

AGENDA

CITY OF ARCHER
16870 SW 134TH AVENUE
P.O. BOX 39
ARCHER, FL 32618-0039

January 16th, 2018

6:00 p.m. Archer Community Center
Advisory Board Meeting ARCHER CITY HALL

All persons wishing to participate and speak on an issue at the public meeting have the right, through the Chair, to ask questions of staff or other speakers, to seek clarification of comments made by staff or other speakers, and to respond to the comments or presentations of staff or other speakers.

All persons who present written materials to Commissioners for consideration must ensure that a copy of those materials is provided to the Clerk for inclusion in the record of proceedings and official minutes.

All persons are advised that, if they decide to appeal any decision made at this public hearing or meeting, they will need a record of the proceedings and, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

All interested persons are invited to attend and be heard.

CALL TO ORDER OPENING PRAYER

I. Consent Agenda

- A. Approve minutes from the meeting on September 28, 2017
- B. Approve minutes from the meeting on October 10, 2017
- C. Approve minutes from the meeting on October 19, 2017
- D. Approve minutes from the meeting on November 14, 2017

II. City Managers Report

III. ACCAB Chair Report

IV. Old Business

- A. Marker Budget Discussion for Planning Purposes
- B. Party in the Park Report – Annie Studemire
- C. Veterans Ceremony Report – Christie Wheeler and Zeria Folston
- D. Roll Like a Royal – Sheila Brice
- E. ACC Beautification/Promotion – Kathy Penny

V. New Business

- A. Elect New Chair and Vice Chair
- B. 2018 Calendar

VI. Calendar

- A. ACCAB Meeting, February 20th, 2018 at 6:00pm, City Hall

VII. Citizen Comments

VIII. Committee Comments

IX. Motion to Adjourn

CITY OF ARCHER
16870 SW 134TH AVENUE
ARCHER, FL 32618-0039
Archer Community Center
Advisory Board Meeting
September 28th, 2017 @ 6:00PM
Archer City Hall

QUORUM

Roberta Lopez – Chair
Annie Studemier – Vice Chair

Members

Doug Jones
Sue Batey
Mae Francis Hunt
Shirley Brice arrived at 6:08PM
Kathy Penny

Staff

Zeriah K. Folston

CALL TO ORDER Chair Lopez at 6:05PM

OPENING PRAYER lead by Vice Chair Annie Studemire

CONSENT AGENDA

Approve minutes from the meeting on August 24, 2017

Approve minutes from the meeting on August 29, 2017

MOTION to accept consent agenda by Board Member Doug Jones

SECOND by Board Member Sue Batey

BOARD COMMENT

VOTE 5-0 Motion carried

OLD BUSINESS

Party in the Park – Board Member Studemire updated the committee on the games that were selected for the event. She listed the following games and stated that she has already ordered some equipment that would be needed for the child golf game totaling \$12.57 and asked that she be reimbursed. Board Member Studemire suggested the children will be able to participate in 2 games. Board Member Jones questioned how many children were expected to participate so prizes can be determined. Chair Lopez said 100 children should be expected and suggested using candy as prizes. Board Member Batey said she will not be available the day of the event but would happy to purchase some of the prizes for the event. Chair Lopez wanted clarification on whether this event is considered ACCAB Board Business. City Manager Folston said it was Board Business and stated it should not be discussed outside of the board meeting. He again explained the premise of the Florida Sunshine Law.

The following is typed verbatim per a request from the Committee:

Committee Member Doug Jones "Madam Chair since it was brought up and all that, I received an email that he thought was outside the Sunshine because it was a directive from you the chair through staff to me to do something and it is my understanding that I haven't done anything with it but I figured since it came up here I will talk about it.

Chair Lopez "OK"

Committee Member Doug Jones "because it is my understanding that's not supposed to happen either and would like to ask the City Manager if that is the case if you don't mind.

Chair Lopez "OK, can you come up, come up front Mary and Commissioner White do you remember this conversation at our last meeting"

City Manager Folston "Are we, Are we, Are we opening up the floor for citizen comments?"

Chair Lopez "Yes because, because I just need to ah clarify because I was not the only person that heard this. And, And, And, I know Commissioner White heard it, and Mary heard it, and many people heard it, and I would not have done anything wrong if I had not been told this. You can discuss it if you want, I believe it came from you Zeriah.

Committee Member Jones "Madam Chair I have no idea what IT is that you're talking about"

Chair Lopez "And the document that you are talking about you need to bring to me and let me see my email."

City Manager Folston "Ms. Lopez I really would not recommend us getting into a Sunshine Law"

Chair Lopez "But I am getting accused of something here!"

City Manager Folston "I would rather"

Committee Member Jones "I just asked a question it was brought up"

Vice Mayor Studemire "Can we move on because I need to know about these games. I only have a certain amount of time to do what I need to do and I don't want to waste time because I need volunteers. Can I ask Mr. Doug about helping with the fish"

Committee Member Jones "Yeah this is the only place to do it in my opinion"

End of Verbatim

Board Member Studemire asked for Board commitment to oversee and run a game. The following is a list of games and shifts as presented;

MOTION by Board Member Jones to adopt the 4 games as presented by Vice Chair Studemire

SECONDED by Board Member Kathy Penny

COMMITTEE COMMENT None

VOTE 7-0 Motion carries

PUBLIC COMMENT – Joan White

Mary Hope

The following is the four games presented and the names of people who have volunteered to work and the times they have selected;

Bucket Ping Pong

First Shift - Shirley Bryce 4:30 –6:00

Second Shift - TBD

Third Shift - TBD

Water Pistol

First Shift - Chair Lopez 4:30-6:00

Second Shift – TBD

Third Shift - TBD

Pumpkin Child Golf

First Shift - Mae Francis Hunt 4:30-6:00

Going Fishing

All Shifts - Doug Jones 4:30 – 8:00

Veterans Program Report – Chair Lopez apologized to Mrs. Christie Wheeler prior to introducing her.

Mrs. Christie Wheeler stated she is a retired Air Force Master Sargent.

Presented a sample of a brick that will be available to be ordered. The cost is \$17.50 no shipping, and will sell for \$60. Christie will write letter for brick sale.

Event Tentative Agenda

Event will be Saturday, November 11, 2017 @ 10:00AM

Children from Archer Elementary will sing 3 Patriotic Songs

National Anthem will be performed by Archer Elementary unless a singer can be found.

Playing of the Armed Forces medley service song

Board Member Kathy Penny will check with some people who could speak

Buchholz ROTC will conduct the flag raising.

Mrs. Wheeler asked if the flag on the flag pole could be replaced siting it was not the appropriate size for the pole. City Manager Folston said the city will order a new flag.

Veteran Display

Area Veterans paraphernalia needed

Advertising Plans

12 x 2 Banner from Vista Prints cost approximately \$84

Letters mailed to the area churches. Mailing labels and postage provided by Chair Lopez

Board Member Batey said she would help with an additional signage for SR 24.

City Manager Folston stated that an advertisement can go out on the water bills.

Archer Community Board Page

Facebook

Volunteers Needed

Master Ceremony – Christie Wheeler

Speaker

Servers

Sound System

Clean up

Finger foods

Event Momento

Small take away for guests possible replica of the Military Challenge Coin for guests. She will get an estimate.

Board Member Jones asked about the proceeds from the brick sale.

MOTION made by Vice Chair Studemire to use the proceeds from the sale of the bricks to be used for a new flag and the upkeep of the memorial area and any excess will be saved for the event next year.

SECONDED by Board Member Brice

COMMITTEE COMMENT

Board Member Jones excused himself from the meeting at 7:35PM due to a hard stop.

AMENDED MOTION to have a budget of \$700 for the event made by Vice Chair Studemire

SECONDED by Board Member Penny

VOTE 6-0

Christie will get cost estimates for the coins and Joan White stated she would approach the Commission to possibly share in the cost. Chair Lopez thanked Mrs. Wheeler for her report and all her hard work.

Roll Like a Royal Report - Board Member Brice reported that Corey Gallop who is the Crime Prevention Deputy with Alachua County will be speaking at the event. Board Member Brice also spoke with Ms. Elaine Haines-Manager at Archer Village asked if the older students could help with the event if they could fulfill their community service hours.

Royal Like a Royal program is set for November 18th, 2017

October 10, 2017 practice meeting at the Community Center – Chair Lopez will take the minutes

October 26th, 2017 Regular scheduled meeting will be moved up.

NEW BUSINESS

City Manager Folston reported that the grant marker has been ordered and estimated shipping time is 8 – 12 weeks.

ACCAB Chair Report – Chair Lopez working with City Manager about her findings at the Community Center and submitted her memo to the clerk for the record.

ACCAB Member Report

Board Member Kathy Penny – Goal is to have a Bridal event for next year

Board Member Mae Francis Hope -Nothing to report

Board Member Sheila Brice – Nothing to report

Vice Chair Annie Studemire – Nothing to report

Board Member Sue Batey was sorry that the Roll like a Roll date was changed she will not be able to attend.

CALENDAR

ACCAB Meeting, October 26th, 2017 at 6:00pm, City Hall

CITIZEN COMMENTS None

Chair Lopez stated she is submitting a public record request for the August meeting minutes verbatim and the cd's for August and September.

ADJOURN

MOTION to adjourn made by Board Member Sue Batey

SECONDED by Vice Chair Annie Studemire

VOTE 6-0 Motion carries

Meeting adjourned @ 8:08PM

Roberta Lopez/Chair ACCAB
Archer, FL

Zeriah K. Folston/City Manager,

Notes – 10/10/2017 Meeting – Archer Community Center

Meeting started at 6:00pm, introductions were made.

Event date and time were confirmed: 11/18/2017, 8a/9a setup, possible setup the evening prior after an event has ended in the community center.

The Life Skills curriculum was introduced and reviewed by attendees. Assignments for different roles were made.

Menu was introduced and discussed. Logistical issues related to dinnerware were discussed; Fletcher (who will be cooking) will need to have headcount in advance of event. Future meetings should consider items that may not be included on purchasing lists e.g. dishwashing liquid, ice.

Additional volunteers (young adults) were discussed. Additional volunteers must commit to reviewing etiquette materials, videos, etc.

Two additional meeting were discussed and times/dates set:

10/24 @ 6pm, Archer Community Center

11/14 @ 6pm, Archer Community Center

Nametags, signage examples were circulated for review. Calligraphy will be used on tags and signage necessitating some advance notice of attendees and numbers of attendees.

Meeting adjourned at approximately 7:10pm

CITY OF ARCHER
16870 SW 134TH AVENUE ARCHER, FL 32618-0039
Archer Community Center Advisory Board Meeting
October 19th, 2017 @ 6:00 P.M. Archer City Hall

QUORUM PRESENT

Chair Roberta Lopez
Vice Chair Annie Studemire
Committee Members
 Sue Batey
 Shelia Brice
 Doug Jones
Staff
City Manager Zeria K. Folston

Absent
 Mae Francis Hunt
 Kathy Penny

CALL TO ORDER @ 6:00pm Chair Roberta Lopez

CONSENT AGENDA

Approve minutes from the meeting on September 28, 2017

MOTION made by Committee Member Brice to approve consent agenda

SECONDED by Vice Chair Annie Studemire

COMMITTEE COMMENT Chair Lopez wanted the minutes amended under Old Business>Party in the Park third sentence from the bottom where the word "improper" was used. She wanted it replaced with "a violation of the Sunshine Law. Saying that is what she heard when she reviewed the recording.

AMENDED MOTION made by Committee Member Doug Jones to request verbatim minutes for the section in question.

AMENDED SECOND by Committee Member Batey

COMMITTEE DISCUSSION after a discussion from all committee members present it was agreed to table minutes until next meeting.

MOTION made to table the minutes by Doug Jones

SECONDED by Committee Batey

VOTE 5-0, Motion carries

Chair Lopez apologized again to Ms. Wheeler for the boards outbursts.

OLD BUSINESS

Veterans Ceremony

Christie Wheeler gave an update on the program. She has ordered 32 bricks and she believes the will be in prior to the event. Buchholtz Jr. ROTC will be there to present the colors. The elementary school children will sing three patriotic songs, and if a singer is not secured they will do the pledge of allegiance. They will also do a flag raising. She asked if someone will do the invocation prior to the event. City Manager Folston said he will pray. Clyde Scarborough is the event speaker. Ms. Wheeler

said that Mr. Richard Feagle agreed to supply all the food and drinks. Ms. Christie Wheeler also found A company that will do the challenge coins that will be given out and certificates will be given to the elementary school children who participated. She said that the ROTC students will receive a challenge coin. The committee and Ms. Wheeler then discussed various ways to get the word out for the event, facebook, television, radio, etc. The committee was asked to help set up and tear down after the event. Mr. Doug Jones stated he reached out to the middle school band.

Roll Like a Royal Report

Committee Member Sheila Brice updated the committee when the next two meetings will be October 24th & November 14th at the Community Center to review the new script for the event. The event is on November 18th. She is looking to get about 24 children involved.

Party in the Park

Vice Chair Annie Studemire updated the committee on how everything is coming together. Many of the committee members stated that they will be dropping off the candy, prizes or whatever they stated they would supply. There was further discussion on the fishing pond event and getting the necessary materials for that game.

Chair Lopez presented the \$108.22 budget for food for the Royal Like a Royal event in which Commissioner Fletcher Hope will be preparing. The menu included roast turkey over stuffing with potatoes, fresh green beans roll and butter, apple and pumpkin pie whipped topping, ice tea and coffee.

MOTION to approve food budget made by Vice Chair Studemire

SECOND from Committee member Sue Batey

COMMITTEE COMMENT Committee Member Doug Jones asked what the cost was for the previous event. Chair Lopez stated it was a little more but several of the items like table clothes and additional utensils are on hand to use this year.

VOTE 5-0, Motion carried.

NEW BUSINESS

City Manager Report - City Manager Folston reported that at last meeting it was stated that Chair Lopez might have been in violation of the Sunshine Law which was found to be not true. Chair Lopez thanked him for that update.

Chair Report - Chair Lopez asked if City Manager Folston could get with Committee Member Penny and see if she could use the Veterans Day Event to help market the Community Center. She would like to see it rented out more.

Rules of Meeting Procedures — Chair, Roberta Lopez spoke with the City of Attorney to clarify that correspondence during meetings are subject to the Sunshine Law and Public Records requests if it pertains to City Business. She stated that the ACCAB Board follow the same procedural rules established and adopted by the city commissions. She asked that ACCAB members refrain from using cell phones, tablet devices, or any hand-written notes getting passed during meetings to cut down on distractions.

MOTION to approve the procedural change as requested by Chair Lopez was made by Committee Member Jones.

SECOND by Committee Member Sue Batey.

DISCUSSION Committee Member Doug Jones stated that he uses his phone for taking notes and communication and understands his mobile device is subject to the full force of the Sunshine Law. Committee Member Brice stated she is not that tech savvy but wants members to be present and focused on the meeting.

Committee Member Doug Jones asked to withdrawal the motion stating that after the response from Committee Member Brice who is exactly correct, decorum should prevail.

Chair Lopez granted Committee Member Jones request to withdrawal his motion.

Committee Member Sue Batey withdrew her second.

City Manager Folston suggested that if a new procedure was going to be voted on maybe it would be better to wait until a full board was present.

Chair Lopez passed the gavel and motioned

MOTION was made to adopt this rule of procedure as presented by Committee Member Lopez to have less distractions during the meeting.

SECONDED by Committee Member Batey

COMMITTEE DISCUSSION Committee Batey stated every meeting or board that she has sat on does have the rule that all cell phones should be silenced.

PUBLIC DISCUSSION None

VOTE 4-1 Motion carried

CALENDAR - nothing to address

CITIZEN COMMENTS

Commissioner Hope asked for clarification on the budget for the Royal Like the Royal Event. He also stated that the commission has a rule of civility and a rule of procedure that they follow.

COMMITTEE COMMENTS

Committee Member Batey apologized for not being able to attend either of the two upcoming events but will do whatever is necessary to help.

Chair Lopez expressed her gratitude for those who have reached out to her and her husband since his cardio event. She appreciated the cards that have been sent.

Committee Member Jones apologized for being cantankerous about these issues but stated that due to the laws of Florida it is only on the dias that he is able to discuss these items. He knows at times they appear to be petty but stated they are very important. He then stated he would like to give Chair Lopez a note to take home to her husband and read it out load. "Get well soon Frank, I need your heckling in my life Doug"

MOTION TO ADJOURN

MOTION to adjourn made by Vice Mayor Studemire

SECOND from Committee Member Batey

VOTE 5-0 Motion carried.

Meeting adjourned at 7:31P.M.

Motion to Adjourn

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QUORUM

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Members

Doug Jones

Sue Batey

Mae Francis Hunt

Shirley Brice arrived at 6:08PM

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Zeriah K. Folston

CALL TO ORDER Chair Lopez at 6:05PM

OPENING PRAYER lead by Vice Chair Annie Studemire

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ACCAB Member Report

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Board Member Mae Francis Hope -Nothing to report

Board Member Sheila Brice – Nothing to report

Vice Chair Annie Studemire – Nothing to report

Board Member Sue Batey was sorry that the Roll like a Roll date was changed she will not be able to attend.

CALENDAR

ACCAB Meeting, October 26th, 2017 at 6:00pm, City Hall

CITIZEN COMMENTS None

Chair Lopez stated she is submitting a public record request for the August meeting minutes verbatim and the cd's for August and September.

ADJOURN

MOTION to adjourn made by Board Member Sue Batey

SECONDED by Vice Chair Annie Studemire

VOTE 6-0 Motion carries

Meeting adjourned @ 8:08PM

Roberta Lopez/Chair ACCAB
Archer, FL

Zeriah K. Folston/City Manager,

10/24 Role Like Royal Meeting 6p-7p Archer Community Center

In attendance:

Mae Hunt

Dominique Calloway

Rosemarie Aslanian

Roberta Lopez

Sylvia Schenk

Sheila Brice

Samantha Burgess

Erik Black

Annie Bell Studemire

Mary Flickinger

Pat Wiggins

Meeting called to order at 6p, roles and responsibilities for event were finalized:

MC – Roberta

Acing the Interview – Z. Folston

Interviewer – Pat

Candidate 1 – Annie Bell

Candidate 2 – Rosemary

Assistant - Lori

Social media and online bullying A – Erik

Online bullying B – ACS Deputy – Deputy will cover issues when cyberbullying strategy discussed in online bullying A does not work

Photographer - Penny

Recruitment was discussed; children need to be registered by 11/7. Outreach to children and families in the community is needed.

Format was discussed:

1-2 adults/table, 6 kids to a table. Adults to model behaviors and help kids with manners and presentation.

All adults need to review materials prior to event.

Anticipate 20 kids in attendance, 4 tables of 5 kids and 1 adult.

Final plans were discussed:

Posters and name tags were reviewed.

PR/press release was discussed: TV 20, local Alachua and Levy County media.

Set-up for event will take place at 10pm on Friday 11/17. Additional set up will take place on the day of the event.

Next meeting will take place on Tuesday 11/14, should run approximately two hours, expect to conduct a full-practice.

Deanna Alltop

Subject: FW: Minutes 11/14/17

Minutes, ACCAB Meeting

11/14/2017

Meeting called to order: 6pm

Participants conducted a walk through of program for Saturday's event.

Minor script changes were discussed and incorporated

The following topics were discussed in a forum by participants:

thank you notes post interview (handled by Z. Folsom)

youth attendance (17 thus far, need for additional recruitment)

Roberta offered to create sign-up sheets for volunteers, youth and other attendees

Sylvia requested and received a breakdown of volunteers for nametags

place-settings, appropriateness of specifics related to place settings (e.g. dinner roll/butter)

service style – decision to serve 'blue plate' made by Fletcher

members were reminded of set-up times and clean-up

Meeting was adjourned at 7:30pm

Attendance sheet is attached in pdf format

Erik W. Black, PhD

Associate Professor of Pediatrics and Education

Associate Director, UF Health Office of Interprofessional Education

University of Florida

ewblack@ufl.edu

MARKER PRESENTATION EVENT BUDGET

This Historic Marker event budget was presented to the ACCAB and the City Manager/Staff. At our May Meeting. At that meeting I wanted to get the health fair and the marker event budget approved. The Manager indicated that he wanted to wait before approving this budget. I brought this budget back at the June 21st meeting and I let the board know that I cut somethings and reduced the budget from \$1757.00 to \$1557.00 and this new total included the marker funds (\$950.00) Mr. Doug Jones said he did not have the document in the package so it was delayed again. Mr. Jones receive all documents that other board members receive in their package but for some reason he does not remember seeing them.

I am submitting this budget again and asking that all ACCAB members receive in their package for the July 26 meeting. We will start planning for the event in July.

HISTORIC MARKER PRESENTATION AUGUST/SEPT 2017

FOOD/OTHER FOR GUEST

FINGER FOOD TRAYS	\$300.00	reduced to \$250.00
PUNCH/WATER/TEA	\$50.00	reduced to \$25.00
SWEETS/COOKIES	\$25.00	
ICE	\$9.00	
MISC	\$25.00	remove this cost
GRANT MATCH	\$950.00	
INVITATIONS/DESIGN	\$100.00	(BOB's price for 250)
TECH/SLIDE SHOW	\$100.00	
MAIL-OUT	\$75.00	COST TO MAIL 150 INVITES
ALACHUA TODAY AD	\$123.00	
GAINESVILLE SUN AD		FREE IN COMMUNITY CALENDAR
WILLIAMS THOMAS FUNERAL HOME		FREE TV AD
<hr/>		
TOTAL	\$1,757.00	NEW TOTAL \$1557.00

January 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
						3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Black
History
Appo
1-6pm

March 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
						3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

*Fun +
Party
8x-1pm*

*Betty
Martin
Du Day*

April 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					

May 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
			8	9	10	11
6	7					12
						<i>Thompson Wedding All day</i>
13	14	15	16	17	18	19
20	21	22	23	24	25	26
				<i>Jordan Glen All day</i>		
27	28	29	30	31		

June 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	Rachel Marshall
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
						4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
							1
							2
							3
							4
							5
							6
							7
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							30

October 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
						3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2		3	4	5	6	7
8						
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					