

**Minutes of a Meeting of Harwell PCC**  
held on Tuesday 20 January 2015 at 7.45 pm in St Matthew's, Harwell

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**Present**

Jonathan Mobey (Chair)	Tony Hughes	Jean Barton
Jane Woolley (Secretary)	Lizi Bowerman	Gordon Gill
Peter Barclay-Watt (Treasurer)	Monika Buxton	Liz Roberts
	Mel Gibson	

**1. Opening & Prayer**

The Bishop of Dorchester has informed PCCs that Bishops Council have asked that church meetings start with some time reflecting on Luke 10: 1-12. This is to help us prepare ourselves as a diocese for the arrival of a new Diocesan Bishop and for our life and mission together. This passage in Luke is specifically about harvesting people to follow Christ. It tells of when Jesus sent out seventy-two men in pairs in advance to every town and place where He was about to go.

A “dwelling in the word” approach was suggested by Bishops Council and duly used. This involved reading the passage, discussing it in turn in pairs and feeding back thoughts to the group about it. The intention is that we undertake this process repeatedly over time and that it will enable us to go deeper into God's word.

PCC members commented that the exercise was very thought-provoking and that it was interesting to hear the many different aspects to the passage which people picked up on.

Rev. Jonathan Mobey then led the meeting in prayer.

**2. Apologies for absence**

Apologies were received from Allan Macarthur, Roz Shipp and Pam Rolls.

**3. Minutes of the previous meeting**

The minutes of the PCC meeting on 7 October 2014 were signed as a correct record.

**4. Matters arising from previous meetings**

**I. Stewardship**

<p><b>Action:</b> Tony Hughes to remind Jonathan Mobey to send the letter to the main USA contact along with the draft Friends leaflet</p>
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A draft of the Friends of St Matthew's leaflet and covering letter was sent by Tony Hughes to the main USA contact, Jan Jenkins, on 5 January 2015. Jan has sent

back some ideas about how to make the leaflet work better for Americans. One particular issue is how to identify and contact the American Harwells. Jan recommends using a Facebook page and to put up details of the improvement work planned, photos, etc. Tony Hughes commented that this would require someone to set up, maintain and monitor such a Facebook page.

Jonathan Mobey thanked Tony Hughes for liaising with Jan Jenkins, and thanked all those involved in producing the leaflet.

Further actions agreed:

**Action: Tony Hughes** and Liz Roberts to use Jan Jenkin's comments to finalise the Friends leaflet.

**Action: Tony Hughes** to convene a working group to decide how best to engage the American Harwells with the Friends of St Matthew's, and who will action this work. Suggested invitees: Tony Hughes, Liz Roberts, Jonathan Mobey, Vicky Johnston, and anyone else we can think of who could usefully get involved.

## II. Charities Commission registration

**Action: Jane Woolley** to complete the registration process

Done.

Our Registered Charity Number is 1,158,861.

Our Registered Charity name is THE PAROCHIAL CHURCH COUNCIL OF THE ECCLESIASTICAL PARISH OF ST MATTHEW'S, HARWELL

**Action: Jane Woolley** to alert relevant people about needing to state on documents that we are a registered charity (once registration is complete)

Jane has found it surprisingly hard to find a definitive statement about which documents we need to quote our registered charity number on. The Charity Commission's online information does not seem to cover this subject, and Jane's email query to them about it in summer 2014 has gone unanswered. They do not publish a telephone number to ring and ask them. Jane has undertaken numerous Google searches on the matter but has struggled to find anything definitive. Jane's conclusions from Google searches are:

- We must quote the number on documents asking for money/donations.
- It would probably be best to quote the number as standard on all official church communications – hard copy and electronic, plus on cheques.

Further actions agreed:

**Action: Peter Barclay-Watt** to get the number put on St Matthew's cheques

**Action: Jonathan Mobey** to liaise with Vicky Johnston to get the number put on all official church communications (checklist below)

PCC members brainstormed a list of official church publications/documents where we should remember to put our registered charity number on as standard. Suggestions were: headed note paper; posters; website; leaflets; emails (sent on official St Matthew's business); the Ridgeway Broadsheet; weekly service sheets and notice sheets; gift aid envelopes. It was noted that the latter are "stamped" with the requisite information and so a revised "stamp" would be needed, and possibly also one to easily add the number to any existing "stamped" gift aid envelopes.

### III. **Personal Indemnity insurance for PCC members**

**Action: Jane Woolley** to find out what the answer was when Elizabeth Gill asked our insurer, Ecclesiastical, to clarify whether our policy includes the same cover for PCC members referred to in the PCC paper from St Andrew's, Oxford, circulated by Jonathan Mobey.

Done. Ecclesiastical replied that we did indeed have the cover referred to.

### IV. **Church Hall advertising**

**Action: Roz Shipp** to reinstate the advert for the Church Hall on the TV screen at Bob's Butchers

Ads on Bob's TV can't be updated at the moment as the person who does it is not available to update.

All the regular hirers of the Hall have committed to rebooking up to the end of July 2015. The Hall is currently booked up on weekday evenings, but there are still some weekday daytime slots available to hire on a regular/repeating basis as well as the Saturday and Sunday afternoons and evening slots when we would be hoping to get ad hoc bookings for parties. All such bookings could be encouraged via the Bob's TV advertising.

Revised action:

**Action: Jane Woolley** to ask Roz Shipp to review the Bob's TV ad for the Hall and to get an updated one put up when possible to help to encourage bookings for the remaining weekday daytime slots and for parties at the weekends. To incorporate any increase in hire charges after Easter, if appropriate.

V. **Improvements to St Matthew's**

**Action: Jonathan Mobey** to discuss with Peter Shields (the new C&FW) about whether or how he could contribute to a Market Study group

Done. Further on this item at agenda item 8.

VI. **Concerts and alcohol**

**Action: Tony Hughes** to include selling alcohol/Temporary Event Notice in the concerts checklist, when it is added to the churchwarden's handbook.

Outstanding to action – Tony Hughes is awaiting a concerts checklist in order to add to the churchwarden's handbook. The checklist will be developed by/with the concert managers in the light of some further experience and time.

VII. **Elizabeth Gill's retirement**

**Action: Jane Woolley** and **Peter Barclay-Watt** to liaise about marking Elizabeth Gill's contribution as Book-keeper.

Done. Peter Barclay-Watt (Treasurer) used PCC members' donations to buy some books and gardening vouchers, which he presented privately to Elizabeth. PCC Treasurer and Secretary received a note of thanks from Elizabeth, which was relayed to PCC members.

Jonathan Mobey gave a vote of thanks to Elizabeth Gill for her outstanding and long-standing work as Book Keeper. This was seconded by Peter Barclay-Watt and carried unanimously.

**5. Resolutions arising from the Combined PCC Meeting in November 2014**

I. Delegating authority to JPCC over matters concerning Church personnel

<b>Resolution</b>	The PCC delegates to the Joint PCC the authority to take all decisions pertaining to employed staff and also to ministers and other individuals licensed or authorised to operate across the benefice. This includes – but is not limited to – the whole appointment process, authorisation to operate, changes to terms of employment or operation, disciplinary procedures, and ratification of a post following a probationary period.				
<b>Proposed</b>	Chair	<b>Seconded</b>	-	<b>Passed</b>	Unanimously

Jonathan Mobey reminded the meeting that such a resolution can be rescinded by a PCC at any time i.e. this authority delegated to JPCC can be taken back by the PCC.

II. Approval of Communion Assistants

<b>Resolution</b>	<p>PCC approves those on the list below, to be authorised to administer Holy Communion within the benefice of St Matthew's Harwell, with All Saints', Chilton.</p> <p>Barclay-Watt, Nicola                      Barclay-Watt, Peter                      Burbage, Judy                      Evans, Kate                      Gill, Anne                      Gill, Gordon                      Greer, Georgina                      Hayes, Andrew                      Kerr, David                      Macarthur, Vicky                      Nickerson, Alan                      Pigott, John                      Reich, Alex                      Sinclair, Wendy                      Slater, Audrey                      Taylor, Frances</p>				
<b>Proposed</b>	Chair	<b>Seconded</b>	-	<b>Passed</b>	Unanimously

Jonathan Mobey commented that this list is the same as previously; approval just needed renewing.

## 6. Decisions taken between PCC meetings by the Standing Committee

### Appointment of Church Administrator and PA to the Rector

An update was provided in Paper E. Jonathan Mobey reported that he had been spending a fair amount of time with Vicky Johnston in order to bring her up to speed. Jonathan then answered the following queries:

Q. How will Vicky divide up the PA, Communications and Admin work. Will it be split by day of the week or will each day consist of a varying mixture?

A. The latter. Vicky is learning the admin side first and will extend to PA work and more strategic communications work once she is familiar with the admin side.

Q. Can Vicky be contacted on a Wednesday if something urgent arises?

A. The current plan is that Vicky will check remotely for any urgent answerphone and email messages at around lunchtime on a Wednesday. She will then alert Jonathan/Pam to anything that can't wait until the next day.

<p><b>Action: Jonathan Mobey</b> to check if Vicky could be telephoned direct on a Wednesday if necessary</p>
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Q. Will the PA work mainly consist of dealing with/looking at Jonathan's emails, or other things such as diary management?

A. It has been left open as yet. This is a new aspect to the role so it will be a case of seeing what's possible/what works well.

### Cancellation of evening service on 25 January

As in previous years, it was agreed that the evening service on 25 January would be cancelled to facilitate attendance at a Churches Together in Didcot service in Christian Unity week.

## 7. Finances

The accounts to end of December 2014 and the proposed budget for 2015 were scrutinised.

### Accounts to 31 Dec 2014

Various relevant documents had been circulated in advance (Papers F-I).

The Treasurer commented that the new Book-Keeper, Brenda Pyke, is doing a fantastic job.

Jonathan Mobey summarised the upshot of 2014 finances as being that there was a £410 excess of expenditure over income (deficit), which was better than budgeted. Jonathan said that we had a great deal to be thankful for in terms of financial giving, and that the Lord had provided for His work.

The following points of clarification were made by the Treasurer:

- The Deanery did not take up the Benefice's offer of a £2,000 loan. It raised the sum required from other sources.
- The accounts have yet to be independently examined, so formal approval of them will be tabled at the March PCC meeting.

Tony Hughes said that the Finance Commentary report could confuse people because the second paragraph says there was a year-end deficit of £410 but the third paragraph mentions an income of £90,572 and the fourth paragraph talks about expenditure of £97,060. This would imply a much higher deficit than £410. The figures quoted are correct, but hard to fathom. The Treasurer agreed, and will avoid this in the full statement of accounts.

*[Post meeting notes:*

- *In response to the above point, a revised Finance Commentary report was supplied after the meeting to the Secretary by the Book Keeper. The Secretary has circulated this to PCC members with these minutes.]*
- *After the meeting, the Treasurer spotted two errors in the budget column of the Income & Expenditure report to end of December 2014. These were that the following two lines in the 2014 budget expenses column were included in error: "Broadsheet" - £727.03) and "Historic Churches Preservation" - £50.00). The removal of these two lines reduces the total budgeted expenses by £777.03. Total actual expenses are unaffected because there was zero expenditure recorded against these lines. The book keeper has supplied a revised copy of the Income & Expenditure report to the Secretary. The Secretary has circulated this to PCC members with these minutes.]*

## **2015 Budget proposal**

Paper J refers. This shows a planned deficit of £4,245.

Discussion led to some changes to the proposed budget as follows:

- The creation of a new restricted fund for the planned regular giving ear-marked by the donor for paying the increased costs of the Administrator's salary, and a commensurate reduction in the planned giving budget. This change serves to a) better show what the like-for-like planned giving budget is compared to 2014; b) protect this donor's giving for the intended purpose. *[Post meeting note: The new planned giving budget then reduces to £51,470.]*
- The above would cause a knock-on reduction to the Mission Giving budget because this is currently set as a percentage of income lines 1-5, which includes planned giving. *[Post meeting note: The Treasurer has since realised that there is in fact no such impact because the Mission Giving budget is a percentage of income lines 1-5 on the previous year's actual position. Therefore the Mission Giving budget will remain at £9,675]*
- Harwell's Parish Share should read £46,114 not £48,000. The latter had been an estimate. The Treasurer confirmed that this would reduce the planned deficit

by £1,886. [*Post meeting note: The revised budget accordingly shows a planned deficit of £2,359 rather than £4,245.*]

The Treasurer explained that the 2015 budget assumes a 5% increase in planned giving. Nevertheless, the like-for-like planned giving budget is lower than in 2014 because of the high impact of a change in circumstances of two major donors. [*Post meeting note: The reduction is c£4,000.*]

Jonathan Mobey reminded the meeting that past analysis of giving had shown that half our income comes from just twelve people (pointing out that he didn't know the identities, but had been made aware of the statistic).

The Treasurer explained that it would be necessary to raise a further c£20,000 by 2017 for the Children & Families Worker fund to avoid dipping into reserves.

Jonathan Mobey confirmed that All Saints', Chilton has a planned deficit of c£6,000 for 2015.

The meeting noted that Lizi Bowerman is standing for Deanery Treasurer.

<b>Resolution</b>	To accept the proposed budget for 2015 with the above changes to it				
<b>Proposed</b>	Chair	<b>Seconded</b>	-	<b>Passed</b>	Unanimously

[*Post meeting note: The Treasurer has provided the Secretary with the revised budget and this is appended to these minutes.*]

**Action: Jonathan Mobey and Peter Barclay-Watt** to organise an appeal to increase general giving and giving for the C&FW fund.

Jean Barton gave a vote of thanks the Treasurer and the Book-Keeper for all their work in preparing the end of year accounts and the 2015 budget. This was supported by all those present.

Peter Barclay-Watt said that requests made at past meetings for some lines on the Expenditure & Income report to be split out differently have not yet been actioned, but will be once the new Book-Keeper has settled in fully.

### **Buildings insurance premium**

The Treasurer explained that in 2014, we took a cut in our insurance premium in exchange for having a £500 excess on the policy. The premium for 2015 is unchanged, but it will increase in 2016 due to an increased valuation by the insurance company following a five year review and inspection. We can then either pay the higher premium, or reduce the premium back to its current level by cutting the proportion of the valuation insured to below 100% (any claim paid would then be



cut by the same percentage). Cutting the proportion of the valuation insured reduces the premium by a relatively small sum (say, £200 on a current premium of c.£4,000).

The meeting agreed not to cut the proportion of the valuation insured to below 100%.

## 8. Improvements to St Matthew's building

Paper K provided an update and was noted.

Tony Hughes said that the heating and seating projects needed guidance from the Market Study about future use of the church building before they could proceed much further. In the meantime, the heating project working group will continue their programme of visits to other churches to gather useful data and information.

Jonathan Mobey said that there is a meeting arranged for 29 January to discuss possible future uses of the church. Jonathan has done some initial thinking about this. Discussions at the PCC away day on 31 January can also feed in ideas.

Jonathan Mobey said that Rev. Hannah Reynolds, Vicar of St Peter's, Didcot, has previously worked in a job that involved grant applications in energy efficiency and has a lot of experience in this area. So she would be a good person to seek advice from on raising funds from grants.

Jean Barton commented that it is important to bear in mind other meeting facilities in the village when thinking about the scope for widening the use of the church building.

## 9. Buildings Committee report

Paper L refers and was noted.

Jonathan Mobey thanked the Buildings Committee for all the work that they do, and Tony Hughes for his clear report.

## 10. Church Hall Management Committee report

Paper M refers, and see item 4 iv for clarification about daytime hire availability.

Jonathan Mobey said he was very grateful to the Committee for all that they do.

## 11. Reflection on Remembrance Day service

The letter of thanks from Harwell RBL was noted.

The following observations were made about the outdoor service at the war memorial:

- The music/sound was much improved this year
- Kate Evans did a great job leading the singing
- When the names of the dead are read out, could first names be used rather than just their initial?

**Action:** Jane Woolley to contact Peter Cox to ask RBL whether they would support first names rather than initials being read out to accompany surnames, and if they know all the first names.

The following observations were made about the service in the church:

- The brass music group was excellent, and also covered a very wide range of ages. Tony Hughes, who led the group, said he would try and repeat it next year.
- The activity for Beavers & Cubs in the Church Hall, led by Peter Shields, went well.

## 12. Reflection on Christmas services

There were no particular comments, other than that the Midnight service continues to attract a congregation that includes many people who do not otherwise attend church.

If Didcot Choral Society wishes to hold a Christmas concert in 2015, Mel Gibson pointed out that it would be good to steer them towards Saturday 19 December 2015, assuming St Matthew's carol services are on Sunday 20 December. Then the candles only have to be set out once.

## 13. Harwell Feast 25 May 2015

### BBQ

Jane Woolley said that she was willing to organise the BBQ manpower again.

### Songs of Praise

Monika Buxton, who is on the Feast Committee, said that the Committee is keen for there to be a Songs of Praise and said that the Committee could provide practical support e.g. supply a sound system. Tony Hughes thought it would probably be possible to muster enough people for the Orchestra.

Tony Hughes pointed out that we would presumably need to involve All Saints', Chilton. Gordon Gill said that Chilton has its own festival the week after Harwell Feast. Tony Hughes emphasised that proper resourcing for Songs of Praise is crucial.

Jonathan Mobey said that he was inclined to favour holding Songs of Praise every three years, not every two.

No firm conclusion was reached on whether to run Songs of Praise in 2015. Instead, it was agreed to discuss it further at the Combined PCC meeting on 3 February and to make a decision then.

<p><b>Action:</b> Jane Woolley to ask Peter Cox to put Songs of Praise on the CPCC agenda for 3 February</p>
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#### 14. Trial of coffee before rather than after the 11am Sunday service

Paper O refers.

PCC members were broadly in favour of the proposed trial of serving coffee before the service rather than after on the first Sunday of the month. It was agreed to raise this possibility with the coffee team and that this could go ahead after Easter, if sides people and coffee servers could be found to give it a try.

The following points were also raised:

- Having coffee before the service happens in other churches and is a useful part of creating a good welcome to people. However, it requires conscious planning to create that good welcome – it doesn't just happen by itself.
- The heating would need to go on earlier
- Sides people & coffee servers would need to turn up earlier
- Jonathan Mobey can't get there much before the start of the service because of the prior service at Chilton, so he relies on the coffee time after the service to interact informally with the congregation. This opportunity might be diminished if people are not staying on for coffee afterwards. Maybe a small amount of coffee could be left in a flask for anyone who needs a chat with Jonathan after the service and to whom it would be opportune to offer a cup?
- The use of disposable cups should be considered to avoid the coffee servers having to stay on so long after the service to wash up.
- A further potential advantage of disposable cups would be to avoid the problem with the church mugs getting damp and then smelling a bit musty. But it was pointed out that others dislike drinking out of disposable cups. It was suggested that perhaps there could be a small number of mugs available for those who are strongly in the latter camp.
- It would help with congestion, and is probably friendlier, if coffee could be sent round with trays of tea, coffee & biscuits. This is what is done by necessity at All Saints' and it works very well.

**Action: Monika Buxton** to talk to Anita Pepper about the possibility of (i) coffee servers walking round to distribute refreshments on trays, and (ii) using disposable cups. These innovations could be made at every service with immediate effect i.e. irrespective of the mooted trial/whether the coffee is before or after the service.

If the coffee servers are happy to use disposable cups in future:

**Action: Liz Roberts** to arrange a stock of disposable cups, possibly from Kingdom Coffee, and to put a notice in the service sheet to explain the change to the congregation.

**Action: Liz Roberts** to work with Mel Gibson to talk to the sides people, and **Monika Buxton** to work with Anita Pepper to talk to the coffee servers about the trial of serving coffee before the service, e.g. to explain the rationale, to make the necessary re-arrangements to the time they turn up, and to discuss with them how they can best contribute to a good welcome when coffee is served before the service.

Then, if the trial goes ahead:

**Action: Liz Roberts** to arrange publicity to explain the trial to the congregation, and to ensure that as many likely attendees of the first of the month service as possible are aware that coffee will be served before rather than after the service.

### 15. Future dates

PCC Away day – 31 January

Christingle – 1 February

Education Sunday – 1 March

### 13. AOB

Gordon Gill said that a house/vicarage near the University Technical College on Great Western Park (GWP) was being arranged for Rev. Mark Bodeker, and that the northern Community Centre on GWP would be open from 1 February.

**Jonathan Mobey closed the meeting in prayer at 10.35pm**

**Appendix 1 - 2015 Budget – revised as discussed at the January 2015 PCC meeting**

	2014	2014	2015	
	Budget	Actual	Budget	Comments
	£	£	£	
<b>Income</b>				
1 Envelopes/Planned Giving G/A	56,000	55,387	51,470	Assumes a 5% increase in planned giving
2 " non G/A	3,500	3,752	3,600	
3 Tax Recovered - Gift Aid	13,000	15,263	15,370	4 quarters claimed in arrears
4 VAT reclaim			1,230	possible LPW grant to cover VAT on Aisle Redecoration
5 Loose Alms	4,100	3,894	3,800	
6 Donations/ Legacies and other	5,000	70,308	5,000	£67223.3 Talbot legacy
7 Fees	3,000	3,119	3,200	
8 Church Hall income	3,800	5,363	4,800	2014 incl £900 from Scouts cleaning & internet and £380 towards floor sanding
9 Holiday club donations		222	300	excludes gift aid
10 Transfer from Restricted Funds	0	6,410	23,860	to cover additional costs of administrator, and CFW - anticipate an £1800 shortfall in donations in 2015
11 Interest	200	249	100	
<b>Total income</b>	<b>88,600</b>	<b>163,967</b>	<b>112,730</b>	
<b>Expenditure</b>				
<b>Parish Share and Mission Giving</b>				
12 Parish Share (Harwell)	46,599	46,133	46,114	
13 Parish Share (excess from Chilton)				
14 Mission Giving - Overseas and Home	10,060	10,060	9,675	12.5% of income lines 1-5. See note below
<b>Total Fixed Expenditure for Harwell</b>	<b>56,659</b>	<b>56,193</b>	<b>55,789</b>	
<b>Harwell share of Joint PCC Expenditure</b>				
15 Ministers Expenses	800	724	800	
16 Assistant Minister's Expenses	666	469	600	
17 Visiting Speakers	50	13	100	
18 Secretary's Remuneration and Expenses	3,510	3,509	11,160	2/3 of total £16740
19 Stationery etc.	467	469	600	
20 Office Costs	1,666	1,684	1,800	2014 website £784, other £901
21 Subscriptions, Courses & Gifts	667	751	700	2014 included £100 christmas gifts re 2013
22 Outsourced Printing	666	627	700	
23 CFW		6,459	18,000	2/3 of £27000
24 Joint Outreach activities/ Home Group Resource	667	227	300	
25 Holiday Club		304	400	
<b>Total Joint PCC Expenditure</b>	<b>9,159</b>	<b>15,237</b>	<b>35,160</b>	
<b>Harwell PCC Expenditure</b>				
24 Bank Charges	200	200	200	
25 Electricity, Cleaning & Water	4,100	3,951	4,300	includes credit for donations towards tower tree lighting
26 Insurance	4,100	3,753	3,940	a new 5 year agreement with 25% discount. However, there will be an increase in 2016 premium, paid in 2015, due to recent increase in valuation by Ecclesiastical
27 Church Maintenance & Repairs	6,750	4,965	6,110	*2014 Lightning budget £1422 slipped to 2015. PAT £350.00, lightning £350 + £1500 *, roof repairs £2k, other £600, sundries £200, Red Box £157, clock £557, Organ £192, whites bells £169.
28 Services & sound equipment	600	905	600	
29 Organist's Remuneration and expenses	840	396	600	
30 Church Hall maintenance and cleaning	5,900	8,183	4,150	
31 Church Hall utilities	2,550	2,232	2,350	
32 Church Hall Insurance	600	605	690	increase in property valuation
33 Youth and Children Work	900	253	900	
34 Administration	140	53	100	GA envelopes
35 Transfer to Designated Fund	0	67,319	0	Talbot legacy plus interest
35 Visiting Team	100	0	0	
36 Christmas Trees		132	150	
36 Miscellaneous	150	0	50	
<b>Total Harwell Expenditure</b>	<b>26,930</b>	<b>92,947</b>	<b>24,140</b>	
<b>Total Expenditure</b>	<b>92,748</b>	<b>164,377</b>	<b>115,089</b>	
<b>Net Surplus/ (-)Deficit</b>	<b>-4,148</b>	<b>-410</b>	<b>-2,359</b>	

**Note:** Missionary Giving is 12 1/2% of the previous year's unrestricted donations. The allocation for 2015 is less than paid out in 2014 because the 2013 income on which 2014 was based included 21 months recovery of Gift Aid. In calculating the allocation for 2014, the Talbot Legacy (£67,319) has not been included but it is proposed that as money from Talbot Legacy is allocated to specific projects, 12 ½% of this (£8415) is allocated to missionary giving.

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**CHAIR**

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**SECRETARY**

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**DATE**

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