
National Roads Authority
Minutes of the Two Hundred & Thirty - Second Meeting
of the Board of Directors
held in
NRA Conference Room,
370 North Sound Road, George Town, Grand Cayman
Wednesday, 20th September 2017 at 9:59 a.m.

In attendance were:

Donovan Ebanks	Chairman
Gary Clarke	Deputy Chairman
David Arch	Director
Stanley Panton	Director
Kenross Connolly	Director
Paul Bodden Jr (Andy)	Director
Dane Walton	Director
Charles Brown	Observer - Ministry CPI
Tristan Hydes	Director Designate of Chief Officer, Ministry CPI
Paul Parchment	Managing Director – NRA
Priscilla Jackson	Administrative & Operations Assistant

Absent :

Edward Howard	Deputy Managing Director
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Invitees:

Ruth Massarella	Sr. Valuation Officer – Lands & Survey Dept.
Mark Scotland	Senior Project Manager - NRA

1. Call to Order

The Chairman called the meeting to order at 9:59 am.

E.O. Appointment of Executive Secretary

On 07 August 2017, the MD and Chair received by e-mail from the former HR Manager a letter of resignation from the former Executive Secretary. The letter stated that she would be "... requesting early retirement for medical reasons effective Monday September 04th 2017." She last attended a Board meeting on 10th August 2017 and last prepared minutes for the meeting of 26 July 2017. She seemingly did not return to work after 11 August 2017.

The Chair drew the Board's attention to s.7.(6) of the NRA law which states:

The Board shall appoint an individual (not being a director) to be the Executive Secretary of the Authority, who shall be answerable to the Board for his acts and decisions, be a full time officer and employee of the Authority and render his services exclusively to the Authority.

The Board had made it clear in the past that it would not be minded to 'employ' and individual to fill the role as had been understood to have been the case with the former Exec. Sec. The time required to provide the services that the Board needs should be no more than 5-6 days per month (for 2 regular meetings).

The former HR manger filled in as Exec. Sec. on 23 August and was joined by Ms Priscilla Jackson, Administrative & Operations Assistant. The MD did comment to the Board that he was having the former HR Mgr 'train' Ms. Jackson. Ms Jackson attended the meeting of 06 September 2017 and provided the draft minutes for the Chair.

The Chair stated that he felt it was appropriate for the MD to make a recommendation to the Board as to which employee he felt was best suited for the role, and why. In turn, the Board had a responsibility to consider this in making an appointment. Failure to follow such a process, or something similar, could leave the Board open to question and criticism from our Auditors and the HR Audit Unit under the new Public Authorities Law. This had not been done and hence why the item had been set down on the agenda.

The MD explained that within the organization, he felt that Ms Jackson was most suited for the role. More specifically, the MD spoke to Ms Jackson's progress since she was first hired and the many duties she has undertaken successfully. He noted her role in Public Relations improvements throughout the organization, the quality and quantity of work completed in the appropriate time lines, and the fact that he had confidence in her ability to work within this new environment where confidential matters would be discussed relative to the operations of the Authority. The Board accepted the recommendation and turned its attention to the term of appointment and compensation.

The Chair expressed a preference for an initial probationary appointment of about 3 months to see how the individual performed in the role, and whether she has reasonably content with it. He initially suggested that this should be without any additional compensation and if she were successful, she would be compensated retroactively. After discussion, the Board agreed that Ms. Jackson should initially:

- be appointed for three (3) months; and
- be compensated at a rate of \$75/mtg and if she is successful in gaining a long term appointment to the role, she should be paid retroactively for whatever is the difference in the new rate and \$75/mtg for the meetings that she has provided services for, starting with the meeting of 06 September 2017.

The Chair is to write to Ms Jackson advising her of her appointment and setting out the duties which the Board expects her to fulfil.

2. Minutes of Previous Meetings

- a. 23rd August 2017 – confirmed and signed off
- b. 6th September – For review
- c. 13th September – EO Meeting - confirmed and signed off

3. Administration

3i. Proposed Legislative Review

Minutes of 6th September 2017

Members agreed to an Extraordinary meeting on Wednesday, 13th September 2017 to consider the new Public Authorities Law and the proposed changes to the NRA law and Roads law.

Members held an Extraordinary meeting on 13th September 2017 (minuted separately) and agreed to another Extraordinary meeting on Wednesday, 27th September 2017 to continue the discussion of the proposed changes to the NRA law and Roads law.

3ii. Operational Performance Report – 01 April – 30 June 2017

Minutes of 6th September 2017

Members had no comments or concerns regarding the report. MD stated the report would remain in the same format and be next produced at the end of September. The Chairman requested that the CFO produce financial reports as of the end of August and end of October 2017 as we approach the end of the financial year.

3ii. Financial Report as of end of August 2017

CFO provided the board with the financial report as of the end of August 2017. He confirmed the remaining operational funds for 2016/2017 period is \$ 3,407,620. The funds will allow the Authority to meet 800K on a monthly base for the remainder of the year. The Chairman requested clarification from the CFO if the funds will allow the Authority to meet its obligations, CFO confirmed yes.

The Chair expressed surprise that the unspent balance under NRA 6 which had been \$1.153M at the end of June 2017 was now down to \$0.xxxM at the end of August. It raised the question of whether it had been necessary for crews to have been worked 6 and 7 days per week in recent months. The MD offered no explanation.

3iii. 2018 – 2019 Budget Preparation

Minutes of 23rd August 2017

The MD advised he made adjustments as recommended by members.

Minutes of 6th September 2017

Director Hydes has confirmed the budget was still being reviewed by the Ministry. He expressed his optimism that it would include EA's of approx. \$9M for 2018 and \$11M for 2019.

Not considered.

3.iv Funding – Post-retirement health benefits

Minutes of 6th September 2017

Chairman shared a draft letter to the Minister requesting that he consider amending the NRA law to allow an additional \$1.5M of funds to be transferred to the NRA from the Road Fund to address the post-retirement healthcare liability of the NRA as per the reports produced by MERCER. Members supported this letter being sent to the Minister by the MD.

The MD confirmed that the letter had been submitted to the Minister on 7th September. While there had been no written acknowledgement, Director Hydes confirmed that the documents were received and will be taken to caucus for review.

4. Planning

4i. Linford Pierson Hwy widening – legal and compensation settlements

Minutes of 23rd August 2017

Blk 20D Parcel 413 – FAoG Church

Sr. Valuation Officer Ruth Massarella had been authorised on 17th August 2017 to make the offer to the FAoG Church as decided on 10th August and confirmed by the Board on 16th August, viz: \$100K inclusive of the additional costs but excluding professional fees. The SVO circulated the memo of 10 August 2017 (date in error) indicating that the FAoG Church had provided explanations and for the CI\$9,964 of additional items and was requesting that the Board re-consider this amount in addition to the \$100K offered.

The Board reaffirmed its earlier decision to offer **CI\$100,000 plus professional fees of CI\$4950.**

Blk 20E Parcel 233 – Euleta Flores

Sr. Valuation Officer Ruth Massarella circulated a memo of 22nd August 2017 with regard to the claim by DDL obo the proprietor setting out L&SD's recommendations. The board advised the SVO to make an offer as listed below and revert to board.

a. Market Value of land already taken (amenity value as garden land only)	CI\$5.00psf - \$1420 or similar area of land
b. Injurious Affection	5% based on a MV of C\$715,000 = CI\$35,750.00
c. Other costs	Replace wall of Blk 20E 233 (the parcel affected) and install guard rail
d. Trees and crops	NRA has confirmed that they have not and will not destroy any trees. The NRA will relocate several palm trees as part of the accommodation works.
e. Professional fees	DDL's fees @ CI\$150 per hour.

Minutes of 6th September 2017

Blk 20E Parcel 233 – Euleta Flores – Sr. Valuation Officer Ruth Massarella suggested that the Board reconsider their offer of 5% of the market value (MV) for injurious affect (IA) and perhaps raise it to 7% as offered to the FAoG Church. Members agreed to offer 7% of MV or CI \$50,050.00 but refused to entertain the cost of replacing windows as a separate item. The Chairman requested the SVO to communicate decision to land owner.

The Chairman advised that as of 04th September, Sr. Crown Counsel had not had a response from Chapmans re. the 'without prejudice' meeting.

SVO Ruth Massarella informed the board that Ms. Flores accepted the offer of 7% of the MV (CI \$50,050) and Other Cost (CI \$ 2,070 – trees and crops and CI \$2,400 – professional fees). The Board agreed to the fees.

4ii. **Esterley Tibbetts Hwy widening – compensation matters**

Minutes of 10th August 2017

The Chair reported that member S. Panton, Dep. Chair G. Clarke and himself along with Sr. Crown Counsel D. Lewis, Sr. Valuer R. Massarella, MD P. Parchment and SPM M. Scotland had met with the Dilberts, their attorney S. Jackson and their consultant O. Uchi on 09th August 2017 (minutes pending).

The NRA proposal to provide a deceleration lane over block 14C, parcels 43, 18 and 49 exiting onto Webb Rd and providing direct access to block 14D, parcel 83 had been rejected. The proposal assumed that the owners of block 14C, parcel 83 and block 14C, parcel 440 would be willing to collaborate on an arrangement for the former to provide access to the latter but the owners of block 14d, parcel 83 had refused to participate in such an arrangement.

The owners of the parcels had tendered a sketch proposal which would involve them meeting the cost of paving a portion of the future third lane to serve as a deceleration/acceleration lane for a shared access from the ETH at the boundary between block 14C, parcel 83 and block 14C, parcel 440. The owners had suggested that such an access would be no different from that afforded to Camana Bay from the new ETH immediately north of the tunnel.

While Camana Bay had secured access points to the ETH through formal agreements, and notwithstanding that the Board did not look favourably on the layout of some of those accesses, the Board resolved that it was not prepared to extrapolate those provisions to properties which had no right of access to the ETH. The Board took the decision to review the claims for compensation by the proprietors of the parcels and make a revised and final offer of compensation without any provision of access to the ETH.

The Board considered the *Summary of Claims and Considerations - Block 13D, parcel 83 (A/C Accessories) and Block 13D, parcel 440 (Distillery), 09 Aug 2017*, produced by Sr. Valuer R. Massarella (copy attached) and agreed to make the following final offers:

Block 13D, parcel 83:

Options 2 (\$48,031) or Option 3 (\$16,675 + 1,472sf of land from adjacent block 14C, parcel 43); and

Block 13D, parcel 440:

Option 2 (\$51,204). It is estimated that professional fees for each property will be approx. \$4,500.

The Board reconsidered a claim from Palbert Holdings Ltd. in respect of block 13D, parcel 434 (BP 593 – ET Hwy) based on a memo of 07th August 2017 from L&SD.

The Board approved payments of:

\$37,026 for land taken;
\$4,761.25 for disturbance; and
\$1,612.50 for professional fees.

Minutes of 16th August 2017

The minutes of the 'without prejudice' meeting with the Dilbert's and their legal and property valuation representatives were circulated.

Having reviewed those minutes and the minutes of the Board of 10th August 2017, the Board confirmed its decision to offer only compensation to the owners of Block 13D, parcels 83 and 440. The Chairman advised that he would communicate with Sr. Crown Counsel and advise her to inform the parties of the decision.

Director Hydes expressed his concerns regarding the roundabout at Camana Bay and the first access point into Camana Bay as well the access off the Galleria roundabout. Concerns were also raised on the second access which members explained was dangerous, having to come off a three (3) lane roundabout and make an abrupt turn into Camana Bay. Members were advised that Special Projects Manager Mark Scotland had already conveyed to Camana Bay that the access points had to be closed in the interest of safety. The MD advised members they had previously approved the access points. The Chairman stated that in the interest of safety the access points had to be reviewed and instructed the MD to supply the minutes and plans that were previously approved Board members.

Minutes of 23rd August 2017

The MD advised while he had conducted some research he was unable to pinpoint the minutes when the Board had approved the access points for Camana Bay. He will provide what he is able to find at the next meeting.

Minutes of 6th September 2017

Blk 13D Parcel 83 – Cleveland Dilbert:

Sr. Valuation Officer Ruth Massarella informed the Board that DDL Studio (Obe Uchi) had written to the L&SD on 29th August 2017 o.b.o. block 13D, parcel 83 in response to the offer conveyed by Sr. Crown Counsel D. Lewis to JacksonLaw on 18th August 2017. The proprietor was willing to accept the financial compensation at the price of \$18psf rather than an equivalent area of land adjacent to the property, but also wanted 700sf of land with the financial compensation. She circulated a memo dated 5th September 2017 in regards to the response.

The board reaffirmed that the offer for Option 2 (CI \$48,031.00) was the last offer and advised SVO to communicate this to DDL.

Block 13D, parcel 440 – Nelson Dilbert:

SVO confirmed that the L&SD had not received any response i.r.t. the offer of Option 2 (\$51,204) to the owners of this property. The Chairman advised that Sr. Crown Counsel D. Lewis had also indicated the previous day that no response had been received by her office. The Board agreed that the Legal department should be requested to write to Jackson Law requesting a response to the offer of compensation within seven days.

Blk 13D Parcel 83 – Cleveland Dilbert:

SVO Ruth Massarella confirmed that the L&SD has not received a response.

Block 13D, parcel 440 – Nelson Dilbert:

SVO Ruth Massarella confirmed the L&SD has not received a response regarding the offer made to the property owner. The Chairman confirmed that the Legal department had written to JacksonLaw on 13 September requesting a response within 7 days to the offer letter of 18 August.

The MD shared with the Board proposals for access/egress received from Nelson Dilbert. There had been no reference to the offer of 18 August 2017. The MD is to review proposals and report on their feasibility and merits at the next meeting.

4iii. Traffic simulation/forecasting model - update

Minutes of 23rd August 2017

The DMD stated the first meeting was held on 9 August via Skype with the first onsite meeting scheduled for mid-September early October. They were currently still assessing the data to input into the model. They anticipate having the first macro model by early January 2018.

Minutes of 6th September 2017

DMD stated data is still being provided to the consultants. The MD and DMD are to attend a training event in early October in the US.

Not considered

4iv. NRA – Design Projects 2016-2020 – prioritisation

Minutes of 23rd August 2017

Not considered.

Minutes of 6th September 2017

Not considered.

Not considered.

4v. Shamrock Road vicinity of Hirst Rd – horizontal & vertical realignment

Minutes of 16th August 2017

The Chairman reminded members of the e-mail of 26th July 2017 from Dep. Chair G. Clarke following his conversation with a representative of the Roberts family. He had sought to advance the matter by having L&SD communicate an offer to the Roberts in the amount of the valuation given previously to the Board, with an explanation of how the amount was arrived at.

Unfortunately, the combination of the responsibility for lands now being with a new Ministry and key people being on leave (CVO J. Hall, Chief Officer C. Suckoo, Min. J. O'Connor-Connolly, D. Fawcitt), he had only been able to get the Min. of Lands to the point where they were asking that NRA provide a memorandum of understanding (MoU) setting out the arrangements. It was his view that the arrangements would be best captured in a cabinet paper by our Ministry seeking the gazetting and explaining the arrangements which in turn the Ministry of Lands and Min. of Finance would contribute supporting comments. He had decided, therefore, to hold off for a week to ten days until some of the key people were back in office and could be spoken to.

Minutes of 23rd August 2017

Not considered.

Minutes of 6th September 2017

The Chairman informed the Board that he had written to our Minister and the Minister of Lands on 04th September setting out in detail the background to the project, why it was needed and what the NRA was seeking to achieve (merely fund the cost of the land acquisition). He had also received confirmation that the BP had been prepared. Our Minister had responded indicating he would look to progress the matter.

Charles Brown confirmed that the matter was to be taken to caucus for review.

Not considered.

5. Operations

5i. Capital projects and district roads - July 2016 –December 2017

Minutes of 23rd August 2017

Not considered.

Minutes of 6th September 2017

Director Hydes advised members that the Minister is requesting a presentation to caucus for district roads 2018/2019 budget on Monday, 11th September 2017. The MD is to prepare documents.

Not considered.

5ii. Linford Pierson Hwy widening – design, gazetting & construction

Minutes of 6th September 2017

SPM – Scotland confirmed with the exception of data and streetlights 95% of the utilities are now on new poles. This should be completed by the end of the week. He anticipates another week for the removal of old poles.

Mr. Scotland further advised that paving from Silver Oaks to the Alamo roundabout is expected before the end of September. The next set of paving to Halifax will take place in October. The full four lanes will then be opened from Halifax to Silver Oaks while the remaining road is finished.

SPM confirmed that all old CUC poles are down as of today's date.

He also advised that the paving from Silver Oaks to Alamo round-a-bout is expected to start mid-October. Once this section is paved he confirms the four lanes will open end of October. Water Authority will be installing a water line from Rankin Drive to Agnes Way; once this is completed NRA will proceed with preparing work for Agnes round-a-bout.

Mr. Scotland states he will provide an updated work schedule for the next meeting.

5iii. Esterley Tibbetts Hwy widening – design & construction oversight

Minutes of 6th September 2017

SPM Scotland confirmed construction will continue from ACR North. ACR round-a-bout to Camana Bay and to CB round-about plan to open mid-October.

ETH South, waiting for CUC to install street lights. Traffic will then be switched to new lanes.

CUC waiting on wayleave for poles next to National Cement.

SPM Scotland confirmed the new lanes on ETH South is now open.

CUC waiting on wayleave for poles next to National Cement.

5iv. Crewe Road/Tropical Gardens upgrade

Minutes of 16th August 2017

The Senior Engineer advised members that there had been a hold up with Island Paving Ltd. However, they had started to do prep work for curbing to the south side. The north side is ready for prep work also. Placing of the curbs will begin on Friday of this week and should be completed on both sides by the end of next week (25th August).

Based on the schedule Island Paving has provided they will commence paving the first week in September. In the interim we will be completing the milling and removal, which should take about two days.

The Chairman advised the Senior Engineer to push for a completion as the project had been publicly promoted for completion before schools re-open.

SE Edison Jackson told members that 80% of the curbing on the south side was completed on Saturday, 19th August. Curbing on the north side from Nevis to Tropical Gardens should be poured by this coming weekend.

There was a delay with CUC relocating some poles as permission from property owners had not been sought. They were pressing ahead with curb works; however paving was held up because of pole relocation.

Minutes of 23rd August 2017

SE estimated the first week of September to mid-September for completion.

Not considered.

5v. Crewe Rd/Smith Rd intersection – Proposed roundabout

Minutes of 16th August 2017

The SE advised there was minor stripping to be completed and this should be done by the end of the week. There were light poles bases and lights to be installed; they are on order that should be here by next week. In the interim we are installing the pole bases following approval from Civil Aviation. Conduits were installed when the project was being completed.

The last update regarding cost, we are estimating the cost at \$102k which does not include pole bases which are \$5k to \$6k; so we are well below our estimated budget of \$180k.

Members expressed concern regarding missing signage. These include signs approaching the roundabout from the east on Crewe Rd and west on Smith Rd. The SE advised he would have to meet with the Signs & Lines supervisor when he returns from leave to ascertain what signs were missing to rectify the issue. Members commented on the significant variation in contrast with the road markings on the old and new pavement. Director Panton asked if additional reflectors could be placed along the double yellow line to assist motorists who will have the tendency to stray back into what was previously a turn lane.

There were also discussions about landscaping within the roundabouts. After it was obvious that no thought had been given to this, the Chairman directed the MD to put some thought into it and revert to the board with recommendations.

Minutes of 23rd August 2017

SE advised that the final island has been filled and all islands seeded today. The Signs & Lines Supervisor had replaced the signs questioned by members at the last meeting as well the reflectors were procured. Pole bases will be installed this weekend 26th August 2017.

Members made mention of the signs coming from the airport providing direction to Agnes Way and Crewe Rd and suggested the location of the signs be flipped. The SE advised he would have the changes made.

Minutes of 6th September 2017

The Chairman requested MD to provide deadline for landscaping and road markings.

Not considered.

6. Other Business

6i. Legal action – Bodden Holdings Ltd.

Minutes of 23rd August 2017

Not considered.

Minutes of 6th September 2017

Not considered.

Not considered.

6ii. NRA Compound Plans

Minutes of 23rd August 2017

Not considered.

Minutes of 6th September 2017

Not considered.

Not considered.

6iii. Signage – Primary arterials

Minutes of 6th September 2017

Not considered.

Not considered.

6iv. Landscaping of roundabouts

Minutes of 16th August 2017

Not considered.

Minutes of 23rd August 2017

Not considered.

Minutes of 6th September 2017

Not considered.

Not considered.

6v. Development of HMA and concrete pavement designs (previously 6.c)

Minutes of 23rd August 2017

The DMD explained that there is an active tender for this item. Proposals are expected from two firms by August 30th 2017.

Minutes of 6th September 2017

DMD advised the Board that the NRA has received two proposals as of 30th August 2017. The proposals are being evaluated and both firms have indicated that they would be able to start promptly.

Not considered.

6vi. Board Members

Minutes of 16th August 2017

No comments

Minutes of 23rd August 2017

No comments.

Minutes of 6th September 2017

Not considered.

There were no issues raised.

6a. BP 138 - Farm Road – Request for water

Minutes of 16th August 2017

No update provided.

Minutes of 23rd August 2017

Members were advised by the DMD they had received the topo survey and would liaise with Lands & Survey to produce a PCM.

Minutes of 6th September 2017

Not considered.

No update provided.

6b Block 12C Parcel 211 REM1 now block 12C Parcel 436,437 & 438

Minutes of 23rd August 2017

The Board considered a letter of 17 August 2017 from Etienne Blake obo the proprietor. The SVO explained where discussions with DDL obo the owner had stalled back in June 2017.

The Board agreed to request Sr. Crown Counsel D. Lewis to respond to Etienne Balke accepting the claim and conveying the Board's willingness to negotiate it.

Minutes of 06th September 2017

Not considered.

SVO Ruth Massarella advised that she had been in communication with the DDL in relation to the claim.

6c. Breakers/Pease Bay Project

Minutes of 23rd August 2017

No update given.

Minutes of 6th September 2017

The Chairman informed the board that the property boundary issues along the 2,200ft re-paving project in Pease Bay had become more substantial than anticipated. It highlighted the importance of this element being an integral part of any such project and addressed initially.

The section of road was scheduled under the Roads Law in 1977 as a 50ft wide road as part of BP 09. Some properties have had fixed boundary surveys since that time and in some case (unfortunately not all), the 50ft width was acknowledged. The assortment of boundaries and corresponding walls, fences, etc that is seen with abruptly different lines on many roads is a product of this.

On this project, surveys carried out by L&SD have revealed that along some properties, the road alignment may also have been slightly altered (as an improvement effort) during the 1999/2000 HMA paving blitz. The result has been that to give effect to the 50ft width in this project area, it is likely that compensation will have to be paid to some owners to 'acquire' land due either to:

- the road realignment in 1999/2000 (block 48E, parcels 7, 8 and 45);
- failure by L&SD to enforce the road schedule (block 48E, parcels 3,4 and 5).

The SVO, L&SD has been consulted on the likely rate of compensation and the surveyors have provided the areas.

The Board was given a revised breakdown of the costs of the project produced by the Works Manager totalling \$425K with \$106K representing surveying and land compensation costs.

The Board accepted the Chairman's recommendation that these projects had to be done properly and comprehensively when they were done and approved the

revised costs. The MD is to consider what budgetary revisions will be necessary to accommodate the revised costs.

The Chairman thanked the SPM Scotland for his substantial involvement in the project and in particular his liaising with affected property owners.

Not considered.

6d. Off Farm Road, East End – Claimant Verneal Fredrick

Minutes of 23rd August 2017

The Chairman shared a letter of 17th October 2016 from Mr Frederick to the former Minister which explains that Mr Frederick had spent \$19,030 (substantiated by invoices) to commence construction (425ft) of a road that the CIG subsequently gazetted and constructed. He had spoken to the former Minister and the current MLA for East End. Both were in agreement that Mr Frederick deserved consideration as his expenditure had provided value which the NRA had not had to pay for.

The Board expressed its agreement that in principle that the claimant should be compensated; the MD is to quantify and verify figures and revert to Board.

Minutes of 6th September 2017

Not considered.

The Chair queried the MD as to whether he was in a position to revert to the Board as had been requested on 23rd August. He was not. The Chair expressed his disappointment.

6e. Executive Secretary

Minutes of 6th September 2017

Ms Julie Campbell advised the Board that this would be her last meeting as she is taking up other employment. The Board thanked her for her services and wished her success.

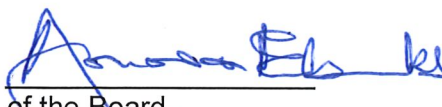
The MD advised that he was recommending Ms. Priscilla Jackson for the role of Executive Secretary as per s.7.(6) of the NRA law.

See item E.O. Appointment of Executive Secretary above.

7. Date of next meeting

The Board will hold an extraordinary meeting on 27th September and a regular meeting on 4th and 18th October 2014

The meeting adjourned at 12:55pm.

Signature 
Chairman of the Board

Confirmation of minutes:

Date: 18 Oct. 2017

Signature 
Administrative & Operations Assistant

Seconded: Confirmation of minutes

Date: 18 Oct 2017

