



The Barossa Council

**MINUTES OF THE MEETING OF THE AUDIT COMMITTEE
OF THE BAROSSA COUNCIL**

held on Tuesday 23 June 2020, commencing at 9.14am
in the Council Chamber, 43-51 Tanunda Road, Nuriootpa

1. WELCOME

Mr Brass declared the meeting open at 9:14am and welcomed all in attendance.

2. MEMBERS PRESENT

Mr Peter Brass, Ms Ellen Ewing, Mr Ian Swan, Cr Russell Johnstone, Cr John Angas

Invited Staff Members

Mr Martin McCarthy, Chief Executive Officer

Ms Nicole Rudd, Coordinator Internal Control

Mr Gary Mavrinnac, Director Development & Environmental Services (from 9:45 a.m. until 10:35am)

Ms Callie Cockshell, Acting Executive and Project Management Officer
(Minute Secretary)

3. APOLOGIES

Mr Mark Lague, Manager Financial Services

Ms Joanne Moen, Manager Executive Services

4. CONFLICT OF INTEREST DECLARATIONS

Nil

5. CONFIRMATION OF MINUTES FROM PREVIOUS MEETING

MOVED Cr Johnstone that the Minutes of the Audit Committee Meeting held 3 March 2020 be confirmed as a true and correct record of the proceedings of that meeting.

Seconded Cr Angas

CARRIED 2019-20/26

6. BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

7. CONSENSUS AGENDA

7.1 ITEMS FOR EXCLUSION FROM THE CONSENSUS AGENDA

Nil

Regarding item 7.3.1 it was requested a report regarding Councils information technology security profile be provided at the next meeting to address comments raised about security of information during COVID-19 work from home

NOT CONFIRMED

arrangements and the electronic portal now being used by Bentleys for external audits.

8. RECEIPT OF CONSENSUS AGENDA

MOVED Mr Swan that Reports for Information items 7.1.1 to 7.1.3 be received.
Seconded Cr Johnstone **CARRIED 2019-20/27**

MOVED Mr Swan that Correspondence Report 7.2.1 be received.
Seconded Cr Johnstone **CARRIED 2018-19/28**

9. DEBATE AGENDA

9.1.1

INTERNAL FINANCIAL CONTROL REPORT

B3705

Ms Rudd spoke to the Report and answered questions from the Members.

Mr Brass suggested that an internal audit of our procurement process be conducted. Mr McCarthy advised this was conducted in recent years and advised the outcome report will be presented at the next meeting.

MOVED Mr Swan that the report from the Coordinator Internal Control on the status of Internal Financial Control work, be received and noted.
Seconded Ms Ewing **CARRIED 2019-20/29**

PURPOSE

To provide an update on the status of Internal Financial Control work.

REPORT

Attached is a copy of the Internal Financial Control Report for March to June 2020.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Internal Financial Control Report – March to June 2020

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



How We Work – Good Governance

Corporate Plan

How We Work – Good Governance

- 6.2 Ensure that Council's policies and process frameworks are based on principles of sound governance and meet legislative requirements.
- 6.4 Ensure that decisions regarding expenditure of Council's budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.

Legislative Requirements

Local Government Act 1999 – Section 125, 126, 129 (1) (b)

Local Government (Financial Management) Regulations 2011, 14(e)

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

NOT CONFIRMED

The regular monitoring and review of Council's financial internal controls and risk assessments will significantly facilitate the on-going safeguarding of Council assets. The control and review of risks is a core officer function and responsibility.

COMMUNITY CONSULTATION

Not required under legislation or Council's Public Consultation Policy.

9.1.2

DRAFT ANNUAL BUDGET AND BUSINESS PLAN 2020/2021 INCORPORATING THE LONG TERM FINANCIAL PLAN 2020/2021 – 2029/2030 – FOR CONSULTATION **B10476**

Mr McCarthy spoke to the Report and advised that the impact of COVID-19 will affect the budget. He also confirmed community consultation was underway but as at today's date there had only been one submission.

MOVED Cr Johnstone that the report on the draft Annual Budget and Business Plan 2020/21, incorporating the annual review of the Long Term Financial Plan 2020/21 to 2029/30 for consultation, be received and noted.

Seconded ...Mr Swan

CARRIED 2019-20/29

PURPOSE

Council, at a Special Meeting held 11 June 2020, endorsed the draft Annual Budget and Business Plan 2020/21 incorporating the Long Term Financial Plan 2020/21 to 2029/30 for public consultation.

A copy of the document is provided in [Attachment 1](#); also a copy of the Minutes of the Special Council Meeting in [Attachment 2](#).

REPORT

Discussion

The Annual Budget and Business Plan (AB&BP) 2020/21 incorporates the Long Term Financial Plan (LTFP) 2020/21 to 2029/30 in the one document, but is divided under separate sections.

The financial information contained in this document has been prepared in accordance with Council's Budget and Business Plan and Review Policy and associated processes.

The formulation of the draft budget incorporates the work of numerous Council officers and teams (following an adopted timeline) which includes:

- budget preparation and input by budget managers
- checking and refining of data input, preparation of general budgets including utilities, depreciation, employee costs etc by the Finance officers
- review and approval by the Corporate Management Team.

This work results in the Finance staff collating, checking, reconciling, and finally preparing a draft budget and long term plan for Council consideration.

The input from Council is gained by holding workshops where discussions and decisions at Council meetings for various parts of the budget preparation and process, provides a direction for officers to prepare the draft budget.

Other Considerations

The SA Local Government Price Index is 1.6% as at March 2020 and the general consumer price index for Adelaide, all groups is 2.4 % as at March 2020.

Rate modelling is prepared for each Local Government Category using the annual valuation report provided by the Valuer General 16 May 2020. An average valuation calculation was prepared for

NOT CONFIRMED

Local Government Category (LGC), removing past and new assessments along with the exclusion of 2020/21 growth from development. Individual assessments may vary from these amounts.

Rate in \$ (RID) is reapportioned using the modelling tool and the differential rating system endeavouring to provide a fair and equitable increase from last year for each LGC, and achieve the total general rate revenue amount required.

Significant items

The draft Budget and LTFP forecasts for forward years include:

- Council considered general rate revenue increases using a number of scenarios ranging from zero to 1.75% and the impact for these to the financial estimates and position over 10 years of the LTFP. Council then set the General rate increase at 1.5% for 2020/21 and 2.75% for years 2021/22 to 2025/26 and at 2.5% for the remaining years, all plus 1% growth.
- The Community Wastewater Management Systems (CWMS) service charge and rate ranging from 1.5% to 2.1% pa. The 2020/21 service charge and rate increase at 2.1%.

The future years of the CWMS LTFP is forecasting a breakeven operating position, although a reserve is in place which should offset any unexpected costs. This draft CWMS LTFP does not currently make provision for the cost of Capital and/or Risk.

- Waste service charges and costs are expected to be increased ranging from 2.0% to 10.6% pa reflecting the expected cost of providing the service. The 10.6% increase for 2020/21 recovering the significant increase for the recycling sorting, waste disposal including the State Government Waste Levy increases.
- The Big Project (TBP) capital expenditure, income and financing relating to TBP allocated over the forward years 2020/21 to 2023/24 (not including relevant operating costs which have been estimated and inserted in the appropriate years in the LTFP) is as follows:

2020/21 to 2023/24	\$M
Capital Expenditure	37.8
Capital Income - Grants & Other Contributions	(14.6)
Loan Financing	(20.8)
Balance from cash reserves	2.4

Meeting the requirements of the Treasury Policy, loan financing is obtained to provide necessary funds to ensure Council's financial position is maintained. These loan amounts will be reduced if not required and will be a mix of fixed and variable loans.

- Due to TBP capital expenditure program over the next four years the discretionary capital expenditure allocation has been removed for years 2020/21 to 2025/26 and set at \$500k per year from 2026/27 and the remaining years.
- The AB&BP contains a number of capital expenditure programs subject to grant funding.
- Other Capital grants and contributions in this review include estimation for funding allocation for: CWMS developer minor contributions at \$50k per year for all years and a development contribution at \$142k for years 2020/21 and 2021/22.
- The NCPA draft 2020/21 budget and LTFP has recently been reviewed in view of COVID 19. These amendments were considered and approved at the NCPA board meeting 17 June 2020 and are incorporated into Council's consolidated draft AB&BP and LTFP.
- Timing of half of the 2020/21 General Purpose - Financial Assistance Grants has been paid early in May 2020 \$722k.
- Federal Government's Local Government's Local Roads and Community Infrastructure Package to be paid 2020/21 \$565k. Council to allocate this amount to project(s) within the budget program

NOT CONFIRMED

- Depreciation has been estimated; a combination of current information and calculations based on the 2018/19 actual results using the depreciation cost as a ratio to the current replacement cost.
- Water charges are based on a normal usage, non-drought year.
- Carried forwards from 2019/20 Capital Expenditure is included from the Budget Update 2019/20 as at 31 March 2020.
- COVID-19 actions for the draft AB&BP and LTFP include:
 - Rates Hardship Policy amended to provide deferral of outstanding 2019/20 (and other accrued years balances outstanding) rates and charges for up to 6 months to those impacted by COVID-19 and becoming unemployed or enduring business failure or hardship, without any fines and charges, impacting both the 2019/20 and 2020/21 financial years and budget. At the Council meeting held 16 June 2020, the rate payment deferral on application was extended to 31 January 2021 without fines and interest.
 - \$3m cash advance debenture facility for 10 years to assist with cashflow during this time.
 - support community clubs, groups and organisations that have an executed lease or licence agreement for use of a Council owned community facility, including facilities managed by Nuriootpa Centennial Park Authority, (due to their inability to continue normal operations as a result of the Coronavirus Pandemic) by waiving lease or licence fees due for the current annual payment period as detailed in their agreement.
 - a COVID-19 Recovery Plan was approved at the Special Council meeting held 19 May 2020, future budgets include \$455k over 2020/21 and 2021/22
 - a COVID-19 general rate targeted remission on application in 2020/21 budget provided at \$150k. Appropriate criteria as part of the Rates Hardship Policy and program is to be established by Council.

Draft Budget - Operating and Capital

Council adopts the Budget at a summary level as contained within the attached AB&BP and annual review of the LTFP. To provide more information, [Attachment 4](#) provides a detailed operational draft budget 2020/21 with comments for significant variances as compared to the 2019/20 Adopted Budget, along with a detailed capital expenditure budget 2020/21.

Summary and Conclusion

Council has reviewed its financial parameters for the LTFP, including the indexation used for forward projections on income and expenditure.

As noted in the Financial Considerations section of this report and the AB&BP, this financial analysis highlights that not all KPI's are within the target ranges, but Council attains a financially sustainable position within the 10 year period of the LTFP.

With the inclusion of TBP grant funding and loan financing, Council has the capacity to undertake TBP asset construction, operational costs and other minor additional projects.

Consideration of other major works in future years will require a full review of the LTFP and as required, Due Diligence Reporting processes to check financial sustainability.

The adoption of the Budget originally scheduled for June but was postponed due to COVID-19 and other factors and will be held during July (date to be confirmed).

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1:	Draft Annual Budget and Business Plan 2020/21 and annual review of the Long Term Financial Plan 2020/21 and 2029/30
Attachment 2:	Minutes of Special Council Meeting held 11 June 2020
Attachment 3:	Capital Expenditure detail
Attachment 4:	Operating budget detail

Policy

Budget & Business Plan and Review Policy

NOT CONFIRMED

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan



How We Work – Good Governance

- 6.2 Ensure that Council's policy and process frameworks are based on principles of sound governance and meet legislative requirements.
- 6.3 Align operational strategy to strategic objectives and measure organisational performance to demonstrate progress towards achieving our goals.
- 6.4 Ensure that decisions regarding expenditure of Council's budget are based on an assessment of whole of life costs, risks associated with the activity and advice contained within supporting plans.
- 6.9 Provide access to Council's plans, policies and processes and communicate with the community in plain English.
- 6.16 Provide contemporary internal administrative and business support services in accordance with mandated legislative standards and good practice principles.

Legislative Requirements

Local Government Act

Local Government (Financial Management) Regulations 2011 - Reg 9(1)(b)

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Financial

The adoption of the Budget is required between 1 June and 31 August. To meet this timeline, the adoption of the draft public consultation document preferably should start in May, but due to the delays mentioned in this report, consultation started 17 June 2020.

Financial performance is managed using suitable financial indicators and targets. Council's adopted Targets are:

KPI - No. 1 Achieve an operating breakeven position, or better, over any five year period

KPI - No. 2 Achieve an operating surplus ratio of between (2%) to 10% over a rolling three year period

KPI - No. 3 Net financial liabilities (NFL) ratio is greater than zero but less than 100% of total operating revenue

KPI - No. 4 Capital outlays on renewing/ replacing assets net of proceeds from sale of replaced assets is greater than 80% but less than 110% of Infrastructure Asset Management Plans over a rolling three year period.

Financial Indicators report for the draft LTFP expected results are:

KPI No. 1 – The cumulative years 19/20 to 23/24 is a deficit position at year five of (\$1,352k).

KPI No. 2 - Operating surplus ratios. Council's expected forecast results are well within the target range, and vary from a deficit (1%) to a surplus of 2.4% an average of 0%

KPI No. 3 – Councils NFL forecast is 52.9% in 20/21 peaking at 66.9% in 22/23 and at 28.3% by 29/30

KPI No. 4 - the KPI target is being met over the ten year period the average being 81.4%.

KPI No. 1 – Analysis:

A cumulative deficit result is forecast for the first five years in the LTFP. Council has adequate retained earnings and cash to support the projected results and returns to an operating surplus by the 2026/27 year.

KPI No. 2 – Analysis:

Although the operating result is within the target range of (2%) to 10% it is projecting an operating deficit for a number of years within the LTFP. Same comments from KPI No.1 also apply.

KPI No. 3 – Analysis

Council is well within the target range and maintains a cash position during this LTFP, utilising a mix of fixed and CAD loans required to finance the significant Capital expenditure programs.

NOT CONFIRMED

KPI No. 4 – Analysis:

The target is being met over the ten year period. For four years in this review the ratio is below the minimum rate, the lowest at 70.7%. A selection of TBP builds will upgrade and replace a considerable amount of assets. These works will be identified and then re-assigned as appropriate to renewal works and will improve this ratio.

This KPI is assessed to ensure Council provides for replacement/renewal of existing assets as they wear out or are consumed.

A substantial amount of 'Upgraded' asset work completed each year are partly renewing components of existing assets. For normal work cycles, components of these assets would need to be replaced when the depreciation or consumption of them had reduced their remaining life to zero, but as they are being upgraded to a better service level, they are effectively replacing asset components that would normally need to be replaced as/when due, this could have a significant favourable impact on the indicator.

COMMUNITY CONSULTATION

The public consultation period will be held from 17 June 2020 to 7 July 2020 and that due to COVID-19 restrictions, a public meeting for budget consultation will not be held. Submissions will be accepted by the following methods:

- via Council's engagement platform at yoursay.barossa.sa.gov.au,
- via Facebook facebook.com/thebarossacouncil,
- via email barossa@barossa.sa.gov.au, or
- in writing.

The LTFP is incorporated with the AB&BP to ensure the two Plans align. This enables the community to be involved in the short and long term planning of Council's Budget.

9.1.3

UPDATE – RISK MANAGEMENT PROGRAMS AND PROJECTS

B7531

Mr McCarthy spoke to the Report and answered questions from the Members. He advised the Risk Management Framework was almost complete but was unfortunately not able to be finalised before today's meeting due to COVID-19. Ms Ewing queried whether a separate register was being considered for psychological hazards. Mr McCarthy advised that these are included in our current hazard register, but that additional awareness communications have been provided to staff to assist with reducing psychological injuries as a result of COVID-19.

MOVED Mr Swan that the Audit Committee receives and notes report 9.1.3 Update – Risk Management Programs and Projects.
Seconded ...Cr Angas **CARRIED 2019-20/30**

PURPOSE

To present a report on the progress of Risk Management programs and projects.

REPORT

Risk Management Quarterly Report

Council's Risk Management Quarterly Report for Quarter 3 - 2019/2020 is provided at [Attachment 1](#) for information and noting.

Local Government Association Mutual Liability Scheme (LGAMLS)

Three new claims were submitted to the LGAMLS between 27 February 2020 and 18 June 2020 as per below.

Mutual Liability Claims:

NOT CONFIRMED

1. 27 Feb 2020 – Fall injury Murray Street, Nuriootpa. Formal request for compensation received and submitted; claim denied.
 - a. Uneven surface, concrete lifting due to tree roots. Concrete ground back to reduce hazard.
2. 13 March 2020 – Fall injury Washington Street, Angaston. Incident occurred February however claim submitted in March. Formal request for compensation received and submitted; claim denied.
 - a. Raised pavement identified. Concrete ground back to reduce hazard.
3. 19 March 2020 – Vehicle Damage Murray Street, Angaston. Formal request for compensation received and submitted; claim denied.
 - a. Vehicle damaged as a result of impact with street tree. To assist drivers in seeing the obvious tree hazard adjacent the car park the possible installation of reflector(s) will be reviewed on site, giving consideration to fixing points and tree shape.

Risk Management Activities

- Drug and Alcohol Management Policy and Process – significant feedback received during consultation period. Documents redrafted and presented to WHS Committee for endorsement at May meeting. Following WHS Committee endorsements the Policy and Process were approved by CMT at its meeting on 27 May 2020.
- Hazard Management Policy and Hazard and Incident Management Processes – Review and major re-write of framework documentation facilitating transition to electronic hazard and incident and management via Skytrust. Documents currently out for consultation with all staff following WHS Committee agreement.
- Risk Management Policy and Process – Review of documentation and significant re-write in progress. This activity has been impacted by COVID-19 response.
- Emergency Management
 - Organisational Emergency Management – Policy and Process currently being reviewed along with site emergency risk assessments and site emergency management plans
 - Community Emergency Management – commencement of implementation of three part 'Council Ready' framework. Policy drafted ready for presentation to Council in July 2020.
- Business Continuity Plan – in response to the onset of COVID-19, a complete re-write of Council's overarching Business Continuity Plan was undertaken and a supporting Pandemic Business Continuity Sub-Plan was developed. These documents were adopted in March 2020 and have been guiding Council's response during the pandemic.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Risk Management Quarterly Report – Quarter 3, 2019-20

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Corporate Plan



How We Work – Good Governance

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Legislative Requirements

Local Government Act 1999
Work Health Safety Act 2012

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Addressed within the Report.

COMMUNITY CONSULTATION

Not required under legislation or Council's Public Consultation Policy.

NOT CONFIRMED

9.1.4

ANGASTON LANDFILL REHABILITATION - UPDATE

B189

MOVED Cr Johnston that the report on the Angaston Landfill Rehabilitation requirements be received and noted.

Seconded ...Mr Swan

CARRIED 2019-20/31

PURPOSE

To provide an update on the Angaston Landfill Rehabilitation requirements.

REPORT

Background and Introduction

A question at the meeting of the Quarter 2 Performance & Activity Report requested that an update of the Angaston Landfill Rehabilitation requirements be provided. This Project was formally reported at the Audit Committee Meeting held 13 December 2017. Refer Excerpt from Minutes (Attachment 1).

The Angaston landfill site at Lot 101 Warburton Road, Angaston, has an EPA license applicable for the purpose of "Waste or recycling depots (solid waste for on-site disposal)". This license is required to be renewed annually in perpetuity. Council Reference:

- HPE 16/4389 - EPA Licence No. 13787 to The Barossa Council for Lot 101 Warburton Road, Angaston, dated 2 February 2016.

A Closure Plan for the site, with amendments, was prepared by Tonkin Consulting and approved by the EPA. Council References:

- HPE 17/100989 - Concept Design Addendum report - Tonkin Consulting, dated 2 September 2016.
- HPE 17/13338 - Approval of Angaston Landfill Final Capping Plans and Specification - EPA, dated 1 March 2017.

The approved closure plan includes a number of capping layers. The first layer over the waste mass was a 0.3m thick Interim Layer which was completed using material from Penrice Quarry around 2010. The final layer, yet to be completed, is the Evapotranspiration Cap layer, using soil suitable for growing vegetation to a depth of nominal 1.5 metres to achieve the water management requirements.

Discussion

It was previously reported that the project was planned to be fast tracked for completion by the end of January 2021, with topsoil material being sourced from a single location at the Stockwell CWMS Treatment Plant site, Carrara Hill Road, Stockwell. Whilst this material has been previously tested and certified suitable for use, and would be excavated from a location where a possible future treatment pond would be constructed, the whole process would be at a cost premium.

An amendment to the Angaston Landfill Final Capping Plan is being finalised by Tonkin Consulting with an alternate methodology utilising waste topsoil sourced from numerous sources around the district and transported progressively to the site as it becomes available. This soil is tested on site and the Closure Plan amended to reflect the properties of the material being placed. The changes to the plan are expected to be mainly in terms of minimum required soil depth, which is currently nominal 1.5 metres and may increase slightly due to the variable fill material properties.

This amended process has significant mutual benefits to Council by allowing disposal of waste spoil without dumping cost and cost effective continuation of the requirements of the Angaston Landfill Closure Plan except over a more flexible extended period of time. Progress on the placement of this layer is ongoing and to the satisfaction of the EPA.

NOT CONFIRMED

Tonkin Consulting estimate that the revised construction cost of the Angaston Landfill Closure Plan is now approximately \$394,729, plus compliance testing, survey and landscaping costs. Refer Attachment 2 construction budget cost estimate.

The existing Council Reserve of \$416,102 plus CPI (2019/2020) is considered sufficient for completion of the project works.

ATTACHMENTS OR OTHER SUPPORTING REFERENCES

Attachment 1: Excerpt from Minutes - Audit Committee Meeting 13 December 2017.
Attachment 2: Tonkin construction budget cost estimate titled, Angaston Landfill Capping, dated 16 June 2020.

COMMUNITY PLAN / CORPORATE PLAN / LEGISLATIVE REQUIREMENTS

Community Plan



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Legislative Requirements

In accordance with EPA legislation, Council is required to close the Angaston Land Fill Site as per the approved Angaston Landfill Site Closure Plan.

FINANCIAL, RESOURCE AND RISK MANAGEMENT CONSIDERATIONS

Council's Audit Committee has a key role in its good governance framework. Good communication between the Committee and the Council will ensure that financial and risk management issues raised receive appropriate consideration and attention.

COMMUNITY CONSULTATION

Not required under legislation or Council's Public Consultation Policy.

10. PRESENTATION BY DIRECTOR CORPORATE AND COMMUNITY SERVICES

Mr Brass welcomed Mr Mavrincac to the meeting at 10:06am. Mr Mavrincac provided a Powerpoint presentation on the highest assessed Risks (in Council's Strategic Risk Register) for which the Development and Environmental Services Directorate is responsible, and how they are being managed.

MOVED Mr Swan that the presentation by Mr Mavrincac be received and noted.

Seconded ...Ms Ewing

CARRIED 2019-20/32

11. OTHER BUSINESS

Discussion on changes to legislation and it was noted that any impact to Council operations will be considered by Management and brought back to the Committee for consideration.

NOT CONFIRMED

- 12. **NEXT MEETING**
Meeting to occur in September or October 2020 with the date to be advised.

- 13. **CLOSURE OF MEETING**
There being no further business, Mr Brass closed the meeting at 10:40a.m.

Confirmed:

Chairman:

Date: