Minutes of a meeting of the Waitematā Local Board held by Skype for Business on Tuesday, 18 August 2020 at 1:00pm.

PRESENT

Chair  Richard Northey, (ONZM)
Deputy Chair  Kerrin Leoni
Members  Adriana Avendano Christie
          Alexandra Bonham
          Graeme Gunthorp
          Julie Sandilands
          Sarah Trotman, (ONZM)

ALSO PRESENT

Ward Councillor  Pippa Coom
1 Welcome
Chair Richard Northey opened the meeting with a Karakia and welcomed all those present.

2 Apologies
There were no apologies.

3 Declaration of Interest
There were no declarations of interest.

4 Confirmation of Minutes
Resolution number WTM/2020/171
MOVED by Chairperson R Northey, seconded by Member A Avendano Christie:
That the Waitematā Local Board:
   a) confirm the ordinary minutes of its meeting, held on Tuesday, 21 July 2020, 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
8.1 Deputation - Sathya Mithra Ashok - Social Enterprise Auckland
   This Item was withdrawn

8.2 Deputation - Kristian Eek and Peter Mayo- The importance and benefits of the film industry
   Resolution number WTM/2020/172
   MOVED by Chairperson R Northey, seconded by Member ST Trotman:
   That the Waitematā Local Board:
a) receive the presentation and thank Kristian Eek and Peter Mayo for their attendance.

8.3 Deputation - Mike LeRoy-Dyson: Proposal for a new way of supporting homeless people in Auckland

Resolution number WTM/2020/173

MOVED by Chairperson R Northey, seconded by Member A Bonham:
That the Waitematā Local Board:

a) receive the presentation and thank Mike LeRoy - Dyson for his attendance.

b) refer the matter to relevant council staff to advise on the appropriate government agency, ways to report and to report back.

CARRIED

8.4 Deputation - Gael Baldock: Western Springs Lakeside Te Wai Ōrea Park Development Plan

A presentation was provided and a copy will be placed in the official minutes and will be available on the Auckland Council website as a minute attachment.

Resolution number WTM/2020/174

MOVED by Chairperson R Northey, seconded by Member ST Trotman:
That the Waitematā Local Board:

a) receive the tabled presentation and thank Gael Baldock for her attendance.

CARRIED

Attachments
A Western Springs Lakeside Te Wai Ōrea Park Development Plan

8.5 Deputation - Wendy Gray: Western Springs Lakeside Te Wai Ōrea Park Development Plan

A document was provided and a copy will be placed in the official minutes and will be available on the Auckland Council website as a minute attachment.

Resolution number WTM/2020/175

MOVED by Chairperson R Northey, seconded by Member ST Trotman:
That the Waitematā Local Board:

a) receive the tabled presentation and thank Wendy Gray for her attendance.

CARRIED

Attachments
A Western Springs Lakeside Te Wai Ōrea Park Development Plan
9  Public Forum

9.1  Miles Harty – tactical urbanism

Resolution number WTM/2020/176

MOVED by Chairperson R Northey, seconded by Member A Bonham:

That the Waitematā Local Board:

a) thank Miles Harty for his presentation and attendance at the meeting.
b) reconfirm the local board resolution number WTM/2014/243, namely that the Waitematā Local Board support encouraging and enabling community use of berms as much as practicable.
c) seek a response from Auckland Transport on what actions can be taken by Auckland Council and Auckland Transport through the development of its ‘Guidelines for Private Planting in the Road Corridor’ and by other means to further encourage and enable tactical urbanism and community use of berms where appropriate and practicable.

CARRIED

9.2  Wendy Gray – No Mow pilot

A document was provided and a copy will be placed in the official minutes and will be available on the Auckland Council website as a minute attachment.

Resolution number WTM/2020/177

MOVED by Chairperson R Northey, seconded by Member A Avendano Christie:

That the Waitematā Local Board:

a) thank Wendy Gray for her presentation and attendance at the meeting.

CARRIED

Attachments

A  No Mow Pilot Project

9.3  Lisa Prager - Western Springs Lakeside Te Wai Ōrea Park Development Plan

Resolution number WTM/2020/178

MOVED by Chairperson R Northey, seconded by Member ST Trotman:

That the Waitematā Local Board:

a) thank Lisa Prager for her presentation and attendance at the meeting.

CARRIED

10  Extraordinary Business

There was no extraordinary business.
11 Ward Councillor's report
Resolution number WTM/2020/179
MOVED by Chairperson R Northey, seconded by Member A Bonham:
That the Waitematā Local Board:
  a) receive the written report update from the Waitematā and Gulf Ward Councillor, Pippa Coom.

CARRIED

12 Western Springs Lakeside Te Wai Ōrea park development plan
David Barker, Parks & Places Team Leader and Matthew Bloxham, Senior Regional Advisor were in attendance to speak to this report.

MOVED by Chairperson R Northey, seconded by Member A Bonham:
That the Waitematā Local Board:
  a) adopt the draft Western Springs Lakeside Te Wai Ōrea Park Development Plan August 2020 (Attachment under separate cover to the agenda) but amend it to commit to retaining the double hump bridge and omitting the reference to kauri on page 41.

  b) request that the plan be amended to clarify that any upgrade to the existing path through the forest area will only be considered once the management regime for the pines has been confirmed and after full consultation on route options with relevant stakeholders including residents of West End Road neighbouring community.

  c) use the Western Springs Lakeside Te Wai Ōrea Development Plan to inform decisions on future work programme allocations of renewals and LDI capex funding.

  d) thank Council staff and those organisations and people who provided views on the Plan before, during and after the main consultation period from 30 July to 27 August 2018, from which 205 submissions were received and considered, at a meeting with Mana whenua and board representatives in July 2019 and at Board business meetings deputations and public forum on 20 March 2018, 17 April 2018, 21 August 2018, 19 March 2019, 21 May 2019, 16 July 2019 and 20 August 2019.

Member Graeme Gunthorp moved an amendment to the original recommendation as follow:
That the Waitematā Local Board:
  a) adopt the draft Western Springs Lakeside Te Wai Ōrea Park Development Plan August 2020 (Attachment A to the agenda report), but amend it to commit to retaining the double hump bridge until renewal is required, and omitting the reference to kauri on page 41.

A division was called for, voting on which was as follows:

<table>
<thead>
<tr>
<th>For</th>
<th>Against</th>
<th>Abstained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member A Avendano Christie</td>
<td>Member A Bonham</td>
<td>Deputy Chairperson K Leoni</td>
</tr>
<tr>
<td>Member G Gunthorp</td>
<td>Deputy Chairperson R Northey</td>
<td>Chairperson R Northey</td>
</tr>
<tr>
<td>Member J Sandilands</td>
<td>Member ST Trotman</td>
<td></td>
</tr>
</tbody>
</table>
The motion was declared **LOST** by 3 votes to 4.

The original motion was declared unamended and the substantive motion put.

Resolution number WTM/2020/180

MOVED by Chairperson R Northey, seconded by Member A Bonham:

That the Waitematā Local Board:

a) adopt the draft Western Springs Lakeside Te Wai Ōrea Park Development Plan August 2020 (Attachment under separate cover to the agenda) but amend it to commit to retaining the double hump bridge and omitting the reference to kauri on page 41.

b) request that the plan be amended to clarify that any upgrade to the existing path through the forest area will only be considered once the management regime for the pines has been confirmed and after full consultation on route options with relevant stakeholders including residents of West End Road neighbouring community.

c) use the Western Springs Lakeside Te Wai Ōrea Development Plan to inform decisions on future work programme allocations of renewals and LDI capex funding.

d) thank Council staff and those organisations and people who provided views on the Plan before, during and after the main consultation period from 30 July to 27 August 2018, from which 205 submissions were received and considered, at a meeting with Mana whenua and board representatives in July 2019 and at Board business meetings deputations and public forum on 20 March 2018, 17 April 2018, 21 August 2018, 19 March 2019, 21 May 2019, 16 July 2019 and 20 August 2019.

**CARRIED**

13 Panuku Development Auckland Six Monthly Report from 1 September 2019 to 29 February 2020

Lisa Gooding, Senior Engagement Advisor was in attendance to speak to this report.

Resolution number WTM/2020/181

MOVED by Chairperson R Northey, seconded by Member A Avendano Christie:

That the Waitematā Local Board:


b) adopt the name Amey Daldy Park for the Wynyard Quarter open space currently referred to as Wynyard Common on the corner of Daldy Street and Pakenham Street West

c) adopt the name Freda Barnes Plaza for the open space currently referred to as N.Cole Plaza located at 8 Madden St
d) request that the proceeds from the sale of 3 Ponsonby Road be allocated towards the restoration of the Leys Institute and Gymnasium.

e) Confirm its resolution WTM/2019/77 which support the recommendation of Panuku Development Auckland to the Finance and Performance Committee to dispose of 200 Victoria Street West, Auckland Central; and its request that a substantial proportion of proceeds from the sale be allocated to the Ponsonby Park project at 254 Ponsonby Road.

CARRIED

14 Auckland Transport August 2020 Update to Waitematā Local Board

Caroline Tauevihi, Elected Member Relationship Manager was in attendance to speak to this report.

MOVED by Member G Gunthorp, seconded by Chairperson R Northey:
That the Waitematā Local Board:

a) receive the Auckland Transport August 2020 update report.

b) confirm the appointment of Chair Richard Northey and Member Graeme Gunthorp as the Waitematā Local Board representatives in the codesign process for the Queen Street A4E pilot.

c) view the Strand, Great North Road and Wellesley Street / Sale Street intersections road safety improvements as being important for progressing as soon as practicable.

d) request an early report on which of the approved Waitematā Local Board Community Safety Fund and Local Board Transport Capital Fund projects should progress in 2020/2021 and 2021/2022.

e) Request that Auckland Transport work with Kiwirail to localise any speed restrictions on the Auckland rail network, rather than implementing a network-wide approach, in order to continue higher frequency timetable running patterns and higher speed running.

Resolution number WTM/2020/182

MOVED by Member A Bonham, seconded by Deputy Chairperson K Leoni:
Member Alexandra Bonham moved an amendment to the original motion as follows:

That the Waitematā Local Board:

f) request that Auckland Transport investigate and report back on reducing unnecessary barriers to tactical urbanism, open street projects and pop-ups, including reducing traffic management fees and removing the requirement of putting advertisements in the NZ Herald.

CARRIED

Note: Pursuant to Standing Order 1.9.7, Member S Trotman requested that her dissenting vote be recorded against amendment f) and against the subsequent substantive motion.

Resolution number WTM/2020/183

MOVED by Member G Gunthorp, seconded by Chairperson R Northey:
The substantive motion was put.
That the Waitematā Local Board:

a) receive the Auckland Transport August 2020 update report.

b) confirm the appointment of Chair Richard Northey and Member Graeme Gunthorp as the Waitematā Local Board representatives in the codesign process for the Queen Street A4E pilot.

c) view the Strand, Great North Road and Wellesley Street / Sale Street intersections road safety improvements as being important for progressing as soon as practicable.

d) request an early report on which of the approved Waitematā Local Board Community Safety Fund and Local Board Transport Capital Fund projects should progress in 2020/2021 and 2021/2022.

e) Request that Auckland Transport work with Kiwirail to localise any speed restrictions on the Auckland rail network, rather than implementing a network-wide approach, in order to continue higher frequency timetable running patterns and higher speed running.

f) request that Auckland Transport investigate and report back on reducing unnecessary barriers to tactical urbanism, open street projects and pop-ups, including reducing traffic management fees and removing the requirement of putting advertisements in the NZ Herald.

CARRIED

15 Approval of the Waitematā Local Board External Partnerships work programme 2020/2021

Paul Thompson, BID Senior Advisor was in attendance to speak to this report.

Resolution number WTM/2020/184

MOVED by Member J Sandilands, seconded by Member A Avendano Christie:

That the Waitematā Local Board:

a) approve the External Partnerships work programme 2020/2021 (Attachment A to the agenda report).

Support for the Grey Lynn Business Association  $10,000

CARRIED

16 Approval of the Waitematā Local Board Local Economic Development work programme 2020/2021

Luo Lei, Local Economic Development Advisor was in attendance to speak to this report.

Resolution number WTM/2020/185

MOVED by Member ST Trotman, seconded by Chairperson R Northey:

That the Waitematā Local Board:
a) approve the Waitematā local economic development work programme 2020/2021 (Attachment A to the agenda report) including associated budgets as summarised in the table below:

<table>
<thead>
<tr>
<th>Business Growth Accelerator</th>
<th>$5,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Young Enterprise Scheme</td>
<td>$5,000</td>
</tr>
</tbody>
</table>

CARRIED

17 Approval of the Waitematā Local Board Community Facilities work programme 2020 - 2023

Katrina Morgan, Work Programme Lead was in attendance to speak to this report.

Resolution number WTM/2020/186

MOVED by Member A Avendano Christie, seconded by Chairperson R Northey:

That the Waitematā Local Board:

a) note that Line 62 (ID 24477) Waitematā urban forest restoration budget allocation is incorrect and the budget allocation should be $65,000 and not $69,000

b) approve the Community Facilities work programme 2020/2021 and associated budget. (Attachment A – Build, Maintain, Renew and Attachment B – Community Leases to the agenda report) subject to amending the budget allocation for Line 61 (ID 24477) Waitemata Urban Forest Restoration from $69,000 to $65,000

c) approve in principle the Community Facilities work programme 2021/2022 and 2022/2023. (Attachment A – Build, Maintain, Renew and Attachment B – Community Leases to the agenda report)

d) approve the Risk Adjusted Programme (RAP) projects identified in the work programme (Attachment A to the agenda report) as projects that will commence and may be delivered in advance of the expected delivery year, if required to meet expected financial expenditure for the 2020/2021 financial year.

e) note that approval of budget allocation in the 2020/2021 year for multi-year projects implies the local board’s support for the projects in their entirety.

f) note that the inclusion in the work programme of projects that are funded from the Coastal Renewals, Slips Prevention, Local Parks and Sports Field Development and Natural Environment Targeted Rate budgets are subject to approval of the identified budget allocation by the relevant Governing Body committees.

g) provide feedback supporting the proposed $76,727 allocation for Slips Prevention and the proposed $1,015,000 allocation for Local Parks and Sports Field Development for completion of the Grey Lynn Park changing rooms project for consideration by the relevant Governing Body committees in relation to the projects funded from the Coastal Renewals, Slips Prevention and Local Parks and Sports Field Development budgets.

h) note that budget allocations for all projects in the Community Facilities work programme are best current estimates, and amendments may be required to the work programme to accommodate final costs as the year progresses.
i) note the cancellation of Locally Driven Initiative (LDI) capex for work programme activities ‘Waitematā - LDI minor capex fund 2019/2020’, resolved in the 2019/2020 financial year (Resolution WTM/2019/121) and ‘Waitemata - LDI minor capex fund 2018/19’, resolved in the 2018/2019 financial year (Resolution WTM/2018/93). New minor capex improvement works will be delivered as part of activity line ‘Waitemata - Parks Improvement Projects – LDI’. Locally Driven Initiative (LDI) capex funding of $80,000 to be returned for reallocation within the 2021/2022 financial year.

j) note that work programme variations may be required as a result of the impacts of further changes to COVID19 Alert Levels.

k) note that where variations are required, staff will bring advice to the board for consideration and approval if necessary.

CARRIED

18 Approval of the Waitematā Local Board community services work programme 2020/2021

Shamila Unka, Strategic Broker was in attendance to speak to this report.

Resolution number WTM/2020/187

MOVED by Chairperson R Northey, seconded by Member A Bonham:

That the Waitematā Local Board:

a) approve the community services work programme 2020/2021 and associated budget (Attachment A to the agenda report including).

<table>
<thead>
<tr>
<th>Activity</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Studio One Toi Tu operational expenditure</td>
<td>$353,475</td>
</tr>
<tr>
<td>Arts and Culture regional work programme</td>
<td>$26,000</td>
</tr>
<tr>
<td>The Auckland Performing Arts Centre grant</td>
<td>$85,000</td>
</tr>
<tr>
<td>Arts Space Co-ordinator</td>
<td>$55,000</td>
</tr>
<tr>
<td>Waitematā gardens, food and sustainability</td>
<td>$8,000</td>
</tr>
<tr>
<td>Youth participation and initiatives</td>
<td>$10,000</td>
</tr>
<tr>
<td>Build community disaster resilience</td>
<td>$5,000</td>
</tr>
<tr>
<td>Māori responsiveness in Waitemata</td>
<td>$18,000</td>
</tr>
<tr>
<td>Central City Community Network</td>
<td>$10,000</td>
</tr>
<tr>
<td>Activation of Community Places</td>
<td>$152,747</td>
</tr>
<tr>
<td>Programming in Community Places</td>
<td>$117,114</td>
</tr>
<tr>
<td>Top up for Grey Lynn Community Centre</td>
<td>$20,000</td>
</tr>
<tr>
<td>Top up for Ellen Melville and Albert Park</td>
<td>$40,000</td>
</tr>
<tr>
<td>Cottage</td>
<td></td>
</tr>
<tr>
<td>Citizenship ceremonies</td>
<td>$21,022</td>
</tr>
<tr>
<td>Anzac services</td>
<td>$5,100</td>
</tr>
<tr>
<td>Local civic events</td>
<td>$7,000</td>
</tr>
<tr>
<td>Event partnership fund</td>
<td>$83,000</td>
</tr>
<tr>
<td>Franklin Road Christmas lights</td>
<td>$7,000</td>
</tr>
</tbody>
</table>
Parnell Festival of Roses $27,000
Community grants $150,003
Accommodation grants $125,000
Additional hours for Grey Lynn library $2,900
Additional hours for Central library $106,600
Activation of parks, places and open spaces $30,000
Symonds Street Cemetery Conservation $30,000
Symonds Street Cemetery services $24,000
Ecological volunteers programme $15,000
Pt Erin parking enforcement $3,500
Victoria Park parking enforcement $4,400

b) note that the following activities not completed in 2019/2020 have been carried forward into the 2020/2021 financial year, and are included in this work programme as summarised in the table below:

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waitematā community empowerment Initiatives</td>
<td>$7,000</td>
</tr>
<tr>
<td>Addressing Homelessness in Waitemata</td>
<td>$10,000</td>
</tr>
<tr>
<td>Ngahere (Urban Forest) Strategy Waitematā action plan delivery</td>
<td>$11,000</td>
</tr>
<tr>
<td>Ecological volunteers’ programme</td>
<td>$10,000</td>
</tr>
<tr>
<td>Te Kete Rukuruku programme</td>
<td>$23,000</td>
</tr>
<tr>
<td>Urban forest reforestation</td>
<td>$65,000</td>
</tr>
</tbody>
</table>

c) note that activities with locally driven initiatives (LDI) operational budget carried forward from 2019/2020 are included in the work programme (Attachment A to the agenda report).

d) note that work programme variations may be required as a result of the impacts of further changes to COVID19 Alert Levels.

e) note that where variations are required, staff will bring advice to the board for consideration and approval if necessary.

f) note that at the 16 June 2020 business meeting the local board approved an interim payment to TAPAC of $21,250 (WTM/2020/144) from the proposed work programme line item ID1329 Operational grant for The Auckland Performing Arts Centre (TAPAC) to enable it to operate in the first quarter of financial year 2020/2021

g) note that on 16 June 2020, the Waitematā Local Board approved interim payments to ACE venue partners: Grey Lynn Community Centre, Ponsonby Community Centre, and Parnell Community Centre to the total of $38,834 plus CPI (WTM/2020/144) from the proposed work programme line item ID1374 Activation of Community Places Waitematā to enable them to operate in the first quarter of financial year 2020/2021

h) note that on 16 June 2020, the Waitematā Local Board approved in principle a total of $65,000 event funding towards Dante Alighieri Society, Grey Lynn Park Festival, Artweek Auckland Limited and The Auckland Children’s Christmas Parade Trust (WTM/2020/137) from the proposed work programme line item
ID1429 Event partnership fund Waitematā to enable these events to meet event planning timeframes

CARRIED

19 Approval of the Waitematā Local Board’s environment work programme 2020/2021

Emma Cowie, Principal Advisor was in attendance to speak to this report.

Resolution number WTM/2020/188

MOVED by Member J Sandilands, seconded by Member A Bonham:

That the Waitematā Local Board:

a) approve its environment work programme 2020/2021 (Attachment A to the agenda report) including associated budget as summarised in the table below:

<table>
<thead>
<tr>
<th>Activity name</th>
<th>2020/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regenerative urban farm and low carbon diet engagement programme</td>
<td>$40,000</td>
</tr>
<tr>
<td>Low Carbon Activator</td>
<td>$40,000</td>
</tr>
<tr>
<td>Low Carbon Network</td>
<td>$11,000</td>
</tr>
<tr>
<td>Low Carbon Lifestyles</td>
<td>$35,000</td>
</tr>
<tr>
<td>Urban Ark community conservation coordinator</td>
<td>$15,000</td>
</tr>
<tr>
<td>Industrial Pollution Prevention Programme - Eden Terrace</td>
<td>$10,000</td>
</tr>
<tr>
<td>Newmarket/Middleton Stream restoration</td>
<td>$8,250</td>
</tr>
<tr>
<td>Te Wai Ōrea Lake and Wetland restoration</td>
<td>$35,000</td>
</tr>
<tr>
<td>Waipapa Stream restoration programme - Parnell</td>
<td>$20,000</td>
</tr>
<tr>
<td>Waipāruru Stream restoration</td>
<td>$17,000</td>
</tr>
<tr>
<td>Waitītiko (Meola) Stream community restoration project</td>
<td>$21,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$252,250</strong></td>
</tr>
</tbody>
</table>

b) note that the following activities not completed in 2019/2020 have been carried forward into the 2020/2021 financial year, and are included in this work programme as summarised in the table below:

<table>
<thead>
<tr>
<th>Activity name</th>
<th>2020/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Carbon Multi-Unit Dwellings</td>
<td>$5,000</td>
</tr>
<tr>
<td>Te Wai Ōrea restoration plan</td>
<td>$22,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$27,000</strong></td>
</tr>
</tbody>
</table>

c) note that work programme variations may be required as a result of the impacts of further changes to COVID19 Alert Levels.
d) note that where variations are required, staff will bring advice to the board for consideration and approval if necessary.

CARRIED

20 Chairperson's report
Resolution number WTM/2020/189
MOVED by Member J Sandilands, seconded by Deputy Chairperson K Leoni:
That the Waitematā Local Board:
a) receive the Chair's report for August 2020.

CARRIED

21 Board member reports
A document was provided and a copy will be placed in the official minutes and will be available on the Auckland Council website as a minute attachment.
Resolution number WTM/2020/190
MOVED by Chairperson R Northey, seconded by Member A Bonham:
That the Waitematā Local Board:
a) receive the written report from member A Bonham and member G Gunthorp, the tabled video report from member A A Christie and the verbal board member reports for August 2020.

CARRIED

Link to Member A A Christie's video report:
https://www.facebook.com/100005434837924/posts/1418108845046930/?extid=B6xocfJxe eeR0SHh&d=n

Attachments
A Member S Trotman verbal report attachment August 2020

22 Governance Forward Work Calendar
Resolution number WTM/2020/191
MOVED by Chairperson R Northey, seconded by Member ST Trotman:
That the Waitematā Local Board:
a) receive the governance forward work calendar (attachment A to the agenda) as at 18 August 2020.

CARRIED

23 Waitematā Local Board workshop records
Resolution number WTM/2020/192
MOVED by Chairperson R Northey, seconded by Member G Gunthorp:
That the Waitematā Local Board:

a) receive the Waitematā Local Board workshop records for the workshops held on 21 July 2020, 23 July 2020, 28 July 2020, 4 August 2020 and 11 August 2020.

CARRIED

24 Consideration of Extraordinary Items

There was no consideration of extraordinary items.

5.42 pm

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

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

DATE:....................................................................................................

CHAIR:..............................................................................................