

# Paekakariki Community Trust Meeting Minutes

## Wednesday 06 March 2024, held at St Peters Village Hall – 7pm



<b>Trust Members Present</b>	<ul style="list-style-type: none"> <li>• Ian Clark (Chair)</li> <li>• Julie Warren</li> <li>• Francis Mills</li> </ul>	<ul style="list-style-type: none"> <li>• Susanna Lyle</li> <li>• Sean Treacy</li> <li>• Helen Gardiner</li> <li>• Paul Riley</li> </ul>
<b>Trust Member Apologies</b>	<ul style="list-style-type: none"> <li>• Grant Lees</li> <li>• Robyn Mills (Treasurer)</li> </ul>	
<b>Minute Secretary</b>	<ul style="list-style-type: none"> <li>• Frances Broatch</li> </ul>	
<b>Visitors</b>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	

<b>Agenda Item</b>	<b>Topic</b>	<b>Minutes &amp; Action Points</b>
1	Welcome	A mihi from Ian Clark to welcome everybody
2	Minutes for the last meeting – 07 February 2024	A change has been made to Agenda Item 16 Security Camera.
3	Matters Arising	All tasks were addressed – see update in Task Summary below.
4	Financials	<p>Ian moved the adoption of the Income &amp; Expenditure Report for February 2024; the Income and Expenditure Year to Date 11 months ended 29 February 2024; and the PCT Balance Sheet as at 29 February 2024. 2<sup>nd</sup> by Julie. It was noted that these figures include the Grant for the Music Programme. The main difference in income for the 11 months to February 2024 was the Hall Hire which has increased by 36%.</p> <p>GST – The Trust now needs to be GST Registered given its income has reached the \$60,000 threshold. Ian proposed that the Trust contract an external GST specialist to help us with this task. 2<sup>nd</sup> by Paul. This was agreed by Trustees.</p> <p>If/when the PCT is required to become GST registered, it was agreed that a subgroup will need to be formed to review how this will be reflected in Hirer costings and to confirm critical timelines for implementation. The subgroup group is to include the Bookings Coordinators.</p>
5	Budget for the Financial Year	A budget will now be prepared for the next financial year. A sub-group will report back to the Trust on a monthly basis to track spend.
6	Trust Governance <ul style="list-style-type: none"> <li>• Role of individuals (operational roles)</li> </ul>	The Trust's key function is to act as a Governance Group. In addition, individual Trustees and sub-groups of Trustees have operational responsibilities/roles associated with a range of activities such as maintenance, hall hire, fund-raising etc. Ideally, these activities are guided by a set of policies, budgets, timeframes, etc that have been developed by the Trust as a whole in its governance role. This

	<ul style="list-style-type: none"> <li>• Role of sub-groups (task roles)</li> </ul>	<p>enables Trustees to progress projects without needing to seek approval for most day-to-day operational decisions, including expenditure within an agreed budget. They then report progress to the monthly Trustee meetings.</p> <p>It is suggested that the Trust formalise this process and be clearer about the governance / operational split. A key task, therefore, is to have a planning session, ideally facilitated by someone outside of the Trust. In this session, the Trust reviews current projects and identifies future activities (perhaps underpinned by an external review of major works required in both the short-term and long term). This session is ideally when new initiatives can be discussed, and budgetary matters assessed. It is intended that such planning sessions will occur at the beginning of each financial year, when progress can be reviewed, and priorities revisited and reviewed. Part of the planning will also include a schedule for end of life for some of our assets and strategies for their renewal.</p> <p>Julie proposed that the Trust holds a Strategic Planning Session that enables a One-Year Plan and a 5 Year Plan to be created. This process will provide clarity for Trust members around achievement of goals, income needs and budgeting guides This was 2<sup>nd</sup> by Paul. This was agreed by Trustees.</p>
7	Building Repairs & Maintenance Update	<ul style="list-style-type: none"> <li>○ The building sub-group have received an email from the Bike Library on their suggested fit-out for the bike library; they will work together on this going forward.</li> <li>○ Steve Ramsey has reported back that KCDC now want a full consent process to happen over the re-build of the west wall. This conflicts with earlier communication which advised that we don't. If we need a full consent process, then we will need to contact a licenced building practitioner to help us.</li> <li>○ PCT now has 4 Risers / 1.2m x 1.2m x 360mm high / stored in Basement / belonging to Elan Mills. (we used them all at Sunday's gig to raise the piano up off the floor - so audience could see)</li> <li>○ PCT also has aluminium Scaffolding stored in Basement. (currently on loan for \$150)</li> <li>○ PCT was recently given an extremely long ladder by John Mills / this will hang outside on brackets - horizontally on the south wall.</li> <li>○ PCT last year was given a brand-new high painting Step Ladder / stored in Basement.</li> <li>○ The Building Team is proposing to build a rudimentary wall running east west in the east side of Basement / effectively dividing the Basement 50/50 between PCT and the Bike Library (this will be discussed at March Meeting)</li> <li>○ The Building Team has a list, supplied by M10, of Materials required to effectively limit sound travel to and from Basement, involving Rondo Clips, 13mm Gib and Sound Batts.</li> <li>○ The Building Team has received the detailed plans to remedy the damage to northwest corner of the building.</li> <li>○ Ian and Julie met with Kelsey the new Chair of PCB, to update her on progress in Basement and involve PCB in the ongoing process, involving KCDC.</li> <li>○ There is an idea being floated to enhance the entrance to the Hall with a carving or some such, to help signify the special nature of SPH. Early days.</li> <li>○ All five Codes currently in use at SPH will be made the same on Thursday 7th March (4516) to avoid confusion.</li> <li>○ I recommend that Sean sells the current Pie Warmer and replaces it with a smaller lighter version (it is exceptionally heavy and is rarely used)</li> <li>○ Derek is buying a double glazed, obscure glass, double window from Trademe as part of the Basement refurbishment.</li> <li>○ the Building Team has floated the idea of a concrete pad instead of grass on top of the filled in Bunker, as a potential home for a large Emergency Diesel Generator that we hopefully will be able to purchase at a future date.</li> </ul>

		<ul style="list-style-type: none"> <li>○ one of the shutters on the west wall is now stuck closed, possibly due to the deterioration of the framing etc below. It will need to be removed temporarily and planed off to fit.</li> <li>○ Building Team plans to install a new cupboard under the east side of stage, accessible from Hall, to store the new Bass Speakers.</li> <li>○ 11 Hosts (incl 2 x new) had another meeting recently (it was noted how valuable the Host experience can for Hirers of SPH).</li> </ul>
8	Funding Activity Update	A potential funding source, the Nikau Foundation, has been identified for the Trust.
9	Market Day	The market day went well. Most stall holders were happy with the on-line booking system.
10	Art Show	The Art Show already has an interesting range of artists paid up for the Show in April. The Art Show has a separate Facebook Page to promote the show and artists and their work. The sub-group will be in touch when they need help at set up time.
11	Front Entrance Adornment	Francis suggested something be added on - probably a carving. If Alan W is involved, then it could well be along the lines of the Gate Panels he produced for us. This suggestion was tentatively agreed to and will be discussed in more detail at the up-coming Strategic Planning Session
12	Generator	Francis suggested that the Trust investigates purchasing a generator for the Trust to enable it to function in a power shutdown. This will be discussed in more detail at the up-coming Strategic Planning Session. A perfect topic for a grant application. Paul offered to look at options.
13	Administration	<p><b>Booking Statistics for February 2024:</b></p> <ul style="list-style-type: none"> <li>○ Submissions: 29</li> <li>○ Regulars: 9</li> <li>○ Hosted events: 9</li> <li>○ Dari's Kitchen: 4</li> <li>○ PCT meetings: 2</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>○ While February has been the shortest month of the year, it has had more booking submissions than ever before. The Bookings Team are very busy in their shared role and do two weeks on and two weeks off, with regular contact as required.</li> <li>○ Following the February meeting a Bad Debt tab has been added to the Bookings Spreadsheet. One notation has been added to note the recent bad debt write-off.</li> <li>○ A Host get-together was held on 26 February. This was very informative and interesting with two new Hosts present and keen to join the Host Team. We currently have 11 active Hosts with complementary skills.</li> </ul> <p>February 2024 was frantic with bookings coming in, but things have quietened down over the past couple of weeks.</p>
14	Hall Chairs	The topic of engaging a commercial cleaner to clean the hall chairs was discussed. Francis will ask the cleaner whether she is happy to do this task, using a rug doctor or similar. The state of the chairs needs yearly attention. This was agreed by Trustees.
15	Dari's Kitchen	A sign will now be put up when Dari's Kitchen is operating out of the hall to advise people that the kitchen is closed for public admittance. There is a potential breach of the License for Dari's Kitchen if the public enter the kitchen.
16	General Business	Sean suggested we add the word Hall into our name. Paekākāriki Community Hall Trust. There was little support for this suggestion from Trustees.

	Sean suggested that another Trust be formed to do all the projects that that the original Trustees envisioned as per the original "Objectives". There was little support for this suggestion from Trustees.
<b>Next Meeting</b>	Wednesday 03 April 2024 - 7.00pm. Venue: St Peters Village Hall, Paekakariki

Meeting finished at 8.50 pm.

Signed:



DATE:

03/04/2024

Ian Clark – Chair Paekakariki Community Trust

### Task Summary: 06 March 2024

Owner	Task
Susanna/Sean	- To contact the organisers of the Wellington Fringe Festival to advertise the hall as a potential option as a venue for events
Robyn	- To contact a GST specialist to help with Trust with its GST obligations on contract. - Form a subgroup to review how GST will be reflected in Hirer costings and to confirm critical timelines for implementation. The subgroup group is to include the Bookings Coordinators.
Robyn / Eric	- To form a sub-group to report back to the Trust monthly to track spend on both capital and operational budgets.
Ian	- To talk to Derek to ask him to facilitate a Strategic Planning Session for the Trust that covers a One Year Plan and a 5 Year Plan that identifies operational and capital costs. It will also touch on the topic of the different roles of Trust members; Governance and Operational.
Francis	- To talk to Derek about Pauls interest in being a Host for the hall.
Ian	- To set up a meeting with Janet Holborow. Julie to go over concerns about the Council's approach to the building work for the west wall.
Ian	- To chase up Ian McAlister on the posters for the Art Show
Paul / Susanna	- To make initial inquiries on the cost of a generator for the hall
Francis	- To approach the hall cleaner about the cleaning of the hall chairs
Sean	- To look into the replacement of the kitchen pie warmer in the hall for a lighter model

Date	Owner	Task
15 Nov 23	Sean	- To come back to the Trust with some suggestions on how to boost the Market.

# PCT Balance Sheet as at 29 <sup>February</sup> ~~January~~ 2024

Paekakariki Community Trust  
As at 29 February 2024

29 FEB 2024      28 FEB 2023

## Assets

### Liquid Assets

#### Bank Accounts

Business Account - Main	61,628.48	10,010.24
Bike Library	25,532.87	8,452.63
Film Club	9,179.06	6,531.85
Art Show	660.65	12,262.31
<b>Total Bank Accounts</b>	<b>97,001.06</b>	<b>37,257.03</b>

#### Term Deposits

BNZ Term Deposit 1 year	-	30,000.00
BNZ Term Deposit 6 months	-	10,000.00
<b>Total Term Deposits</b>	<b>-</b>	<b>40,000.00</b>

#### less Provision for Contingencies

Provision for Planned Repairs & Maintenance	(8,337.76)	(10,000.00)
Provision for Loss of income	-	(10,000.00)
Contingency for Capital Expenditure	(10,000.00)	(1,602.00)
Music Project Reserve	(2,408.79)	-
<b>Total less Provision for Contingencies</b>	<b>(20,746.55)</b>	<b>(21,602.00)</b>

<b>Total Liquid Assets</b>	<b>76,254.51</b>	<b>55,655.03</b>
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### Current Assets

Accounts Receivable	840.00	2,009.50
Bike Library	6,500.00	6,500.00
Other Current Assets	430.72	430.72
<b>Total Current Assets</b>	<b>7,770.72</b>	<b>8,940.22</b>

### Fixed Assets

Buildings	1,270,500.00	1,270,500.00
Other Assets	25,288.20	29,347.56
Musical Instruments	4,169.00	-
Less Accumulated Depreciation on Musical Instruments	(393.63)	-
<b>Total Fixed Assets</b>	<b>1,299,563.57</b>	<b>1,299,847.56</b>

### Non-current Assets

Fire safety upgrades to Hall basement	7,692.38	-
<b>Total Non-current Assets</b>	<b>7,692.38</b>	<b>-</b>

Music Project	2,567.69	-
<b>Total Assets</b>	<b>1,393,848.87</b>	<b>1,364,442.81</b>

## Liabilities

### Current Liabilities

Bank Account Transfers	209.97	-
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	29 FEB 2024	28 FEB 2023
Resident Withholding Tax - Contract Cleaners	10.40	10.40
<b>Total Current Liabilities</b>	<b>220.37</b>	<b>10.40</b>
<b>Total Liabilities</b>	<b>220.37</b>	<b>10.40</b>
<b>Net Assets</b>	<b>1,393,628.50</b>	<b>1,364,432.41</b>
<b>Accumulated Funds</b>		
Current Year Earnings	29,227.94	25,916.21
Opening Balance Operating Surplus	282,535.11	257,506.20
Contingency Reserve	(20,746.55)	(21,602.00)
Capital Reserve - Building Revaluation	1,102,612.00	1,102,612.00
<b>Total Accumulated Funds</b>	<b>1,393,628.50</b>	<b>1,364,432.41</b>

### Notes to the Accounts

**Liquid Assets** are Bank Account balances and term deposits less annual budgeted capital expenditure, budgeted maintenance and possible loss of income due to events such as Covid 19. It is intended to give a more realistic cash position for the Trust than the bank balances do.

# Income & Expenditure Year-to-Date

Paekakariki Community Trust  
For the 11 months ended 29 February 2024

	APR 2023-FEB 2024	APR 2022-FEB 2023	VARIANCE %
<b>A. ONGOING INCOME &amp; EXPENDITURE</b>			
<b>Ongoing Operating Income</b>			
<b>Hall Hire</b>			
Hall Hire	24,240	18,838	29% ↑
Hall Hire - Weekend charge	1,000	-	- —
Koha related to Hall Hire	20	1,516	-99% ↓
Hall Hire - Deposit	-	950	-100% ↓
Hall Hire - Rooms	1,915	1,390	38% ↑
Hall Hire - Extras	10,624	5,144	107% ↑
<b>Total Hall Hire</b>	<b>37,799</b>	<b>27,838</b>	<b>36%</b>
<b>Monthly Markets</b>			
<b>Standard Markets</b>			
Monthly Markets	4,460	4,231	5% ↑
PCT Market stall sales	1,493	1,325	13% ↑
<b>Total Standard Markets</b>	<b>5,953</b>	<b>5,556</b>	<b>7%</b>
<b>Christmas Fete</b>			
Christmas Fete - PCT Stall sales	371	-	- —
Christmas Fete Income	1,280	829	54% ↑
Christmas Fete expenses	(128)	-	- —
<b>Total Christmas Fete</b>	<b>1,523</b>	<b>829</b>	<b>84%</b>
<b>Total Monthly Markets</b>	<b>7,476</b>	<b>6,385</b>	<b>17%</b>
<b>Other Income</b>			
Grants	12,447	5,000	149% ↑
Donations	903	780	16% ↑
Interest Income	2,339	215	990% ↑
<b>Total Other Income</b>	<b>15,690</b>	<b>5,995</b>	<b>162%</b>
<b>Total Ongoing Operating Income</b>	<b>60,964</b>	<b>40,218</b>	<b>52%</b>
<b>Ongoing Operating Expenses</b>			
<b>Hall Maintenance</b>			
Repairs and Maintenance	(6,272)	(8,164)	23% ↑
Fire Alarm Maintenance	(1,105)	(820)	-35% ↓

	APR 2023-FEB 2024	APR 2022-FEB 2023	VARIANCE %
West Wall Repairs	(7,877)	-	- —
<b>Total Hall Maintenance</b>	<b>(15,254)</b>	<b>(8,985)</b>	<b>-70%</b>
<b>Hall Hire Expenses</b>			
Bookings Admin Role	(3,960)	-	- —
Cleaning Contractors	(3,454)	(2,887)	-20% ↓
Cleaning Products	(1,277)	(948)	-35% ↓
Depreciation	(9,272)	(7,934)	-17% ↓
Insurance	(4,392)	(5,199)	16% ↑
Rates	(1,533)	(1,364)	-12% ↓
Rent	(7,516)	(7,516)	0% ↓
Water Rates	(458)	(368)	-25% ↓
Light, Power, Heating	(3,169)	(2,684)	-18% ↓
Telephone & Internet	(440)	(400)	-10% ↓
PICI	10	20	-50% ↓
Minor Equipment	(493)	-	- —
Bad Debts	(425)	-	- —
<b>Total Hall Hire Expenses</b>	<b>(36,380)</b>	<b>(29,280)</b>	<b>-24%</b>
<b>Other Hall Costs</b>			
General Expenses	(2,521)	(3,972)	37% ↑
Bank Fees	(242)	(237)	-2% ↓
Accounting software	(648)	(606)	-7% ↓
Charities Fee	(51)	-	- —
Sale of Asset Proceeds	-	(9)	100% ↑
<b>Total Other Hall Costs</b>	<b>(3,462)</b>	<b>(4,824)</b>	<b>28%</b>
<b>Total Ongoing Operating Expenses</b>	<b>(55,096)</b>	<b>(43,089)</b>	<b>-28%</b>
<b>Total A. ONGOING INCOME &amp; EXPENDITURE</b>	<b>5,868</b>	<b>(2,871)</b>	<b>304%</b>



APR 2023-FEB 2024      APR 2022-FEB 2023      VARIANCE %

## B. ANNUAL FUNDRAISING EVENTS

### Annual Art Show

Art Show sales	400	32,346	-99%	↓
Artist Payout	-	(22,642)	100%	↑
Art Show Hanging Fee	660	2,205	-70%	↓
Art Show Door Sales	-	3,121	-100%	↓
Art Show Costs	-	(2,795)	100%	↑
<b>Total Annual Art Show</b>	<b>1,060</b>	<b>12,235</b>	<b>-91%</b>	

### Annual Film Festival

Film Club Subs	360	-	-	—
Film Club Door Sales	1,454	4,450	-67%	↓
Film Club Licence Fees	(748)	(626)	-19%	↓
Film Club costs	(173)	(1,862)	91%	↑
Film Club Cafe Receipts	955	2,143	-55%	↓
Film Club Cafe Expenses	-	(121)	100%	↑
<b>Total Annual Film Festival</b>	<b>1,849</b>	<b>3,985</b>	<b>-54%</b>	

### Annual Book Fair

Book Fair Sales	9,649	9,807	-2%	↓
Book Fair expenses	(993)	(1,041)	5%	↑
<b>Total Annual Book Fair</b>	<b>8,656</b>	<b>8,767</b>	<b>-1%</b>	

### Total B. ANNUAL FUNDRAISING EVENTS

**11,565      24,986      -54%**

## C. SPECIAL PROJECTS

### Bike Library

Bike Library Subs	6,005	3,082	95%	↑
Bike Library Parts Sales	297	1,107	-73%	↓
Bike Library Bike Sales	565	1,687	-67%	↓
Bike library parts	(2,677)	(2,130)	-26%	↓
Bike Library A/c Interest	871	56	1,466%	↑
<b>Total Bike Library</b>	<b>5,061</b>	<b>3,801</b>	<b>33%</b>	

### Music Project

Music Project Grants	8,500	-	-	—
Music Project Koha	156	-	-	—

Income & Expenditure Year-to-Date

	APR 2023-FEB 2024	APR 2022-FEB 2023	VARIANCE %
Music Project Expenses	(1,922)	-	-
<b>Total Music Project</b>	<b>6,734</b>	<b>-</b>	<b>-</b>
<b>Total C. SPECIAL PROJECTS</b>	<b>11,795</b>	<b>3,801</b>	<b>210%</b>
<b>TRUST OPERATING SURPLUS</b>	<b>29,228</b>	<b>25,916</b>	<b>13%</b>

# PCT Income & Expenditure Report for February 2024

Paekakariki Community Trust  
For the month ended 29 February 2024

	FEB 2024	FEB 2023	VARIANCE %	
<b>A. ONGOING INCOME &amp; EXPENDITURE</b>				
<b>Ongoing Operating Income</b>				
<b>Hall Hire</b>				
Hall Hire	2,368.52	2,151.26	10.10%	↑
Hall Hire - Deposit	-	200.00	-100.00%	↓
Hall Hire - Rooms	50.00	390.00	-87.18%	↓
Hall Hire - Extras	945.00	791.00	19.47%	↑
<b>Total Hall Hire</b>	<b>3,363.52</b>	<b>3,532.26</b>	<b>-4.78%</b>	
<b>Monthly Markets</b>				
<b>Standard Markets</b>				
Monthly Markets	510.00	605.00	-15.70%	↓
<b>Total Standard Markets</b>	<b>510.00</b>	<b>605.00</b>	<b>-15.70%</b>	
<b>Total Monthly Markets</b>	<b>510.00</b>	<b>605.00</b>	<b>-15.70%</b>	
<b>Other Income</b>				
Grants	7,086.33	-	-	—
Donations	-	220.00	-100.00%	↓
Interest Income	714.78	141.09	406.61%	↑
<b>Total Other Income</b>	<b>7,801.11</b>	<b>361.09</b>	<b>2,060.43%</b>	
<b>Total Ongoing Operating Income</b>	<b>11,674.63</b>	<b>4,498.35</b>	<b>159.53%</b>	
<b>Ongoing Operating Expenses</b>				
<b>Hall Maintenance</b>				
Repairs and Maintenance	(282.27)	(914.20)	69.12%	↑
West Wall Repairs	(2,814.34)	-	-	—
<b>Total Hall Maintenance</b>	<b>(3,096.61)</b>	<b>(914.20)</b>	<b>-238.72%</b>	
<b>Hall Hire Expenses</b>				
Bookings Admin Role	(300.00)	-	-	—
Cleaning Contractors	(298.50)	(237.30)	-25.79%	↓
Cleaning Products	-	(26.91)	100.00%	↑
Depreciation	(882.58)	(870.52)	-1.39%	↓
PICl	(10.00)	20.00	-150.00%	↓
Light, Power, Heating	(191.91)	(123.40)	-55.52%	↓

	FEB 2024	FEB 2023	VARIANCE %
Rent	(683.30)	(683.30)	- —
Water Rates	(111.76)	(97.02)	-15.19% ↓
Telephone & Internet	(40.00)	(40.00)	- —
<b>Total Hall Hire Expenses</b>	<b>(2,518.05)</b>	<b>(2,058.45)</b>	<b>-22.33%</b>
<b>Other Hall Costs</b>			
Bank Fees	(21.74)	(21.74)	- —
Accounting software	(61.24)	(56.93)	-7.57% ↓
General Expenses	(106.74)	(148.00)	27.88% ↑
<b>Total Other Hall Costs</b>	<b>(189.72)</b>	<b>(226.67)</b>	<b>16.30%</b>
<b>Total Ongoing Operating Expenses</b>	<b>(5,804.38)</b>	<b>(3,199.32)</b>	<b>-81.43%</b>
<b>Total A. ONGOING INCOME &amp; EXPENDITURE</b>	<b>5,870.25</b>	<b>1,299.03</b>	<b>351.89%</b>
<b>B. ANNUAL FUNDRAISING EVENTS</b>			
<b>Annual Art Show</b>			
Art Show sales	-	29,866.19	-100.00% ↓
Art Show Door Sales	-	3,121.00	-100.00% ↓
Artist Payout	-	(22,642.20)	100.00% ↑
Art Show Costs	-	(1,363.15)	100.00% ↑
Art Show Hanging Fee	560.00	70.00	700.00% ↑
<b>Total Annual Art Show</b>	<b>560.00</b>	<b>9,051.84</b>	<b>-93.81%</b>
<b>Total B. ANNUAL FUNDRAISING EVENTS</b>	<b>560.00</b>	<b>9,051.84</b>	<b>-93.81%</b>
<b>C. SPECIAL PROJECTS</b>			
<b>Bike Library</b>			
Bike Library Subs	455.00	65.00	600.00% ↑
Bike Library A/c Interest	55.08	10.95	403.01% ↑
<b>Total Bike Library</b>	<b>510.08</b>	<b>75.95</b>	<b>571.60%</b>
<b>Total C. SPECIAL PROJECTS</b>	<b>510.08</b>	<b>75.95</b>	<b>571.60%</b>
<b>Trust Operating Surplus</b>	<b>6,430.25</b>	<b>10,350.87</b>	<b>-37.88%</b>