

SHIRE OF LEONORA



AUDIT AND RISK COMMITTEE MEETING

MINUTES OF MEETING HELD 21ST FEBRUARY, 2017 AT 8:31AM

JG EPIS
CHIEF EXECUTIVE OFFICER

1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS / FINANCIAL INTEREST DISCLOSURE

Chair of the Audit and Risk Committee, Councillor PJ Craig, declared the meeting open at 8:31am

2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

2.1 Present

President	PJ Craig
Deputy President	MWV Taylor
Councillors	RM Cotterill
	RA Norrie
	AE Taylor
	LR Petersen
	GW Baker
Chief Executive Officer	JG Epis
Deputy Chief Executive Officer	TM Browning

2.2 Apologies

Nil

2.3 Leave of Absence

Nil

3.0 REPORTS OF OFFICERS

3.1 REPORTS RELATING TO PURPOSE OF SPECIAL MEETING

3.1(A) 2016 COMPLIANCE AUDIT RETURN

SUBMISSION TO: Special Meeting of Audit Committee
Meeting Date: 21st February 2017

AGENDA REFERENCE: 3.1 (A) Audit Special Meeting FEB 17

SUBJECT: Risk Executive Report

LOCATION / ADDRESS: Nil

NAME OF APPLICANT: Nil

FILE REFERENCE: Nil

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Jim Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 14th February 2017

BACKGROUND

Each year, Council is required to complete an annual compliance audit return (CAR) for the calendar year immediately preceding (1st January to 31st December) as published by the Department for Local Government and Communities. The CAR is then to be reviewed by the Audit Committee and a report presented to Council prior to the adoption of the CAR.

Once again, the CAR was completed in house by the Deputy CEO with the assistance of the Chief Executive Officer, through the inspection of various documents and records including:

- Minute books
- Tender Register
- Financial Interest & Return Register
- Complaints Register
- Delegations Register

The CAR is one of the tools that allow Council to monitor how the organisation is functioning in regards to compliance with the Local Government Act 1995. This year's return again places emphasis on the need to bring to the attention of Council any cases of non-compliance or where full compliance was not achieved. Comments are included in the return to provide further clarification where necessary.

This also provides opportunity for the Audit and Risk Committee to consider matters that may require further review within ongoing risk framework assessments and actions.

DETAILS

There were some matters of non compliance noted within the CAR, and comments are available within the document to elaborate on these matters. Further explanation is offered within the table below for the committee's consideration also:

Section/Reference:	Question:	Response:	Officer Comments:
Delegation of Power Duty – s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	No. Motion was carried unanimously at the OMC held 15/03/16 (minute 10.1(A)) but was not officially recorded as being carried by an absolute majority.	This appears to be an administration error. Although an absolute majority of the Council did vote in favour of the motion, it was not recorded as 'Carried by Absolute Majority' within the minutes.
Disclosure of Interest – s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2016	No. Cr PJ Craig lodged return 21/1/2016 Cr MWV Taylor lodged return 05/12/2016 Cr LR Petersen lodged return 21/11/2016 Cr RA Norrie lodged return 21/11/2016 Cr GW Baker lodged return 01/12/2016 Cr AE Taylor lodged return 21/11/2016 Cr RM Cotterill lodged return 30/11/2016	Staff enquiries with DLGC on this matter have highlighted that the responsibility for lodging returns lies with individuals. However, it has been common practice for the CEO to issue reminders to designated staff and elected members of the requirement to lodge a return. During July and August 2016, the CEO had been on leave sporadically due to pneumonia, which included hospitalisation, and did not issue a reminder to elected members or designated staff of the requirement to lodge an annual return prior to the 31 st August 2016. This provides some explanation why a number of returns were not submitted by the required date.
Disclosure of Interest – s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2016	No. CEO Mr JG Epis lodged return on 21/11/2016.	During July & August 2016, the CEO had been on leave sporadically due to pneumonia, which included hospitalisation, & did not issue a reminder to of the requirement to lodge an annual return prior to 31/08/2016. This provides some explanation why some returns were not submitted by the required date

Section/Reference:	Question:	Response:	Officer Comments:
Finance – s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council	No. Motion was carried unanimously at the OMC held 19/04/16 (minute 10.1(A)) but was not officially recorded as being carried by an absolute majority.	This appears to be an administration error. Although an absolute majority of the Council did vote in favour of the motion, it was not recorded as 'Carried by Absolute Majority' within the minutes.
Tenders for Providing Goods and Services – F&G Reg 11A	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy	No. Regional Price Preference / Buy Local policy was adopted 21/06/2016 (Minute 10.2(C) OMC). Policy will be presented to the Council again in April 2017, after the four week advertising requirement through statewide publication has been carried out.	This was an oversight by staff who misinterpreted the requirements of the regulations. The error will be rectified as per the response.

These matters of non compliance will be further discussed at the next Audit and Risk Committee, where they will be examined and recommendations presented to the Audit and Risk Committee for consideration in the risk framework, in an effort to ensure the risk future instances of non compliance can be minimised.

STATUTORY IMPLICATIONS

Section 7.13(1)(i) of the Local Government Act and Audit Regulations 13 to 15 prevail in this matter. It has since been noted also in Circular No. 03-2017 issued by the Department of Local Government and Communities on 10th January 2017, that the CAR is also required to be reviewed by the Audit Committee prior to the CAR's adoption by Council.

POLICY IMPLICATIONS

There are no policy implications resulting from the recommendation of this report

FINANCIAL IMPLICATIONS

There are no financial implications resulting from the recommendation of this report

STRATEGIC IMPLICATIONS

There are no strategic implications resulting from the recommendation of this report

RECOMMENDATIONS

That the Audit and Risk Committee resolve to:

1. Recommend the adoption of the 2016 Compliance Audit Return as attached to the Council
2. Recommend that the Shire President and Chief Executive Officer be authorised to sign the Compliance Audit Return for submission to the Department of Local Government.
3. Request the CEO to present a report at the next Audit and Risk Committee Meeting examining the noted areas of non compliance for consideration for inclusion within the risk framework in an effort to reduce the risk of future instances of non compliance.

VOTING REQUIREMENT

Simple Majority

COUNCIL DECISION

Moved Cr LR Petersen, Seconded Cr RA Norrie that the Audit and Risk Committee resolve to:

1. Recommend the adoption of the 2016 Compliance Audit Return as attached to the Council
2. Recommend that the Shire President and Chief Executive Officer be authorised to sign the Compliance Audit Return for submission to the Department of Local Government.
3. Request the CEO to present a report at the next Audit and Risk Committee Meeting examining the noted areas of non compliance for consideration for inclusion within the risk framework in an effort to reduce the risk of future instances of non compliance.

CARRIED (7 VOTES TO 0)



Leonora (Shire of) - Compliance Audit Return 2016

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government and Regional Development together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2016.	N/A		Tanya Browning
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2016.	N/A		Tanya Browning
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2016.	N/A		Tanya Browning
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2016.	N/A		Tanya Browning
5	s3.59(5)	Did the Council, during 2016, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Tanya Browning

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	Yes	Minute 10.1(A) OMC 15/03/2016	Tanya Browning
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	Yes		Tanya Browning
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	Yes	Minute 10.1(A) OMC 15/03/2016	Tanya Browning
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	Yes		Tanya Browning
5	s5.18	Has Council reviewed delegations to its committees in the 2015/2016 financial year.	Yes		Tanya Browning
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Tanya Browning
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	No	Motion was carried unanimously at the OMC held 15/03/16 (minute 10.1(A)), but was not	Tanya Browning



					officially recorded as being carried by an absolute majority.
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Tanya Browning
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Tanya Browning
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	N/A		Tanya Browning
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Tanya Browning
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2015/2016 financial year.	Yes		Tanya Browning
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Tanya Browning

Disclosure of Interest

No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	N/A		Tanya Browning
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A		Tanya Browning
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	N/A		Tanya Browning
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A	No elections held during the review period	Tanya Browning
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	N/A	No designated employees commenced during the review period	Tanya Browning
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2016.	No	Cr PJ Craig lodged return 21/1/2016 Cr MWV Taylor lodged return 05/12/2016 Cr LR Petersen lodged return 21/11/2016 Cr RA Norrie lodged return 21/11/2016 Cr GW Baker lodged return 01/12/2016 Cr AE Taylor lodged	Tanya Browning



				return 21/11/2016 Cr RM Cotterill lodged return 30/11/2016	
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2016.	No	Mr JG Epis lodged return 21/11/2016 Other returns were lodged prior to 31/08/2016	Tanya Browning
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Tanya Browning
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Tanya Browning
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Tanya Browning
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	N/A		Tanya Browning
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Tanya Browning
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	N/A		Tanya Browning
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	N/A		Tanya Browning
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	N/A		Tanya Browning
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Tanya Browning



Disposal of Property					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		Tanya Browning
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Tanya Browning

Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	N/A	No elections held during the review period.	Tanya Browning

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Tanya Browning
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	Yes		Tanya Browning
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Tanya Browning
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	No	Motion was carried unanimously at the OMC held 19/04/16 (minute 10.1(A)), but was not officially recorded as being carried by an absolute majority.	Tanya Browning
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2016 received by the local government within 30 days of completion of the audit.	Yes		Tanya Browning
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2016 received by the local government by 31 December 2016.	Yes		Tanya Browning



7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken by the local government, was that action undertaken.	N/A	Tanya Browning
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A	Tanya Browning
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A	Tanya Browning
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes	Tanya Browning
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes	Tanya Browning
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes	Tanya Browning
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes	Tanya Browning
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes	Tanya Browning

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Tanya Browning
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A		Tanya Browning
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO	N/A		Tanya Browning



		under section 5.36(4).		
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A	Tanya Browning
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A	Tanya Browning

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Tanya Browning
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Tanya Browning
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Tanya Browning
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Tanya Browning
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Tanya Browning
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Tanya Browning



Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Tanya Browning
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Tanya Browning
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Tanya Browning
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Tanya Browning
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Tanya Browning
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Tanya Browning
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Tanya Browning
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Tanya Browning
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Tanya Browning
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Tanya Browning
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Tanya Browning
12	F&G Reg 23(1)	Did the local government reject the	N/A		Tanya Browning



Government of Western Australia
Department of Local Government and Communities

		expressions of interest that were not submitted at the place and within the time specified in the notice.		
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	Yes	Tanya Browning
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes	Tanya Browning
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A	Tanya Browning
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A	Tanya Browning
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A	Tanya Browning
18	F&G Reg 24AD(6)	If the local government to sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A	Tanya Browning
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A	Tanya Browning
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A	Tanya Browning
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A	Tanya Browning
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A	Tanya Browning



Government of Western Australia
Department of Local Government and Communities

23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A	Tanya Browning
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	No Regional Price Preference / Buy Local policy was adopted 21/06/2016 (Minute 10.2(C) OMC). Policy will be presented to the Council again in April 2017, after the four week advertising requirement through statewide publication has been carried out.	Tanya Browning
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes	Tanya Browning

I certify this Compliance Audit return has been adopted by Council at its meeting on

21st FEBRUARY, 2017.

Signed Mayor / President, Leonora (Shire of)

Signed CEO, Leonora (Shire of)



Government of Western Australia
Department of Local Government and Communities

4.0 NEXT MEETING

21st March 2017, following the conclusion of the Ordinary meeting of Council commencing at 9:30am.

5.0 CLOSURE OF MEETING

There being no further business, Chair for the Audit and Risk Committee, Councillor PJ Craig, declared the meeting closed at 8:40am