

Devonport-Takapuna Local Board MINUTES

Minutes of a meeting of the Devonport-Takapuna Local Board held in the Devonport-Takapuna Local Board Chamber, Takapuna Service Centre, Level 3, 1 The Strand, Takapuna on Tuesday, 19 June 2018 at 4.01 pm

PRESENT

Chairperson	George Wood, CNZM
Deputy Chairperson	Dr Grant Gillon
Members	Mike Cohen, QSM, JP Jan O'Connor Mike Sheehy

ABSENT

Member	Jennifer McKenzie
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ALSO PRESENT

Councillors	Chris Darby	From 4:37 pm [Item 12]	Until 7.20 pm [Item 25]
	Richard Hills	From 4:37 pm [Item 12]	Until 7.20 pm [Item 25]

1 Welcome

2 Apologies

Resolution number DT/2018/79

MOVED by Chairperson G Wood, seconded by Member M Sheehy:

That the Devonport-Takapuna Local Board:

- a) **accept the apology from Member J McKenzie for absence.**

CARRIED

3 Declaration of Interest

There were no declarations of interest.

4 Confirmation of Minutes

Resolution number DT/2018/80

MOVED by Chairperson G Wood, seconded by Deputy Chairperson G Gillon:

That the Devonport-Takapuna Local Board:

- a) **confirm the ordinary minutes of its meeting, held on Tuesday, 15 May 2018 and the extraordinary minutes of its meeting, held on Tuesday, 5 June 2018, as a true and correct record.**

CARRIED

5 Leave of Absence

There were no leaves of absence.

6 Acknowledgements

There were no acknowledgements.

7 Petitions

There were no petitions.

8 Deputations

There were no deputations.

9 Public Forum

9.1 Bill Rayner, Grey Power – Item 12 Future use assessment - 3 Victoria Road, Devonport, and 2 The Strand, Takapuna

Mr Rayner presented a letter in support of his presentation. A copy has been placed on the official minutes and is available on the Auckland Council website as a minutes attachment.

Resolution number DT/2018/81

MOVED by Member M Cohen, seconded by Deputy Chairperson G Gillon:

That the Devonport-Takapuna Local Board:

- a) **thank Bill Rayner for his letter and attendance.**

CARRIED

Attachments

A Letter from Grey Power re 3 Victoria Road, Devonport

9.2 Trish Deans, Devonport Heritage - Item 12 Future use assessment - 3 Victoria Road, Devonport, and 2 The Strand, Takapuna

Resolution number DT/2018/82

MOVED by Member M Cohen, seconded by Member J O'Connor:

That the Devonport-Takapuna Local Board:

- a) **thank Trish Deans for her attendance and presentation.**

CARRIED

9.3 Lynn Dawson, Devonport Information Centre - Item 12 Future use assessment - 3 Victoria Road, Devonport, and 2 The Strand, Takapuna

Resolution number DT/2018/83

MOVED by Member J O'Connor, seconded by Member M Cohen:

That the Devonport-Takapuna Local Board:

- a) **thank Lynn Dawson for her attendance and presentation.**

CARRIED

Deputy Chairperson G Gillon left the meeting at 4.16 pm.

Deputy Chairperson G Gillon returned to the meeting at 4.18 pm.

10 Extraordinary Business

There was no extraordinary business.

11 Notices of Motion

There were no notices of motion.

12 Future use assessment - 3 Victoria Road, Devonport, and 2 The Strand, Takapuna

John Duthie from Tattico Limited, and Anthony Lewis and Ian Wheeler from Panuku Development Auckland, were in attendance to support the item.

Resolution number DT/2018/84

MOVED by Deputy Chairperson G Gillon, seconded by Member M Cohen:

That the Devonport-Takapuna Local Board:

- a) **receive the reports from Tattico Limited (included as Attachments A and B to the agenda report) regarding the future use of council-owned buildings at 3 Victoria Road, Devonport, and 2 The Strand, Takapuna.**
- b) **request that staff advise the local board on:**
 - i. **the status of the budget to undertake earthquake strengthening at 3 Victoria Road, Devonport**
 - ii. **clarification on the governance role of local boards during the process to transfer an asset from the service to non-service portfolio.**
- c) **re-state its support for the seismic upgrade and continued community use of the building at 3 Victoria Road, Devonport.**
- d) **request that Auckland Council retain a property interest in the site at 3 Victoria Road, Devonport.**
- e) **request that Panuku Development Auckland work with the Devonport-Takapuna Local Board on the future of the building at 3 Victoria Road, Devonport.**
- f) **request that relevant staff provide information on the process used to transfer the building at 3 Victoria Road, Devonport, from service to non-service.**
- g) **note concern around the lack of maintenance undertaken to date on the building at 3 Victoria Road, Devonport, given it is a Category A listed heritage building.**

CARRIED

Councillor R Hills arrived at the meeting at 4.37 pm.

Councillor C Darby arrived at the meeting at 4.37 pm.

13 New community lease to the Takapuna Community Facilities Trust for the Gibbons Room in the Mary Thomas Centre

Wendy Zapart, Community Lease Advisor, Community Facilities, was in attendance to support the item.

Resolution number DT/2018/85

MOVED by Member M Cohen, seconded by Member J O'Connor:

That the Devonport-Takapuna Local Board:

- a) **grant a new community lease to the Takapuna Community Facilities Trust for the Gibbons Room (approximately 65 m²) on the first floor of the Mary Thomas Centre, 3 Gibbons Road, Takapuna (cross-hatched red on Attachment A to the agenda report), noting that the terms and conditions of the lease will be:**
 - i. **term - one year commencing 1 June 2018, with one right of renewal for one year**
 - ii. **rent - \$1 plus GST per annum if demanded**
 - iii. **operational charge - \$1625 plus GST per annum**

- iv. all other terms and conditions will be in accordance with the Auckland Council Community Occupancy Guidelines July 2012.

CARRIED

14 New community lease to Takapuna Croquet Club Incorporated, Auburn Street Reserve, Takapuna

Wendy Zapart, Community Lease Advisor, Community Facilities, was in attendance to support the item.

Resolution number DT/2018/86

MOVED by Member M Sheehy, seconded by Deputy Chairperson G Gillon:

That the Devonport-Takapuna Local Board:

- a) receive the recommendation of the Hearings Panel that followed the public hearing and deliberations held on 28 November 2017 and 12 December 2017.
- b) grant a new lease to the Takapuna Croquet Club Incorporated for Lot 6 DP 78273 NA 34B/1156 on Auburn Street Reserve, 8 Auburn Street, Takapuna (refer to Attachment A of the agenda report), and that the terms of the proposed lease to be issued under Section 54(1)(b) and 54(1)(c) of the Reserves Act will be:
- i. term: ten years commencing from the date of the final approval by the Minister of Conservation (or her delegate), with one right of renewal for 10 years
- ii. rent: \$1 plus GST per annum if requested
- iii. that the Takapuna Croquet Club Incorporated Community Outcomes Plan as approved, be attached to the community lease document (refer to Attachment B of the agenda report)
- iv. that all other terms and conditions in accordance with the Reserves Act 1977 and the Auckland Council Community Occupancy Guidelines July 2012 are met.

CARRIED

15 New community sub-lease to the Devonport Peninsula Trust for rooms at Fort Takapuna Recreation Reserve, 170 Vauxhall Road, Narrow Neck

Wendy Zapart – Community Lease Advisor, Community Facilities was in attendance to support the item.

Resolution number DT/2018/87

MOVED by Member M Cohen, seconded by Member M Sheehy:

That the Devonport-Takapuna Local Board:

- a) grant a new community sub-lease to the Devonport Peninsula Trust for room 1 (approximately 11m²), room 2 (approximately 9m²) in barracks A12, and the old laundry storage area (approximately 6m²) attached to barracks A13, Fort Takapuna Recreation Reserve, 170 Vauxhall Road, Narrow Neck (refer Attachments A and B to the agenda report), subject to the following terms and conditions:
- i. term - one year commencing 19 June 2018 with one right of renewal for one year
- ii. rent - \$1 plus GST per annum if demanded
- iii. operational charge - \$575 plus GST per annum

- iv. that all other terms and conditions are in accordance with the Auckland Council Community Occupancy Guidelines 2012, the Reserves Act 1977, and the head lease is held by Auckland Council for the barracks.

CARRIED

16 Request land owner approval for the installation of public artwork at Victoria Wharf, Devonport

Devin Grant-Miles, Land Use Advisor, Community Facilities, was in attendance to support the item.

MOVED by Chairperson G Wood, seconded by Member M Sheehy:

That the Devonport-Takapuna Local Board:

- a) approve the installation of 'Flight Trainer for Albatross' by Greer Twiss, at Victoria Wharf, Devonport, in accordance with the attached concept designs (Attachment B to the agenda report).

MOVED by Member M Cohen, seconded by Member J O'Connor:

Member M Cohen moved an amendment to the original recommendation as follows:

- b) support initiatives that enable more public art in the local board area.

The Chairperson put the substantive motion.

Resolution number DT/2018/88

MOVED by Chairperson G Wood, seconded by Member M Sheehy:

That the Devonport-Takapuna Local Board:

- a) approve the installation of 'Flight Trainer for Albatross' by Greer Twiss, at Victoria Wharf, Devonport, in accordance with the attached concept designs (Attachment B to the agenda report).
- b) support initiatives that enable more public art in the local board area.

CARRIED

Secretarial note: Members M Cohen and J O'Connor requested their abstention to resolution a) be recorded, as there is no photo included in the report illustrating the design of the artwork on the site identified.

17 Request for land owner approval for the installation of a permanent artwork plinth at Killarney Park, Takapuna

Devin Grant-Miles Land Use Advisor, Community Facilities was in attendance to support the item.

Members M Cohen and J O'Connor requested the resolutions be taken in parts.

Resolution number DT/2018/89

MOVED by Chairperson G Wood, seconded by Deputy Chairperson G Gillon:

That the Devonport Takapuna Local Board:

- a) approve the land owner approval application for the installation of a permanent artwork plinth at Killarney Park, Takapuna, in accordance with the following documents:
- i. the GIS screenshot showing the proposed plinth location at Killarney Park, Takapuna (refer to Attachment A to the agenda report).

CARRIED

Resolution number DT/2018/90

MOVED by Chairperson G Wood, seconded by Deputy Chairperson G Gillon:

That the Devonport-Takapuna Local Board:

- a) **approve the land owner approval application for the installation of a permanent artwork plinth at Killarney Park, Takapuna, in accordance with the following documents:**
 - ii. **the plans entitled 'Proposed Suffrage Foundation: Auckland Council', prepared by Mitchell Vranjes Consulting Engineers, DWG no. S.1, dated May 2018 (refer to Attachment B to the agenda report).**

CARRIED

Secretarial note: Member J O'Connor wished to record her abstention to resolution a) i.
Member M Cohen wished to record his abstention to resolution a) ii.

18 Auckland Transport monthly update - June 2018

Marilyn Nicholls, Elected Member Relationship Manager, Auckland Transport, was in attendance to support the item.

Member Cohen provided a copy of an email about the Omana Road bus stop. A copy has been placed on the official minutes and is available on the Auckland Council website as a minutes attachment.

Resolution number DT/2018/91

MOVED by Chairperson G Wood, seconded by Member M Sheehy:

That the Devonport-Takapuna Local Board:

- a) **receive the Auckland Transport June 2018 monthly update report and thank Marilyn Nicholls, Elected Member Relationship Manager, for her presentation and attendance.**

CARRIED

Attachments

A Email from Milford Resident's Association re Omana Road bus stop

19 Local Board Services monthly report - June 2018

Tristan Coulson, Senior Local Board Advisor Local Board Services, Mace Ward, General Manager Parks, Sport and Recreation, John Hutton, Manager Treaty Settlements, and Marilyn Nicholls, Elected Member Relationship Manager, Auckland Transport, were in attendance to support the item.

Chairperson G Wood requested the resolutions be taken in parts.

Resolution number DT/2018/92

MOVED by Chairperson G Wood, seconded by Deputy Chairperson G Gillon:

That the Devonport-Takapuna Local Board:

- a) **support Auckland Council being responsible for routine management of Maungauika / North Head in the same manner as for other tūpuna maunga, with the Tūpuna Maunga Authority being appointed the administering body.**
- b) **request that the local board and community be kept informed of any changes and developments which will impact Maungauika.**

CARRIED

Resolution number DT/2018/93

MOVED by Chairperson G Wood, seconded by Member M Sheehy:

That the Devonport-Takapuna Local Board:

- c) grant land owner consent for an application for a replacement park bench at Queens Parade Reserve, Devonport.
- d) grant land owner consent for an application for a memorial plaque on an existing bench at Takapuna Beach Reserve, Takapuna.
- e) support the proposed bus stop location changes and upgrades as part of the New Network for North Shore, as indicated within the agenda report in the table at paragraph 27.

CARRIED

Secretarial note: Member M Cohen wished to record his abstention to resolutions a), b) and e).

Member M Sheehy left the meeting at 6.12 pm.

Member M Sheehy returned to the meeting at 6.14 pm.

Deputy Chairperson G Gillon left the meeting at 6.13 pm.

Deputy Chairperson G Gillon returned to the meeting at 6.17 pm.

20 Devonport-Takapuna Quick Response, Round Three 2017/2018 grant allocations

Moumita Dutta, Community Grants Advisor Operations Support, and Marion Davies, Community Grants Manager Operations Support, were in attendance to support the item.

Resolution number DT/2018/94

MOVED by Chairperson G Wood, seconded by Deputy Chairperson G Gillon:

That the Devonport-Takapuna Local Board:

- a) agree to fund each application in the Devonport-Takapuna Quick Response, Round Three, listed in the following table:

App ID	Applicant	Project	Amount granted
QR1802-301	NZ Barok Incorporated	Towards the costs of musicians' fees for the Baby Baroque Free Kids' Concert	\$1000
QR1802-308	Depot Arts and Music Space Trust	Towards venue hire and catalogue production costs for the 'North Shore Cultural Icons: George and Fay Gair' commemorative exhibition	\$975 Tagged to catalogue costs
QR1802-312	PHAB Association (Auckland) Incorporated	Towards facilitation costs, support staff, art supplies, admin cost and catering for the showcase event, PHAB ArtSpace	\$2000
QR1802-315	Victoria Theatre Trust	Towards the cost of 11 actor fees for participation in three play readings for the New Zealand Theatre Month for Devonport	\$1000
QR1802-316	The PumpHouse Theatre (The North Shore	Towards the purchase of new poster display frames, a brochure display system and window tinting	\$2000

	Theatre and Arts Trust)		
QR1802-317	The PumpHouse Theatre (The North Shore Theatre and Arts Trust)	Towards the purchase and installation of new light fittings in the mezzanine lounge at The PumpHouse Theatre	\$750
QR1802-319	The North Shore Camerata Incorporated	Towards the costs of the baritone and soprano soloist's fees for two performances, one in Hamilton and the other one in Takapuna	\$700
QR1802-322	The Touch Compass Dance Trust Board	Towards marketing costs for the trust	\$1500
QR1802-314	Show Me Shorts Film Festival Trust	Towards marketing, programming and special events costs of staging 'Show Me Shorts' film festival at The Vic, Devonport	\$1987
QR1802-304	North Harbour Community Patrol	Towards fuel costs for patrolling the North Shore areas from July 2018 to July 2019	\$300 Report requested on patrols in the area
QR1802-307	Devonport Business Association Incorporated	Towards set up and operating costs, specifically the costs of internet, storage units, a tablet and a phone for the Visitor Information Centre	\$2000
QR1802-309	Play-A-While Toy Library Devonport Incorporated	Towards rental costs from July 2018 to June 2019	\$1848
QR1802-311	StarJam Charitable Trust	Towards the regional programme coordinator's salary and travel costs, expert tutor fees, equipment and resources for two music workshops for youth with a disability	\$0 Outside the local board area
QR1802-318	Devonport Community Creche Incorporated	Towards the cost of basic governance training by Carole Scholes to the Devonport Community Creche Committee members	\$500
QR1802-321	Tuilaepa Youth Mentoring Trust Board	Towards the cost of one-to-one mentoring for one young person for 12 weeks, for 60 hours	\$0 Outside the local board area
QR1802-323	Asthma New Zealand Incorporated	Towards operating costs for the North Shore Breathe Easy School Education project	\$500
QR1802-303	The Lake House Trust	Towards the cost of materials for maintenance and repair of the Lake House Arts Centre	\$2000
QR1802-305	Forrest Hill Milford United Association Football Club Incorporated	Towards the coaching contractor costs for the Junior Football Programme	\$2000

QR1802 -306	Forrest Hill Milford United Association Football Club Incorporated	Towards purchase of video camera and associated tripod	\$0 Not a high priority at this time
Total			\$21,060

CARRIED

21 2018/2019 Devonport-Takapuna Local Board Local Economic Development work programme

Tristan Coulson, Senior Local Board Advisor Local Board Services, was in attendance to support the item.

Resolution number DT/2018/95

MOVED by Chairperson G Wood, seconded by Member M Sheehy:

That the Devonport-Takapuna Local Board:

- a) **approve the Devonport-Takapuna 2018/2019 Local Economic Development work programme as presented in Attachment A to the agenda report.**

CARRIED

Secretarial note: Member M Cohen wished to record his abstention to the above resolution.

22 2018/2019 Devonport-Takapuna Local Environment and Development work programme

Tristan Coulson, Senior Local Board Advisor Local Board Services, was in attendance to support the item.

Resolution number DT/2018/96

MOVED by Member M Cohen, seconded by Chairperson G Wood:

That the Devonport-Takapuna Local Board:

- a) **approve allocation of \$50,000 for the Devonport-Takapuna North-West Wildlink Assistance Programme project, to be delivered by the Infrastructure and Environmental Services directorate in 2018/2019 as detailed in the agenda report.**

CARRIED

23 2018/2019 Devonport-Takapuna Local Board Community Services work programmes

Tristan Coulson, Senior Local Board Advisor Local Board Services, was in attendance to support the item.

Resolution number DT/2018/97

MOVED by Chairperson G Wood, seconded by Member M Sheehy:

That the Devonport-Takapuna Local Board:

- a) **approve the 2018/19 Arts, Community and Events work programme (Attachment A to the agenda report), subject to the following amendment:**

- i. project ID 138 – remove reference to two reserves as locations for Movies in Parks (Milford Reserve and Woodall Park) and replace with ‘locations subject to discussion and consultation with the local board’.
- b) approve the 2018/19 Libraries and Information work programme (Attachment B to the agenda report).
- c) approve the 2018/19 Parks, Sport and Recreation work programme (Attachment C to the agenda report) and delegate approval of minor changes to Chairperson George Wood and Deputy Chairperson Grant Gillon.
- d) note that the correct budget for ID 140 – Devonport-Takapuna Heritage Awards is \$5000.
- e) note that the correct budget for ID 322 – Community grants is \$245,000, due to the creation of discretionary grants to support the three business improvement districts.

CARRIED

Secretarial note: Member M Cohen wished to record his abstention to resolution c).

24 Auckland Council’s Quarterly Performance Report: Devonport-Takapuna Local Board for quarter three, 1 January - 31 March 2018

Tristan Coulson ,Senior Local Board Advisor Local Board Services, was in attendance to support the item.

Resolution number DT/2018/98

MOVED by Chairperson G Wood, seconded by Member M Sheehy:

That the Devonport-Takapuna Local Board:

- a) receive the performance report for the financial quarter ending 31 March 2018.
- b) request that the full 2017/2018 work programme update for quarter four clearly state if the activity / initiative will be delivered in the 2017/2018 financial year, or whether further work (with commentary) is required in the 2018/2019 financial year.

CARRIED

Secretarial note: Member M Cohen wished to record his abstention to both resolutions.

Chairperson G Wood left the meeting at 7.23 pm.

Chairperson G Wood returned to the meeting at 7.26 pm.

Councillor R Hills left the meeting at 7.20 pm.

Councillor C Darby left the meeting at 7.20pm.

25 Freedom camping bylaw development

Eric Perry, Relationship Manager Local Board Services, was in attendance to support the item.

Site information was provided by the Local Board Advisor. A copy has been placed on the official minutes and is available on the Auckland Council website as a minutes attachment.

Resolution number DT/2018/99

MOVED by Deputy Chairperson G Gillon, seconded by Member M Sheehy:

That the Devonport-Takapuna Local Board:

- a) recommend to the Regulatory Committee that the 26 sites contained in Attachment A to the agenda report be prohibited through a bylaw under the Freedom Camping Act 2011.
- b) do not support the two proposed sites based on:
 - i. Milford estuary and Takapuna beach are environmentally sensitive areas which require protection
 - ii. priority should be given to those using the boat ramps, and boat trailer parking at both locations. Additional vehicles at both sites will restrict access for boat users and create further congestion issues in the carpark areas, and surrounding streets
 - iii. create health and safety issues for users, particularly children at both locations as in addition to boat ramp access, there several other activities (i.e. people walking on the beach, using the beach for water sports and going to the Takapuna Beach Café) being undertaken at both sites
 - iv. the proximity of the Inga Road, Milford location to residences may create noise and anti-social behavior issues.
- c) confirm their general views on the management of freedom camping expressed through the workshop on 24 April 2018 as follows:
 - i. freedom camping is to be limited to certified self-contained vehicles only
 - ii. certified self-contained campers should be encouraged to use their on-board facilities rather than park infrastructure
 - iii. non self-contained campers should be directed to camping grounds
 - iv. number of vehicles on a site and length of stay needs to be limited
 - v. size of vehicles and numbers of spaces they take up needs to be addressed
 - vi. that a booking system and/or permit system should be developed
 - vii. facilities should be developed for freedom campers which require a 'pay per use'
 - viii. education of freedom campers on where they can and cannot go is required
 - ix. concern that allowing some freedom camping may be perceived as encouraging the activity in the area
 - x. the Takapuna campground should be utilised and promoted.
- d) that the Governing Body ensures there is sufficient budget and resource to administer the bylaw effectively.

CARRIED

Attachments

- A Freedom camping site location information

Chairperson G Wood vacated the chairperson's position at 7.24 pm.

Deputy Chairperson G Gillon assumed the chairperson's position until Chairperson G Wood returned at 7.27 pm.

Deputy Chairperson G Gillon left the meeting at 7.45 pm.

Deputy Chairperson G Gillon returned to the meeting at 7.48 pm.

26 Delegation for formal local board views on notified resource consents, plan changes and notices of requirement

Eric Perry, Relationship Manager Local Board Services, was in attendance to support the item.

Resolution number DT/2018/100

MOVED by Chairperson G Wood, seconded by Member M Sheehy:

That the Devonport-Takapuna Local Board:

- a) **delegate the authority to Local Board Member J O'Connor (the Resource Consent Lead) and Member M Sheehy, as an alternate, to prepare and provide local board views and speak those local board views at any hearings on:**
 - notified resource consents
 - notified plan changes
 - notices of requirement.
- b) **agree to note and ratify any views provided, or expressed on the local board's behalf, by its duly authorised delegate at its next business meeting.**
- c) **request that there be adequate regulatory staff support when the resource consent leads are providing feedback.**

CARRIED

27 Chairpersons' Report

Chairperson G Wood provided a written report, along with information received at the most recent chair's forum. Copies have been placed on the official minutes and are available on the Auckland Council website as minutes attachments.

Resolution number DT/2018/101

MOVED by Member M Sheehy, seconded by Deputy Chairperson G Gillon:

That the Devonport-Takapuna Local Board:

- a) **receive and thank Chairperson G Wood for his report.**

CARRIED

Attachments

- A Chairperson's report - June 2018
- B Chair's forum documents

28 Elected Members' Reports

No Elected Members' reports were received at this time.

29 Ward Councillors Update

Councillors C Darby and R Hills provided their monthly update. A copy has been placed on the official minutes and is available on the Auckland Council website as a minutes attachment.

Resolution number DT/2018/102

MOVED by Deputy Chairperson G Gillon, seconded by Chairperson G Wood:

That the Devonport-Takapuna Local Board:

- a) thank Cr Chris Darby for his update to the Devonport-Takapuna Local Board on the activities of the Governing Body.
- b) thank Cr Richard Hills for his update to the Devonport-Takapuna Local Board on the activities of the Governing Body.

CARRIED

Attachments

A Ward Councillors' update - June 2018

30 Devonport-Takapuna Local Board - Record of Workshops May 2018

Resolution number DT/2018/103

MOVED by Member J O'Connor, seconded by Deputy Chairperson G Gillon:

That the Devonport-Takapuna Local Board:

- a) receive the records of the workshops held in May 2018.

CARRIED

31 Consideration of Extraordinary Items

There was no consideration of extraordinary items.

7.59 pm

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 DEVONPORT-TAKAPUNA
LOCAL BOARD HELD ON

DATE:.....

CHAIRPERSON:.....