

# Māori Consultative Committee

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## OPEN MINUTES

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Meeting Date: **Wednesday 9 August 2017**  
Time: **3pm-4.02pm**  
Venue: **Pukemokimoki Marae  
191 Riverbend Rd  
Onekawa**

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**Present:** Piri Prentice (Chair), Councillor Api Tapine, Tiwana Aranui, Liz Ratima, Mayor Bill Dalton

**In Attendance:** Director Community Services, Manager Community Strategies, Team Leader Governance, PA to the Mayor, Director City Strategy, Strategic Maori Advisor, Strategic Planning Lead, Manager Environmental Solutions, Manager City Development, Urban Design Lead

**KARAKIA**

A mihi was given from Mr Tiwana Aranui and followed by a Karakia.

**APOLOGIES**

**APOLOGIES**

**MAORI CONSULTATIVE COMMITTEE'S RECOMMENDATION**

**L Ratima / T Aranui**

That the apology from George Reti be accepted.

**CARRIED**

**CONFLICTS OF INTEREST**

Nil

**PUBLIC FORUM**

Nil

**ANNOUNCEMENTS BY THE CHAIRPERSON**

Nil

**ANNOUNCEMENTS BY THE MANAGEMENT**

Management made the following announcements:

- 1) Cato Road
  - Council is considering an application for a licence to occupy a current driveway as an accessway for a new childcare facility (on private land) and some public land as part of a carpark. The land in question is part of the Wharerangi Cemetery. Council are currently undertaking engagement with the public and there is an opportunity to provide feedback via the Council's website.
- 2) Composition of Māori Consultative Committee
  - The Mayor noted that he selects the members of the committee and takes advice from the Chair on this.
- 3) Official Opening of Marine Parade
  - The Māori Consultative Committee were invited to attend the official opening of the Marine Parade by Council.
- 4) Council's Strategic Maori Advisor
  - Mr Charles Ropitini, Council's Strategic Māori Advisor, originally based at the MTG, is now reporting directly to the Community Services Director and will take on a role of advising on Māori issues across Council and establishing partnerships with Māori across Council's work.

## CONFIRMATION OF MINUTES

### Mayor Dalton / Councillor Tapine

That the Minutes of the meeting held on 10 May 2017 were taken as a true and accurate record of the meeting.

**CARRIED**

A comment on the ongoing discussion around the cemetery was made. Since the last meeting, Mr Tiwana Aranui has been working with the Board of Trustees of the Marae on how to address their concerns about the high cost of funerals. In particular, how expenses could be reduced with less time on the Marae.

Officers will report back to the Committee on whether there is a facility in Napier for cremation.

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## NEW ITEMS FOR MAORI CONSULTATIVE COMMITTEE

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### 1. UPDATE ON REVIEW OF MAORI CONSULTATIVE COMMITTEE TOR

<i>Type of Report:</i>	<i>Information</i>
<i>Legal Reference:</i>	<i>N/A</i>
<i>Document ID:</i>	<i>380264</i>
<i>Reporting Officer/s &amp; Unit:</i>	<i>Jane McLoughlin, Team Leader Governance</i>

#### 1.1 Purpose of Report

To outline progress since the last update on the review of the Maori Consultative Committee's Terms of Reference (TOR).

#### At the Meeting

Councillor Tapine spoke to this item.

In particular, there had been some difficulty in progressing this work, and it was noted that the committee members had large workloads. To date, one out of four proposed meetings had been undertaken as well as a meeting with Wairoa District Council.

### MAORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

#### T Aranui / L Ratima

That the Maori Consultative Committee:

- a. Receive a verbal update on progress of the review of the Maori Consultative Committee.

**CARRIED**

### 2. MAORI WARDS

<i>Type of Report:</i>	<i>Legal</i>
<i>Legal Reference:</i>	<i>Local Electoral Act 1991</i>
<i>Document ID:</i>	<i>378551</i>
<i>Reporting Officer/s &amp; Unit:</i>	<i>Jane McLoughlin, Team Leader Governance</i>

## 2.1 Purpose of Report

To outline the process for consideration of Māori Wards for the 2019 elections.

### At the Meeting

Key points of discussion included:

- Across the country, the results of a poll on Māori Wards have generally been against establishing them.
- Voter turnout is low, particularly for Māori.
- If Māori Wards were introduced in Napier, this may reduce the number of votes for Māori representatives.
- Despite some reservations about Māori Wards, the Committee welcomed the opportunity to consult on it.

## MAORI CONSULTATIVE COMMITTEE'S RECOMMENDATION

### L Ratima / T Aranui

That the Māori Consultative Committee

- a. Receive the report titled Māori Wards.
- b. Note that there is an opportunity to discuss and consult with local Māori prior to the decision on Māori Wards being put to Council.
- c. Discuss and provide direction on preferred consultation options for Māori Wards.
- d. Note that staff will undertake consultation and report back to the Māori Committee and the Council on views received to inform Council's decision-making. A report back will be provided at the 20 September Māori Consultative Committee meeting.

**CARRIED**

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## REPORTS FROM STANDING COMMITTEES

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### MAORI CONSULTATIVE COMMITTEE RECOMMENDATION

That the Maori Consultative Recommendations arising from the discussion of the Committee reports, be submitted to the Council meeting for consideration.

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## REPORTS FROM STRATEGY AND INFRASTRUCTURE COMMITTEE HELD 19 JULY 2017

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### 1. MATARIKI REGIONAL ECONOMIC DEVELOPMENT STRATEGY

*Type of Report:*

*Enter Significance of Report*

**Legal Reference:** Enter Legal Reference  
**Document ID:** 375927  
**Reporting Officer/s & Unit:** Wayne Jack, Chief Executive

### 1.1 Purpose of Report

To endorse the governance structure, delivery and funding model for Mataraki – Hawke’s Bay Regional Economic Development Strategy.

#### At the Maori Consultative Committee meeting

A brief discussion was had on this item, noting that benefits of the Matariki Regional Economic Development Strategy are already being realised. In particular, an increase in employment, and a number of workshops to assist people around starting a business and running a small business.

#### Councillor Tapine / T Aranui

That the Council resolve that the Committee’s recommendation be adopted.

**CARRIED**

#### COMMITTEE’S RECOMMENDATION

##### Councillors White / Wise

That Council

- a. Endorse the governance structure, delivery and funding model for the Matariki Regional Economic Development Strategy.

**CARRIED**

## 2. NAPIER AQUATIC CENTRE BUSINESS CASE: OPTIONS FOR EXPANSION

**Type of Report:** Enter Significance of Report  
**Legal Reference:** Enter Legal Reference  
**Document ID:** 375027  
**Reporting Officer/s & Unit:** Glenn Lucas, Manager Sport & Recreation

### 2.1 Purpose of Report

To seek Council approval of the Napier Aquatic Centre Expansion Business Case and engage with the community on the recommended options.

#### At the Maori Consultative Committee meeting

Officers noted the three options that have been put out for public consultation.

#### L Ratima / T Aranui

That the Council resolve that the Committee’s recommendation be adopted.

**CARRIED**

#### COMMITTEE’S RECOMMENDATION

##### Councillors Brosnan / Taylor

That Council

- a. Approves the Napier Aquatic Centre: Options for Expansion Business case
- b. Progresses community engagement and consultation on the recommended three options.

**CARRIED**

### **3. DRAFT AHURIRI ESTUARY & COASTAL EDGE MASTERPLAN - CONSULTATION**

<b>Type of Report:</b>	<i>Procedural</i>
<b>Legal Reference:</b>	<i>N/A</i>
<b>Document ID:</b>	<i>373788</i>
<b>Reporting Officer/s &amp; Unit:</b>	<i>Fleur Lincoln, Strategic Planning Lead</i>

#### **3.1 Purpose of Report**

The purpose of the report is to obtain endorsement of the Final Draft Ahuriri Estuary and Coastal Edge Masterplan, and of the community engagement plan in advance of the community consultation phase.

#### **At the Maori Consultative Committee meeting**

A brief discussion was had on this item; it was noted that the Masterplan is robust and now moving into the consultation period. A seminar will be provided to the Committee on the Masterplan.

#### **Councillor Tapine / T Aranui**

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

#### **COMMITTEE'S RECOMMENDATION**

#### **Councillors Boag / Taylor**

That Council

- a. endorse the Final Draft Ahuriri Estuary and Coastal Edge Masterplan.
- b. endorse the Community Engagement Plan.

**CARRIED**

### **4. PERMANENT COMMERCIAL ACTIVITY ON MARINE PARADE**

<b>Type of Report:</b>	<i>Operational</i>
<b>Legal Reference:</b>	<i>N/A</i>
<b>Document ID:</b>	<i>352651</i>
<b>Reporting Officer/s &amp; Unit:</b>	<i>Fleur Lincoln, Strategic Planning Lead</i>

#### **4.1 Purpose of Report**

The purpose of this report is to obtain a Council decision on whether to allow a commercial activity to operate on Marine Parade's foreshore reserve throughout the year on a more permanent basis.

**At the Maori Consultative Committee meeting**

No discussion was held on this item.

**Mayor Dalton / Councillor Tapine**

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

**COMMITTEE'S RECOMMENDATION**

**Councillors Jeffery / White**

That Council

- a. Agree to grant a 'licence to occupy' for the northern end of the Marine Parade foreshore reserve (adjacent to the petanque court) to a food and beverage-related commercial business.
- b. Agree that the license to occupy be managed as a 3 year contract with a review after each year.
- c. Direct officers to hold an open tender process to determine who will be granted this licence to occupy.
- d. Require the future proprietor to cover all costs associated with the provision of infrastructure.

**CARRIED**

**5. HAWKE'S BAY AIRPORT LTD - REAPPOINTMENT OF DIRECTOR**

<i>Type of Report:</i>	<i>Operational</i>
<i>Legal Reference:</i>	<i>Enter Legal Reference</i>
<i>Document ID:</i>	<i>376916</i>
<i>Reporting Officer/s &amp; Unit:</i>	<i>Caroline Thomson, Chief Financial Officer</i>

**5.1 Purpose of Report**

To seek endorsement from Council for the re-appointment of Sarah Park as a Director to Hawke's Bay Airport Ltd.

**At the Maori Consultative Committee meeting**

No discussion was held on this item.

**Mayor Dalton / T Aranui**

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

**COMMITTEE'S RECOMMENDATION**

**Mayor Dalton / Councillor Brosnan**

That Council

- a. Endorse the re-appointment of Sarah Park for a further term as Director of the

Hawke's Bay Airport Ltd.

**CARRIED**

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## **REPORTS FROM REGULATORY COMMITTEE HELD 19 JULY 2017**

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### **1. GAMBLING VENUES POLICY - HEARING REPORT**

<b>Type of Report:</b>	<i>Legal</i>
<b>Legal Reference:</b>	<i>Gambling Act 2003</i>
<b>Document ID:</b>	<i>356506</i>
<b>Reporting Officer/s &amp; Unit:</b>	<i>Kim Anstey, Planner Policy/Analyst</i>

#### **1.1 Purpose of Report**

This report provides an analysis of submissions received on the Gambling Venues Policy review and outlines the officer's recommendations on these submissions.

#### **At the Maori Consultative Committee meeting**

The Mayor gave an update on the Hearing.

#### **Mayor Dalton / T Aranui**

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

#### **COMMITTEE'S RECOMMENDATION**

#### **Councillors Jeffery / Brosnan**

That Council

- a. Hear the submissions on the Gambling Venues Policy and determine whether any changes are required to the proposed policy.

**CARRIED**

### **2. SET PARKING FEES AND CHARGES - 292 HASTINGS STREET**

<b>Type of Report:</b>	<i>Operational</i>
<b>Legal Reference:</b>	<i>Traffic Regulations, Parking Control Bylaw 2008</i>
<b>Document ID:</b>	<i>374136</i>
<b>Reporting Officer/s &amp; Unit:</b>	<i>Hayleigh Brereton, Manager Regulatory Solutions</i>

#### **2.1 Purpose of Report**

To seek Council's approval for establishing parking fees for a property at 292 Hastings Street, Napier, which has recently been acquired by Council to bolster the supply of parking options in the city.

#### **At the Maori Consultative Committee meeting**

No discussion was held on this item.



**Mayor Dalton / T Aranui**

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

**COMMITTEE'S RECOMMENDATION**

**Councillors Wright / White**

That Council

- a. Establish the property at 292 Hastings Street, Napier, as an all-day casual car park.
- b. Agree that the parking fees be set at \$1 per hour with an all-day rate of \$5 per day
- c. Agree that the car park be trialled as a technology only payment system, with payment made by car parking App Parkmate.

**CARRIED**

**3. FUNDING APPLICATION FOR ELITE ROAD NATIONAL CYCLING CHAMPS**

<i>Type of Report:</i>	<i>Operational</i>
<i>Legal Reference:</i>	<i>N/A</i>
<i>Document ID:</i>	<i>374244</i>
<i>Reporting Officer/s &amp; Unit:</i>	<i>Kevin Murphy, Event Manager</i>

**3.1 Purpose of Report**

To seek approval for the Marketing Department to apply for external funding to support the Elite Road National Cycling Champs to be held in Napier 5-8 January 2018

**At the Maori Consultative Committee meeting**

No discussion was held on this item.

**Mayor Dalton / T Aranui**

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

**COMMITTEE'S RECOMMENDATION**

**Mayor Dalton / Councillor Taylor**

That Council

- a. Approve an application for funding being made to the Lion Foundation for \$50,000 to assist with costs to manage the Elite Road national Cycling Champs in January 2018.

**CARRIED**

## 4. STREET NAMING

As a courtesy to the Committee, the Committee was advised of the Street Naming paper of 150 Guppy Road which was submitted to Council. The Committee noted the paper and the relationship between Chinese and Tangata Whenua.

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## REPORTS FROM FINANCE COMMITTEE HELD 2 AUGUST 2017

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### 1. CATO ROAD ACCESSWAY

<b>Type of Report:</b>	Legal
<b>Legal Reference:</b>	Public Works Act 1981
<b>Document ID:</b>	377905
<b>Reporting Officer/s &amp; Unit:</b>	Debra Stewart, Team Leader Parks, Reserves, Sportsgrounds

#### 1.1 Purpose of Report

To gain Council approval for a Licence to Occupy. The proposed Licence to Occupy relates to a piece of land which forms part of the Wharerangi Cemetery and a portion of Council's Paper Road.

The purpose of the Licence is for a road to access a commercial childcare centre that is proposed on an adjoining site. The childcare centre is subject to Resource Consent which is currently being considered by Council's Planning Team.

#### At the Maori Consultative Committee meeting

No further discussion on this item was held.

#### Councillor Tapine / Mayor Dalton

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

#### COMMITTEE'S RECOMMENDATION

#### Councillors Taylor / Tapine

That Council

- a. Receive the report titled *Cato Road Accessway*.
- b. Consider the information provided, including the issues and options outlined in this report.
- c. Approve the Licence to Occupy for the part of the cemetery and paper road as shown in Attachment A.
- d. Direct officers to undertake engagement with neighbouring residents and cemetery users on the proposed accessway (for example through a letter drop to neighbouring residents, a site notice in the area and social media) prior to the final decision of Council at its meeting scheduled for 16 August 2017.

**CARRIED**

## 2. COMMUNITY OUTCOME, ACTIVITIES AND ACTIVITY GROUPS

<b>Type of Report:</b>	<i>Legal and Operational</i>
<b>Legal Reference:</b>	<i>Local Government Act 2002</i>
<b>Document ID:</b>	<i>371697</i>
<b>Reporting Officer/s &amp; Unit:</b>	<i>Elaine Cooper, Corporate Planner</i>

### 2.1 Purpose of Report

In preparation for the 2018–2028 Long Term Plan (LTP) a number of Policies, Strategies and building blocks are required to be adopted by Council. This report outlines the first set of building blocks to define Council’s overall direction for this LTP: Council’s Mission, Vision, Community Outcomes, Activities and Activity Groups through which Council will deliver on its outcomes. The report also identifies the community outcome to which each activity primarily contributes.

These statements provide the strategic direction for the preparation of activity and asset management plans and in the preparation of required policies and strategies.

#### **At the Maori Consultative Committee meeting**

No discussion on this item was held.

#### **Councillor Tapine / Mayor Dalton**

That the Council resolve that the Committee’s recommendation be adopted.

**CARRIED**

### **COMMITTEE’S RECOMMENDATION**

#### **Councillors Hague / Brosnan**

- a. That Council adopt the Mission, Vision, Community Outcomes and Council’s Activities and Activity Groups to be used for the preparation of the 2018 – 2028 LTP and supporting plans, policies and strategies.

**CARRIED**

## 3. CIVIC AND LIBRARY BUILDING

<b>Type of Report:</b>	<i>Legal and Operational</i>
<b>Legal Reference:</b>	<i>Building Act 2004</i>
<b>Document ID:</b>	<i>378350</i>
<b>Reporting Officer/s &amp; Unit:</b>	<i>Adele Henderson, Director Corporate Services</i>

### 3.1 Purpose of Report

To formally receive the Detailed Seismic Assessment (DSA) undertaken on the Civic and Library buildings and to approve the decanting of staff into alternative locations until such time a fit for purpose Council building is available.

#### **At the Maori Consultative Committee meeting**

Acknowledgement was made of the courage of Napier City Council staff for remaining in

an earthquake prone building.

**Councillor Tapine / Mayor Dalton**

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

**Item(s) of business to lie on the table**

**Councillors Brosnan / Jeffery**

That pursuant to Standing Order 3.12.1 that Item 3 – Civic and Library Building lie on the table and will not be further discussed at this meeting but will be reconsidered at the Council meeting scheduled to be held on 16 August 2017.

**LOST**

**COMMITTEE'S RECOMMENDATION**

**Councillors Wise / Brosnan**

That Council:

- a. Receive the Detailed Seismic Assessment report undertaken by Strata Group.
- b. Approve the relocation of staff to alternative locations within Napier that meet the due diligence requirements.
- c. Approve the capitalisation of improvement and lease costs associated with alternative premises to be funded from the building upgrade budget.
- d. Seek any variance in funding through the Long Term Plan 2018-28.
- e. Note that Council will undertake a Special Consultative Procedure on the proposed options for the Civic Building and potential Commercial development opportunities approximately October 2017. A separate consultation on Library options will be undertaken once the Library Strategy has been completed.
- f. Provide the Chief Executive delegation up to \$1m per annum to undertake and sign lease negotiations to accommodate staff, customer services and a library service centre for a period of 2/3 years with rights of renewals up to 5 years
- g. Provide the Chief Executive delegation up to \$1m to undertake fitout requirements for staff, customer services and library service centre requirements
- h. That a DECISION OF COUNCIL is required urgently due to the timeframe within which lease agreements must be finalised to secure appropriate alternative office space.
- i. This will require the following resolution to be passed before the decision of Council is taken:

That, in terms of Section 82 (3) of the Local Government Act 2002, that the principles set out in that section have been observed in such manner that the Napier City Council considers, in its discretion, is appropriate to make decisions on the recommendation.

**CARRIED**

#### 4. REMUNERATION OF ELECTED MEMBERS

<b>Type of Report:</b>	<i>Operational and Procedural</i>
<b>Legal Reference:</b>	<i>Local Government Act 2002</i>
<b>Document ID:</b>	<i>378660</i>
<b>Reporting Officer/s &amp; Unit:</b>	<i>Adele Henderson, Director Corporate Services</i>

##### 4.1 Purpose of Report

*To advise Council of the proposed remuneration levels to apply for the 2017/2018 year, as received from the Remuneration Authority, and to seek Council approval of these.*

##### **At the Maori Consultative Committee meeting**

No discussion on this item was held.

##### **Councillor Tapine / Mayor Dalton**

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

##### **COMMITTEE'S RECOMMENDATION**

##### **Councillors Wright / White**

- a. That the remuneration levels proposed by the Remuneration Authority for the 2017/18 year be adopted.
- b. That confirmation be sent to the Remuneration Authority that the adopted remuneration levels will be implemented from 1 July 2017.

**CARRIED**

#### 5. ELECTORAL SYSTEMS FOR ELECTIONS

<b>Type of Report:</b>	<i>Legal</i>
<b>Legal Reference:</b>	<i>Local Electoral Act 1991</i>
<b>Document ID:</b>	<i>377703</i>
<b>Reporting Officer/s &amp; Unit:</b>	<i>Jane McLoughlin, Team Leader Governance</i>

##### 5.1 Purpose of Report

To outline the process for making any changes to the electoral system to be used for the 2019 elections.

##### **At the Maori Consultative Committee meeting**

The Mayor outlined that there are two choices, whether to retain First Past the Post or move to Single Transferable Vote.

##### **Councillor Tapine / Mayor Dalton**

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

## COMMITTEE'S RECOMMENDATION

### Councillors Price / McGrath

That Council

- a. Receive the report titled Electoral Systems for Elections.
- b. Note that if Council wishes to make a decision to change the electoral system to STV for the 2019 elections, a decision will need to be made by 12 September 2017.
- c. Note that staff will undertake an education campaign and consultation process and report back to Council on the community's views to inform Council's decision-making. A report back will be provided at the Strategy and Infrastructure Committee meeting on 30 August for Council to make a decision on the electoral system.

**CARRIED**

## 6. NEW YEAR'S EVE EVENT - FUNDING APPLICATIONS

<i>Type of Report:</i>	<i>Operational</i>
<i>Legal Reference:</i>	<i>N/A</i>
<i>Document ID:</i>	<i>376879</i>
<i>Reporting Officer/s &amp; Unit:</i>	<i>Belinda McLeod, Community Funding Advisor</i>

### 6.1 Purpose of Report

To seek approval to apply for external funding to support the New Year's Eve event for 2017-18.

#### At the Maori Consultative Committee meeting

No discussion was held on this item.

#### Councillor Tapine / Mayor Dalton

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

## DECISION OF COUNCIL

### Councillors Price / Wright

That, in terms of Section 82 (3) of the Local Government Act 2002, that the principles set out in that section have been observed in such manner that the Napier City Council considers, in its discretion, is appropriate to make decisions on the recommendation.

**CARRIED**

## COUNCIL RESOLUTION

Councillors Wright / Brosnan

That the Council apply to external funders as outlined in Table a:

<b>External Funder</b>	<b>Apply for funding up to:</b>
Pub Charity Ltd	23,000
Eastern & Central Community Trust	14,000
Youthtown	6,000
North and South Trust	4,000
First Sovereign Trust	4,000
Infinity Foundation	10,000
Grassroots Trust	9,000
<b>Total</b>	<b>\$70,000</b>

**CARRIED**

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## REPORTS FROM COMMUNITY SERVICES COMMITTEE HELD 2 AUGUST 2017

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### 1. NAPIER SOCIAL MONITOR REPORT - 2017

<i>Type of Report:</i>	<i>Enter Significance of Report</i>
<i>Legal Reference:</i>	<i>Enter Legal Reference</i>
<i>Document ID:</i>	377356
<i>Reporting Officer/s &amp; Unit:</i>	Michele Grigg, Senior Advisor Policy

#### 1.1 Purpose of Report

To provide a summary of findings from the Napier Social Monitor report 2017.

#### At the Maori Consultative Committee meeting

No discussion on this item was held.

#### Mayor Dalton / L Ratima

That the Council resolve that the Committee's recommendation be adopted.

**CARRIED**

#### COMMITTEE'S RECOMMENDATION

#### Councillors Jeffery / Taylor

That Council

- a. receives the Napier Social Monitor report 2017.

**CARRIED**

**Closing comments**

In response to a question on whether there might be opportunities to receive external funding for a Waka-Ama event and Waitangi day for 2018, Councillors invited Councillor Tapine to discuss this directly with the Events Manager and Community Services Director.

The Mayor noted that during his recent sister-city visit to British Columbia, the tangata whenua in that particular area were always honoured in every speech.

Mr Tiwana Aranui requested the Veronica Bell for the 10 year celebrations of the Marae, and advised that invites will be sent to Council for the event.

The Chair requested Mr Charles Ropitini to close the meeting.

*The meeting concluded at 4.02pm*

**APPROVED AND ADOPTED AS A TRUE AND ACCURATE RECORD OF THE MEETING**

**CHAIRPERSON:** \_\_\_\_\_

**DATE OF APPROVAL:** \_\_\_\_\_