	22	23	24 Christmas Eve
25 Christmas Day	26 Office Closed	27 Garbage	28	29	30	31 New Year's Eve

## Know Your Flood Risk

Visit the county's GeoData website at [www.geodata.org](http://www.geodata.org) to research flood risk in specific areas or land parcels. Maps are not 100% accurate but provide information about flood zones, high groundwater areas, watersheds, and nearby water bodies. You can also call  
Tim Rubert at (360)867-2123.

FEMA's website at [www.floodsmart.gov](http://www.floodsmart.gov) also provides flood maps, detailed information about flooding, and can estimate the cost of home damage at various flood levels.

## Find Information On Risk and Insurance

For National Flood Insurance information, including a list of providers, call 888-379-9531, or visit [www.floodsmart.gov](http://www.floodsmart.gov).

For FEMA-related questions, contact Kristin Minch, FEMA Region X, 206-438-2607

For Information on the ICC policy benefit visit  
<https://www.fema.gov/floodplain-management/financial-help/increased-cost-compliance>

Thank You!

Thank you to the community for donating the supplies we needed to feed 4 families this year for Thanksgiving from our community. Every year the community donates food or money to go to buy dinners for the people that get nominated. Dinners included turkey or ham, potatoes, gravy, yams, cranberries, stuffing, rolls & butter, olives, green bean casse- role fixings, fruit cocktail, corn pie and cool whip. Extra's were divided amongst the families. We hope you all had a safe and Happy Thanksgiving with your families and friends.

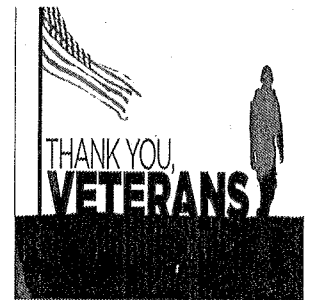


Veteran's Day Breakfast

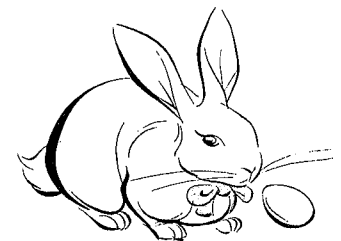
Thank you to all those who made donations to help out with our events.

We served over 20 veterans.

Thank you to the volunteers who came out to help.



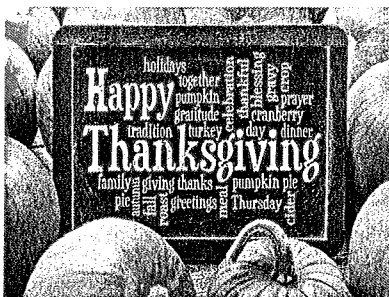
Thank you to all who made donations this year to help out with our events and to those of you who volunteered your time.



Looking forward to the up coming year with new and current volunteers.

This would not be possible without your help.

**THANK YOU!!!!**



## Resource Phone Numbers

St. Columbus Catholic Church-(360)458-1904  
Community Action Council-(360)438-1100  
Energy Assistance-(425)388-3880

## Hot Dinner To Go

Emanuel Lutheran Church  
206 3rd St. S.E. Yelm  
Tuesdays 6pm

Yelm Prairie Christian Center  
501 N.E. 103rd Ave. Yelm  
Thursdays 6pm

Crossroads-Lord's Table-(360)400-7877  
11520 Bald Hills Rd  
Every Saturday 6pm

## Food Locations

Yelm Community Services (UCBO)-(360)458-7000  
624 Crystal Springs Rd.  
Food, Clothing & Housing

Yelm Prairie Christian Center-(360)458-7564  
501-103rd Ave S.E.

Crossroads Community Church-(360)400-7877  
11520 Bald Hills Rd.  
Food Bank & Clothing

First Baptist Church  
602 103rd Ave. S.E.-Mondays 11am-1pm  
(For emergency needs you can call the church office at 360-458-5767)  
Food & Clothing Bank

Rainier Emergency Food Center  
11318 Vail Cut-off Rd-Rainier  
Wednesday & Saturdays 9:30am-12pm

## Emergency Numbers

Nisqually Pines Water Emergency After Hours Number-(360)507-1686

Thurston County Non-Emergency Number  
(360)704-2740

# NISQUALLY PINES COMMUNITY CLUB

Looking for a place to have a meeting, birthday parties, Valentines, St. Patrick's, Easter, Cinco De Mayo, Halloween, Thanksgiving dinner or Christmas Parties?

We have 18 tables for use and 64 chairs some are folding and regular. We have a fully useable kitchen with all the amenities. The main room comes with a TV, cable and Wi-Fi. There is also a pull down screen for watching slides or old movies on.

Just bring your own projector.

Fees are as follows:

Members: Full Day (7am-1am) \$75 rental \$150 refundable cleaning deposit= \$225

Two hours \$25 deposit plus \$75 refundable cleaning deposit  
Alcohol Deposit-\$100 if no damage is refundable

## Members Sponsoring Non-Members:

Full Day (7am-1am) \$150 deposit \$150 refundable cleaning deposit

Two hours \$35 plus \$100 refundable cleaning deposit (not more than one in a three month period)

Clubs & Organizations: Weekly meetings-\$100 per month plus refundable cleaning deposit of \$150. No more than one two hour meetings per week.

Monthly Meetings: \$35 per month plus refundable cleaning deposit of \$150. No more than one two hour meetings per month.

Additional refundable deposit of \$100 for any event having alcohol. As long as there is no alcohol related damage the deposit will be refunded. Banquet permit is required at time of walk through.

# FYI

## Dumpster Days

Dumpster Days was voted down by the community in 2015-2016. Not sure when or if it will be put back on the ballot for the community to vote on. So with that being said if you have mattresses, plumbing items, carpet scraps, broken toys, furniture, miscellaneous items please take it to the dump. Here are the names, addresses and phone numbers of the dumps.

Rainier Dump: Open Friday-Sunday 9am-5pm  
13010 Rainier Acres Rd. S.E. in Rainier  
(360)867-2491

Thurston County Waste & Recovery Center:  
Open Mon-Fri 7am-4:45pm & Sat-Sun 8am-4:45pm  
2420 Hogum Bay in Olympia  
(360)786-5494



L & S Tire Center  
9215 39th Ave. S.W.  
Lakewood, WA 98499  
(253)582-5556  
Email: [1stire1@msn.com](mailto:1stire1@msn.com)  
Open to the Public  
Monday-Friday 7am-4:30pm  
Closed Sat & Sun

**Curbside Garbage and Recycling**

**Rural Garbage Service-LeMay**

**Phone: 360-923-0111**

Here is the pricing for garbage service in The Pines:

**Garbage and Recycling Service for two months \$39.38**

35 gallon garbage can pickup every week

96 gallon recycling bin pickup every other week

Glass pickup every four weeks, you provide container

**Or**

**Garbage and Recycling Service for two months \$53.30**

65 gallon garbage can pickup every week

96 gallon recycling bin pickup every other week

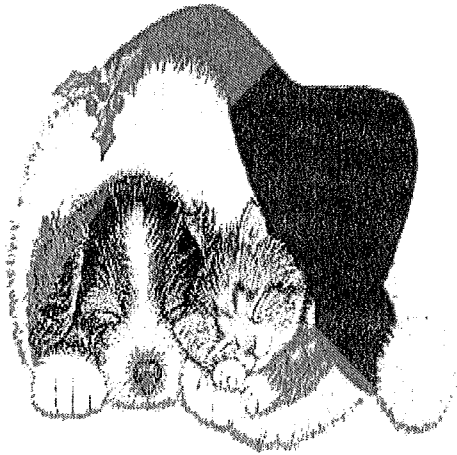
Glass pickup every four weeks, you provide container

The above prices are before taxes are added.

The dates for recycling glass bottles

December 20th





Article is from the magazine  
Women First

### KEEP PAWS OFF SNACK BOWLS

This time of year, you like to leave a few treats in bowls for guests who stop by, but your furry pal keeps nosing around the bowl and you're worried she/he will eat something and get sick. To keep her out of the dish, animal trainers suggest startling your pet with a noisemaker, which will discourage bad behavior. To make your own, fill a toilet paper tube with uncooked rice or beans and tape aluminum foil over each end. The next time your pal goes in for a sniff, shake the tube and the sound will scare her/him off. Repeat this a few times and she/he will learn to associate the racket with the bowl and stay out of your goodies.



If your dog is lost and you cannot find him/her, you have options to recover your missing pooch:

- Post it on the bulletin board at the Pines Office
- Call the Yelm Veterinary Clinic 360-458-7707
- Call the Yelm Animal Shelter 360-458-8438
- Post on the Nisqually Pines Event Page



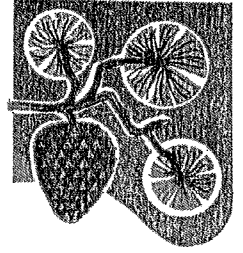
**F.Y.I.**  
**Animal Services**  
**3120 Martin Way**  
**Olympia, WA**  
**(360)352-2510**  
**Closed on Mondays**

**There is no charge for dropping off  
stray animals at the shelter.**

River Park hours

**\*The River Park is for members and their guests only\***

Any vehicle found in the River Park parking area without a Nisqually Pines Pass will be towed at the owners expense. Parking is allowed only in the park. Any vehicle on or near the road will immediately be towed.



Open year round

Hours are 8am to 7:30pm approximately

Sat & Sun Hours: 11am-9:00pm

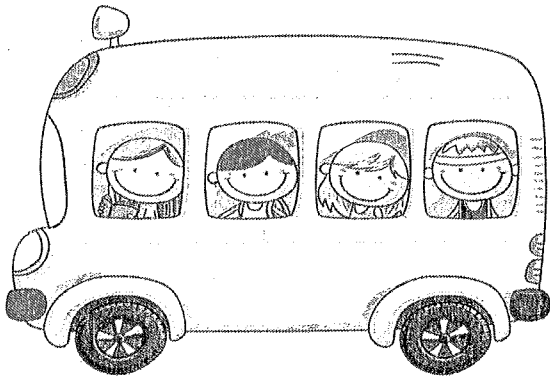
No lifeguard on duty - swim at your own risk.

No alcohol permitted on the premises.

No fires or over night camping!

Per Fish and Wildlife Dept. **ONLY** Catch and Release fishing is allowed on the Nisqually River!!

WA Dept. of Fish & Wildlife phone # (360)902-2200



The mornings are dark when upper grades are walking to their bus stops.

The lower grades walking to bus stops later in the morning when there is daylight..

Reminder speed limit is 20 mph.

Please watch for children going and coming home from their bus stops.



Please renew your burn permit. You can go online at

[www.orcaa.org](http://www.orcaa.org)

**Residential Fires:** Burning of yard and garden debris, such as leaves, weeds, pruning's and garden refuse. **NO HOUSEHOLD GARBAGE!**

**DO NOT USE A BURN BARREL:** Burn barrels and other burn containers are illegal under state law and their use may result in fines.

## *A Word from our Staff*

**Office Manager:** Charity Mayerl

Email: cmmayerl@nisquallypines.com, Phone: 360-458-7370 Fax: 360-458-7157

Please make sure that the legal line and the box on your checks match.  
Make sure that your check is signed before putting in the night drop box.

**Office Assistant & Property Standards:** Paulette Howard

Email: propertystandards@nisquallypines.com, Phone: 360-458-7370, Fax: 360-458-7157

**Reminder:** Parking on The Pines right-of-way is not to exceed six (6) hours  
for any period.

**Water Department:** Julie Rhey-Baumann

Email: waterdept@nisquallypines.com, Phone: 360-458-7393, Fax: 360-458-7157

Turn off water to the hose bibs you don't need in the winter, keep the hose disconnected from the  
faucet.

Put faucet covers on your faucet's so they do not freeze (they can freeze and break inside the walls)

Clean your gutters to keep water flowing in the right direction, away from the house.

The culverts under the driveway are YOUR responsibility to keep cleaned out of all debris. Please  
clear them so the rain water will flow in the proper direction.

Have a shut off put on your house so that the water department doesn't have to come out.

**Please contact water Manager for water shut-offs**

**Maintenance Department:** Robert Moore & Jim Cunningham

Email: maintenance@nisquallypines.com, Phone: 360-458-7393, Fax: 360-458-7157

**Please clean up after your pet!!! Pet waste is hazardous to our water system!!  
Respect your community and the maintenance men.**

**THANK YOU!!**

# Board News

## Board of Directors

*Crystal Detwiler-President, River Park*

*Cory Parsons-Vice President, Maintenance/Water Contact*

*Sherry O'Dell-Board Member, Clubhouse*

*Jennifer Celmer-Treasurer, Office Contact*

*Dayna Brown-Secretary, Pool Contact*

*Michael Cui-Board Member*

## Updates

### **Treasurer's Report:**

#### **Ending Balance for September 2022**

General Fund: \$915,701.01

(Primary Operation/Maintenance account)

Long Range Plan: \$826,631.26

(Capital Improvement)

Long Range Plan Major Repair Reserve: \$138,259.80

(Major Repairs)

Emergency Fund: \$20,346.22

(Held for emergency use only)

Key Bank USDA Loan: \$80,137.17

(USDA Debt Service Account)

Gold Money Market: \$103,885.46

(USDA Reserve Account-Required for Loan)

Twin Star Savings: \$62,738.93

(Dividends transferred from Cetera)

Investment Portfolio: \$219,050.90

(Cetera/Olympia investment account)

**Grand Total \$2,366,925.75**

## Updates

### Treasurer's Report:

### Ending Balance for October 2022

General Fund: 919,147.40

(Primary Operation/Maintenance account)

Long Range Plan: \$808,205.76

(Capital Improvement)

Long Range Plan Major Repair Reserve: \$121,462.14

(Major Repairs)

Emergency Fund: \$20,346.22

(Held for emergency use only)

Key Bank USDA Loan: \$46,505.85

(USDA Debt Service Account)

Gold Money Market: \$103,886.34

(USDA Reserve Account-Required for Loan)

Twin Star Savings: \$63,462.64

(Dividends transferred from Cetera)

Investment Portfolio: \$213,236.94

(Cetera) Olympia investment account)

**Grand Total: \$2,296,428.29**

# Committee Happenings

## Adjudication

November: no cases Next meeting: January 10, 2023

Members: Theresa Donovan, John Clements, Stacey Turnbull

Contact: Sherry O'Dell

Closed meeting, not open to anyone not directly involved.

Looking for residents in good standing to volunteer on Adjudication Committee

Get an application at the office-Renters can be on Adjudication with the approval of homeowner

## Finance

TBA

Members:

Interested in helping on the Finance Committee-Get an application at the office

Must be a member in good standing

Finance committee members needed!!!

## Events

Need volunteers to help organize for up coming events. Contact the office if you are interested! Next meeting: Meeting will be decided by how many volunteers call and want to be part of this event. TBA

Anyone interested in being on Event Planning Committee call the office.

Event planning help, looking for someone to take over events or they will not continue.

Members: Jodi Dawes, Christine Ochs

Contacts: Sherry O'Dell

*Most of our committees are small and consist of the same volunteers, please come and listen to what they are working on and see if maybe you can help!*

# Updates

## Property Standards

Last month the following warnings or fines were issued:

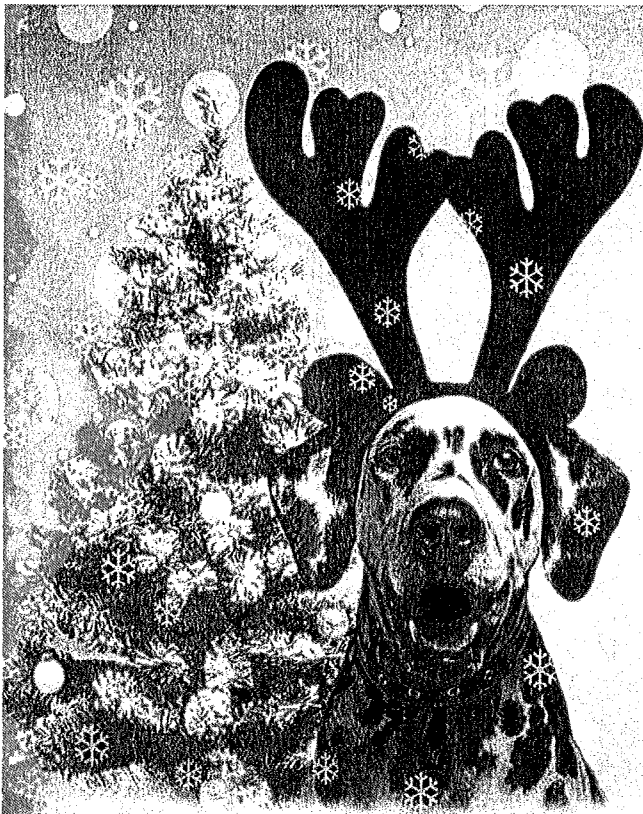
28 Thank yous	2 livestock
1 junk vehicle	3 2nd dwellings
20 debris	1 fine
3 basketball Stands	2 more than 5 vehicles
3 dogs	

94.1A023 Any one of the following is considered an eyesore appearance of the exterior of home, outbuildings and carports.

1. Accumulation of moss or mold on the exterior walls of the home, outbuilding, or carport. Roofs are excluded
2. Siding separating from the home, outbuilding, or carport
3. Broken windows
4. Gutters or down spouts falling down
5. Broken porches, or patio covers
6. Broken fences
7. Peeling paint on structures

94.1.075 What property development activities are prohibited in The Pines? No person, owner, tenant, contractor, or developer within the legal boundaries of Nisqually Pines Community Club who owns or is developing or changing the landscaping of property within the Pines shall not:  
1st 2nd 3rd 4th & consecutive offenses

- (1) General (d) Allow their property to become an eyesore or nuisance.  
\$100 \$250 \$500 \$1,000



# CHRISTMAS TREE PET SAFETY

Tie your tree to the ceiling or a doorframe to secure it. Make sure it is stable in the stand.

Tree water additives can make your pet sick

Hide electrical cords

Clean up pine needles frequently to avoid ingestion

Avoid Mistletoe, Holly and Lilies around the tree

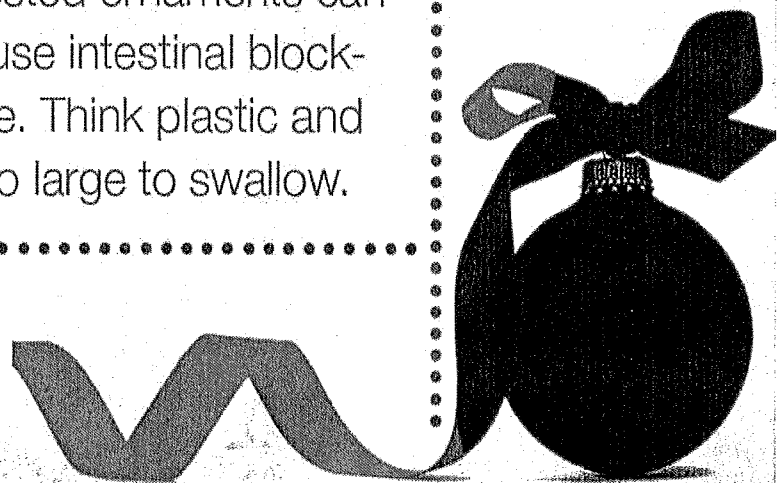
Ornaments can be hazardous to pets.

Broken glass ornaments can cause injuries, and ingested ornaments can cause intestinal blockage. Think plastic and too large to swallow.

Avoid tinsel, string or ribbons.

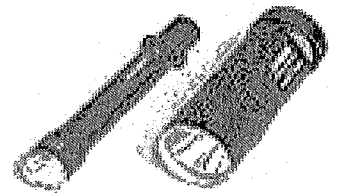
Popcorn & cranberries can be tempting for pets to eat.

## HAVE A SAFE HOLIDAY!

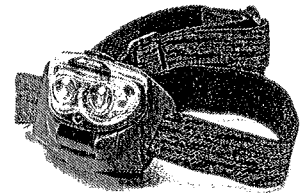




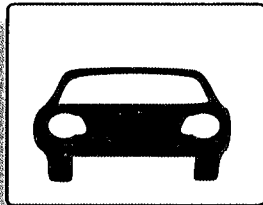
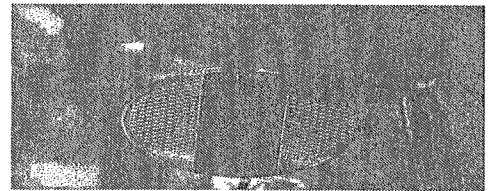
It is dark by 5pm - **PLEASE** be mindful of vehicle traffic!! For your safety, please walk along the edge of the roads or in the easement against oncoming traffic.



Carry a flashlight, head lamp or wear bright colored clothes so you can be seen easier during the twilight and evening hours.



Bicycle riders— please make sure your reflectors work or you have a light so you are more visible.



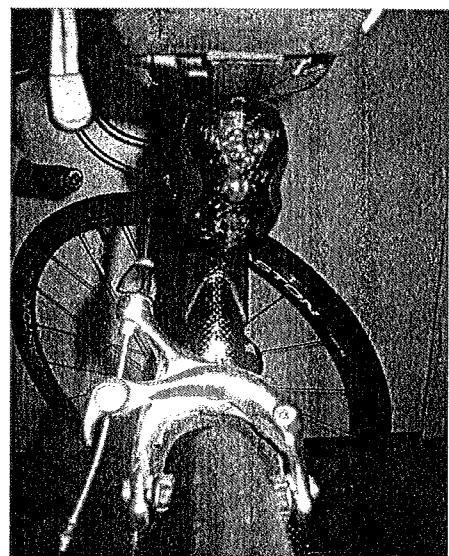
Car Owners— Check your front headlights, rear taillights and brake lights to make sure that they are in working condition.



When walking or riding a bike please wear bright clothing or reflective tape and/or carry a flashlight.

Remember it is hard for cars to see you at night if you are wearing dark colored clothing.

Thank You!!



## PUGET SOUND ENERGY

### Call 811 Before You Dig

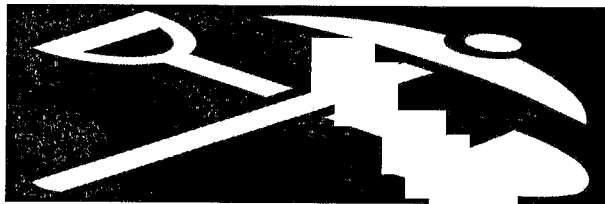
Winter is here- you may have plans to start construction and landscaping projects. Your friends at Puget Sound Energy want to remind you about the importance of calling 811 at least two business days prior to any digging. It is the law, and utility-owned lines are located for free.

Whether you are planning to use your employees or hire a contractor, start digging means calling 811 before each job. Outline your dig area in white paint so that the utilities will know where to mark. Even homeowners digging on their on property must call, if digging deeper than 12 inches.

Don't take a chance. Call 811 before you dig, then dig by hand within 2 feet of the markings.

Visit their [Safety](#) page to learn more about gas and electric safety, and our [Business Services](#) page for all your energy needs.

For questions, please email [businessaccounts@pse.com](mailto:businessaccounts@pse.com)



### PARK TRAIL

The trail from Heather to the River Park is "Use at your own risk" due to the storm damage and erosion.



### LITTERING:

Please do your part in keeping our community clean. Littering effects our community and the value of our homes.

**FACT:** 9,250 of litter are picked up from valley freeways each month totaling about 1.2 million lbs.

# Classified Ads

## Handy Man

Roof repairs or replacement  
Skylight replacement, roof cleaning  
Call Wes Craney  
360-970-4480

Affordable prices, honest  
& efficient.

I'm experienced in painting, texture,  
flooring, tiling, carpeting, sheet  
rock, etc.

Also outside work: welding, trim-  
ming, cutting trees, landscaping,  
lawn mowing, pressure washing,  
deck repair & mechanic.

Call 360-970-1992

## Caregiver Wanted

Looking for someone part-  
time caregiving for a disa-  
bled adult

Contact Laurie  
(253)441-5806

## OPEN PUBLIC

### BINGO AT

### NISQUALLY

### MOOSE LODGE

Monday's at 6:30pm

1117 Yelm Ave. W

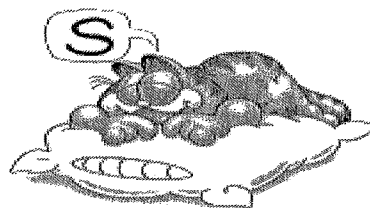
(360)458-3381

## REMINDER

Quiet hours are from

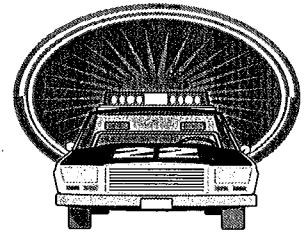
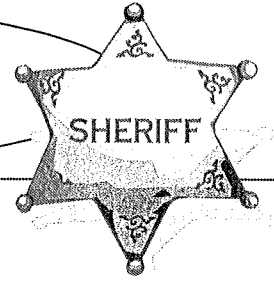
10pm-7am

7 days a week



To advertise  
here contact the  
office staff  
360.458.7370

# Police Blotter



Routine Patrol means house checks, Clubhouse, River Park, Office and area patrol. If you see something suspicious, call 911. Don't wait until the next day and call the Pines Office. **\*\*Please note that if you call the Sheriff and they aren't in the Pines on our time, their response time will vary on type of emergency. \*\***

The non-emergency number for the sheriff is 360-704-2740 Please lock doors and don't leave valuables in your vehicles. If you are going on vacation, you can have the sheriff check your house to make sure it is secure.

Fill out a vacation request form at the office.

Since we have the Thurston County Sheriff in The Pines we have seen less criminal activity.

Suspicious Activity contact Thurston County Narcotics Task Force

Website:[co.thurston.wa.us](http://co.thurston.wa.us)

**SEPTIC SERVICES**

**Just a Friendly Service Reminder  
County Guidelines Suggest  
The Average Septic Tank Needs to be Pumped  
at Least Every 3 Years...**



**VAC-TEC** L.L.C.

**SEPTIC & DRAIN CLEANING**

*Local Family Owned  
and Operated*

**Call For a Free  
Quote**

**(253) 268-0322**



**Septic Pump Special  
\$50 OFF**  
Septic Tank Pumping  
**Complete & Clean Service**  
Up to 1200 gallon tank - larger tanks extra.  
Cannot be combined with any other offer/special  
Use coupon code 3YR18

**Visit us at [vactecseptic.com](http://vactecseptic.com)**

**Our records indicate it is time to service your septic system. We recommend cleaning and inspecting your septic system every 3-4 years, to insure that it continues to function properly.**  
*See Other Side for More Info*

**SEPTIC SERVICES**

**SEPTIC TANK PUMPING**

**USE THIS GUIDE TO DETERMINE WHEN SERVICE IS NEEDED**  
Recommended Pumping Intervals  
\*Time may vary by Usage

# of People	Years (between pumps)
2-4	3
5	2
6	1.5

**VAC-TEC** L.L.C.

**SEPTIC & DRAIN CLEANING**

*Local Family Owned and Operated*

**Call For a Free Quote  
(253) 268-0322**



**Emergency  
Service Available**

- Residential & Commercial**
- SEPTIC TANK PUMPING    ➤ SEPTIC TANK INSPECTIONS
  - O&M RSS INSPECTIONS    ➤ SEPTIC INSTALLATION & REPAIR
  - DRAINFIELD REPAIR & RENOVATION    ➤ RESIDENTIAL
  - OPERATIONS & MAINTENANCE    ➤ COMMERCIAL
  - HOME SALES

PO Box 73583  
Puyallup, WA 98373

PRESRT STD.  
U.S. POSTAGE  
PAID  
Orting, WA  
#8

**Paid Advertisement**

**Paid Advertisement**

**Nisqually Pines Community Club**  
**September 21, 2022**  
**Open Board Meeting**  
**Minutes**

*6:31 PM Start*

*Please silence all cell phones.*

*Roll call of board members: Crystal Detwiler, Cory Parsons on Zoom, Mike Cui, Sherry O'Dell, Dayna Brown. Not present: Jennifer Celmer,*

*Rules/Civility reminder*

**Minutes:** Not available for this meeting.

**Treasurer's Report:** August 2022 M/S/C

**Dept check-ins:**

Office- Sept 26<sup>th</sup> Electrician is scheduled for the office to finish the HVAC heating/cooling system connections. Windows are expected to be put in the office Sept 28<sup>th</sup>.

Maintenance: Weed eating,

Water: No issues

River Park: No issues

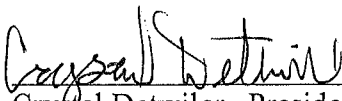
Pool: getting information on the cost to fix the pool leaks. Discussion over using excess funds to cover the cost of any additional cost to the pool once the work starts.

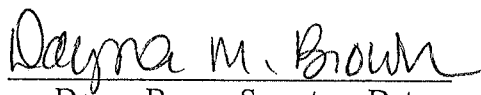
Clubhouse: heating/cooling system upgrades scheduled to begin this month.

Adjudication- There were 3 adjudication concerns, one did not show. Decisions were made and sent to Property Standards for follow-up.

Speaker cards: Questions regarding pool: draining the water. request to have a non-member be on the finance committee with the owner's permission. Water department/Julie to get a date on calking and sealing. Status of HVAC and Windows.

**Motion to end meeting: M/S/C 7:10 PM**

  
Crystal Detwiler President Date

  
Dayna Brown Secretary Date

Nisqually Pines Community Club

General Membership Meeting

Minutes

2022-2023 Ballot Count Results

Budget: Yes 72 No 4 Abstain 4

Long Range Plan Repair & Maintenance:

Approved funds for routine maintenance of the generator wells not to exceed \$5,000.

Yes: 70 No 7 Abstain 3

690 Mailed out 80 ballots returned

Crystal Detwiler 11/23/22

Crystal Detwiler President Date

Dayna Brown 11/16/2022

Dayna Brown Secretary Date



**Nisqually Pines Community Club**  
**July 6th, 2022 6:30 PM**  
**Study Session**  
**Minutes**

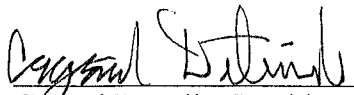
*Please silence all cell phones.*  
*Roll call of board members*  
*Rules/Civility reminder*

**Closed Session:**

- 1) Employee issues pool- Office/Jennifer Keeping us up to date on their current situation
- 2) Employee discussion- Mike Cui working on employee raises for budget
- 3) Bankruptcy case-Office/Jennifer We will leave alone until bank forecloses

**Open Session:**

- 4) Purchase the other new mower that is in the budget? We are looking at a wait list of up to a year right now. Lawn mower was ordered.
- 5) What to do with the other mower from J&I keep it and sell the other old one? Other options? We will keep the extra one for now.
- 6) Discussion of the movement of funds from general fund checking into business super high yield growth checking account. More research needed.
- 7) Budget Items to have on upcoming ballot- Maintenance of the well field generators.
- 8) Reserve Study Edits- Only one chance to make changes- Edits were submitted to Jeff Samdal
- 9) Trac phones for Arlo cameras and possible subscription to Arlo –Dayna- moved to next study
- 10) Contractor Discussion regarding bids – Dayna- moved to next study
- 11) Storage shed update-Dayna- moved to next study
- 12) Welcome Packets- Dayna- moved to next study

 11/23/22  
Crystal Detwiler President Date

 11/16/2022  
Dayna Brown Secretary Date