
Whau Local Board

OPEN MINUTES

Minutes of a meeting of the Whau Local Board held in the Whau Local Board Office, 31 Totara Avenue, New Lynn on Wednesday, 28 June 2017 at 6.00pm.

PRESENT

Chairperson	Tracy Mulholland
Deputy Chairperson	Susan Zhu
Members	Derek Battersby, QSM, JP Catherine Farmer Duncan Macdonald, JP Te'eva Matafai David Whitley

ALSO PRESENT

Cr Ross Clow

1 Welcome

Chairperson Mulholland opened the meeting and welcomed everyone present.
Pepe Sapolu Reweti gave a Whakatauki.

2 Apologies

There were no apologies.

3 Declaration of Interest

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

Specifically members are asked to identify any new interests they have not previously disclosed, an interest that might be considered as a conflict of interest with a matter on the agenda.

The following are declared interests of the Whau Local Board.

Board Member	Organisation / Position
Tracy Mulholland	<ul style="list-style-type: none"> New Lynn Business Association – Business Associate
Susan Zhu	<ul style="list-style-type: none"> Chinese Oral History Foundation – <i>Committee member</i> The Chinese Garden Steering Committee of Auckland – <i>Board Member</i>
Derek Battersby	<ul style="list-style-type: none"> Whau Coastal Walkway Environmental Trust – <i>Trustee</i> New Lynn Tennis Club – <i>Patron</i> West Lynn Gardens – <i>Patron</i> Tag Out Trust – <i>Chairman</i> New Lynn Bowling Club - <i>Patron</i> Avondale RSA - <i>Member</i>
Catherine Farmer	<ul style="list-style-type: none"> Avondale-Waterview Historical Society – <i>Member</i> Blockhouse Bay Historical Society – <i>Member</i> Portage Licensing Trust – <i>Trustee</i> Blockhouse Bay Bowls – <i>Patron</i> Forest and Bird organisation - <i>Member</i>
Duncan Macdonald	<ul style="list-style-type: none"> Avondale Business Association – <i>Chairman</i> Avondale Community Society – <i>Chairman</i> Avondale RSA – <i>Committee Member</i> Avondale-Waterview Historical Society - <i>Member</i> Avondale Jockey Club – <i>Member</i>
Te'eva Matafai	<ul style="list-style-type: none"> Pacific Events and Entertainment Trust - <i>Co-Founder</i> Miss Samoa NZ - <i>Director</i> Miss World Samoa - <i>Director</i> Malu Measina Samoan Dance Group - <i>Director/Founder</i> Pasifika Festival ATEED - <i>Samoa Village Coordinator</i> Aspire Events - <i>Director</i>
David Whitley	<ul style="list-style-type: none"> Rosebank Business Association - <i>Member</i> Pathways to the future - <i>Past trustee</i> REINZ - <i>Member</i>

- | | |
|--|--|
| | <ul style="list-style-type: none">• Don Oliver Youth Sports Foundation - <i>Past trustee</i>• Chamber of Trade - <i>Mentor</i>• Lopdell House - <i>Trustee</i> |
|--|--|

The register was updated for member Derek Battersby with the addition of membership of Avondale RSA and New Lynn Bowling Club Patron.

The register was updated for member Catherine Farmer with the deletion of membership for Avondale RSA member.

4 Confirmation of Minutes

Resolution number WH/2017/62

MOVED by Deputy Chairperson S Zhu, seconded by Member T Matafai:

That the Whau Local Board:

- confirm the ordinary minutes of its meeting, held on Wednesday, 7 June 2017, as a true and correct record.**

CARRIED

5 Leave of Absence

There were no leaves of absence.

6 Acknowledgements

There were no acknowledgements.

7 Ward Councillor's Update

Cr Clow joined the meeting at 6.37pm.

8 Deputations

8.1 Christmas in the Bay event - Tony Meredith

Andrew Marshall and Claire Wyeth made a presentation outlining success of the last Blockhouse Bay Christmas Event and discussed plans for future event with the board.

Resolution number WH/2017/63

MOVED by Member D Macdonald, seconded by Member D Whitley:

That the Whau Local Board:

- receive the deputation on Christmas in the Bay event from Andrew Marshall and Claire Wyeth and thank them for the presentation.**

CARRIED

9 Public Forum

- **Andrew Geddes – The Tree Council** – expressed his concerns about the Tulip tree planted in front of Pohutukawa tree in Totara Avenue and requested that the Tulip tree be removed from the site.
- **Bryan Dove** – expressed his concerns about traffic safety issues with the

Blockhouse Bay pedestrian crossings and roundabout. He also addressed the board on his dissatisfaction regarding the consultation process from Auckland Transport.

- **Sarah Duckworth - Avondale Community Action** – provided a summary of activities in 2016/17 by Avondale Community Action and requested for the board’s support towards activation of Avondale Community Centre.
- **Ann Riley – Green Bay Ratepayers and Residents Association** – requested for the board’s support towards insulation of Green Bay Residents and Ratepayers Hall, 229 Portage Rd.

Resolution number WH/2017/64

MOVED by Member D Whitley, seconded by Member D Macdonald:

That the Whau Local Board:

- a) **receive public forum submissions and thank Andrew Geddes, Bryon Dove, Sarah Duckworth and Ann Riley for their attendance.**

CARRIED

10 Extraordinary Business

There was no extraordinary business.

11 Notices of Motion

There were no notices of motion.

12 Whau Local Grants, Round Two and Quick Response, Round Four 2016/2017 grant applications

Resolution number WH/2017/65

MOVED by Member D Battersby, seconded by Member T Matafai:

That the Whau Local Board:

- a) **approve the allocation of the remaining funds from the Heritage budget, to the value of \$3,300, Events in Parks budget to the value of \$9,000, Community Response budget, to the value of \$4,000, Events budget, to the value of \$4,500 and savings from the Civic Events budget, to the value of \$5,000, towards the final Whau Local Grant and Quick Response grant applications for the 2016/2017 financial year. This brings the total to be allocated to \$83,789.**
- b) **agree to the following allocations for Whau Local Grants Round Two of 2016/2017 as listed in Table One below:**

Table One: Whau Local Grants, Round Two 2016/2017 applications:

Application Number	Organisation Name	Project	Total Request	Amount allocated
LG1721-212	Community Christian Fellowship (CCF)	Towards artist fee, flights and accommodation for “Common Ground” workshops in October 2017	\$9,039	\$0 *Outcomes could be achieved by sourcing local artist

LG1721-218	Kelston Girls' College	Towards venue hire, facilitators, transport, materials, volunteer costs, insurance, marketing and catering for "Art West Exhibition 2017"	\$9,600	\$5,000
LG1721-223	Ruia Taitea Creative	Towards Koanga Festival 2017 held in September 2017	\$15,000	\$4,500
LG1721-227	Fine Fatale (umbrella'ed by Youth Performance Trust)	Towards producer, and administrations costs, director, choreographer, dancers, props and costumes, lighting and musicians for workshops and performance for Fine Fatale New Works 2017	\$15,500	\$5,000
LG1721-231	Miranda Brown	Towards phase three of the Kelston identity "Flag Project", including design, graphics and production	\$7,156	\$4,170
LG1721-232	Connected Media Charitable Trust	Towards office rent from August to December 2017 for the Connected Media Trust	\$5,000	\$1,000
LG1721-236	Action Education Incorporated	Towards facilitation costs for "Spoken Word Poetry" workshops in Whau secondary schools between July and December 2017	\$4,000	\$1,500
LG1721-206	Kelston Girls College	Towards security, bands, play area, food, carpet cleaner, radio microphones and advertising for the "Family Day" held 10 March 2018	\$5,000	\$2,500
LG1721-207	Green Bay Ratepayers and Residents	Towards installing insulation at th4e Green Bay Ratepayers and	\$6,150	\$4,000

	Association Incorporated.	Residents Hall		
LG1721-211	Glenavon Early Childhood Centre	Towards installing outdoor shelter at the Glenavon Early Childhood Centre	\$11,415	\$5,000
LG1721-213	Royal New Zealand Plunket Society Incorporated.	Towards a first aid course and to purchase a play slide and hot water boiler for Kelston-New Lynn Plunket playgroup	\$3,244	\$2,500
LG1721-216	Victim Support (New Zealand Council of Victim Support Groups Incorporated)	Towards recruiting and training volunteers from July 2017 to June 2018	\$6,000	\$0 *Incomplete application - expenditure breakdown and quotes not provided
LG1721-219	Waitakere Workers Education Association WEST – “West Auckland Enterprise Skills and Training”	Towards tutor fees, administration and advertising for the “WEST Work Ready” programme	\$13,860	\$0 *Duplication of services already provided locally
LG1721-221	Tongan Community Christian Church of New Zealand	Towards weekly rent for church service and church activities from June 2017 to May 2018	\$4,000	\$0 *The board will not fund activities that promote religious ministry as stated in the Community Grants Policy 2014
LG1721-224	West Auckland Community Toy Library	Towards electricity, telephone, pest control, and security for the West Auckland Community Toy Library for September 2017 to August 2018	\$3,810	\$2,000
LG1721-226	Waitakere Adult Literacy Incorporated trading as Literacy	Towards rent and operating costs for Literacy and Numeracy Tuition for Adults from July to	\$12,048	\$2,000

	Waitakere	December 2017		
LG1721-230	Auckland Kids Achievement Trust trading as Graeme Dingle Foundation Auckland	Towards "Project K" at Kelston Girls College; "Wilderness Adventure camp and Community Challenge" from September to October 2017	\$10,000	\$1,562
LG1721-235	FitComm (New Zealand Community Fitness Trust	Towards hall hire and trainers for the Whau Challenge from July to October 2017	\$5,265	\$2,210
LG1721-237	Generation Ignite	Towards developing a second branch of "Craft Espresso" a social enterprise into the 'Craft Espresso Barista Training Academy'.	\$20,384	\$5,500 *Tagged to the Craft Espresso Barista Training Academy
LG1721-222	Avondale Business Association	Towards traffic management, first aid, tables and chairs, sound system, costume hire, rubbish bins, marquee and advertising for the "Carols by Spiderlight" event held December 2017	\$5,000	\$0 *Already received funding through the Event Partnership Fund for these activities
LG1721-229	Church of the Saviour (Umbrella'ed by Church of the Saviour Trust)	Towards the "Christmas at the Beach" event held 17 December 2017	\$24,941	\$4,500
LG1721-238	Waitakere Indian Association	Towards production of the "Waitakere Diwali Festival October 2017"	\$15,000	\$0 *Already received funding through the Event Partnership Fund for these activities
LG1721-239	Waitakere Indian Association	Towards hire of venue, stage and marquee, and towards promotion of "Waitakere Holi Festival - A Festival of Colours"	\$10,000	\$0 *Already received funding through the Event Partnership Fund for these activities

LG1721-208	Western Districts Hockey Club Incorporated	Towards the hockey pavilion lease from July 2017 to June 2018	\$6,000	\$2,000
LG1721-217	Glenavon School	Towards bike tracks, bikes, helmets and storage facility for students cycling at Glenavon School	\$10,000	\$9,937 <i>*Special condition will be added to the funding agreement "Funding has been allocated considering public access provisions to the bike track as outlined in the application. Public access for the bike track facilities is expected to stay in place till 30 June 2022. The grants advisor should be contacted if there are any changes to these access provisions."</i>
LG1721-220	Te Whānau o Waipareira	Towards "Te Whanau o Waipereira Youth Challenge" held September to October 2017	\$5,000	\$2,500
LG1721-240	Waitakere Indian Association	Towards venue hire, sound system, advertising and running costs for "International Yoga Day" held 21 June 2017	\$5,000	\$0 <i>*Event date is before the board has had the opportunity to make decisions on grant round</i>
		Total amount requested	\$247,412	\$67,379

- c) agree to the following allocations for Multiboard Grants, Round Two 2016/2017 applications as listed in Table Two below:

Table Two: Multiboard Grants, Round Two 2016/2017 applications:

Application Number	Organisation Name	Project	Total Request	Amount allocated
--------------------	-------------------	---------	---------------	------------------

LG1705-206	Chinese New Settlers Services Trust (CNSST)	Towards purchase of a whiteboard, promotion and art tutors wages for “CNSST Cultural Learning Centre - New Lynn Art Project and Exhibition” from August to December 2017	\$3,120	\$1000
LG1707-229	Auckland Highland Games Assn Incorporated	Towards the “Auckland Highland Games and Gathering 2017”, to be held at Ellerslie Events Centre.	\$2,500	\$500
LG1711-242	Aotearoa Urban Arts Trust	Towards venue hire, administration costs, artist fees for the “Toi Talks” series from July 2017 to July 2018	\$487	\$0 *Grant round oversubscribed and has not provided evidence of benefit specific to the local board area
LG1702-237	Raeburn House (North Shore Community Health Network Incorporated)	Towards updating and publishing the “Directory of Support Services 2017 to 2019” online, paper and mobile application from 16 May 2017 to 19 January 2018	\$2,000	\$500
LG1705-208	Dance Therapy New Zealand	Towards the drop-in dance therapy workshops for teenagers, youth and adults with special needs, in west Auckland to take place in Hubwest between July to December 2017.	\$1,866	\$1,000 *Tag to costs for workshops at Hubwest
LG1710-210	StarJam Charitable Trust	Towards venue hire and tutor fees for weekly 'The Stars are a Treasure' musical workshops for 30 weeks from 3 July 2017 to 29 June 2018	\$4,500	\$0 *Grant round oversubscribed and limited evidence provided of benefit to the local board area

LG1710-218	COMET Auckland	Towards a cross-sector, business-led initiative to support young people in developing soft skills required for success in the workplace	\$3,786	\$0 *Local board cannot fund a Council Controlled Organisation
LG1711-249	Be. Institute Charitable Trust	Towards project coordination costs travel and promotional material for “Be. Lite Accessibility” from 1 September to 20 October 2017	\$3,390	\$1,000 *Funding is not to be used for wages
LG1715-203	Roopa Aur Aap Charitable Trust	Towards the “Victory over Violence” programme, including family support services, intervention programmes, campaigns and workshops for South Asian families	\$18,456	\$0 *Limited information provided to demonstrate the benefits to the local board area
LG1715-204	Bhartiya Samaj Charitable Trust	Towards venue hire for fortnightly meetings, venue hire for celebrations, transport for seniors and volunteer reimbursement for the “Elder Support Programme” from July 2017 to June 2018	\$8,640	\$0 *Limited information provided to demonstrate the benefits to the local board area
LG1719-209	Violence Free Communities (formerly Violence Free Waitakere)	Towards coordination, operating costs and office rent from July 2017 to June 2018	\$5,000	\$1,000
LG1719-218	Zeal Education Trust	Towards uniforms, training, transport costs for the “West Auckland Street Youth Work Project”	\$4,600	\$2,500
LG1719-221	Waitakere Workers Education Association trading as “WEST - West Auckland Enterprise Skills and	Towards administration wages, coordinator fees and meeting venue hire from July 2017 to June 2018	\$5,000	\$0 *Grant round oversubscribed

	Training”			
LG1721-203	Big Buddy Mentoring Trust	Towards purchase of three laptops and coordinators' salaries from 30 April 2017 to 1 May 2018	\$2,406	\$0 *Overdue accountability reports
LG1721-214	The Charitable Trust of the Henderson Rotary Club Incorporated	Towards instructor fees for the “Rotary Youth Driver Awareness” programme from 1 February 2017 to 29 June 2018	\$1,511	\$950
LG1721-215	The Entrust Foundation	Towards a 10cent refund for recycled containers for the “Cash for Containers” campaign at events	\$1,000	\$0
LG1705-243	West Auckland Historical Society	Towards the design and printing of flags	\$200	\$200
LG1719-206	Interacting	Towards production costs of “InterACT 2017” held October 2017	\$2,466	\$2,000
LG1721-225	Titirangi Tennis and Squash Rackets Club	Towards coaching fees and balls for the junior development programme July 2017 to July 2018	\$8,500	\$360
		Total amount requested	\$79,429	\$11,010

- d) agree to the following allocations for Whau Quick Response, Round Four 2016/2017 applications as listed in Table Three below:

Table Three: Whau Quick Response, Round Four 2016/2017 applications:

Application Number	Organisation Name	Project	Total Request	Amount allocated
QR1721-401	Connected Media Charitable Trust	Towards purchase of an office laptop	\$1,486	\$0 *Grant round oversubscribed and item requested is a lower priority
QR1721-403	Te Rēhia Theatre Company	Towards venue hire, promotion and actors fees for Ruia Te Kākano at Te Pou Theatre held in July	\$2,000	\$1,500

		2017		
QR1721-402	Tongan Community Christian Church of New Zealand	Towards rent, food and transport for a youth health and wellness camp between 20 October to 23 October 2017	\$2,000	\$500
QR1721-406	Bridge of Love Association Incorporated	Towards interview production fees, petrol for volunteers, print advertising, media to collate stories, and towards venue and sound system hire, medal and certificate, drinks, and advertising for the final celebration event for the project 'Promoting Chinese And Other Asian Migrants' Great Community Engagement And Contribution For Harmonious Society 2017'	\$2,000	\$1,000
QR1721-408	Church of the Saviour (umbrella'ed by Church of the Saviour Trust)	Towards food, advertising and craft supplies for the July and October school holiday programmes	\$2,000	\$500
QR1721-409	Children's Autism Foundation	Towards outreach consultant and workshop facilitator fess, venue hire and print material for "Outreach Family Support and community Workshops" between July to December 2017	\$2,565	\$0 *Application needs further development
QR1721-412	OUTLine New Zealand Incorporated	Towards operating costs for gender identity and sexual orientation counselling and support from July 2017 to May 2018	\$1,400	\$900
QR1721-407	Glendene Community	Towards costs for the "Glendene Santa Run 2017" held December	\$1,280	\$1,000

	Society	2017		
QR1721-410	The Motor Neurone Disease Association of New Zealand Incorporated	Towards banners, cash machines and event permit fees for the "Walk 2 D'Feet MND" event held 12 November 2017	\$984	\$0 *Fundraising events or activities will not be funded
		Total amount requested	\$15,715	\$5,400

CARRIED

13 Whau Local Board ACE work programme 2017/2018

Resolution number WH/2017/66

MOVED by Member T Matafai, seconded by Member C Farmer:

That the Whau Local Board:

- a) approve the 2017/2018 Arts, Community and Events work programme (Attachment A).
- b) support entering into three year funding agreement for the Pasifika Youth Leadership Programme.

CARRIED

14 Whau Local Board 2017/2018 Community Facilities Work Programme

Resolution number WH/2017/67

MOVED by Member D Macdonald, seconded by Member D Whitley:

That the Whau Local Board:

- a) approve the Whau Local Board 2017/2018 Community Facilities Work Programme as detailed in Attachment A.
- b) approve in principle the Whau Local Board 2017-2020 Community Facilities Capital Works Programme as detailed in Attachment B.
- c) delegate approval to the Whau Local Board Chair Tracy Mulholland for any variances in the scope of the projects identified within the 2017/2018 Community Facilities Work Programme.
- d) note that the 2017/2018 asset-based services capital works funding envelope, identified for the work programme, is indicative to deliver the work and any budget variances will be managed within the total region-wide asset-based services funding envelope

CARRIED

15 Approval of 2017/2018 Whau local environment work programme

Resolution number WH/2017/68

MOVED by Member C Farmer, seconded by Deputy Chairperson S Zhu:

That the Whau Local Board:

- a) **approve the allocation of \$205,100 for environment projects to be delivered by the Infrastructure and Environmental Services directorate in 2017/2018 as detailed in this report and summarised in the table below;**

Project	Budget
Bus subsidies for participation in education for sustainability	\$2,100
Healthy rentals	\$25,000
Home energy advice	\$25,000
Household and communities engagement: ethnic communities	\$5,000
Integrated ecological framework for the Whau	\$5,000
Friends of Oakley Creek Restoration Project	\$3,000
Whau River Catchment Trust	\$10,000
Industry prevention pollution programme	\$20,000
Manukau Harbour Forum	\$5,000
EcoMatters Environment Trust funding	\$105,000
Total budget	\$205,100

- b) **note that with the funding of \$105,000, EcoMatters Environment Trust will deliver the following projects:**
- o **EcoMatters Environment Centre and Sustainability Hub (\$41,000)**
 - o **EcoMatters sustainability hub activation (\$20,000)**
 - o **Love Your Neighbourhood (\$15,000)**
 - o **Project Homewise – Whau (\$10,000)**
 - o **Bike Hub (\$10,000)**
 - o **EcoWest Festival (\$9,000)**

CARRIED

16 Funding agreement for EcoMatters Environment Trust – Whau

Resolution number WH/2017/69

MOVED by Member D Macdonald, seconded by Member C Farmer:

That the Whau Local Board:

- a) **approve moving to a three-year funding agreement with EcoMatters Environment Trust for the years 2017-2020, terminating on 30 June 2020, for environmental initiatives to be agreed as part of annual local environment programmes, subject to standard performance and exit clauses.**
- b) **note that funding approval for EcoMatters Environment Trust of \$105,000 for 2017/2018 has been considered as part of the approval of the 2017/2018 Whau**

local environment work programme at the board's meeting on 7 June 2017

- c) approve funding for EcoMatters Environment Trust of \$105,000 per annum for the 2018/2019 and 2019/2020 financial years, to be adjusted in accordance with Council's agreed inflationary mechanism, once confirmed.

CARRIED

17 Whau 2017/2018 Local Economic Development Programme

Resolution number WH/2017/70

MOVED by Member D Battersby, seconded by Member D Macdonald:

That the Whau Local Board:

- a) approve the 2017/18 local economic development programme as follows;
- i) refresh and implement the Whau Local Economic Development Action Plan (\$30,000).
 - ii) support the Young Enterprise Scheme E-Days (\$1,000).

CARRIED

18 Local Board recommendations on Easter Sunday trading

Resolution number WH/2017/71

MOVED by Member D Whitley, seconded by Member T Matafai:

That the Whau Local Board:

- a) recommend that the Governing Body retain the status quo, so that only shops that can currently open for trade on Easter Sunday can continue to do so.

CARRIED

Secretarial Note: *Under Standing Order 3.15.5 Member Derek Battersby voted against resolution a) and requested his dissenting vote be recorded.*

Under Standing Order 3.15.4 Deputy Chair Susan Zhu requested that her abstaining vote be recorded.

19 Minor Heritage Projects 2016/17 update

Resolution number WH/2017/72

MOVED by Member D Battersby, seconded by Deputy Chairperson S Zhu:

That the Whau Local Board:

- a) approve the transfer of \$3,300 heritage projects balance to community grants to address heritage related applications in the current community grants funding round.

CARRIED

20 Auckland Plan refresh 2018: early feedback to inform draft plan

Resolution number WH/2017/73

MOVED by Deputy Chairperson S Zhu, seconded by Member D Whitley:

That the Whau Local Board:

- a) delegate the coordination of feedback to the Chairperson Tracy Mulholland and Deputy Chairperson Susan Zhu.
- b) note that the resolutions of this meeting will be reported back to the Planning Committee when it meets to decide on direction to inform the draft Auckland Plan on 1 August 2017
- c) note that there will be further opportunities to provide feedback on the draft plan as council continues through the refresh process during 2017.

CARRIED

21 Project 17: Auckland Council Maintenance Contracts

Resolution number WH/2017/74

MOVED by Member D Macdonald, seconded by Member T Matafai:

That the Whau Local Board:

- a) agree the following local priorities for year one (2017/2018) of new maintenance contracts:
 - community and workforce priorities for this local board area (smart procurement) (Attachment A).
 - site specific issues (if any) that are unique to the local board and may require particular attention over and above standard maintenance service specifications.
- b) note that community and workforce (smart procurement) targets may be developed over the next six to twelve months to establish a baseline.
- c) note that Auckland Council will continue to encourage, support and work with volunteer and community groups across the region in alignment to the new maintenance contracts.

CARRIED

22 Governance Forward Work Calendar

Resolution number WH/2017/75

MOVED by Member D Macdonald, seconded by Member D Whitley:

That the Whau Local Board:

- a) note the Whau Local Board Governance Forward Work Calendar – June 2017.

CARRIED

23 Confirmation of Workshop Records: 17 May 2017 to 7 June 2017

Resolution number WH/2017/76

MOVED by Member T Matafai, seconded by Member D Whitley:

That the Whau Local Board:

- a) **confirm the records of the workshops in Attachments A - C held on the following dates:**
- o 17 May 2017
 - o 31 May 2017
 - o 7 June 2017

CARRIED

24 Consideration of Extraordinary Items

There was no consideration of extraordinary items.

7:01pm

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF THE WHAU LOCAL BOARD
HELD ON

DATE:.....

CHAIRPERSON:.....