



TAMALA PARK
Regional Council

Meeting of Council

Minutes

Thursday 15 June 2017, 6:00pm

Town of Victoria Park

99 Shepperton Road, Victoria Park

TAMALA PARK
REGIONAL COUNCIL
(TPRC)
COMPRISES THE
FOLLOWING
COUNCILS:

Town of Cambridge
City of Joondalup
City of Perth
City of Stirling
Town of Victoria Park
City of Vincent
City of Wanneroo

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MEMBERSHIP

OWNER COUNCIL	MEMBER	ALTERNATE MEMBER
Town of Cambridge	Cr Louis Carr	
City of Joondalup	Cr John Chester Cr Kerry Hollywood	
City of Perth	Cr Janet Davidson OAM JP	Cr Jim Adamos
City of Stirling	Cr Karen Caddy Mayor Giovanni Italiano JP (Chairman) Cr Keith Sargent Cr Rod Willox AM JP	Cr Terry Tyzack
Town of Victoria Park	Cr Keith Hayes	
City of Vincent	Mayor Emma Cole	Cr Jimmy Murphy
City of Wanneroo	Cr Dianne Guise (Deputy Chair) Cr Brett Treby	Cr Domenic Zappa Cr Hugh Nguyen

PRESENT

Chairman	Cr Giovanni Italiano
Councillors	Cr Louis Carr Cr John Chester Cr Emma Cole (arrived 6:18pm) Cr Janet Davidson Cr Diane Guise Cr Keith Hayes Cr Kerry Hollywood Cr Keith Sargent Cr Brett Treby Cr Terry Tyzack (Alternate Member) Cr Rod Willox
Staff	Mr Tony Arias (Chief Executive Officer) Mr Luke Aitken (Project Coordinator) Ms Vickie Wesolowski (Executive Assistant)
Apologies	Cr Karen Caddy
Leave of Absence	Nil
Absent	Nil
Councils' Advisors Apologies	Mr Len Kosova (City of Vincent) Mr Stuart Jardine (City of Stirling) Mr Daniel Simms (City of Wanneroo) Mr Jason Buckley (Town of Cambridge) Mr Anthony Vuleta (Town of Victoria Park) Mr Martin Mileham (City of Perth)
Councils' Advisors in Attendance	Mr Garry Hunt (City of Joondalup) Mr Mark Dickson (City of Wanneroo) Mr Ross Povey (City of Stirling)
Consultants' Apologies	Nil
Consultants in Attendance	Mr Kim Lawrence (Satterley Property Group) Ms Antonina Lazzara (Satterley Property Group) Ms Lauren Vidler (Satterley Property Group)
Members of the Public	Nil
Press	Nil

1. OFFICIAL OPENING

The Chairman declared the meeting open at 6:02pm. The Chairman welcomed Cr Terry Tyzack, the alternate member for Cr Caddy.

DISCLOSURE OF INTERESTS

Nil

2. PUBLIC STATEMENT/QUESTION TIME

Nil

3. APOLOGIES AND LEAVE OF ABSENCE

Cr Karen Caddy

4. PETITIONS

Nil

5. CONFIRMATION OF MINUTES

Ordinary Meeting of Council – 20 April 2017

Moved Cr Treby, Seconded Cr Guise.

That the minutes of the Ordinary Meeting of Council of 20 April 2017 be confirmed, and signed by the Chairman, as a true and correct record of proceedings.

The Motion was put and declared CARRIED (11/0).

BUSINESS ARISING FROM MINUTES

Nil

6. ANNOUNCEMENTS BY CHAIRMAN (WITHOUT DISCUSSION)

Nil

7. MATTERS FOR WHICH MEETING MAY BE CLOSED

9.16 Review of Project Milestones (May 2017)

9.17 Annual Plan (May 2017)

9.18 CEO Annual Performance Review 2016/2017- Appointment of Consultant.

8. REPORTS OF COMMITTEES

Management Committee Meeting – 18 May 2017

Cr Treby – Chairman Management Committee advised that the Committee considered a number of Items listed in this agenda and that he would provide further comments when the items were formally considered.

CEO Performance Review Committee Meeting – 31 May 2017

Cr Italiano – Chairman CEO Performance Review Committee advised that the Committee considered Item 9.18 – CEO Performance Review 2015/2016 - Confidential relating to the term, brief and budget for the appointment of a consultant to assist Council with the annual CEO Performance Review and that he would provide further comments when the item was formally considered.

9.1 BUSINESS REPORT – PERIOD ENDING 8 JUNE 2017

Moved Cr Treby, Seconded Cr Guise.

[The recommendation in the agenda]

That the Council RECEIVES the Business Report to 8 June 2017.

The Motion was put and declared CARRIED (11/0).

9.2 STATEMENTS OF FINANCIAL ACTIVITY FOR THE MONTHS OF MARCH & APRIL 2017

Moved Cr Sargent, Seconded Cr Willox.

[The recommendation in the agenda]

That the Council RECEIVES and NOTES the Statements of Financial Activity for the months ending:

- **31 March 2017; and**
- **30 April 2017.**

The Motion was put and declared CARRIED (11/0).

9.3 LIST OF MONTHLY ACCOUNTS SUBMITTED FOR THE MONTHS OF MARCH & APRIL 2017

Moved Cr Guise, Seconded Cr Davidson.

[The recommendation in the agenda]

That the Council RECEIVES and NOTES the list of accounts paid under Delegated Authority to the CEO for the months of March and April 2017:

- **Month ending 31 March 2017 (Total \$2,669,459.32)**
- **Month ending 30 April 2017 (Total \$1,333,522.50)**
- **Total Paid - \$4,002,981.82**

The Motion was put and declared CARRIED (11/0).

9.4 PROJECT FINANCIAL REPORT – APRIL 2017

Moved Cr Guise, Seconded Cr Carr.

[The recommendation in the agenda]

That the Council RECEIVES the Project Financial Report (April 2017) submitted by the Satterley Property Group.

The Motion was put and declared CARRIED (11/0).

9.5 SALES AND SETTLEMENT REPORT – PERIOD ENDING 8 JUNE 2017

Moved Cr Guise, Seconded Cr Chester.

[The recommendation in the agenda]

That the Council RECEIVES the Sales and Settlement Report to 8 June 2017.

The Motion was put and declared CARRIED (11/0).

9.6 EXTENSION OF EARLY CONSTRUCTION REBATE

Moved Cr Treby, Seconded Cr Willox.

[The recommendation in the agenda]

That the Council:

- 1. RECEIVES the correspondence on the Early Construction Rebate prepared by the Satterley Property Group, dated April 2017.**
- 2. APPROVES the extension of the payment of an Early Construction Rebate to the value of \$8,000 per lot for selected lots on the market for more than 6 months for contracts entered into after 30 June 2017 and until 30 December 2017, subject to the purchaser providing a copy of a signed Building Contract prior to settlement, with the rebate being paid to the purchaser(s) nominated builder within 6 months of the settlement of the lot.**
- 3. DELEGATES to the Chief Executive Officer approval to apply the Early Construction Rebate to selected lots, in accordance with Recommendation 2 above, where lots are subject to the following constraints; irregular shape, quiet noise requirements and mandatory two storey requirements.**

Cr Cole arrived during discussion on this Item (6:18pm).

The Motion was put and declared CARRIED BY ABSOLUTE MAJORITY (12/0).

9.7 LOT SALES AND RELEASE STRATEGY (MAY 2017)

Moved Cr Guise, Seconded Cr Chester.

[The recommendation in the agenda]

That the Council:

- 1. APPROVES the Lot Sale and Release Strategy (May 2017), submitted by the Satterley Property Group, as the basis of sales and marketing planning for FYE 2018.**
- 2. DELEGATES to the CEO authority to approve changes to the Lot Sale and Release Strategy (May 2017) relating to stage sizes and lot configuration and timing of stage releases, subject to the changes being minor and consistent with TPRC objectives, policies and strategies.**

The Motion was put and declared CARRIED BY ABSOLUTE MAJORITY (12/0).

9.8 PROJECT BUDGET FYE 2018

Moved Cr Guise, Seconded Cr Carr.

[The recommendation in the agenda]

That the Council:

- 1. APPROVES the Project Budget FYE 2018 (May 2017), submitted by the Satterley Property Group, as the basis of financial planning for the TPRC Budget FYE 2018.**
- 2. RECEIVES the Project Forecast FYE 2019 (May 2017) and Project Forecast (2011-2028), submitted by the Satterley Property Group.**
- 3. ACCEPTS that the Satterley Property Group has achieved Key Performance Indicator KPI 4.4 requiring the preparation of a Project Budget on an annual basis by March each year.**
- 4. REQUESTS the Satterley Property Group to provide detailed information on the variances between the approved Project Forecast 2011-2029 (November 2014) and the Project Forecast 2011-2028 (May 2017) as part of the review of the Project Forecast, as required by Development Managers KPI's (4.4), due for review by August 2017.**

The Motion was put and declared CARRIED (12/0).

9.9 DISTRIBUTION TO PARTICIPANT LOCAL GOVERNMENTS – JUNE 2017

Moved Cr Willox, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council APPROVES the June 2017 Distribution to Participant Local Governments of \$6M, consistent with the TPRC Budget FYE 2017.

The Motion was put and declared CARRIED (12/0).

9.10 ANNUAL MARKETING PLAN FYE 2018

Moved Cr Guise, Seconded Cr Chester.

[The recommendation in the agenda]

That the Council:

- 1. APPROVES the Annual Marketing Plan (May 2017), prepared by the Satterley Property Group.**
- 2. ACCEPTS that the Development Managers Key Performance Indicators (June 2014), Marketing 3.2 – Annual Marketing Plan, requiring the preparation of the Annual Marketing Plan by March each year has been ACHIEVED.**
- 3. ADVISES the Satterley Property Group that marketing expenditure will be reviewed and monitored in line with market conditions and the requirements of the Project.**

The Motion was put and declared CARRIED (12/0).

9.11 REVIEW OF CATALINA RISK MANAGEMENT PLAN 2017

Moved Cr Carr, Seconded Cr Willox.

[The recommendation in the agenda]

That the Council:

- 1. APPROVES the Risk Management Plan (May 2017) prepared by the Satterley Property Group.**
- 2. REQUIRES the Satterley Property Group to continually review and update the Risk Management Plan (May 2017) and report to Council annually.**
- 3. ACCEPTS that the Satterley Property Group has achieved Key Performance Indicator 2.12 requiring an Annual review of the Project Risk Management Plan by May each year.**
- 4. REQUESTS the Satterley Property Group to prepare as a matter of priority:**
 - a) A program identifying key milestones for Council approvals for the Catalina Grove Precinct;**
 - b) Recommendations for early construction of infrastructure, such as Connolly Drive, which may assist with timing of Phase 1 Catalina Grove;**
 - c) Advice on the impacts of delays to the Catalina Grove Precinct development program on sales and cashflow as part of the Project Forecast review in August 2017 and outline mitigation measures to avoid impacts on TPRC cashflow predictions.**

The Motion was put and declared CARRIED (12/0).

9.12 REVIEW OF SUSTAINABILITY INITIATIVES PLAN

Moved Cr Cole, Seconded Cr Davidson.

[The recommendation in the agenda]

That the Council:

1. RECEIVES the revised Catalina Sustainability Initiative Plan (May 2017) prepared by the Satterley Property Group.
2. APPROVES the following sustainability initiatives and budget for FYE 2018:

Sustainability Initiative	Allocation
Waterwise Landscape Package including soil moisture sensors	\$5,000 per lot
Solar Panel Rebate	\$2,000 per lot
Fibre Optic Service	\$1,200 per lot
Community Development	\$1,200 per lot
Waste Recycling (Housing Construction)	\$600 - \$900 per lot
High rated WELS Fixtures and Appliances in Catalina Beach	\$1,000 per lot

3. APPROVES the continuation of the existing landscape initiatives, including native and low water use plants, native seed collection and propagation, use of site mulch and waterwise irrigation systems.
4. APPROVES the continuation of the fauna and flora relocations associated with bulk earthworks.
5. APPROVES the continuation of Medium Density Housing opportunities in accordance with the Catalina Built Form and Housing Strategy (May 2016) and investigations into small lot product in Stages 16A and 16B.
6. APPROVES the following new initiatives, subject to the Satterley Property Group providing an implementation strategy for Council's consideration for the August 2017 meeting:
 - The provision of an Electronic Tablet to purchasers;
 - A rebate of \$400 to residents for the installation of LED lighting;
 - A rebate for replacement LED lighting to existing purchasers to a value of \$150.
7. REQUESTS the Satterley Property Group to develop proposals and programs to increase residents' awareness on sustainability relating to areas of water conservation, waste recycling, housing efficiency and design, flora and fauna enhancement and energy efficiency in order to increase awareness and to achieve the Council's sustainability objectives.
8. REQUESTS the Satterley Property Group to review communications and procedures for purchasers and builders on Catalina rebates in order to improve participation rates and assist in delivering TPRC sustainability objectives.
9. ACCEPTS that the Satterley Property Group has achieved Key Performance Indicator 2.8 requiring an annual review of sustainability initiatives by May each year.

Moved Cr Guise, Seconded Cr Hollywood.

An amended to Recommendation 6.

6. NOTES the following new initiatives, subject to the Satterley Property Group providing an implementation strategy for Council's consideration for the August 2017 meeting:

- **The provision of an Electronic Tablet to purchasers;**
- **A rebate of \$400 to residents for the installation of LED lighting;**
- **A rebate for replacement LED lighting to existing purchasers to a value of \$150;**
- **Investigation of SmartPole technology with the City of Wanneroo including, but not limited, to LED lighting, CCTV and battery power.**

The Motion was put and declared CARRIED (12/0).

The Motion as amended was as follows:

That the Council:

- 1. RECEIVES the revised Catalina Sustainability Initiative Plan (May 2017) prepared by the Satterley Property Group.**
- 2. APPROVES the following sustainability initiatives and budget for FYE 2018:**

Sustainability Initiative	Allocation
Waterwise Landscape Package including soil moisture sensors	\$5,000 per lot
Solar Panel Rebate	\$2,000 per lot
Fibre Optic Service	\$1,200 per lot
Community Development	\$1,200 per lot
Waste Recycling (Housing Construction)	\$600 - \$900 per lot
High rated WELS Fixtures and Appliances in Catalina Beach	\$1,000 per lot

- 3. APPROVES the continuation of the existing landscape initiatives, including native and low water use plants, native seed collection and propagation, use of site mulch and waterwise irrigation systems.**
- 4. APPROVES the continuation of the fauna and flora relocations associated with bulk earthworks.**
- 5. APPROVES the continuation of Medium Density Housing opportunities in accordance with the Catalina Built Form and Housing Strategy (May 2016) and investigations into small lot product in Stages 16A and 16B.**
- 6. NOTES the following new initiatives, subject to the Satterley Property Group providing an implementation strategy for Council's consideration for the August 2017 meeting:**
 - **The provision of an Electronic Tablet to purchasers;**
 - **A rebate of \$400 to residents for the installation of LED lighting;**
 - **A rebate for replacement LED lighting to existing purchasers to a value of \$150;**

- Investigation of SmartPole technology with the City of Wanneroo including, but not limited, to LED lighting, CCTV and battery power.
7. **REQUESTS** the Satterley Property Group to develop proposals and programs to increase residents' awareness on sustainability relating to areas of water conservation, waste recycling, housing efficiency and design, flora and fauna enhancement and energy efficiency in order to increase awareness and to achieve the Council's sustainability objectives.
 8. **REQUESTS** the Satterley Property Group to review communications and procedures for purchasers and builders on Catalina rebates in order to improve participation rates and assist in delivering TPRC sustainability objectives.
 9. **ACCEPTS** that the Satterley Property Group has achieved Key Performance Indicator 2.8 requiring an annual review of sustainability initiatives by May each year.

The Motion was put and declared CARRIED (12/0).

9.13 COMPLAINTS POLICY 2017

Moved Cr Treby, Seconded Cr Davidson.

[The recommendation in the agenda]

That the Council APPROVES the Complaints Policy (June 2017).

The Motion was put and declared CARRIED (12/0).

9.14 APPOINTMENT OF COMMITTEE MEMBER – AUDIT COMMITTEE

Moved Cr Guise, Seconded Cr Willox.

[The recommendation in the agenda]

In accordance with the provisions of the Local Government Act 1995, that Cr Keith Sargent is elected to the Audit Committee to replace Cr David Michael.

The Motion was put and declared CARRIED BY ABSOLUTE MAJORITY (12/0).

9.15 CATALINA GROVE TREE CANOPY RETENTION UPDATE

Moved Cr Willox, Seconded Cr Cole.

[The recommendation in the agenda]

That the Council RECEIVES the correspondence dated 25, May 2017, submitted by the Satterley Property Group, providing an update on the tree canopy analysis for Catalina Grove.

The Motion was put and declared CARRIED (12/0).

Moved Cr Carr, Seconded Cr Sargent.

That Standing Orders be suspended to allow Confidential Items 9.16, 9.17 and 9.18 to be discussed.

The Motion was put and declared CARRIED (12/0).

Council's Consultants vacated the meeting.

9.16 REVIEW OF PROJECT MILESTONES (MAY 2017) - CONFIDENTIAL

Moved Cr Guise, Seconded Cr Carr.

[The recommendation in the agenda]

That the Council:

- 1. RECEIVES the Satterley Property Group report on Project Milestones (May 2017).**
- 2. ACCEPTS that Development Managers Key Performance Indicators (June 2014), 2.10 completion of two six-monthly Milestone reviews and acceptance of the reviews has been Achieved.**
- 3. ADVISES the Satterley Property Group that it notes that a number of the designated Milestones in the Annual Plan have not been met and that these need to be satisfactorily addressed so that they do not adversely affect the Project.**

The Motion was put and declared CARRIED (12/0).

9.17 ANNUAL PLAN (MAY 2017) - CONFIDENTIAL

Moved Cr Treby, Seconded Cr Cole.

[The recommendation in the agenda]

That the Council:

- 1. APPROVES the Annual Plan (May 2017), prepared by the Satterley Property Group.**
- 2. ADVISES the Satterley Property Group that the Annual Plan (May 2017) provides a sound basis for the Catalina Project in terms of works, activities and strategies for FYE 2018 and that it be used as the basis of financial planning for the TPRC Budget FYE 2018.**
- 3. ADVISES the Satterley Property Group that the Annual Plan (May 2017) generally provides the structured approach and framework against which the Development Managers KPI's can be measured and are meaningful. However, Items 10.1, 10.4, 10.6 and 11 of the Annual Plan require further information in order to be meaningful, satisfactorily address the relevant KPI and be measurable. These matters need to be satisfactorily addressed prior to the Council accepting that the Development Managers KPI 2.6 has been satisfied.**

The Motion was put and declared CARRIED (12/0).

Council's Advisors and TPRC officers vacated the meeting.

9.18 CEO ANNUAL PERFORMANCE REVIEW 2016/2017 - APPOINTMENT OF CONSULTANT - CONFIDENTIAL

Moved Cr Willox, Seconded Cr Treby.

[The recommendation in the agenda]

That the Council appoint Learning Horizons to assist the Council with the CEO Annual Performance Review, for a 3-year term, commencing with the 2016/2017 Review, in accordance with its confidential proposal dated 23 May 2017.

The Motion was put and declared CARRIED (12/0).

Moved Cr Guise, Seconded Cr Treby.

That Standing Orders be reopened and the meeting doors be opened.

The Motion was put and declared CARRIED (12/0).

Council's Advisors and TPRC officers returned to the meeting.

The recommendations for Confidential Items 9.16, 9.17 and 9.18 were read out as follows:

9.16 REVIEW OF PROJECT MILESTONES (MAY 2017)

That the Council:

- 1. RECEIVES the Satterley Property Group report on Project Milestones (May 2017).*
- 2. ACCEPTS that Development Managers Key Performance Indicators (June 2014), 2.10 completion of two six-monthly Milestone reviews and acceptance of the reviews has been Achieved.*
- 3. ADVISES the Satterley Property Group that it notes that a number of the designated Milestones in the Annual Plan have not been met and that these need to be satisfactorily addressed so that they do not adversely affect the Project.*

9.17 ANNUAL PLAN (MAY 2017)

That the Council:

- 1. APPROVES the Annual Plan (May 2017), prepared by the Satterley Property Group.*
- 2. ADVISES the Satterley Property Group that the Annual Plan (May 2017) provides a sound basis for the Catalina Project in terms of works, activities and strategies for FYE 2018 and that it be used as the basis of financial planning for the TPRC Budget FYE 2018.*
- 3. ADVISES the Satterley Property Group that the Annual Plan (May 2017) generally provides the structured approach and framework against which the Development*

Managers KPI's can be measured and are meaningful. However, Items 10.1, 10.4, 10.6 and 11 of the Annual Plan require further information in order to be meaningful, satisfactorily address the relevant KPI and be measurable. These matters need to be satisfactorily addressed prior to the Council accepting that the Development Managers KPI 2.6 has been satisfied.

9.18 CEO ANNUAL PERFORMANCE REVIEW 2016/2017 - APPOINTMENT OF CONSULTANT

That the Council appoint Learning Horizons to assist the Council with the CEO Annual Performance Review, for a 3-year term, commencing with the 2016/2017 Review, in accordance with its confidential proposal dated 23 May 2017.

10. ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

11. QUESTIONS BY ELECTED MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

12. URGENT BUSINESS APPROVED BY THE CHAIRMAN

Nil

13. MATTERS BEHIND CLOSED DOORS

9.16 Review of Project Milestones (May 2017)

9.17 Annual Plan (May 2017)

9.18 CEO Annual Performance Review 2016/2017- Appointment of Consultant.

14. GENERAL BUSINESS

Nil

15. FORMAL CLOSURE OF MEETING

The Chairman declared the meeting closed at 7:20pm.

These minutes were confirmed at a meeting on

SIGNED this day of 2017

as a true record of proceedings.

CHAIRMAN