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MINUTES OF MEETING
7TH CID ANNUAL GENERAL MEETING
10 NOVEMBER 2011, 12H00
 NGK WAREHOUSE 4
 MANHATTAN STREET
 AIRPORT INDUSTRIA 2

1. Welcome

Derek Morillion opened the meeting and welcomed all present according to the signed Attendance Register.

2. Attendees and Apologies

ATTENDEES

SURNAME	INITIALS	COMPANY
GUYEU	JP	AEROTECHNIC
JACKSON	JOHN	MARINE CIVIL
JOUBERT	JOEPIE	THE CITY
KNUTZEN	ODIN	MANHATTAN DIESEL
LAMPRECHT	ZEA	NGK CERAMICS
LAURENSEN	ELDRID	POWERBASE
LEWIS	RHONDA	CID
MC MURRAY	NEIL	MINUS 40
MORILLION	DEREK	CONTAINER DOMESTIC SERVICES
ROSSOUW	RUNAN	THE CITY
SCOTT	EDDIE	THE CITY
GUYEU	JP	AEROTECHNIC
JACKSON	JOHN	MARINE CIVIL
JOUBERT	JOEPIE	THE CITY
KNUTZEN	ODIN	MANHATTAN DIESEL
HOFFMAN	MARJO	GEOSCIENCE
BARRA	VIC	DE BEERS
STOFFBERG	LYNN	LASERFIX
FERREIRA	A	FERREIRAS TRADING
COETZER	MARIUS	DE BEERS
COOPER	CHANTEL	ST JOSEPHS

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EHLERS	VOSSIE	LITHOTECH
PRAG	A	AMRAY PRAG TRUST
HASSIEM	ARMIEN	ABSOLUTE RIGGING
HERBST	CLIVE	DEKRA
VAN BREDA	JR	QUAY MARINE
KNIFE	MERVIN	IMPERIAL AUTOBODY
LEICHER	NORBERT	DALIFF PRECISION ENGINEERING
MKEME	ENATHI	THE CITY Disaster Management
DAVIDS	SHARON	NGK CERAMICS
LANGEVELDT	GAIL	NGK CERAMICS
FOURIE	JOHAN	STEFANUTTI STOCKS BUILDING
REPERT	VERNON	INGERSOLL RAND
ROSSOUW	NIEL	BYERS & ASSOCIATES
SIADIE	EARL	UTI
DAVIDS	SHARON	NGK CERAMICS
LANGEVELDT	GAIL	NGK CERAMICS
FOURIE	JOHAN	STEFANUTTI STOCKS BUILDING
CHANG	LARRY	MIT AUTO SPARES
VAN ROOY	DENNIS	WORKFORCE

APOLOGIES

SCOTT	EDDIE	THE CITY
HOFMEYR	DAVID	WEST CAPE JOINERY
MBONISWA	CAPTAIN	SAPS BISHOP LAVIS
NIEUWENHUIZEN	ROZEL	COURIER FREIGHT GROUP / XPS
POOL	MARTIE	MANHATTEN DIESEL
POOL	WILLIE	MANHATTEN DIESEL

Guest Speaker - Enathi Emke from The City Disaster Risk Management

Enathi Emke thanked the City Improvement District for the opportunity to discuss her functions in terms of Disaster Risk Management.

She found a lot on businesses are not aware of the procedures which need to be followed in the event of an emergency in our working environment.

She indicated her main focus is to reduce risk and therefore she will be calling on all businesses to partake in Disaster Risk Management's tabletop exercise scheduled to start from November 2011.

Disaster Risk Management will work with the City Improvement District to achieve this goal.

Guest Speaker - Chantal Cooper ST Josephs

Chantal Cooper thanked the City Improvement District for the opportunity to discuss ST Josephs with the attendees and thanked the CID Manager, Rhonda Lewis for the donations and support during 2011. She also thanked the businesses for their donations and support during the year.

ST Josephs' take care of abandoned and chronically ill children who received rehabilitation on a daily basis by qualified Occupational, Physiotherapist and Nursing Staff. The past year has been a very successful period in the life of ST Josephs and this can only be achieved having people like

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the CID and Businesses who care to make a difference.

She extended an invite to the attendees to visit St Josephs at any time.

3. Chairperson's Report

Minutes of the previous Annual General Meeting held on 9 December 2010 were accepted and approved by Mr. JP Guyeu, Mr. Vossie Ehlers and Mr. Eldrid Laurenson as a true reflection.

The Board of Directors decided and agreed to present the City Improvement District Implementation Plan at the 7th Annual General Meeting as part of the Chairpersons report. Each aspect discussed at this meeting will be followed by pictures of the events attended to during 2010-2011 and what the City Improvement District will be attending to during 2012. The hand out at the 7th Annual General Meeting was also e-mailed to all Property and Business Owners falling within the City Improvement District's boundary.

The City agreed to extend Airport Industria City Improvement District's term from 1 July 2010 to 30 June 2015. This presentation will indicate the events the City Improvement District will attend to during the extended term from 1 July 2010 to 30 June 2015.

Attendees will be given the opportunity to comment or raise questions after every Portfolio being discussed.

The Chairperson will ask the members for approval of the Implementation Plan.

Management Committee

- Derrick Morillion (Chairperson) Container Domestic Services
- John Jackson Marine Civil
- Neil Mc Murray Minus 40
- Eldrid Laurenson Powerbase
- Zea Lamprecht NGK Ceramics
- JP Guyeu Aerotechnic
- Odin Knutzen Property Owner (Odin Family Trust)

Sub Committees have been established to deal with specific issues

PORTFOLIO MANAGERS

PORTFOLIO

DEREK MORILLION	CID MANAGER & OFFICE BACK UP
ELDRID LAURENSEN	SECURITY
ZEA LAMPRECHT DEREK MORILLION NEIL MC MURRAY	CAPITAL PROJECTS
JP GUYEU	SOCIAL RESPONSIBILITY
ZEA LAMPRECHT DEREK MORILLION	MARKETING SIGNAGE
NEIL MC MURRAY	FINANCE
JOHN JACKSON ELDRID LAURENSEN ODIN KNUTZEN	ROADS, FENCING

The CID Portfolio Managers welcome Property and Business Owners to volunteer and be part of the Sub Committees formed. Interested parties are welcome to contact the CID Manager, Rhonda Lewis who will gladly meet with you.

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CID MANAGEMENT MEETINGS

The CID management committee meets every second Tuesday of every alternate month, and attends to issues brought to our attention by the Businesses, City of Cape Town and Law Enforcement agencies.

The Committee welcomes owners and tenants to join the Committee Meetings as and when available. Contact Rhonda Lewis for further information.

City Improvement Districts (CID) / Self Rating Areas (SRA) are required to submit Annual Implementation Plans (Section 10.2 of SRA Policy) and Budgets to The City for acceptance and approval.

Listed below are Items attended to during 2010 – 2011 and the Implementation Plan for the period 1 JULY 2010 to 30 June 2015.

IMPLEMENTATION PLAN

CITY IMPROVEMENT DISTRICT, AIRPORT INDUSTRIA 5 YEAR IMPLEMENTATION PLAN JULY 2010 – JUNE 2015				
CID MANAGEMENT OBJECTIVES				
<u>Responsibility – CID Board</u>		<u>CID MANAGER – RHONDA LEWIS</u>		
<u>ACTIONS AND FUNCTIONS</u>	<u>START / FINISH DATE</u>	<u>RESPONSIBILITY</u>	<u>SUCCESS INDICATORS</u>	<u>COMMENTS</u>
Effective and Efficient Management and Office Administration	Daily 01 July 2010 - 30 June 2015	CID Manager	Monthly feedback to CID Board. Bi-Monthly Board Meetings Communication via telephone, facsimile and E-Mail	Ongoing
Arrears CID Levies	Monthly 01 July 2010 - 30 June 2015	CID Manager	Liaise with Property Owners on outstanding area levies	Ongoing Promote relationships / partnerships with City Officials and Members. Encourage Members to become more involved in CID affairs
Progress Reports to the CID Board	Monthly 01 July 2010 - 30 June 2015	CID Manager	Bi-Monthly Board Meetings	Report back on CID related functions. Board Approval required
Property Valuations Update of Membership List	Annually 01 July 2010 - 30 June 2015	CID Manager	Assess Annual Property Valuations by The City	Annually
Capital Budgets	November Annually 01 July 2010 - 30 June 2015	CID Manager	Annual submissions to Sub-Council Manager	Annually
Integrated Development Plan	July Annually 01 July 2010 - 30 June 2015	CID Manager	Annual submissions to Sub-Council Manager	Annually
Interact with property owners and business tenants	Daily as required 01 July 2010 - 30 June 2015	CID Manager, Council Authorities and Law Enforcement Agencies	Provide assistance where possible	As required
Relationships with Sub-Council Management and The City	Daily – As Required 01 July 2010 - 30 June 2015	CID Manager	Good established working relationships with all Council Departments	Ongoing
Ward Councillor Forum	Bi-Monthly 01 July 2010 - 30 June 2015	CID Manager	Bi-Monthly Ward Meetings	Applications / Suggestions to the Ward Allocation Budget – Annually
Accounting and reporting to Council	Monthly 01 July 2010 - 30 June 2015	CID Manager	Ensuring budget is allocated to improvement services and monitoring monthly expenses	Ongoing monthly
Updating Membership List, Data Base and visits to members	Daily, as and when changes occur 01 July 2010 - 30 June 2015	CID Manager	Keeping track of changes to property ownership and businesses moving in/out of area. Visiting members twice a year.	Ongoing
Annual Audit and feedback to Members at Annual General Meeting	July – August Annually 01 July 2010 - 30 June 2015	CID Manager	Audited financial statements distributed to members, at office for inspection/website	Annually

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CID SOCIAL RESPONSIBILITY OBJECTIVES

<i>Responsibility – CID Board</i>		<i>CID MANAGER – RHONDA LEWIS</i>		
ACTIONS AND FUNCTIONS	START / FINISH DATE	RESPONSIBILITY	SUCCESS INDICATORS	COMMENTS
Winter Project	Annually - July August 01 July 2010 - 30 June 2015	CID Manager	Liaise with members to donate unwanted goods to the needy during the winter months	Annually
Blood Donor Clinic Area	Every 56 days 01 July 2010 - 30 June 2015	CID Manager	Liaise with members to support this worthy course and help save a life	Every 56 days
Distribution of Condoms	Monthly as required 01 July 2010 - 30 June 2015	CID Manager	Assisting The City's Health division with distribution of	Monthly when required
Heart for Children Project	Annually - December 01 July 2010 - 30 June 2015	CID Manager	Requesting our business community to donate Christmas gifts and hampers to underprivileged children. The CID gives this to orphanages and hospitals.	Annually
Waste Minimisation Project / ST. Josephs (Pallotti Drive)	Daily 01 July 2010 - 30 June 2015	CID Manager	Encourage members to support the CID's humanitarian campaign as per the agreement with Wasteman in Airport Industria 2. CID office will arrange collection. With the approval of the business the money can be donated to ST. Josephs who care for abandoned handicap children and HIV positive babies.	Ongoing

CID MARKETING OBJECTIVES

<i>Responsibility – CID Board</i>		<i>CID MANAGER – RHONDA LEWIS</i>		
ACTIONS AND FUNCTIONS	START / FINISH DATE	RESPONSIBILITY	SUCCESS INDICATORS	COMMENTS
Newsletters / Newsflashes <ul style="list-style-type: none"> • Promoting the services of the CID • Promoting Business prospects of the area • Promoting local projects • Promoting Social issues and projects • Emergency Numbers 	Quarterly 01 July 2010 - 30 June 2015	CID Manager	Regular meetings with Board, Role Players at The City, Members and Business Tenants	Ongoing
Media Coverage in local Newspapers covering: <ul style="list-style-type: none"> • CID Annual General Meetings • Local Development • Property Development issues 	Monthly when needed 01 July 2010 - 30 June 2015	CID Manager	Monthly feedback to Board at Directors Meeting and Members	Ongoing
Member visits and meetings	Daily 01 July 2010 - 30 June 2015	CID Manager	Bi-Monthly feedback to CID Board at Directors Meeting	Ongoing
Promoting business prospects for the area	Daily with CID partners 01 July 2010 - 30 June 2015	CID Manager	Bi-Annually feedback to CID Board at Directors Meeting	Ongoing
Social events and interaction for Business Members: <ul style="list-style-type: none"> • Cheese and Wine tasting • Spring events 	Annually 01 July 2010 - 30 June 2015	CID Manager	Regular interaction with members and workers and Board	Annually
CID Signage and illegal signage	Maintenance of sign	CID Manager	Signage at the 3 entrances	Ongoing

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	boards 01 July 2010 - 30 June 2015		to Airport Industria Interact with The City on Bi-Laws and business tenants	maintenance when needed
Website and link to businesses directory	February 2011 01 July 2010 - 30 June 2015	CID Manager	CID busy investigating cost and maintenance Board Members to approve establishment of Website	Decision pending February 2011 Ongoing monthly update once in place
Management and Administration of Surveys: <ul style="list-style-type: none"> • Emergency Evacuation Procedures • Hazardous chemicals • Community involvement • Polluted Water Ways 	Monthly / Quarterly 01 July 2010 - 30 June 2015	CID Manager and City Officials	Monthly / Quarterly updates to members via e- mail and visits to members	Ongoing
Memo Desk Cube Incentive with CID Contact numbers and Emergency Numbers	Daily 01 July 2010 - 30 June 2015	CID Manager	Daily visits to members	Ongoing

CID CLEANSING AND ENVIRONMENT OBJECTIVES

<u>Responsibility – CID Board</u>		<u>CID MANAGER – RHONDA LEWIS</u>		
ACTIONS AND FUNCTIONS	START / FINISH DATE	ACTIONS AND FUNCTIONS	START / FINISH DATE	ACTIONS AND FUNCTIONS
Monitoring of street sweepers sweeping streets in AI CID boundary	Weekly 01 July 2010 - 30 June 2015	CID Manager and The City	Bi-Monthly feedback to CID Board at Directors Meeting	Ongoing
Monitoring collection and emptying of The City's Black Wheelie bins / waste collection	Weekly pick-ups 01 July 2010 - 30 June 2015	CID Manager and Business Tenants	Weekly	Ongoing
Greening Campaigns	Quarterly 01 July 2010 - 30 June 2015	CID Manager	Bi-Monthly feedback to CID Board at Directors Meeting	Ongoing
Identifying Health and Safety issues	Daily patrols with weekly reports 01 July 2010 - 30 June 2015	CID Manager and Security Site Manager	Daily reports to CID Manager Reporting problems to The City	Ongoing
Identifying infrastructure issues	Daily reports to The City 01 July 2010 - 30 June 2015	CID Manager	Weekly notifications to The City	Ongoing
Verge Cutting and Maintenance	Quarterly 01 July 2010 - 30 June 2015	CID Manager and Maintenance Contractor	Quarterly agreement with report to CID Manager and the Board	Quarterly
Waste / Solid Waste	Daily as required 01 July 2010 - 30 June 2015	CID Manager and Security Site Manager	Immediate action and reports to waste department and weekly reports to CID Manager	Daily, as incidents occur
Watering and general maintenance of trees: <ul style="list-style-type: none"> • Replacing dead trees • Illegal tree felling • Companies to 'adopt a tree' to help watering of trees 	Weekly 01 July 2010 - 30 June 2015	CID Manager	Liaising with Parks Department on services required. CID to buy water tank to water trees in our area. To be discussed and approved by board during 2011.	Ongoing Decision Pending
Garden Competition	Quarterly 01 July 2010 - 30 June 2015	CID Manager	Promote quarterly garden competition. Quarterly Floating Plaque given to winner	Ongoing
Bush Clearing initiatives	As required monthly 01 July 2010 - 30 June 2015	CID Manager	Contact Property Owners to take responsibility and clean vacant property and Parks Department	Ongoing
Disordered Tenants / littering	Daily as required 01 July 2010 - 30 June	CID Manager Business Tenants	Contact offender and report to The City or Law	Daily, as incidents occur

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	2015		Enforcement Agencies, report to CID Manager	
Air Pollution	Daily 01 July 2010 - 30 June 2015	CID Manager	Daily monitoring and reporting to The City	Ongoing
Maintain a Grime free working environment	Daily 01 July 2010 - 30 June 2015	CID Manager	Patrolling area to summarise situation	Ongoing
CID GENERAL SERVICES, CAPITAL PROJECTS AND IMPROVEMENT SERVICES				
<u>Responsibility – CID Board</u>		<u>CID MANAGER – RHONDA LEWIS</u>		
<i>ACTIONS AND FUNCTIONS</i>	<i>START / FINISH DATE</i>	<i>ACTIONS AND FUNCTIONS</i>	<i>START / FINISH DATE</i>	<i>ACTIONS AND FUNCTIONS</i>
Identify shortcoming of services from The City and Local Authorities	Weekly 01 July 2010 - 30 June 2015	CID Manager	Weekly reports to The City and Local Authorities when required	Ongoing
Identify and report defects on Council's existing Services: <ul style="list-style-type: none"> • Defective and insufficient street lighting • Lamp Poles damaged • Sewer • Storm Water drainage and maintenance • Dumping • Damaged fences • Storm Water and Blocked drains • Road Repairs • Fencing • Kerb damages • Traffic road markings and traffic road signs • Illegal Sign boards • Fire Hydrant maintenance and leakages • Water Canal cleaning • Refuse Removal • Waterworks • Traffic signals • Truck holding areas • Pedestrian Safety initiatives 	Daily/ weekly and monthly reports to The City 01 July 2010 - 30 June 2015	CID Manager	Liaise with City Officials	Ongoing
Submission of Capital Project Budgets	Annually 01 July 2010 - 30 June 2015	CID Manager	Annually	Ongoing
Compile priority list of essential needs to enhance the objectives of the CID : Linking Montreal and Madrid Streets thus creating another access point for Airport Industria 3	Annually 01 July 2010 - 30 June 2015	CID Manager	Priorities identified and tabled to The City	Ongoing
Speed Reduction Measures	Monthly 01 July 2010 - 30 June 2015	CID Manager	Documented need for additional STOP streets to The City / Traffic Department	Ongoing
CCTV Camera Monitoring	Annually 01 July 2010 - 30 June 2015	CID Manager	Identified need as Crime Preventative Measure Discussion and Approval required by Board and Members	Ongoing

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Stray dogs / animals	Daily	CID Manager and Security	Call local authority to assist with removal of debris and animals wondering	Ongoing
CID SECURITY AND LAW ENFORCEMENT OBJECTIVES				
<i>Responsibility – CID Board</i>		<i>CID MANAGER – RHONDA LEWIS</i>		
<i>ACTIONS AND FUNCTIONS</i>	<i>START / FINISH DATE</i>	<i>ACTIONS AND FUNCTIONS</i>	<i>START / FINISH DATE</i>	<i>ACTIONS AND FUNCTIONS</i>
On-site inspection of Security Officials	Daily 01 July 2010 - 30 June 2015	Security Contractor and Security Site Manager	Daily feedback to CID Manager. Bi-Monthly feedback to Board at Directors Meeting	Daily visits by patrol officers to AICID office
Weekly Security Reports from Security Contractor	Weekly 01 July 2010 - 30 June 2015	Security Contractor and Security Site Manager	Weekly written reports to CID Manager with Incident and crime statistics Communicated to Members and Business Tenants	Ongoing
Weekly Security Crime Statistics from Security Contractor	Monthly 01 July 2010 - 30 June 2015	Security Contractor and Security Site Manager	Quarterly reports to CID Board	Due every week detailing incidents from the previous week and health & safety issues
SAPS Bishop Lavis Sector 4 Sector Policing Meeting and Crime Prevention Forum (CPF)	Weekly 01 July 2010 - 30 June 2015	CID Manager and Security Site Manager	Every Monday at Bishop Lavis Police Station	Ongoing
Promote relationships with SAPS and Law Enforcement Agencies	Daily 01 July 2010 - 30 June 2015	CID Manager	Establish good working relationships by attending meetings regularly and promoting assisting where possible	Ongoing
Enforce Bi-Laws with loiterers	Daily 01 July 2010 - 30 June 2015	SAPS Sector Captain	Report back at CPF Meetings	Ongoing
Enforce Bi-Laws with illegal hawkers	Daily 01 July 2010 - 30 June 2015	SAPS Sector Captain	Report back at CPF Meetings	Ongoing
Monthly visits to second hand and scrap dealers & Licensing	Weekly and monthly 01 July 2010 - 30 June 2015	SAPS Sector Captain	Report back at CPF Meetings	Ongoing
Liaise with relevant role players of the local SAPS and identify shortcomings	Weekly 01 July 2010 - 30 June 2015	CID Manager	Ongoing as is required and report back at CPF Meeting	Ongoing
Determine Crime pattern analysis and Crime threat analysis and modus operandi	As required / weekly 01 July 2010 - 30 June 2015	SAPS Crime Intelligence Officer and Sector Captain	Measured at monthly CPF meeting	Ongoing
Traffic and Law Enforcement Enforce Bi-Laws	Weekly when required 01 July 2010 - 30 June 2015	Traffic and Law Enforcement Department Manager	Ongoing as is required and report back at CPF Meeting	Ongoing
Law Enforcement Implementation of law enforcement rules	Daily 01 July 2010 - 30 June 2015	Traffic Department Manager	Ongoing as is required and report back at CPF Meeting	Ongoing
Monitor SAPS Sector Visibility	Daily 01 July 2010 - 30 June 2015	SAPS Sector Captain and Security Site Manager	Daily feedback to CID Manager. Reporting at CPF Meeting	Ongoing
Joint operations with Security and SAP, Traffic and Law Enforcement Agencies: <ul style="list-style-type: none"> • High Profile Policing and Patrolling • Traffic Road blocks • Speed Analysis • Profiling suspects/loiterers • Informal Traders 	Monthly 01 July 2010 - 30 June 2015	CID Manager and Security Site Manager	Ongoing as is required and report back at CPF Meeting Vagrant control	

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Maintain a Crime free working environment	Daily 01 July 2010 - 30 June 2015	CID Manager and Security Site Manager	Patrolling area to summarise situation	Ongoing
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Mr. Morillion will ask for approval and acceptance of the Implementation Plan 1 July 2010 – 30 June 2015.

4. **FINANCIAL REPORT**

Mr. Neil Mc Murray, Director of the City Improvement District Airport Industria discussed the Annual Financial Statement as at 30 June 2011 and the Budget for 2011/2012..

Mr. Neil Mc Murray asked for approval of the finances discussed from the Members in attendance.

Members in attendance approved the Annual Financial Statement as at 30 June 2011 and the Budget for 2011/2012.

5. **APPOINTMENT OF DIRECTORS**

The CID Manager, Ms Rhonda Lewis provided the attendees with the names of members currently serving as CID Committee Members.

The CID Manager, Ms Rhonda Lewis asked the attendees to vote for new members to serve as a CID Committee Member for 2012.

The attendees did not nominate new candidates and it was approved that the current Committee Members would continue serving as CID Committee Members for 2012.

The Board of Directors welcomes Property Owners to join the Committee. We welcome suggestions and ideas which will enhance and uplift our working environment.

6. **BYERS SECURITY REPORT BACK**

Mr. Niel Rossouw, Director of Byers Security discussed the daily management, duties and tasks of the CID Officers and presented the members with the Crime Statistics for the period 2011.

The crime incidents during 2011 were discussed.

CHAIRPERSON'S WORD OF THANKS

- **NGK Ceramics** for hosting the CID's 2011 Annual General Meeting.
- **Runan Rossouw, Eddie Scott and Joepie Joubert** from City Council for their dedication to AI CID during 2011.
- **SAPS Bishop Lavis** and Local Authorities for their support and assistance to AI CID.
- **City Council Officials** for assisting with the upgrading and maintenance in Airport Industria.
- **Byers Security** for their support and assistance over the past year in fighting crime in Airport Industria.
- **Automotion** for providing the CID Manager and Byers Security with 1 free car wash per week to keep the security vehicles clean and tidy.
- **De Beers Group** for hosting the CID Committee meetings every second month and sponsoring the refreshments.
- **Property Owners and Tenants** for supporting the CID initiative and assisting the CID to make our area the best sought after Industrial area in the Western Cape.

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- **Gateway Park, Mr. Chris Hart** for currently providing office space for the CID Manager and CID Security

CID SECURITY OFFICIALS

- A warm Thank you to all the CID Security Officials for their unsurpassed dedication and commitment towards their work and Airport Industria.
- No duty is too big or too small for them
- Thank you for taking care of the CID manager at all times and escorting her when she is on the road
- Thank you for keeping our area safe and secure.

7. CLOSURE

The Attendees were given the opportunity to ask questions.

Mr. Mervin Knipe from Imperial Autobody in Michigan Extension reported that traffic department arrange road blocks right in front of his business with no prior approval and this causes tremendous problems in terms of the flow of traffic to his business and motorists using Michigan Extension. He has on numerous occasions discussed this problem with the shift leader on site, but he gets very negative approach.

Ms. Rhonda Lewis asked Mr. Knipe to call her should this happen again and she will gladly attend to the situation.

No further questions were raised.

The meeting was adjourned.