

University of Melbourne Student Union  
Meeting of the Clubs & Societies Committee



Confirmed Minutes

10 am Wednesday August 18, 2021

Meeting 14/21

Location: Zoom

Meeting Opened at 10:05 am by Kalyana Vania

1. Procedural Matters

1.1. Election of Chair

**Motion 1: To elect myself as chair**

Mover: Kalyana Vania

Seconder: Muskaan Hakhu

**Carried**

1.2. Acknowledgement of Indigenous Owners

So acknowledged

1.3. Attendance

C&S Committee: Jordan Di Natale, Swetha Jinson, Rachel Kirby, Sura Mishra, Aaron Lee, Emily Kusay

C&S Officers: Muskaan Hakhu, Kalyana Vania

Staff: Fiona Sanders

Others: Ben Vockley (Postgraduate Environment Network), Bowen Zhang (Chinese Debating Group), Jennisha Arnanta (Toastmasters)

1.4. Grant speaking rights to Coordinator (Standing Order 21.2)

**Motion 2: To grant speaking rights to Coordinator Fiona under standing order 21.2**

Mover: Chair

**Carried**

1.5. Apologies

Josh Seddon

1.6. Proxies

Nil

1.7. Membership

No change

1.8. Adoption of Agenda

**Motion 3: To adopt the Agenda as sent out.**

Mover: Chair

**Carried**

## 2. Confirmation of previous minutes

2.1. August 3, 2021

**Motion 4: To ratify the decisions made under standing order 7.5 on August 3.**

Mover: Chair

**Carried**

**Motion 5: To accept the minutes for August 3 as a true and accurate record.**

Mover: Chair

**Carried with 1 abstention**

## 3. Conflict of interests

Name	Conflicts of Interest declared
Muskaan Hakhu	Bollywood Club
Swetha Jinson	Australian South Asian Healthcare Society
Surabhi Mishra	Fantasy and Science Fiction Appreciation Society
Aaron Lee	Science Students Society
Rachel Kirby	Ring of Choir
Joshua Seddon	Biomedicine Students Society
Kalyana Vania	Nil
Emily Kusay	Liberal Club
Jordan Di Natale	Unimelb Love Letters, Pokémon Observation, Knowledge & Evolution Nation, Consistently Amazing Kitchen Endeavours, French Club

## 4. Matters Arising from the Minutes

**Procedural motion 1: to discuss 4.2 first**

Mover: Chair

**Carried**

### 4.2 Discipline

4.1.1. Toastmasters (failure to submit letter on request)

4.1.2. Toastmasters (failure to send attendance confirmation)

Jennisha addressed the C&S Committee, had handed responsibility to the Secretary and believed the documents had all been submitted. Indicated mental health and technical issues with completing the submissions. Emails were not seen.

SGM has been completed, first petition is no longer applicable.

**Motion 6: To uphold the petition to suspend the grants of Toastmasters until the C&S Committee can accept the compliant SGM or for 6 months, on the ground of not providing documents (letter of resignation) 6.1.h.**

Mover: Chair

**LOST**

**Motion 7: To uphold the petition to put the Toastmasters on probation for one month under 6.1.h for the late circulation of the Attendance Confirmation.**

**Mover: Chair**

**Carried**

**Jennisha left at 10:15 am**

4.1.3. Postgraduate Environment Network

Ben spoke about taking over club and struggling to catch up with requirements. There is confusion about the purpose of the petition.

**Motion 8: To uphold the petition to put the Postgraduate Environment Network on probation for one month under 6.1.h for the late circulation of the Attendance Confirmation.**

**Mover: Chair**

**Carried**

**Ben left at 10:25 am**

4.1.4. Chinese Debating Group

Bowen apologises for the poor conduct of the 2020 AGM and planned the corrective SGM promptly. SGM did not have membership quorum as committee did not know that memberships are annual.

A second Attendance List was submitted for the SGM and confirmed that the Attendance submitted originally was from 2020 AGM, 16 members on the SGM attendance, other 4 are committee/past committee.

**Procedural motion 2: To go in camera with Fiona**

Mover: Chair

**Carried**

**Meeting went in camera at 10:35 am**

**Procedural motion 3: To admit strangers back in the meeting**

Mover: Chair

**Carried**

**Motion 9: To uphold the petition to disaffiliate the Chinese Debating Society for breaching the Regulations (6.1.a. (4.2.3.a.)) at the 2020 AGM and breaching their own constitution at the 2021 SGM (6.1.d) in not having a quorum of members present.**

**Chair**

**For: 0 Against: 4**

**LOST**

**Petition: To put the CDG on probation for 12 months breaching 6.1.a breaching the Regulations (6.1.a. (4.2.3.a.)) at the 2020 AGM and breaching their own constitution at the 2021 SGM (6.1.d) in not having a quorum of members present.**

**Petitioners: Jordan Di Natale, Aaron Lee, Sura Mishra**

**Bowen Zhang left at 10:53 am**

**Procedural motion 4: To proxy my vote to Jordan Di Natale.**

**Mover: Aaron Lee**

**Carried**

**Aaron Lee left at 10:54 am**

#### 4.1 Apprehended bias in Labor Club matter

Discussion about whether to have the discussion now or wait for Aaron to be present.

Jordan asked what the purpose of the discussion. Josh has submitted some questions to Rachel which will be relayed.

Jordan was approached to sign the petition, which he refused due to being on the committee, but he helped to distribute the petition for the purpose of getting signatures so it could be discussed by the C&S Committee.

Bias vs Conflict of Interest discussion. Jordan highlighted that he did not have any financial involvement therefore a conflict of interest was not necessary to declare and the committee agreed on this matter.

Jordan was asked why he did not disclose the distribution of the petition implying racial and religious discrimination. Jordan stated that he was explaining the many grounds for petition from the wording of the C&S regulations and that people misunderstood this context. Jordan maintained that he was sharing the petition so it would be discussed at the C&S Committee.

Discussion regarding if the Labor Club matter should have been brought forward as a grievance instead of C&S discipline.

Rachel stated that they were uncomfortable that he did not know the context and still shared it, and that it was signed under an incorrect pretext.

Jordan apologised that he made the committee uncomfortable and highlighted that signatures were not forced and that signatories were given required information.

There was further discussion of political alignment in UMSU, and its impact on decisions of the C&S Committee. However, Jordan was involved with members of a particular group.

Jordan highlighted that members of the committee are in fact affiliated with the members in this year's UMSU election, with them all being on the ticket Community; and that this could be considered as bias as well and yet this was not disclosed at any time.

Jordan felt attacked during this meeting. The Committee stated that they were not seeking to attack Jordan and office bearers instil that it wasn't the case at all, and committee just wanted clarification.

When this was discussed at the June 2 meeting Jordan was given several opportunities to disclose any conflict of interest and he did not. Jordan highlighted that he did announce that he was friends with people in this matter, and that this was evident, and that he indeed emailed Fiona about this potential problem coming about in February.

Miscommunication from both sides caused this misunderstanding. Jordan maintained that the discussion was about conflict of interest, not bias.

He was asked why on June 2 he did not tell the committee that he was involved. He reiterated his statement that he did notify members that he was friends with people related to this matter and that was his only connection to this matter.

Rachel said that she wasn't aware of the friendship, and so stated that assumptions shouldn't be made and things should be made explicitly clear especially in matters such as this. Sura also agreed to this.

Jordan stated he was only involved in advising C&S procedure. He feels there has been miscommunication.

Muskaan expressed that the Committee was hurt by the lack of disclosure and wanted to ask about it, and that this discussion is to again get answers and clarifications on why this matter on the petition happened, and does not have relation to any political affiliations.

Jordan highlighted that there was no malice and that he was only doing what the regulations outlined. He also felt uncomfortable due to the bias that certain members of the committee had.

Chair acknowledged the apology. Reiterating that in future instances, to make sure everyone discloses any particular matter/relationship to avoid this scenario recurring. Also noting that committee members have the right to ask questions of anyone for matters where they weren't given full information.

Jordan requested a review of the minutes and Kalyana agreed to send them once they are finished.

#### 4.3 Directed General Meetings

##### 4.3.1 Chess Club (notified for August 17)

Next meeting

##### 4.3.2 Wu Cultural Society (held 21 May, inquorate)

**ACTION: FS to write to club – invalid SGM, must be rectified promptly.**

**Also CDG - emphasise prompt resolution when advising of the Petition.**

#### 4.4 Regulation review

Regulation to increase Purchases & Hiring grant can increase the reimbursement rate.

#### 4.5 Training

We have made questions for AGM/SGM training, and Treasurers training. Working toward online trainings.

#### 4.6 New Club 2020 Bank Account (Environmental Science Association)

Nothing has occurred.

#### 4.7 Bank Signatory Handover

The C&S office will include signatory handover in AGM acceptance procedures.

**10 minute break at 12:04 pm, meeting reconvened at 12:14 pm**

**Sura Mishra left in the break**

#### 4.8 Mid Semester Expo

With a doubtful return to campus, we are not pursuing this event. We are considering other options.

**Aaron Lee arrived at 12:17 pm**

4.9 Chinese Food Hunter Club

4.9.1 Disaffiliation appeal

Appeal was upheld.

4.9.2 Asset presentation

Asset never presented

**Sura Mishra arrived at 12:19 pm**

**Petition to put Chinese Food Hunters Club on probation for 12 months for 6.1.h (repeated failures to meet deadlines (Activity Reporting, Membership Reporting)), 6.1.a (failed to present asset (7.2.e)).**

**Petitioners: Sura Mishra & Rachel Kirby**

**5. Officers Reports**

**Motion 10: To accept the officers' reports.**

**Mover: Sura Mishra**

**Secunder: Swetha Jinson**

**Carried**

**6. Correspondence**

6.1. Greek Association AGM

Discussion regarding AGM extensions for all clubs.

The committee does not believe that holding the AGM lessens the efforts of the current committee.

No motion.

6.2 Islamic Society Asset Stat Dec

The stat dec provided states that the two missing chairs were disposed of as broken.

**Motion 11: To accept Islamic Society's asset Statutory declaration**

Mover: Chair

**Carried**

**7. Grants**

7.1. Standard

7.2. Grants For Discussion

**Motion 12: To accept all grants in the extended lockdown up to and including September 2 to either reimburse costs already incurred or convert to an online event (club to provide event and purchase details to C&S).**

Mover: Chair

**Carried**

**Motions on Notice:**

- To approve all standard grants *en bloc*.
- To approve all off campus exemptions *en bloc*.
- To apply a penalty of 50% to grants that are late (submitted before the event) and to reject grants that are late (submitted after the event).

- To conditionally approve Chemical Engineering Students Society CSF15153 grant provided that they submit complete and compliant event details
- To conditionally approve Indonesian Students Association CSF15190 grant provided that they submit complete purchase details
- To conditionally approve Korean Students Society CSF15269 grant provided that they submit complete purchase details
- To conditionally approve Korean Students Society CSF15268 grant provided that they submit complete purchase details
- To conditionally approve Korean Students Society CSF15267 grant provided that they submit complete purchase details
- To conditionally approve Korean Students Society CSF15265 grant provided that they submit complete purchase details
- To conditionally approve Korean Students Society CSF15266 grant provided that they submit complete purchase details
- To conditionally approve Korean Students Society CSF15264 grant provided that they submit complete purchase details
- To conditionally approve Korean Students Society CSF15157 grant provided that they submit complete purchase details
- To conditionally approve Korean Students Society CSF15226 grant provided that they submit complete purchase details
- To conditionally approve Korean Students Society CSF15184 grant provided that they submit complete purchase details
- To conditionally approve Korean Students Society CSF15151 grant provided that they submit complete purchase details
- To approve Archicle CSF15185 joint grant
- To approve BSUM CSF15194 joint grant
- To conditionally approve Physics Students Society CSF15210 provided they submit venue booking
- To conditionally approve Biomedicine Students' Orchestra CSF15162 grant provided that they can show proof that venue complies with post lockdown obligations
- To conditionally approve Biomedicine Students' Orchestra CSF15161 grant provided that they can show proof that venue complies with post lockdown obligations
- To conditionally approve Malaysians of Melbourne University CSF15198 grant provided that they can show proof that venue complies with post lockdown obligations
- To approve Chinese Students and Scholars Association CSF15257 grant in appropriate category (Asset or Other) conditional on confirmation of purpose.
- To approve Chinese Students and Scholars Association CSF15256 grant in appropriate category (Asset or Other) conditional on confirmation of purpose.
- To approve Students of Royal Melbourne CSF15231 grant under Functions category
- To approve Social Impact Investment Fund CSF15173 grant under Purchases (other) category
- To approve Italian Social Club CSF15144 grant under Purchases & Hiring (Events)
- To conditionally approve History Society CSF15181 grant provided they resubmit updated Certificate of Currency
- To approve Tabletop Gaming Society CSF15245 grant at 100%
- To approve Biomedicine Students' Orchestra CSF15160 grant for cost recovery
- To approve Biomedicine Students' Orchestra CSF15160 grant for cost recovery
- To reject Cast On Charity Group CSF15070 grant for no event
- To reject Labor Club CSF15177 grant for no event
- To approve Melbourne Microfinance Initiative CSF15148 grant
- To reject Optometry Students Society CSF15068 grant for no event
- To reject Optometry Students Society CSF15143 grant for no event

- To reject Turkish Society CSF15172 grant for no event
- To reject Vietnamese Students Association CSF15152 grant for no event
- To reject WISE CSF15090 grant for no event
- To approve Healthy Eating and Nutrition Society CSF15246 grant conditional on confirmation event date is August 26
- To approve Australian Music Appreciation Society CSF15262 grant conditional on return to campus conditions and provided they submit SFH Plan and certificate, and CSEP
- To approve Healthy Eating and Nutrition Society CSF15247 grant conditional on return to campus conditions and provided they submit a compliant SFH plan and CSEP
- To conditionally approve Italian Social Club CSF15242 joint grant, provided that they submit complete purchase details
- To approve Islamic Society CSF15215 grant conditional on return to campus conditions and submission of venue booking
- To approve Islamic Society CSF15216 grant conditional on return to campus conditions and submission of venue booking
- To approve Global Health Society CSF15249 grant conditional on return to campus conditions and submission of venue booking
- To approve Finance Student Association CSF15220 grant conditional on return to campus conditions and submission of venue booking as well as complete purchase details
- To reject Melbourne Microfinance CSF15214 grant
- To conditionally approve Malaysians of Melbourne University CSF15234 grant provided that they can show proof that venue complies with post lockdown obligations
- To conditionally approve Catholics of One Spirit Down Under CSF15232 grant provided that they can show proof that venue complies with post lockdown obligations, and resubmit compliant SFH plan
- To approve Potter Heads CSF15258 joint grant
- To conditionally approve Vietnamese Students' Association CSF15206 grant provided that they submit a compliant SFH and updated Covid safe event plan as well as show proof that event complies with post lockdown obligations
- To conditionally approve Korean Students Society CSF15158 grant provided that they submit Certificate of Currency and Venue covid safe event plan
- To conditionally approve Japanese Club CSF15208 grant provided that they show proof that event complies with post lockdown obligations
- To conditionally approve Actuarial Students' Society CSF15224 grant provided that they submit Certificate of Currency
- To conditionally approve Anime and Manga Club CSF15150 grant provided that they submit Certificate of Currency
- To conditionally approve History Society CSF15180 grant provided they resubmit updated Certificate of Currency
- To approve Mathematics & Statistics Society CSF15219 grant conditional on return to campus conditions and submission of venue booking, as well as a compliant SFH and complete purchase details
- To approve Finance Student Association CSF15221 grant conditional on return to campus conditions and submission of venue booking, as well as complete purchase details
- To approve Business Association for Veterinary Students CSF15061 grant conditional on return to campus conditions
- To approve Christian Union CSF15170 grant conditional on return to campus conditions



- To approve Chemical Engineering Students Society CSF15154 grant conditional on return to campus conditions and submission of complete purchase details
- To approve Islamic Society CSF15218 grant conditional on return to campus conditions and confirmation of Sports Insurance
- To approve Bhakti Yoga Club CSF14873 grant conditional on return to campus conditions
- To approve Chemical Engineering Students Society CSF15159 grant conditional on return to campus conditions
- To approve Chemical Engineering Students Society CSF15156 grant conditional on return to campus conditions
- To approve Christian Union CSF15235 grant conditional on return to campus conditions
- To approve Physics Students' Society CSF15106 grant conditional on return to campus conditions
- To approve Soccer Appreciation Society CSF15018 grant conditional on return to campus conditions
- To approve Cambodian Student Society CSF15261 grant conditional on submission of complete purchase and event details
- To approve CAFÉ CSF15147 grant with 50% reduction for not being promo compliant

**Motion 13: To accept all Motions on Notice as sent out**

Mover: Chair

**Carried**

**Motion 14: To reimburse Purchases & Hiring (events) at 100% for online events going forward.**

Chair

Carried

## 8. New Club Applications

### 8.1 Chinese Calligraphy Club

**Motion 15: To grant initial approval to the Chinese Calligraphy Club**

Mover: Chair

**Carried**

### 8.2 Chariot Journal

**Motion 16: To grant initial approval to the Chariot Journal**

Mover: Chair

**Carried**

### 8.3 German Club

**Motion 17: To grant German Club initial approval.**

Chair

**Carried**

### 8.4 Bubble Tea Society

**Motion 18: To grant initial approval to the Bubble Tea Society.**

Chair

**Carried**

8.5 Responsible Artificial Intelligence Development (combined AI clubs application)

**Motion 19: To grant the initial approval to the Responsible Artificial Intelligence Development.**

Chair

**Carried**

8.6 OmniSci Magazine

Discussion of Media Office responsibilities, no overlap perceived

**Motion 20: To grant initial approval to OmniSci Magazine.**

Chair

**Carried**

8.7 Emerging Markets Network

**Motion 21: To grant initial approval to Emerging Markets Network.**

Chair

**Carried**

8.8 Women\* in Dentistry

**Motion 22: To grant initial approval to Women\* in Dentistry.**

Chair

**Carried**

8.9 Sri Lankan Graduates' Society

Discussion of the overlapping aims with the MUSLSA, ask for resubmitted aims that are more specific to the demographic of the club and differentiate from MUSLSA.

Defer

8.10 Anatomy and Physiology Students' Society

**Motion 23: To grant initial approval to the Anatomy and Physiology Students' Society.**

Chair

**Carried**

8.11 BusinessOne The University of Melbourne

Defer and request a submission regarding their aim overlap and demographic overlap with the Consulting Club.

8.12 StartUp Link Unimelb

**Motion 24: To grant initial approval to StartUp Link Unimelb**

Mover: Chair

**Carried**

8.13 New Zealand Students Society

**Motion 25: To grant initial approval to the New Zealand Students Society**

Mover: Chair

Carried

8.14 Mauritian Students Society (disaffiliated 18/12/2020)

**Motion 26: To reject the Mauritian Students Society initial application under 4.1.2.c.**

Chair

**Carried**

8.15 Society of Marketing and Communications (late)

**ACTION: OB to meet with them and understand their difference from SAMM**

Resubmit aims

Defer

**9 Other Business**

9.1 Office expenses

Defer

9.2 Activity Reporting

Clubs that have not submitted a report were considered:

Classical Music Society, Students Interest Group Neurology, Students Real Estate Association

**Petition to Classical Music Society, Student Interest Group Neurology and Students Real Estate Association put on probation for 6 months for failing to hold and/or report members activities 6.1.a (5.4).**

**Petitioned by Aaron Lee & Sura Mishra**

Environmental Science Association

**Petition: To suspend Environmental Science Association's grants for 6 months for failing to hold and/or report members activities 6.1.a (5.4).**

**Petitioned by Sura Mishra & Rachel Kirby**

Wine – correspondence not a reason not to disaffiliate.

Materials – Not acceptable to have not held any events.

**Procedural motion 5: Jordan procedural proxy to Aaron**

Mover: Jordan

**Carried**

**Petition: To disaffiliate the following clubs for failing to hold and/or report members activities 6.1.a (5.4).**

- **Bollywood Club**
- **Consulting Club**
- **Data Science Post-graduate Society**
- **Debating Society**
- **Earth Sciences Students Society**
- **Effective Altruism**

- **Filmmakers Collaborative**
- **Indian Graduate Students Society**
- **Jewish Students Society**
- **Labor Club**
- **Materials Society**
- **Music Students Society**
- **Pirates**
- **Power to Change (Disciplemakers)**
- **Publishing Students Society**
- **Reformed Evangelical Campus Fellowship**
- **Science Students Society**
- **Toastmasters**
- **Tzu Chi Collegiate Association**
- **University Network for Investing and Trading (UNIT)**
- **Wine Society**
- **Wu Cultural Society**

**Petitioners: Rachel Kirby & Sura Misha**

**ACTION: FS will emphasise to submit any events, event does not have 10 attendees**

**Jordan Di Natale left at 2:10 pm**

**Five minute break to 2:20 pm reconvened at 2:25 pm**

Non-compliant reporting reviewed:

Book Club – accept reporting

Chinese Food Hunters Club

**Petition: To suspend Chinese Food Hunters grants for failure to properly report Activities (6.1.a 9(5.4)), for 12 months or until adequate evidence is provided.**

**Petitioners: Aaron Lee & Rachel Kirby**

**ACTION: OBs to meet with CFHC to emphasise compliance**

Embrace Education – accept reporting

Genetics Society – accept reporting

Internet of Things – accept reporting

Liberal Club – accept reporting

Sri Lankan Students Association – accept reporting

Students for Sensible Drug Policy – accept reporting

Transit Riders Alliance for Melbourne Students – accept reporting

Vets Beyond Borders – accept, *provided they do not resubmit the Conference in Semester 2*

Pakistani Society – accept reporting

Animal Protection Society – accept reporting

CODEC – no attendance lists or other evidence provided

**Petition: To disaffiliate Community for Digital Entertainment Creation for failing to provide evidence of members activities 6.1.a (5.4).**

**Petitioners: Rachel Kirby & Sura Mishra**

Competitive Programming Club – accept reporting

HackMelbourne - no attendance lists or other evidence provided

**Petition: To disaffiliate HackMelbourne for failing to provide evidence of members activities 6.1.a (5.4).**

**Petitioners: Sura Mishra & Aaron Lee**

Moda9 – accept reporting

Vegan Club – accept reporting

Adventist Students on Campus – accept reporting

Australia-China Youth Association – accept reporting

Chinese Debating Group – Accept reporting

Chinese Music Group – accept reporting

Choral Society – accept reporting

Cider Appreciation Society – Accept reporting

Equity Research Association – accept reporting

Healthy Eating and Nutrition Society – accept reporting

Indian Club – accept reporting

Monarchist Society – accept reporting

**Procedural motion 6: Kalyana Vania cedes the chair to Muskaan Hakhu**

Mover: Chair

**Carried**

**Kalyana Vania left 3:29 pm**

One for the World – accept reporting

Physics Students Society – accept reporting

Planning Students Society – accept reporting

RISE – accept reporting

Sexpression – accept reporting

Socialist Alternative – two lists clearly collected at the same time, and no event dates or details. The committee does not accept, club must provide a statutory declaration to provide dates and details of how students attended.

**Petition: To disaffiliate Socialist Alternative for not providing satisfactory Activity Reporting (6.1.a (5.4)).**

**Petitioners: Sura Mishra & Aaron Lee & Rachel Kirby**

**ACTION: REMIND ALL that will not be accepted again**

9.3 Semester 2 Budget (Grants)

We have only spent \$61,000

**Motion 27: To increase the grant cap from \$2,300 to \$2,700.**

Mover: Chair

**Carried**

9.4 Semester 2 Meeting Schedule

- Week 4: Wed Aug 18, 10 am
- Week 6: Wed Sep 1, 4 pm
- Week 8: Wed Sep 15, 10 am
- Week 9: Wed Sep 29, 4 pm
- Week 11: Wed Oct 13, 10 am
- SWOT Vac: Wed Oct 27, 10 am
- Final: Wed Nov 24, 10 am

**Motion 28: To approve the meeting schedule.**

**Mover: Chair**

**Carried**

9.5 New Club Bank Details (Start Up Grant)

**Motion 29: To grant \$150 to all new clubs that open their account and provide details by the deadline specified by the coordinator.**

**Mover: Chair**

**Carried**

9.6 Online engagement training for clubs

Campus Consultancy – marketing & online engagement \$850 per session, \$1000 if recorded. Create perpetual resource on Canvas

**Motion 30: To approve up to \$3000 for Campus Consultancy to conduct and record the Online Engagement and Marketing workshops for clubs.**

Mover: Rachel Kirby

Secunder: Sura Mishra

**Carried**

9.7 RSA and SFH trainings

Invoicing clubs for those who have not paid for Semester 1 RSA/SFH

**ACTION: Muskaan to investigate cheaper options.**

Consider supported places/free places and discuss further next meeting.

**10 Next Meeting (TBC)**

4 pm Wednesday September 1

**11 Close**

**Meeting closed at 4:03 pm**