

## **SPMS Secretary's Report for November 2012**

-Drafted letters to be sent to the petitioner and the respondent in the recent open water grievance and worked with Errol to finalize.

-Compiled spreadsheet of 2012 SPMS Meeting Attendees through October Meeting and forwarded to Errol.

-Continue to review past meeting minutes for any policy motions and policy-related discussions to identify where the current Policies and Procedures may need to be updated.

Respectfully submitted by

Robin Smith  
[secretary@spma.net](mailto:secretary@spma.net)  
949-922-4885