

CONFIDENTIAL



Water Authority of the Cayman Islands

Minutes of 283rd Meeting held on 16th August 2017

Members Present:

Chairman:	Mr J L Hurlston
Members:	Mr H B Ebanks Mr J Gill Ms T Mortimer Mr C Randall
Secretary:	Dr G Frederick-van Genderen
Apologies:	Mr M Jacques Ms A Owens Ms R Sharma Mr O Watler Mr A Wright

Call to Order

The Chairman welcomed members and offered a special prayer for guidance. After ascertaining that there was a quorum, the meeting was declared open and called to order at 1:48pm. The Chairman acknowledged apologies from Ms A Owens, Mr R Sharma, Mr A Wright, and Mr O Watler.

Confirmation of Minutes of the 282nd Meeting held on 21st June 2017

The Chairman asked for confirmation of the Minutes of the 282nd Meeting held on 21st June 2017. Mr J Gill moved the motion to accept the Minutes as amended, Ms T Mortimer seconded the motion and the motion passed unanimously.

Declaration of Conflicts of Interest

Regarding donation requests, the Chairman noted that he is associated with the St George's Anglican Church through which one of the programmes requesting assistance is connected. Ms T Mortimer noted that she is a member of the Lions Club which is requesting assistance for one of their programmes.

Matters Arising

a) **Lower Valley Reverse Osmosis Plant (LVRO) - Update.**

The Chairman reported that during the month of June and July 2017 the LVRO Plant produced on average 1,304 cubic metres per day, which is approximately 43.5% of its design water production capacity.

Due to a combination of replacing some of the LVRO membranes with used membranes from the Red Gate RO Plant and utilising Well#2 (which has less draw down), the daily production recently increased to around 1,450 cubic metres per day. Well #2 was put back into service with pretreatment to reduce the amount of oxygen however this well also resulted in fouling on both the prefilters and membranes. The Chairman noted that the draw down in Well#3 has become excessive, and therefore it cannot produce the feed water volume and pressure required within the RO system. This well also has excessive biofouling.

*Redacted under section 21 (1)(b) of The Freedom of Information Law (2015 Revision)

The Chairman noted that the Engineering Services Department (ESD)'s very preliminary cost estimate for a biologically active media bed filtration pre-treatment unit indicates a first cost of approximately [REDACTED] and will increase the electrical usage by approximately 10-15% overall. It should be noted that the construction of new feed water wells will be even more expensive and will not guarantee a successful outcome. Prior to running any pilot testing, the Authority will undertake a study to identify and characterise the various bacteria and viability, before and after any new pre-treatment method, to ensure any biological pre-treatment will be successful.

The Chairman reported that on 04 August 2017 and 11 August 2017 advertisements were placed in the Caymanian Compass seeking contractors interested in providing a bid for the installation of a secondary roof on the LVRO building. The works comprises the installation of a low-pitched trussed roof over the existing flat concrete roof, plus installation of insulation and a ceiling below the existing concrete roof. Additionally, invitation letters were sent on 11 August 2017 to six experienced contractors, all of which have done previous work for the Water Authority. Tenders must be returned no later than noon on 04 September 2017.

b) **Cayman Brac Infrastructure Upgrade & Expansion Project - Update.**

The Chairman reported that by the end of July 2017 the installation of the 200mm (8-inch) diameter main pipeline had progressed to 275m (900 feet) east

of Kirkconnell Street. Approximately 450m (1,500 feet) is still outstanding on this phase of the project (up to Faith Hospital). Just over 90% of the total main pipeline length of this phase of the Cayman Brac Project has now been completed.

The Chairman reported that progress was not as good as expected, due to mechanical issues with the new Vermeer trencher. These issues (tracking problems) were resolved, under warranty, on 01 August 2017 by replacing three sensors (the forward and reverse control sensor, the unit level sensor and the right-hand ground track sensor). However, it was not evident what caused these sensors going faulty all at once. Initially the trencher operated very well, but on 11 August 2017 the calibration of the tracking system caused issues again. Vermeer are now suspecting that all problems (the latest as well as the one earlier this month) are caused by a faulty Electronic Control Device (EDC) which will be replaced on 17 August 2017 by the Vermeer technician, at no cost to the Authority.

Due to the aforementioned mechanical problems with the trencher, it is now anticipated that piped water will be available to Faith hospital by early September 2017.

The Chairman reported that requests for new water service connections continue to be submitted. There are currently 25 outstanding water service connections up to Faith Hospital. The Authority has also installed meter boxes and completed the trenching for five customers, but is waiting for these customers to install their pipe work before the water meters can be installed. The Authority's pipelaying crew will concentrate on installing these new water services, until the trencher is operational again.

Cayman Brac RO Plants

The Chairman reported that AQC Consulting (Idaho) LLC, the company contracted to design, install and commission the RO plant upgrade, shipped the various parts for the RO plant upgrade. Most of the paperwork for the temporary work permits for its staff (3 in total) was provided. It is anticipated that the actual installation and commissioning will start by 18 September 2017, and that will take approximately one month to complete.

c) Water Distribution Pump Station Project 2016 - Red Gate Water Works - Update.

The Chairman reported that the final commissioning of this pump station was initially started on 15 March 2017, but was not completed due to some outstanding issues with the suction pipework. The Water Authority resolved these issues in late July 2017. On 04 August 2017 the pump control panel designer was advised accordingly, however, he indicated that he will not be available until 11 September 2017. It is anticipated that the work can be

completed in less than two days, but another two days will be allotted for monitoring the system. During the latter two days the pump control panel designer will also do some programming at the Lower Valley RO Plant.

d) 31 December 2016 Audit of Consolidated and Divisional Statements - Update.

Annual Report 2015/2016

The Chairman reported that there is nothing new to report.

31 December 2016 Audit – Consolidated, Divisional and Island Financial Statements for Water, Wastewater and Statutory

The Chairman reported that the 31 December 2016 audit was complete and ready for official sign off. The statements were conditionally approved at the June 2017 Board meeting and there were no changes, so the Chairman, Director and Financial Controller will sign off on behalf of the Authority as at 16 August 2017.

The Chairman reported that the Authority included the updated financial information to the Ministry of EYSAL and Ministry of Finance regarding the inclusion of the Health and Pension adjustments that were made effective in the 31 December 2016 audited financial statements. As expected this reduced the estimated net income of the Authority for the period 01 July 2016-31 December 2017; however, it is anticipated that the Authority will show a positive net income for the 18-month period.

30 December 2016 - Supplemental Financial Statements (Divisions and Islands)

The Chairman reported that these will be done pending the sign off of the 31 December 2016 consolidated statements.

Public Service Pension Board – Defined Benefits Pension Plan – 31 December 2016

The Chairman advised that this report was signed off by Director and returned to the PSPB on 26 July 2017. The report was forwarded to MERCER for final issuance. The last communication with the PSPB was on 02 August 2017, indicating that the signed reports are forthcoming.

Public Service Pension Board – Defined Post-Retirement Healthcare – 31 December 2016 - Defined Benefits Pension Plan Employees

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Public Service Pension Board – Defined Post-Retirement Healthcare – 31 December 2016 - Generali

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Redacted under section 21 (1)(b) of The Freedom of Information Law (2015 Revision)



Credit & Debit Card Standing Orders

The Chairman reported that this project has been initiated and progressing, the initial email was sent out to the existing 591 standing order customers. Feedback received is that some customers are disappointed that this will no longer be available and are eager for direct debit to be available. The Authority will continue to work with the remaining customers and will reach out to them individually with personal phone calls and emails to facilitate a smooth transition.

2018/2019 Budget Process

The Authority was formally notified on 04 August 2017 that the 2018/2019 budget process will commence with the presentation by the Ministry of the SPS document in late August 2017, followed by a notice that the Ministry must submit by 15 September 2017. The key will be to get the additional information from the Ministry of Finance and the Budget Management Unit in a timely manner to ensure that the submission is within the parameters requested. The Ministry has a "Budget Review of Outputs" workshop scheduled for 01 September 2017. Members noted that the Water Authority should seek to designate funds for specific projects as the Government has indicated that external funding will not be allowed for projects.

Bank of Butterfield (BOB) – Request for Information

The Chairman thanked members for providing the information requested by the bank noting that only one member remained to submit additional information. This may be moot as the current Board's term expires on 19 August 2017.

e) The Utility Regulation and Competition Office (OfReg) – Update.

The Chairman reported that as discussed at the previous Board meeting, the Authority is no longer the regulator of the water and wastewater utility sector; this role is now carried out by the Utility Regulation and Competition Office ("OfReg"). The Authority understands that OfReg commenced negotiations with Cayman Water Company (CWC) in July 2017 for their new licence.

As part of the transition to OfReg the Authority has provided them with a draft concession and licence for two operations that were granted approval by Cabinet under the Water Production and Supply Law. These operations are Neil Cruickshank and Cayman Hydroponics who both applied for a concession to produce and supply water for irrigation.

*Redacted under section 21 (1)(b) of The Freedom of Information Law (2015 Revision)

The Chairman reported that regarding CWC royalties, the proposed agreement with OfReg is that the Authority will receive the royalties and will retain a part of these royalties for the Authority's statutory function to protect groundwater; the Water Authority will pay OfReg their portion for their regulatory functions for the water-wastewater sector. The Chairman advised that currently the proposed proportion of fees for regulatory and statutory

f) Transfer of Plumbers Licensing from the Water Authority's Plumbers Examination Board to the Planning Department - Update.

The Chairman reminded members that as reported at the previous June 2017 Board meeting, recent legislative changes that made OfReg the regulator of the water and wastewater sector, also repealed the Authority's mandate to licence plumbers.

At the end of July 2017, the Chairman and Secretary of the Plumbers Examination Board (PEB) held a meeting with the Director of Planning and his key administrative staff who deals with professional registration and the Senior Policy Advisor of the Ministry of Commerce, Planning and Infrastructure (CPI) to discuss the transition of plumbers licensing from the Authority to the Planning Department. The transition plan proposed by the Authority was reviewed and discussed in detail and all concerned were in agreement to execute the plan. The proposed transfer is timely as the Planning Department is working on the implementation of the Builders Law, which provides for the registration of professional trade persons such as plumbers.

Key points of the transition plan are:

- Water Authority Plumbers Licences are current through 31 December 2017.
- Planning to take on the responsibility for plumbers licensing on 01 September 2017.
- Last Plumbers Examination Board meeting in August 2017.
- Water Authority to transfer all relevant information to Planning.
- Water Authority to train Planning staff members.
- Water Authority and Planning to coordinate publicity and notification of plumbers who currently hold a licence.
- Water Authority to inform the Ministry of details of transition and request Ministry to facilitate amendment of relevant Water Authority Regulations including dissolution of the Plumbers Examination Board.

The Chairman reported that the Plumbers Examination Board held its last meeting on Thursday 10 August, in addition to the Board members, the Director of Planning was also present so that he could get a good understanding of the procedures of the Plumbers Examination Board. The meeting went well and provided an appropriate avenue to complete the business of the Plumbers Examination Board.

The following persons serve currently on the Plumbers Examination Board:

Members: Mr James Merren, Mr Victor Yates, and Mr James Smith

Secretary (non-voting): Ms Alisha Racz

Chairman: Mr Hendrik-Jan van Genderen

The Chairman reported that the members have served for over 16 years, with the Chairman serving since 2006 and the secretary since 2007. The Authority will be communicating to the Ministry regarding having Cabinet officially disband the PEB and thank members for their service. Members noted the Authority's transfer plan for the plumbers' licensing process to the Planning Department and had no objections thereto. Members also noted that the Authority should thank all serving on the Plumbers Examination Board for their service.

g) Miscellaneous Updates.

- a) In-House Pipelaying Crews* - The Chairman reported that on 19 July 2017 the Authority's in-house pipelaying crew started the installation of 300mm (12-inch) pipe along Condor Road, Bodden Town, between Shamrock Road and Anton Bodden Road. Once completed this new pipeline (replacing the existing 100mm (4-inch pipeline) will allow more water to be pumped from the North Side Water Works, thus reducing the dependency on the Red Gate Water Works.

By the end of July 2017, a total of 165 metres (540 feet) of pipe had been installed, or almost 35% of the total length. The connection at Shamrock Road will be made on 20 August 2017, and it is anticipated that this work will be completed before the end of August 2017.

As soon as the work in Condor Road has been completed, the pipelaying crew will install a 100mm (4-inch) nominal diameter pipeline in La Conte Drive, off Frenchman's Drive, Breakers (near Frank Sound Road Intersection), which is a public road. This work, originally planned to be carried out in late May 2017, was postponed as at that time the NRA had not completed the road construction (as reported in the June 2017 meeting).

- b) ***Linford Pierson Highway Widening*** – The Chairman reported that on the NRA's request the Authority mobilised its resources to Linford Pierson Highway on 28 June 2017. During the period 28 June 2017- 19 July 2017 the Authority's in-house pipelaying crew installed 104 metres (340 feet) of 300mm (12-inch) pipe and various fittings (tees, valves etc.) within the new roundabout near Agnes Way and the Mangrove Point development.

However, as the NRA did not complete some major outstanding work (e.g., the future entrance to the Mangrove Point development, the shoulder between Rankin Drive and the Mangrove Point development, work on the section further west (up to Bobby Thompson Way)), the Authority's resources were not efficiently utilised. Therefore, by mid-July 2017 these resources were moved to Condor Road, Bodden Town.

- c) ***Esterley Tibbetts Highway Widening*** – The Chairman reported that as has been reported previously, the Authority's pipelaying crew abandoned the site in mid-May 2017 because it could not proceed any further as NRA/DECCO has not completed the road construction works between the end of the installed pipe and the Butterfield Roundabout (e.g., relocation of CUC poles, fences, roughing-in of the road, installation of kerbs, etc). To date the NRA has not made any further progress on the road construction.

- d) ***Water Supply Division*** – The Chairman reported that in late June 2017 Island Paving reinstated the remaining area which was affected by the installation of the new 300mm (12-inch) water main along Bodden Town Road, i.e., between Coe Wood Beach and Manse Road.

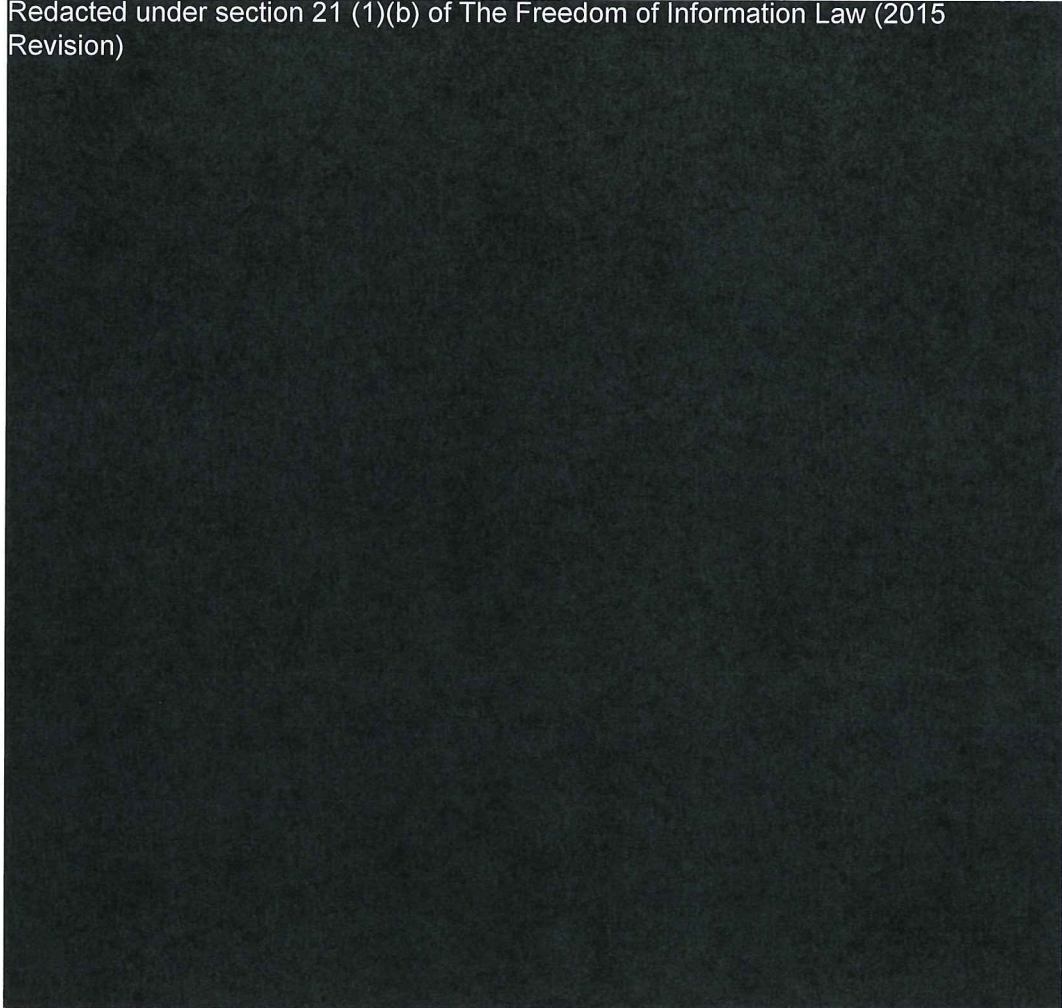
On 28 July 2017 Operations-WS commenced the upgrade of the pipeline in Prospect Point Road. This project comprises the replacement of just over 1,100m (3,700 feet) of 100mm (4-inch) nominal diameter pipe with 150mm (6-inch) nominal diameter pipe. This project is estimated to be completed by the end of September 2017. The original pipeline was installed more than 25 years ago, and this upgrade, effectively doubling the capacity of the pipeline in this area, is necessary to better accommodate the anticipated development along this road, as well as replacing some sections that are prone to leaks.

- e) ***Contract to Paint Water Authority Buildings*** – The Chairman reported that on 10 May 2017 tender documents for the external repainting of the Lower Valley Water Works Pump House, the North Side Water Works Pump

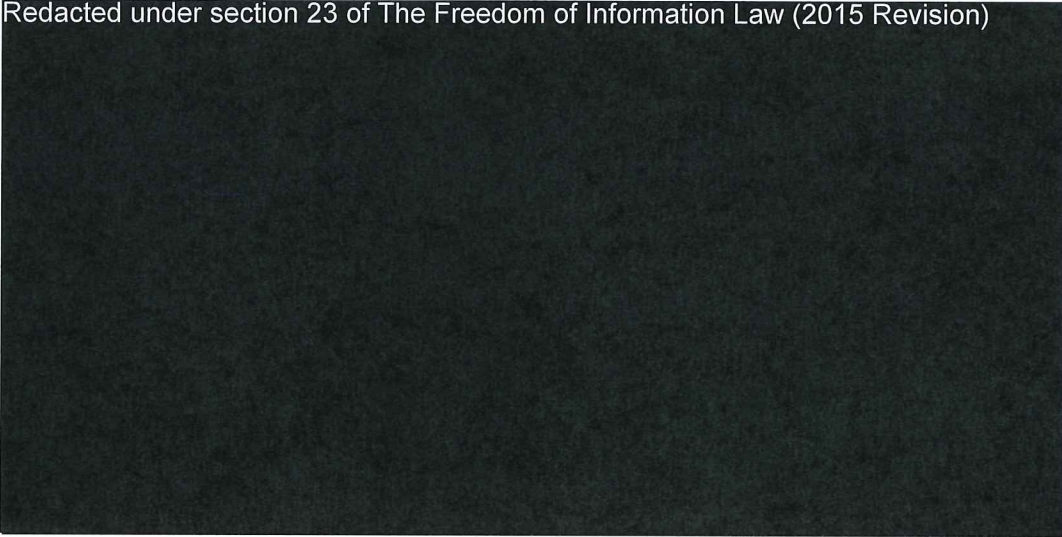
House and the Red Gate Water Works Post-Treatment Building were sent to three local paint contractors. On 30 June 2017 this contract was awarded to Paint Pros Ltd, who submitted the lowest tender in the amount of CI\$12,180.12. To date Paint Pros Ltd has completed the Lower Valley Water Works Pump House, and the Red Gate Water Works Post-Treatment Building. Work at the North Side Water Works Pump House will commence the week of 16 August 2017.

- f) *Wastewater Division* - The Chairman reported that during the months of June and July 2017, the design hydraulic capacity of the plant (2.5 mgd) was exceeded on 41 days. The average daily wastewater inflow from West Bay Road was 2.56 mgd (or approximately 102.4% of design capacity). This amount was 15.3% more than the average influent measurement during the same period the previous year (2.22 mgd).
- g) *West Bay Road New Force Main* - The Chairman reported that DECCO has now nearly completed the construction of the new wastewater pump station along West Bay Road, just south of Burger King. Construction started on 03 February 2017, and progress has been very slow due to the conditions encountered. A 600mm (24") thick (temporary) plug was poured on 19 May 2017. Over the last two months DECCO has worked steadily to stop the groundwater ingress at the joints between the precast concrete sections (using both cement grout and chemical grout). During the week of 14 August 2017, the permanent floor slab was poured.
- Completion of this pump station, together with the ancillary works (e.g., connect the sewer force main to a manhole downstream, install pumps and pipework, connect electricity supply and connect the 450mm (18") gravity sewer pipe into the new pump station) will still take several more weeks.
- h) *FOI updates* - The Chairman reports that one new request was received on 17 June 2017 as outlined in the FOI report provided to members.
- i) *The Public Authorities Law 2017* - The Chairman reported that there is nothing new to report.
- j) Redacted under section 21 (1)(b) of The Freedom of Information Law (2015 Revision)

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- k) Summer Interns 2017* - The Chairman reported that the Authority engaged 14 interns this summer, ranging in ages 16 to 21, high school and university level students. They were assigned to the various departments within the Authority. Included were two Water Authority Scholarship recipients, Chynna Retumban (WR&QC) and Kristina Powell (IT). Four of the Summer Interns worked with the Authority last year.

- l) Redacted under section 23 of The Freedom of Information Law (2015 Revision)*
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m) *Fuel Standards Committee* - The Chairman advised that the Director of the Authority or her designate has been appointed in the Official Gazette to the Fuel Standards Committee established under Section 9A of the Dangerous Substances Handling and Storage (Amendment) Law 2015. The Director has delegated this task to the Water Resources Engineer who will represent the Authority. The Fuel Standards Committee is chaired by the Chief Fuel Inspector of OfReg. Meetings commenced in July 2017 with the purpose to establish fuel standards. The third committee meeting was held earlier today.

Current Business

a) Management Accounts June 2017.

The Board has been provided with the management accounts for the period ending 30 June 2017. Consistent with what was reported in April 2017 and in June 2017, the finalisation of the 31 December 2016 financial statements is taking longer than expected and hence the Finance Department does not have official "opening numbers" as at 01 January 2017. Even though official opening numbers are not available the Finance Department will continue to prepare the statements using comparative numbers, whilst a manual exercise it is useful information to have comparatives for the same months as in the prior year.

The balance sheet continues to reflect good cash balances, outstanding loan balances continue to decrease and the Retirement and Pension obligations are recognised. Now that the 31 December 2016 financial statements will be signed off on 16 August 2017, opening numbers will be available reflecting the [REDACTED] million Health Care Benefit - Generali. Assets in Cayman Brac continue to increase, reflective of the continued extension of the pipeline as well as the purchase of new water trucks.

Revenue continues to be strong compared to prior year, showing an increase of 6.3%. Our expectation continues that operating expenses will be up over last year, most notable with the increase in depreciation (North Sound Plant and Vehicles). Loan interest will continue to decrease, reflective of early debt settlement and no new borrowings, this trend will continue until the loan interest is zero. Normalised administrative expenses are consistent with the prior year; [REDACTED]

In summary, the Authority is in a strong financial position after the first 6-months of the fiscal period, with sufficient cash flows to continue with the CYB extension project, the CYB Site development and daily operational and administrative costs.

*Redacted under section 21 (1)(b) of The Freedom of Information Law (2015 Revision)

b) Request for Bill Adjustment re Customer Account * [REDACTED]

*Redacted under section 23 of The Freedom of Information Law (2015 Revision)

The Chairman reported that on 15 June 2017 the Authority received a letter from * [REDACTED] requesting that consideration be given to reducing her water bill as well as unspecified costs for clean-up and repairs. A copy of the correspondence and the report from Customer Service was provided to members.

A review of the account was undertaken and the Authority's findings are that on 06 June 2017 the customer applied for a new account and reconnection of service. This request was processed by Customer Service at 4:05pm.

A Meter Reader was dispatched to reconnect service on 06 June 2017 at 4:08pm. The Authority's records show that the service was reconnected on 06 June 2017 at 4:54pm. The meter reader noted that there was movement on the meter and in his notes recorded: "reconnect and left valve off in meter box due to meter spinning and left door hanger on the door".

An off reading was taken on 09 June 2017 as requested by the customer. This showed that 3.8 cubic meters of water was consumed since 06 June 2017 equalling to an estimated charge of \$22.58.

The customer submitted a letter to the Board on 15 June 2017 claiming damage and negligence on the part of Water Authority. The customer claims that Water Authority "service men visited on Wednesday 07 June 2017 and turned on the water". This is contrary to the Authority's records which show that a meter reader completed the task to reconnect service on 06 June 2017.

In the letter, the customer states that at 5:00pm on 06 June 2017 "there was no water in the apartment, no hanger on the door, and there was no sign of any leak in any of the rooms." The customer also advises that expenses of \$190.00 for cleaning of water damage in addition to numerous damage goods/property in the residence were incurred. The customer requests that Water Authority "waive the water charges for the gallons that flowed..." and further requests that Water Authority "assist with any of these additional costs that have resulted directly from this flooding".

In summary, Water Authority cannot accept any responsibility for any damage that occurred at the property as the Authority's staff took the necessary precautions to ensure that there was no water loss at the property. Additionally, as all plumbing downstream of the meter is the customer's responsibility, the bill is payable. The Secretary respectfully sought the Board's decision on the request from the customer.

Members agreed that the customer should be advised that they reviewed the request and decided not to discount or waive the bill or commit to pay unspecified costs for clean-up and repairs as the Authority's records show that

Water Authority staff carried out the process for reconnecting the premises according to the Water Authority's procedures and the bill is valid and payable. All plumbing downstream of the meter is the customer's responsibility.

Any Other Business

a) 2017/2018 Scholarship Award.

The Chairman reported that the final report of the Scholarship Interview Panel will be sent to members by the end of the week of 16 August 2017 for their record.

b) Proposed Policy - Certification of Onsite Wastewater Treatment System Service Providers.

The Chairman reported that during the week of 17-21 July 2017, Mr Ron Trygar, a certified trainer specialised in onsite wastewater treatment systems of the University of Florida Training, Research and Education for Environmental Occupations delivered training to staff of the Authority's Water Resources Department, Wastewater Department and to Onsite Wastewater System Service Providers ("Service Providers") from the private sector. The training was very well prepared, highly effective and very well received.

Development Control staff has worked diligently with the trainer to develop a training programme for Service Providers that is tailored to the Authority's and local needs. The proposed programme is now at a stage that it is scheduled for delivery to Service Providers over the next couple of months. The purpose of the training is that it facilitates formal certification of Service Providers. The information provided to the Board includes a proposed policy for the certification of Onsite Wastewater Treatment System Service Providers. The Board is asked to consider adoption of the policy below, further details are provided in the report prepared for the Board.

Proposed Policy - Certification of Onsite Wastewater Treatment System Service Providers

The Authority certifies Onsite Wastewater Treatment System Service Providers ("Service Providers"). The certification programme requires Service Providers to attend and successfully pass the Authority's Certification Course to ensure a solid working knowledge of wastewater treatment processes, system components, operation and maintenance requirements, health and environmental impacts, regulations and reporting requirements. Service Providers are certified for the calendar year. In order to maintain certification, Service Providers need to maintain Continuing Education Units by attending half day presentations developed by the Authority and, where applicable, successfully pass related tests and in addition adhere to the Authority's requirements for record keeping of provided service.

Members reviewed and accepted the policy proposed by the Water Authority to commence certification of Onsite Wastewater Treatment System Service Providers.

c) **Note of Thanks.**

The Secretary noted that as this Board's term of service comes to an end on 19 August 2017, she would like to, on behalf of the Water Authority staff and herself, express thanks to the Chairman and all members for their sincere interest in the Water Authority and for their guidance and support over the last 4 years. The Chairman and members thanked the Secretary and commended her and the Water Authority's management team as well as staff for their hard work and for being instrumental in helping to make the Authority the success it is.

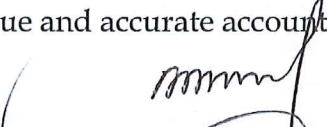
Donation Requests

The Chairman advised that the Sponsorship Assessment Sub-committee will meet after the Board meeting to deal with the following requests for assistance:

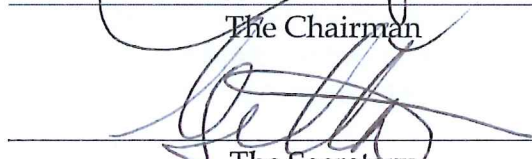
- a) Ratify - ARK Cayman - Summer Camp Outreach Programme 2017.
- b) Cayman Islands Crisis Centre - 15th Annual Jingle Bell Walk/Run.
- c) CI Chamber of Commerce - Business Excellence Awards.
- d) George Town Primary School PTA - Donation for Performing Arts Centre.
- e) Lions Club of Grand Cayman - PACCE 6th Annual Delano Hislop Memorial Journey for Life 15 Mile Walk/Run.
- f) Positive Intervention Now (PIN) - 2017/2018 After School Programme.
- g) The Protection of Animal Welfare Society (PAWS) Cayman - Donation for Thrift Shop overhead expenses.
- h) FC International - 2017 Summer Football Camps.
- i) Tower Marketing - CI Healthcare Conference.

There being no other business the Chairman thanked members and the meeting was adjourned at 4:30pm.

This is a true and accurate account of the proceedings.



The Chairman



The Secretary