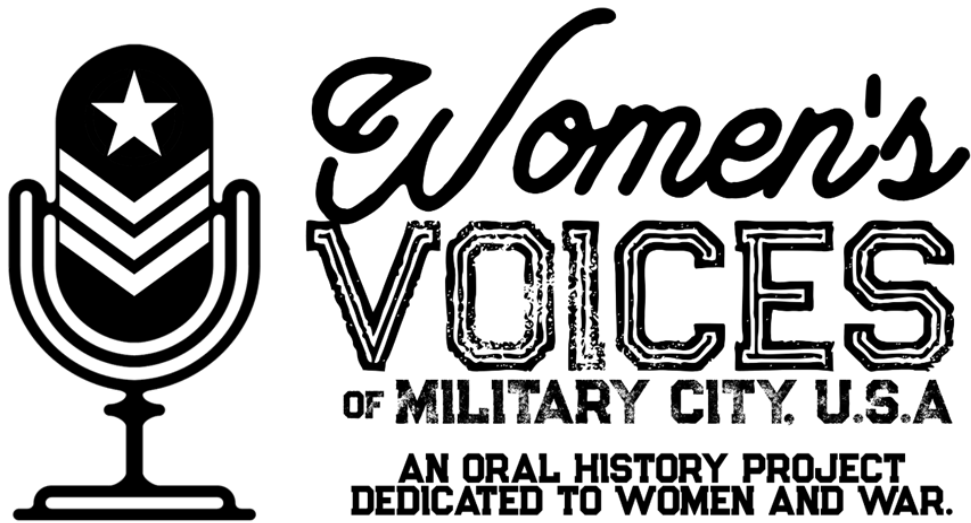


University of Texas San Antonio & Our Lady of the Lake University

Oral History Planning Guide



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Oral History Session Guide

I. INTRODUCTION

A. WHAT IS ORAL HISTORY?

Oral History is the recording of individual testimonies and transcribing their stories for the public to learn about the diverse lived experiences of people during various historical events and moments. Oral narratives can be collected through various means including in-person interviews using either audio and/or video recording and online/remote interviews using a video and/or audio recording device via computers or cell/home phones or video conferencing software including Microsoft Teams, Zoom, and/or Skype. The purpose of this manual is to describe the process "Women and War" utilized in San Antonio, Texas to collect, examine, compile, and analyze the diverse and varied experiences of women in the U.S military. The University of San Antonio Libraries hosts and maintains the digital and archival repository of the oral history interviews.

B. WOMEN AND WAR PROJECT SUMMARY

The National Endowment for the Humanities funded grant, "Military City, USA: An Oral History Project Dedicated to Women and War" is a collaborative project between faculty at two Hispanic-Serving Institutions, the University of Texas at San Antonio and Our Lady of the Lake University, designed to integrate oral history practices into humanities education and professional training. Just as importantly, the grant expands the scope of traditional military history for students and faculty to better understand the militarization of women's lives from World War II to the present. As women begin to occupy historically exclusive male positions, including being eligible for all roles within the U.S. military, the project is one of the first to document and analyze the significance of female military combat participation and how this in turn, impacted their wartime and postwar lives. Because of the diversity of the region, the interviews also reveal the racial and gender politics of women's incorporation in the military and how the military created economic and educational opportunities for women in San Antonio and South Texas since World War II. Additionally, this oral history project elucidates women's decisions to join the military and the opportunities military affiliation provided them. Therefore, "Military City, USA" allows faculty and students to learn the professional practice of oral history, develop a closer examination of the changing roles women have historically occupied in the military since World War II, examine how these have changed over time, and analyze the impact service has had upon the women and their families. In collaboration with UTSA, OLLU, the Lackland History Center, Randolph Air Force Base, Fort Sam Houston, the UTSA Archives and Special Collections, the Voices Oral History Project, and the Institute of Texan Cultures, the project will build San Antonio's reputation as a center of research on women and the military.

II. JOB DESCRIPTIONS

Once you have determined your project's theme and scope, the following described roles will ensure the successful execution of your Oral History Session.

A. EVENT COORDINATOR/PLANNER

The Event Coordinator's (EC) duties are to plan and oversee the event including: recruiting their team, creating a budget, recruiting narrators, securing a location, assigning participating individuals a task, overseeing the transcription and submission of final interviews, material, and transcripts.

- The EC recruits their team of individuals to assist. If this is a class project, the EC should assign a student leader to assist with the EC duties. If this is a project for an organization, assign someone or ask for someone to volunteer to be your co-EC.
- Depending on the theme and scope of the project, the EC should develop a community partnership with someone from the community they intend to serve by preserving their histories.
- The EC in collaboration with their student leader, co-EC, and/or community partner, will create a budget for their oral history session. This includes funding for food (breakfast, lunch, and snacks for crew and narrators if a full on-site day,) location reservation fees if applicable, and equipment purchases or rentals (video and/or audio recording materials, scanners).
- The EC reserves the event location and the corresponding rooms. They should visit the space before the event in order to ensure maneuverability and to make sure the location and rooms are accessible.
- The EC in collaboration with their community partners and/or co-EC will also recruit and contact prospective narrators.
 - During this process, they can call the individuals by phone or send an email. It is crucial that the coordinator be in contact with everyone that will be attending the event as they are to keep prospective narrators informed and up to date for the day(s) of the event, location, and any other pertinent information. The EC may send the pre-interview forms to reduce time during the day of the interview. The EC will also explain the consent forms thoroughly.
 - **Figure 1** is example of an invitation email sent to a prospective narrator.
- The EC will also create and assign a Material Preparations Committee (MPC) to organize, print, and distribute to interviewers and narrators all paperwork the day of the interview. For more information, see Material Packets in section three.
- The EC will also create and/or assign people to the Parking and Directions Committee (PDC) to organize parking maps, directions, and signs for the event.
- The day before the event, the EC and other assigned individuals should prepare each room with video and/or audio recording equipment if the location is secure. This

includes assigning room numbers with corresponding narrators that will be included in the EC's Comprehensive Plan.

- The EC should create a check list or flow chart with everyone's task and narrator schedule. This will be event's Comprehensive Plan. If the event is being collaborated with another company or school then the EC should contact the organization's head to discussion the distribution of assigned tasks.
 - The EC should designate people to the Registration Table where copies of the schedule of narrators and the Comprehensive Plan is located.
 - If comfortable, all Oral History Session staff members should have one document that includes their cell numbers to be reached immediately if needed.
 - **Figures 2 and 3** are examples that can be used for the event including a flow chart and a to-do list. There are two universities working together to bring the event into action. Each school has their own task that they need to complete.
- The day of the event, the EC and associated collaborators should host an opening orientation meeting for all narrators.
 - EX: If you are planning to host a one-day oral history session (8:00 am – 5:00 pm with a 12:00-1:00 lunch period), you will have two sessions-8:00am morning session and 1:00pm afternoon session.
 - Here the EC will explain to the narrators the purpose of their project, introduce personnel, the interview process, the consent forms, and what/where the interviews will be housed and how much time this might take to process.

B. SCANNERS

The Scanner(s) is responsible for handling the physical objects that the narrators bring.

- The Scanning Station is in the green room or the check-in room of the event.
- Scanners should preferably test the equipment the day before or a few days before the event. This also enables them to get more comfortable with the equipment.
- Scanners should have the scanner and the computer set up before the event starts.
- Scanners and the Scanning Station should have the equivalent number of boxes, plastic bins, or trays to their narrators. (Ex: Five scheduled interviews in the morning = five plastic trays or boxes to hold each individual's items.) This ensures items do not get confused with others.

C. TECHNOLOGY COORDINATOR

The Technology Coordinator (TC) should have background experience in working with audio/visual equipment as they are the individual(s) in charge of coordinator all recording equipment during the Oral History Session.

- The TC is responsible for setting up the camera and microphone equipment in the interview rooms, with the help of the additional videographers.
- The TC also may teach the videographers how to use the equipment or with a pre-filmed video tutorial.

- During the oral history event, the TC should have contact with each of the videographers, in case of a technical issue.
- The TC also resets the interview rooms and collects all the memory cards after each interview and prepares the room for the next interview if having multiple sessions in one day.
- The TC along with the videographers and other members of the session pack up the tech equipment and arranges the room how it was before preparing for the event.

D. INTERVIEWER

The interviewer is the one who interacts before, conducts the interview, and corresponds with the narrator after completion of the interview.

- During the pre-interview process where the interview invitation is extended, a time should also be decided for the duration of each interview. The interviewer should keep this in mind during the interview.
- The interviewer, if possible, should conduct background research on the narrator, including the context of the topic as well as potential topics that the interviewer intends to discuss.
- Before the interview, the interviewer should also make the narrator more comfortable by talking with them and being attentive. Please see Short Guide to Interviewing Techniques.
 - The interviewer should pay attention to potential follow-up questions. However, if the interviewee starts to become uncomfortable by a certain topic, the interviewer should move on to another topic.
- During the interview, the interviewer should ask the full names of any acronyms and definitions for any unknown terms that the narrator uses.
- Interviewers will follow the Interviewing Techniques Guidelines prepared in this OER.
- At the conclusion of the interview, interviewers will let the registration table know that have completed their assignment.

E. VIDEOGRAPHERS

The videographers are under the supervision of the TC and oversee monitoring all the technology during each interview.

- Before the event starts, the videographers should collaborate with the TC ensure they are comfortable with the video and audio equipment.
- The videographers should also have a way to contact the TC during the interview in case an issue arises.
- During the interview, the videographers should test the camera and microphone by doing a test shot-recording the interviewer and narrator for about a minute before the interview starts.
- While the interview is being conducted the videographer should keep their eyes on the camera and their headphones on.
 - They should be monitoring the battery life and the storage on the memory card.

- They should also make sure the audio is working and that they are picking up the voices of the speakers.
 - Videographers should also listen for distractions in the audio during the test run and the recording.
 - They should alert the interviewer as soon as possible about audio disturbances.
 - Audio disturbances include loud jewelry or other decorative items or even the narrator making noise themselves such as tapping or move around a water bottle.
- At the end of the interview, after turning off the camera, the videographer should take the memory card out of the camera and label the card with the full name of the narrator and the date.
- If there is a photographer on the day of the event and pictures of the participants are wanted, notify the photographer that your interview has concluded so that pictures of the participants can be taken.
- The TC and the registration table should also be notified that the room is no longer in use and is now available.
- Videographers Checklist:
 - Make sure you know how to work the technology by the time of your interview.
 - Do a trial run to make sure everything is working.
 - Listen for audio distractions.
 - Make sure you can contact the Technology Coordinator in the event of a problem.
 - Make sure the camera is recording.
 - Make sure the audio is being picked up by the microphone.
 - Watch the available space on the memory card.
 - Watch the battery life of the camera battery.
 - Be the timekeeper, make sure that the interview does not pass the available time.
 - Turn off the camera when the interview is done.
 - Label the memory card with the name of the narrator and date of interview.
 - If there is a photographer on that day, notify them that the interview is complete.

F. TECHNOLOGY CREW

The technology crew handles all the technology used during the oral history session.

- Before the event, the technology crew should make sure that they have all the technology that is needed for the event (see “Technology Set-Up”).
- Before the event, the technology crew handles the setup of the interview rooms including move around or moving in furniture if necessary. The set up the camera and audio equipment in each room. If lighting is needed, then the lights are set up as well.
- The technology crew will also assist in striking down the interview space, resetting furniture if necessary, and packing all associated equipment.

III. MATERIAL PACKETS

During the event, it is important to make sure all paperwork is organized for the interviewers and the narrators.

- The individual who has been assigned the task of preparing the material is to make sure all paperwork for the interviews are ready the day before the event.
- The MPC's duties are to also create the papers and packets for the interview. Packets should include consent forms, background information, interview packets with questions, and pre-Interview forms.
- If the materials are sent out to the narrators before the event, the consent forms including all signatures must be picked up before the interview begins.

A. CONSENT FORMS

Consent forms must be given to all participants to sign before an interview takes place.

- **Figure 4** is an example of a consent form used for an oral history session. Both narrator and interview sign.

B. PRE-INTERVIEW FORMS

The pre-interview forms include sections that explain the purpose of the interview and event, privacy, family contact information, and additional questions about the narrator's life.

- Each narrator should fill out each section to the best of their ability. Discharge papers also assist in filling out some of the locations and dates if the narrator does not remember detailed information.
- **Figures 5 and 6** are examples of pre-interview forms. The two pages display the purpose of the interview and privacy section.

C. BACKGROUND INFORMATION

Once interviewers know whom they are interview, either they, the EC, or the MPC should research and include pertinent background on the narrator if available.

- Background information papers can help the interviewer create questions that are unique.
- This information also demonstrates a vested interest in the narrator and their unique experiences.
- This section of the material packets is optional.

D. INTERVIEW QUESTIONS

A list of interview questions should be created to be used as a guide for the interviewers.

- The list of questions should be around ten - fifteen. Approximately thirteen questions coupled with an interviewer's follow-up questions, will produce a two-hour interview.
- A life history approach is most commonly used during oral histories. This is where the interview begins with the narrator's early life, the time during the topic of the interview (Ex: military service), and their most recent lived experiences.

- If the person is Black, Indigenous, Person of Color, or queer, questions can focus on these intersectional experiences and any historical events that they witnessed and/or participated in as historical actors.

IV. EVENT SET-UP PREPARATION

A. ROOMS/SPACE

The EC is responsible for located a space for the oral history session and collaborates with all stakeholders involved including community partners and/or the co-EC.

- They should include any location or rental fees into their budget.
- If the event is held at a school, depending on the school's standard operating procedures, they may ask you for a monetary exchange for the use of their facilities.
- Public or external locations may also have a fee associated with the use of their facilities.
- When deciding on interview spaces, consider the following:
 - Room lighting including natural or fixtures.
 - Room temperature – can one control the temperature?
 - Daily operations in the space – if at a school, Saturday's will work best if school is only in session Monday – Friday.
 - Making sure the location is secure (if leaving equipment) and quiet (to not disrupt the audio during the interview.)
- Once the location, date, and time have been set, find out if you can access the rooms ahead of your planned oral history session. Either the day before, or early the morning of your event will work best.
 - It is best to look at all the rooms a day or two before the event to set the rooms to your liking for the interview.

B. GREEN ROOM

The Green Room is the home base of the whole event.

- Try to set up your Green Room a day before the event.
- The EC should create a layout of the room and include tables for:
 - Food
 - Scanning
 - Registration/greeting
 - Extra tables and chairs for sitting and filling out forms if needed for all narrators and the oral history session staff.

C. REGISTRATION/GREETER

One to two people should welcome narrators as they arrive to the event, sign them in, provide them with necessary forms, and guide them to a table.

- This table is essential as it will have all the forms for the interviews.

- A sign-in sheet with the guest names can be helpful as there may be many invited guest that were scheduled. You should leave a few blank spaces for potential walk-in interviews if allowed.
- The greeter should be informed of which papers need to be signed by the interviewer and narrator.
- The registration table will collect all sign-in sheets and signed forms for the EC.
- The registration table is also responsible for the Comprehensive Plan that designates interviewers with their narrators and the assigned room numbers.
- Before the event begins, staff at the registration table will look over who and where the interviews will be conducted. This will assist with walk-ins as they will know which rooms are free/occupied as well as which interviewers are still in session or free to conduct another interview.
- **Figure seven** is a morning and afternoon interview session chart that UTSA and OLLU used for their Oral History Session.

D. FOOD

The EC controls the budget and will designate a person to assist with the food orders for the event for all oral history staff personnel and narrators.

- This includes:
 - Breakfast – Ex. Pastries, tacos, coffee, water, juice
 - Lunch – Ex. Boxed lunches, sandwich trays, water, tea, lemonade.
 - Snacks – Ex. Packaged cookies, crackers, fruit snacks, breakfast bars, water, sports drinks
- Delivery works well if you do not have the time or means to pick up your food orders. If the location does not deliver, designate someone to pick up the food order.
- Include cutlery if not complimentary with the delivery order or if you have to pick up the order.

V. PARKING

A. PARKING & DIRECTIONS COMMITTEE

Members within the PDC are tasked with making sure that all signs, maps, and associated directions that will be used for the event are complete.

- A member or members of the PDC should appoint the main contact person to oversee the committee.
- Members should walk the grounds of the location to designate the best places for signs to ensure accessibility and maneuverability.
- Members should first ask the location's representatives how they would like signage to be posted (tape, no tape, etc.)
- Assigning two to three individuals that can lead narrators to the rooms can also be helpful.

B. CREATING PARKING SIGNS

- The PDC will also create parking signs
 - Adding arrows and the name of the event assists narrators.
 - It is also important to show places where narrators and their guests can park or should not park.
- Depending on the budget for the event, think about how much ink can be used for printing.
- **Figure 8** is a sign UTSA and OLLU used for their oral history session.

C. MAP OF THE PARKING LOT & LOCATION

- The PDC will also create maps of the parking lot, buildings, and room locations if possible.
 - When creating sign for rooms numbers, also include arrows and the name of the event for the narrators to follow.

VI. TECHNOLOGY CHECK-LIST

A. TECHNOLOGY SET UP

On the day of or if possible before the event, the technology crew and the EC take part in the setting up of the filming rooms. All the technology needed should be gathered at this time. If the rooms need lighting, lights should be accounted for as well. The rooms should also be arranged to where there is a clear filming space where the interview will be conducted. There should be a sitting area for the participants in the interview. This should be set up in a clean and aesthetically pleasing space. Below are checklists in helping with the technical setup of the event.

- The technology needed may include:
 - A camera for each interview room.
 - Microphones for each room.
 - Headphones for the videographers.
 - A memory card for each interview.
 - A fully charged battery for each interview. An extra battery in each room for insurance may be added as well.
 - Any lighting equipment for rooms that need it.
 - Material to label the memory cards.
- Checklist for the setup of the filming space:
 - The camera should be positioned where the narrator is in the shot.
 - See if additional lighting is needed in the filming rooms.
 - Seating for the narrator, interviewer, and videographer should be in the room.
 - The rooms should be tidy and inviting. If possible, the filming area should be around a focal point.
 - Memorabilia can be places in the shot if the narrator makes this request and tables are available.

- The camera position and the technology should be tested to ensure that the shot is good and that everything is working.
- Batteries should be charged before the interviews start.

VII. Appendix of Figures

Figure 1

Dear Major General Pamerleau,

Thank you for agreeing to participate in our Upcoming Oral History Project. This NEH funded Oral History Project dedicated to Women and War has created the space to collect and preserve female veteran stories. We are committed to broadening military history and the historical record, and this project promises to center women's voices, women's experiences, and women's stories.

We will be hosting two oral history sessions on Saturday, Nov. 9th at the Institute of Texan Cultures, 801 East Cesar Chavez Blvd. We use a life history approach and interviews are typically one to three hours long. Interview questions begin with questions about your childhood and continue to ask about joining the Armed Forces and your experiences in the Military. Interviews conclude with your current status. We also invite you to bring photos, documents, memorabilia, and discharge papers (if available). When possible, we will scan documents and record memorabilia in the video footage. (We do not have archival space to keep material culture, so we will be sure to return to you before you leave.)

- Morning session begins at 8:30
- Afternoon session begins at 12:30 (We have you registered for the afternoon)

We will be serving light breakfast and lunch, and you are welcome to join us for either or both.

We are including several documents/links here:

1. ITC parking pass (please print before event)
2. ITC map
3. If possible, please complete this short pre-interview: <https://forms.gle/Y9MsJxNpaun7Hpk6A>

Please call, text, or email if you have any questions or concerns. We look forward to meeting you on Nov. 9th and thank you!

Kirsten Gardner (210-264-1427) and Valerie Martinez (806-928-1606)

p.s. This wonderful short radio program by Carson Frame of TPR offers a description of our project: <https://www.tpr.org/post/utsa-awarded-grant-collect-oral-histories-women-military>

Figure 2

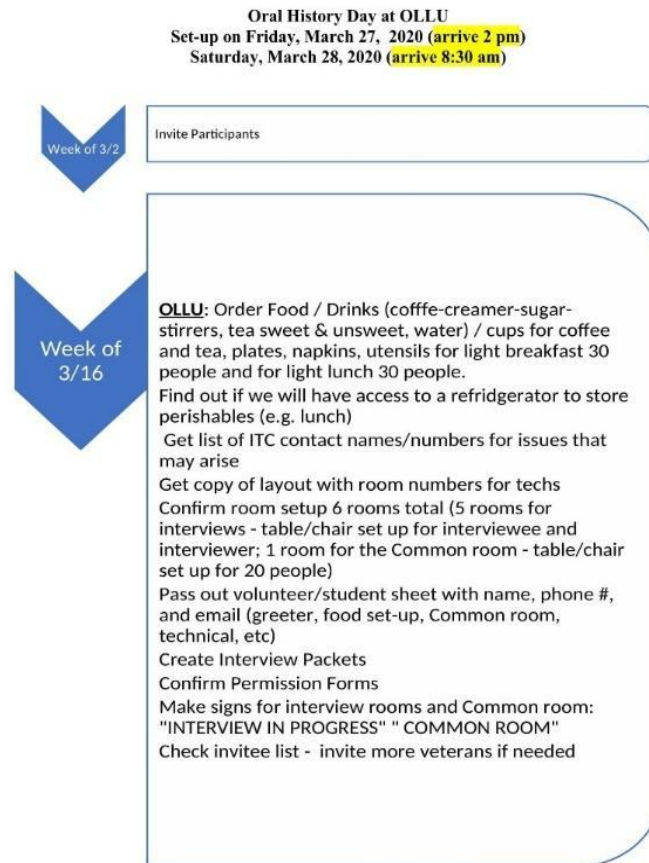


Figure 3**Week of 2/17 To-Do List****Oral History Session 1 - OLLU Sat. Feb. 29**

Co-Leaders:

- Pass out volunteer sheet with name, phone #, and email (greeter, food set-up, green room, technical, etc.)
- Order Food / Drinks / Plastic ware (Deliver or Pick-up? Need aprx. head count. (Green Room set-up: Table and Chair Set-Up "U" style in Blue Room - have chairs for 40.)
- Create Interview Packets
- Confirm Permission Forms
- Get parking permits and/or parking instructions (Please include maps with highlighted areas- can do this on a word document. It highlights nice! Oh, and we do not need parking permits here on campus since visitors do not have to pay for parking. FYI
- Confirm room setup (5 for interviews/1 for green room/# tables, # chairs) - I have this info so check with me.
- Get copy of layout and room numbers (building/room locations) (Please include map of OLLU with highlighted areas- can do this on a word document. Talk to Physical Plants about a campus building map. Explain the project, let him know that I am the faculty lead.)
- Make signs for interview rooms and green room: "INTERVIEW IN PROGRESS" "GREEN ROOM"
- Make direction signs to post on campus from the parking lot to the interview building (or assign a volunteer to direct interviewees-we will probably need a volunteer out in the parking lot and maybe 2 inside. One down in Providence and the other in Moye/Main directing folks.) (Talk with Marketing to get the A-sign boards-then we can print out our own Oral History Session signs!)

Figure 4



Oral History Interview Consent and Release Agreement

INTERVIEWEE NAME:	INTERVIEWER NAME:
MAILING ADDRESS:	MAILING ADDRESS:
EMAIL ADDRESS:	EMAIL ADDRESS:
TELEPHONE NUMBER: () -	TELEPHONE NUMBER: () -
DATE OF INTERVIEW:	
LOCATION OF INTERVIEW:	

I voluntarily consent to provide a recording of the oral history interview, a transcript of the interview, and associated documentation (collectively referred to as "materials") to the University of Texas at San Antonio. I will allow the interview to be recorded through written notes, photography, audio/video recording, or other appropriate means. Resulting materials will be archived in UTSA Libraries Special Collections.

I understand that the information that I provide will be in the public domain and that materials will be made available for research and public dissemination, including exhibitions, publications, online digital access, and other venues of academic/educational distribution.

By my signature, I grant all copyright pertaining to the materials collected during this interview to UTSA Libraries Special Collections, absolutely and irrevocably and agree they may be used in whole or in part for any UTSA related program, now or hereafter. I hereby release and discharge UTSA Libraries Special Collections from any and all claims or demands arising out of use of the materials stemming from this interview, including any and all claims for libel or invasion of privacy. I certify I am of legal age of consent, and have the right to contract in my own name. I have read the terms and fully understand its contents. This release shall be binding on me and my heirs, legal representatives, and assigns.

Figure 5



Pre-Interview Form

An Oral History Project Dedicated to Women and War

The purpose of the National Endowment for the Humanities grant funded project An Oral History Project Dedicated to Women and War is twofold: (1) to record the experiences of women veterans from World War II to the present (2) to develop a structured audio, video, and photographic archive that will be accessible to scholars, journalists, and others interested in learning more about female veterans. The archives will be housed at the University of Texas at San Antonio.

These forms will help make our oral history project detailed and valuable to future generations. Help us create that record so that women veteran experiences will be more fully documented. We can't do this without your help and we THANK YOU for your time.

If you have any questions, please call Kirsten Gardner at 210-264-1427 or email at kirsten.gardner@utsa.edu or Valerie A. Martinez at 806-928-1606 or email at vamartinez@ollusa.edu.

Name of Interviewee (Printed):

Name of Interviewer (Printed):

Signature of Interviewee:

Signature of Interviewer:

X _____

X _____

Interview Location: _____

Date: _____ Date: _____

*(The Project gratefully acknowledges the Voces Oral History Project and the Shoah Foundation for allowing us to adapt their pre-interview form, used for Holocaust Survivors, to our own needs.)

Figure 6



PRIVACY AGREEMENT: An Oral History Project Dedicated to Women and War

This form concerns the level of privacy you would like for your archival files. This form will grant or deny permission to share your documents with the public, media, and on the Internet. Please answer each question below, check AND initial each, and sign below.

May we contact you for future projects? Please check AND initial

[] _____ YES, you may contact me.

[] _____ NO, you may not contact me.

May we post your videotaped interview on the internet?

[] _____ YES, I authorize the project to post my videotaped interview, either partial or in its entirety, on the internet.

[] _____ NO, I do not give my permission to partial or the entire videotaped interview on the internet.

The Project may receive calls from newspapers, TV stations or documentary crews looking for persons in their area to interview. This form will give us permission to share your contact information so that the media may call you in regard to your experiences. We are careful to pass along information only to legitimate media organizations or other institutions that seek to honor you in a public way.

May we share your contact information with the media?

[] _____ YES, I authorize the project to release my contact information to the media.

[] _____ NO, I do not give my permission to the project to release my contact information to the media.

Name of Interviewee (Printed):

Name of Interviewer (Printed):

Signature of Interviewee:

Signature of Interviewer:

X _____

X _____

Date: _____

Date: _____

Figure 7

Saturday, Feb. 29th
 Our Lady of the Lake 411 SW 24th St.
 Light Breakfast at 9am
 Lunch at 12pm

Morning Session 9:30 am	
1.	Gloria Diaz [REDACTED]
2.	Joy Algate [REDACTED]
3.	Kathryn Walker [REDACTED]
4.	
5.	

Afternoon Session 12:30 pm	
1.	Diana Anderson [REDACTED]
2.	Tamara [REDACTED]
3.	Janessa Butts [REDACTED]
4.	Sara McEathron [REDACTED]
5.	

Figure 8

