### Manhattan Community Board 4 (All Fields Must Be Completed)

Liquor License/Sidewalk Cafe Stipulations Application

CORPORATION NAME			DOING BUSINESS AS (DBA)									
Gift New York I	No. 3 LLC			E.A.K. Ramen								
STREET ADDRESS				CROSS STR	CROSS STREETS ZIP CODE					:		
383 West 31st	Street			38th Ave	nue, 39	th Aver	nue	10	10001			
OWNER	NAME:	Sho Tagawa			NAME:	Benjamin Korngut, Esq.						
(Attach a list of all the people that will	PHONE:	042-860-7182	090-2436-9744	ATTORNEY REPRESEN		PHONE:	(212) 566-5021					
be associated/listed with the license)	EMAIL:	tagawa.sho@gift-group.co.jp	sasajima.t@gift-group.co.jp			EMAIL:	ben@l	korng	utlawo	ffices.com		
	NAME:	Taiyoshi Saito				NAME:	James A	A. Farle	y Condo	ominium / Moynihan Train F	Hall	
MANAGER	PHONE:	718-925-1753		LANDLORI	LANDLORD		332-23	32-236-5092				
	EMAIL:	saito.taiyoshi@	gift-group.co.j			EMAIL:						
APPLICATIO	ON TYP	E ( <u>X</u>	Liquor License	-		Unencl	osed Si	dewa	lk Cafe	?)		
	Has applicant	owned or managed a simi	ilar business?			YI	YES NO					
New	What is/was t	he name and address of e	stablishment?				Gift New York LLC, 469 6th Avenue, NY, NY 10011 Gift New York No. 2 LLC, 360 W 46th Street, New York, NY 100					
	What were the	e dates applicant was invo	lved with this former prem	ise?	09/01/2016, 10/25/2019							
Corp	What is the lic	cense# and expiration date	e?									
Change/Class Change/Removal	Is applicant m	naking any alterations or op	perational changes?		YES NO							
Change/Removal	If alterations of	or operational changes are	being made, please desc	ribe/list all chang	es.							
	What is the cu	urrent license # and expirat	tion date?									
Anteration	Please list/de	scribe the nature of all the	changes and attach the p	lans:								
METHOD O	F OPER	ATION										
TYPE OF ALCOH	TYPE OF ALCOHOL						Beer & Cider					
Restaurant Cabaret Night Club Hotel Bar/Tavem Catering Establish						tering Establishment						
TYPE	VDE				al Organization – Members Only	y)						
Has applicant/owner filed with the SLA? If yes, when? If no, when do you plan to file?			YES	NO	After	the 30 (	day n	otice p	eriod.			
Is the 500 Foot Rule applicable? If yes, please attach a diagram of the On-Premise liquor license establishments within a 500 ft. radius of your establishment and the Public Interest Statement.			YES	NO								
Is the 200 Foot Rule schools and houses		? If yes, please attac that trigger the rule.	h a diagram of the	YES	NO							
Has applicant/owner(s) read MCB4 Policy Regarding Concentration and Location of Alcoholic-Serving Establishments?				YES	NO							

OPERATIONAL DETAILS (*Closing time will be when establishment is vacated of all patrons)														
		MONDAY	TUESDAY	Y	WE	EDNESDAY	THUE	RSDAY	]	FRIDAY	SA	SATURDAY		JNDAY
HOURS*	Operation	10:00 am-12:00 am	10:00 am-12:0	0 am	10:00	0 am-12:00 am	10:00 am	n-12:00 am	10:0	10:00 am-12:00 am		am-12:00 am	10:00	am-12:00 am
(Indoor Only)	Kitchen	10:00 am-12:00 an	10:00 am-12:0	0 am	10:00	0 am-12:00 am	10:00 am	n-12:00 am	10:0	0 am-12:00 am	10:00	am-12:00 am	10:00	am-12:00 am
•	Music	Music	will be pla	ave	d ir	n comn	non i	food	ha	all				
If you plan to ha			BACKGRO	<u> </u>		IVE MUSIC		OJ		UKE BOX		KARAOKE		2
(Circle all that apply)						OCCUP	ANCY							
	Capacity (Certificate of Occupancy)		Maximum # of Persons Occupying Premises (Including Employees)	Num of Tal	10.0		Number of Service Only Bars		ce Number of Stand-Up Bars					
INSIDE	App	x. 400	Аррх. 400	41	I	171		0		1				
OUTSIDE (Other than sidewalk café)														
DCA APPROVED UNENCLOSE SIDEWALK CAFÉ	ED													
How many floors	are there? Wh	at is the capac	ty for each floor?				Groun	d Floor						
How frequently v	vill the owner(s	) be at the esta	olishment?				All open hours							
Will there be dan	cing?						YES	NO						
Will applicant ha	ve bottle or tab	le service for be	everage alcohol?				YES	NO						
Will applicant be	hosting private	e; promotional c	r corporate even	ts?			YES	NO						
Will outside pron	noters be used	on a regular ba	sis? If yes please	e descri	be.		YES	NO						
Will applicant ha	ve a security p	lan? If, yes plea	se attach.				YES	NO						
Will security plar	be implement	ed?					YES	NO						
Will State certifie	d security pers	onnel be used?	ı				YES	NO						
Will New York Nightlife Association and NYPD Best Practices be followed?				YES	NO									
Does applicant agree to notify MCB4 prior to making changes to its method of operation?					of	YES	NO							
Will applicant be using delivery bicycles? If yes, how many?							YES	NO						
Will delivery bicycles be clearly marked with the name of the restaurant and will staff wear attire clearly noting name as described by NYC Law?						will staff	YES	NO						
Where will delive	ery bicycles be	stored during th	e day when not i	n use?			Using	third pa	arty	apps				

LOCATION & ZONING			
Is this a Special District? If yes, is it Clinton, West Chelsea or Hudson Yards?	YES	NO	
Does the building have a Certificate of Occupancy ("C of O") or a letter of no objection?	YES	NO	Pending
Is a Public Assembly permit required?	YES	NO	
Are your plans filed with DOB?	YES	NO	

Community Notification/Relations									
NOTIFICATION:	# 1	Please see Em	Please see Email sent to community board association groups.						
List all block associations; tenant associations, co-op boards or condo boards of residential buildings; and community groups that applicant has notified regarding its application. For each please list both the organization	# 2								
	# 3								
and individual you contacted	# 4								
	# 5								
Please provide dates when applicant met wi	th the gro	ups listed above.	N/A						
Who was your contact person at each group you met with?			N/A						
When did applicant post the notice that was provided?			06/02/21						
Where did applicant post the notice that was provided?			Pending						
Will applicant provide owner cell phone number to neighbors and respond to complaints that arise? Please provide number in space provided.			0	YES	NO				
Will applicant inform the Community Board office of its job openings and/or provide a hyperlink to applicants jobs webpage?				YES	NO				

BUILDING DESIGN			
State the name and type of business previously located in the space.	Vaca	nt spac	ce
Has a liquor-licensed establishment previously occupied this space at any time? If yes, please provide the name of the business.	YES	NO	
Do you plan any changes to the existing façade? If yes, please describe.	YES	NO	
Has the applicant/owner(s) read MCB 4 ADA Guidelines Memo?	YES	NO	
Is the entrance ADA Compliant?	YES	NO	
Do you plan any changes to the existing façade? If yes, please describe.	YES	NO	
Will applicant have a vestibule within the establishment?	YES	NO	
Will applicant use a storm enclosure?	YES	NO	
Does applicant agree to keep the sidewalk clear of all items or obstructions, such as sandwich boards, sidewalk signs, freestanding menus and plants, as per the law?	YES	NO	N/A- No Sidewalk
Will applicant comply with the NYC noise code?	YES	NO	
Will the establishment have any of the following: (circle all that apply)	FREN	CH DOOR	RS GARAGE DOORS WINDOWS THAT CAN BE OPENED
Will applicant close all windows, French doors, garage doors when any music or amplified sound (including televisions) is played inside the establishment?	YES	NO	N/A- Food Hall
Will applicant close all windows, French doors, garage doors by 11 PM Friday and Saturday and 10 PM on all other days even if no music or amplified sound is played inside the establishment?	YES	NO	N/A- Food Hall
Has applicant obtained an acoustical report from a certified sound engineer to assess potential noise disturbance to the neighboring residents and buildings?	YES	NO	
Will applicant follow the recommendations of a certified sound engineer to mitigate potential noise disturbance to the neighboring residents and buildings, including placing speakers on the floor of the establishment?	YES	NO	N/A- Food Hall
Will the kitchen exhaust system extend to the roof?	YES	NO	
Will the establishment have an illuminated sign?	YES	NO	
Will the establishment have a canopy extending over the sidewalk?	YES	NO	
Where will the air conditioner be located? What type is it?	Food	Hall	
When was the air conditioner installed?	N/A		

OUTDOOR ITEMS - OTHER THAN SIDEWALK CAFÉ	N/A		
Has the applicant/owner(s) read MCB 4 Rear Yard Rooftop Policy?	YES	NO	
Will applicant use any outdoor spaces: rooftop, rear yard, patio, porch, balcony, pavilion, tents, deck, gazebo or open dining in the parking lane? If yes, which one(s)?	YES	NO	
Are the floorplans for the outdoor space(s) included?	YES	NO	
Will applicant close and vacate the outdoor space(s) by 11PM on Friday & Saturday and 10 PM on all other days?	YES	NO	
Will the service and consumption of alcohol in any outdoor space only be via seated food service?	YES	NO	
Will applicant not allow standing space for patrons to drink or smoke in any outdoor space(s) or on the sidewalk?	YES	NO	
Will there be no amplified music, as per the law?	YES	NO	
If amplified sound is played inside the establishment, will windows and doors be closed?	YES	NO	
Will applicant agree to post signs outside asking customers to respect the neighbors'?	YES	NO	
Will applicant agree to train staff to encourage a peaceful environment?	YES	NO	
Will applicant provide effective sound control (landscaping enclosure, soundproofing tenants apartments)	YES	NO	
Will there be a lighting plan that allows safe usage of the outdoor space without disrupting neighbors?	YES	NO	
If open dining in the parking lane, will applicant agree to leave the sidewalk free of any furniture?	YES	NO	
If open dining, will you comply with all NYC DOT guidelines?	YES	NO	
If open dining, will the installation be year-round?	YES	NO	

DCA APPROVED UNENCLOSED SIDEWALK CAFÉ N	'A		
Has the applicant/owner(s) read MCB4 Sidewalk Café Policy?	YES	NO	
Will applicant be applying for a sidewalk café now or in the future?	YES	NO	
Is applicant in this application seeking to include a sidewalk café in its liquor license?	YES	NO	
If yes, has applicant submitted an application and plans to NYC Dept. of Consumer Affairs? Please attach application and plans.	YES	NO	
Will applicant close and vacate the sidewalk café by 11 PM on Friday & Saturday and 10 PM on all other days?	YES	NO	
Will applicant be serving alcohol in the sidewalk café? If so, will you have waiter service?	YES	NO	
Will the café have a 3 ft. wide serving aisle running the entire length of the sidewalk cafe?	YES	NO	
Will applicant mark the perimeter of the café on the sidewalk?	YES	NO	
Will the service and consumption of alcohol in the sidewalk café only be via seated food service?	YES	NO	
Will the sidewalk café not provide standing space for drinking or smoking?	YES	NO	
Will applicant use any portable natural gas heaters? If so, do you have the requisite approvals from DOB & the Fire Department?	YES	NO	
Will applicant have a lighting plan that will allow safe usage of the outdoor space without disrupting neighbors?	YES	NO	
Will all furniture, plants and barricades be stored inside between the evening closing hours and the morning opening hours?	YES	NO	
Will all furniture be stored inside between December 21st and March 21st, and any other day when it rains or snows?	YES	NO	
Will applicant use umbrellas?	YES	NO	
If construction or construction protection has reduced the sidewalk width, will applicant always maintain an 8 foot clear path of sidewalk between the perimeter of the café and the closest obstruction including construction barricades?	YES	NO	
If open dining is in the parking lane, will applicant agree to remove its sidewalk café?	YES	NO	

ADDITIONAL STIPULATIONS: (Office Use Only)					
To the extent any additional stipulation on pages 7 and 8 of this application conflicts with any response on					
pages 1 – 6 of this application, the stipulations on pages 7 and 8 control.					

ADDITIONAL STIPULATIONS: (Office Use Only), Continued						
To the extent any additional stipulation on pages 7 and 8 of this application conflicts with any response on						
pages 1 – 6 of this application, the stipulations on pages 7 and 8 control.						

Manhattan Community Board 4 (MCB4) re (MCB4's recommendation is based on a vote of July 28, 2021 full board meeting, with 35 of the recommendation, 0 members oppose abstaining and 0 present but not eligible)  CB4 REPRESENTATIVES	taken at its _members voting in favor	Denial unless all stip operation  Denial Appro		nt/owner are part of the method of		
Nelly Gonzalez CB4 Assistant District Manager	Frank Holozubiec CB4 BLP Committee Co-Chair	Hali	Burt Lazarin CB4 BLP Committee Co-Ch	air S		
APPLICANT AGREEMENT WITH	H THE COMMUNIT	Y				
Applicant agrees to these stipulations as the basis for the community support of this application and acknowledges that all of these stipulations are essential prerequisites to the MCB4 recommendation regarding this application. Applicant agrees to have these stipulations incorporated in the method of operation of its liquor license. The stipulations in this application constitute the entire agreement between MCB4 and applicant and may only be altered in writing signed by MCB4 and applicant. These stipulations supersede any oral statements or representations in connection with this application.						
SIGN HERE -	niyoshi Saito	SIGNATURE O	L'SONO FAPPLICANT	06/ <i>©</i> / /2021		

From: Benjamin Korngut

To: kathleentreat123@gmail.com; mcgee79@aol.com; brianscottweber@gmail.com; info@clintonhousing.org;

<u>irestuccia2@clintonhousing.org; rmarcano@clintonhousing.org; rjbenfatto@hyhkalliance.org; pgouris@hyhkalliance.org; donna@donnalangman.com; wborock@hotmail.com; cberthet@me.com; donna@donnalangman.com; donnalangman.com; donnalangman.com;</u>

juliacampanelli@gmail.com

Cc: Gonzalez, Nelly (CB); 齋藤太栄喜; Johanny

Subject: Re: New Beer and Wine License -383 W 31st Street - Gift New York No. 3 LLC

**Date:** Tuesday, June 01, 2021 2:03:00 PM

Attachments: <u>image001.png</u>

### Good afternoon,

I am writing to inform you of a new application for a beer and wine license at the above address which is also known as Moynihan Train Hall. It will be in the food court at the new train hall. It will be a ramen restaurant operating as E.A.K. Ramen. The operators currently have two other locations in Manhattan at  $469 \, 6^{th}$  Avenue and  $360 \, \text{West} \, 46^{th}$  Street. A link to their website is below.

### https://eakramen.com/

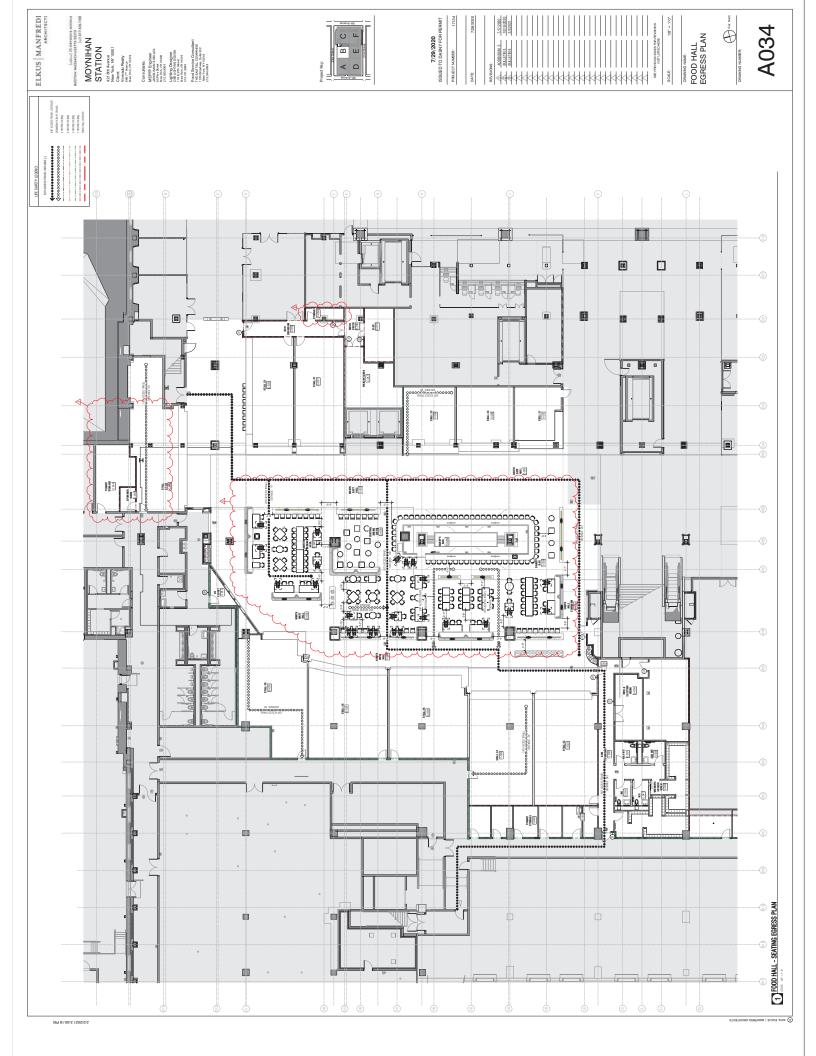
Please feel free to contact me with any questions you may have.

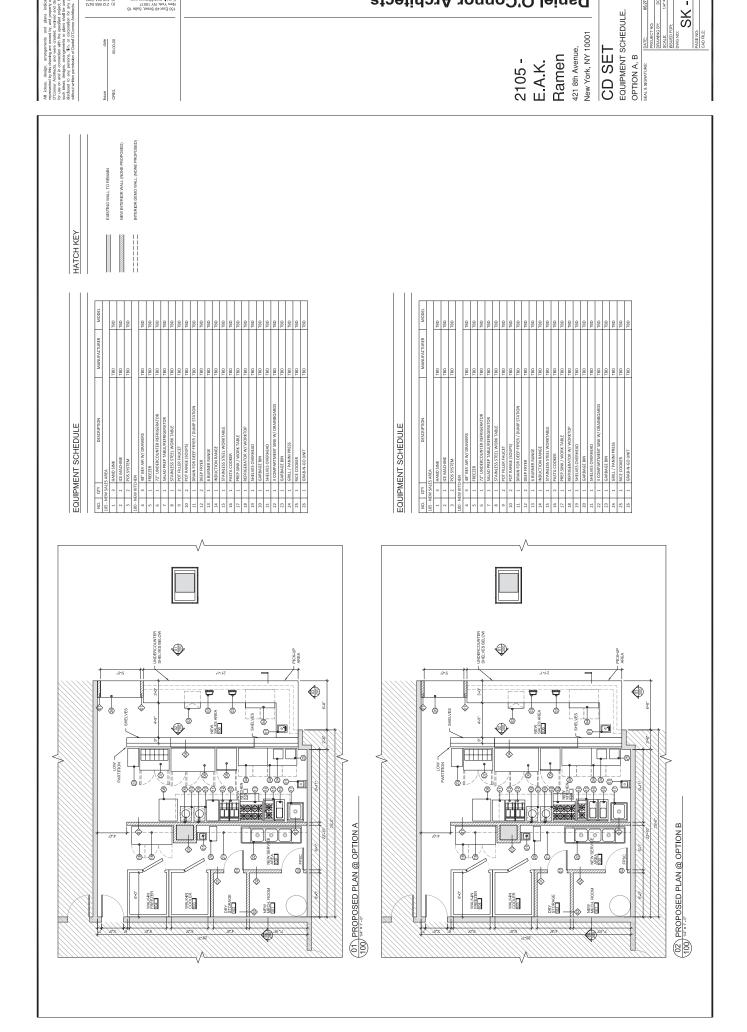
### BENJAMIN KORNGUT

225 Broadway - Ste 1405 New York, NY 10007 Tel: 212-566-5021 Fax: 646-224-9455

ben@korngutlawoffices.com korngutlawoffices.com

\*This message is a PRIVATE communication. This message and all attachments are a private communication sent by a law firm and may be confidential or protected by attorney-client privilege or work product protection. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or use of the information contained in or attached to this message is strictly prohibited. Please notify the sender of the delivery error by replying to this message, and then delete it from your system. Thank you.





Daniel O'Connor Architects.

150 East 49 Street, Suite 18 New York, NY 10017 E-mail: daniel@doerc.com

(i) 512 685 0472 (i) 646 861 2383

SK - 6



since 2008

## SMALL BITES こざら料理

Tofu (V)

homemade spicy garlic sauce.

 $2^{50}$ 

Homemade Cucumber Kimchi
Our homemade spicy leek mixed with
kimchi and marinated cucumber.

 $2^{50}$ 

Green Salad (V) (Chicken, Salmon, Avocado +2) .....
Mixed leaf, broccoli, snap peas,

with homemade vegan onion dressing.

 $\frac{2}{5}$ 

Edamame(V).....Edamame(V)....

Soybeans that are boiled and lightly salted.

5.20

Eggplant Stir-fried (v)
Fried Eggplants, Japanese style sweet savory,
Mirin,Shoyu, garlic aioli, topped with fried garlic flake.

9 20

Assorted Mushrooms (v)
Marinated maitake, shimeji and mushroom,
topped with snap pea and mini tomatoes.

6.50

### **Gyoza きょうざ**

Homemade Ginger Pork	Homemade grilled dumplings filled with seasoned pork,	chives and ginger with original gyoza sauce
----------------------	---	---

## Karaage からあげ

2 choices of sauces: - Ponzu - Sweet chili - tartar Spicy garlic - Curry Mayo - Honey mustard Chicken (we use juicy thigh) 790 Lightly salted crispy fried chicken, with shishito peppers and lemon.

7.80

Tofu treated with our special garlic sauce, and then deep fried to create an unimaginable texture with shishito pepper and lemon.

# Hot Appetizers おいしいいろいろ

# Sizzler Teppan Grill 鉄板グリル

# Buns Original E.A.K バンズ

 Pork Belly
 Tofu

 Tender pork belly, (Butakaku)
 Tofu karaage,

 lettuce, boiled egg,
 lettuce, shishito peppers,

 mustard mayo sauce.
 vegan BBQ sauce.

 $\frac{2}{5}$ 

## Fried Rice いためし

E.A.N
Pork fried rice with green onions and egg shot served table,
side in a piping hot iron ski <b>ll</b> et.

# Rice Bowls どんぶりごはん

Poke (Tuna or Salmon) 13,80
Avocado, crunchy garlic chips,
edamame, sliced shishito peppers, sliced onions, topped
with nori and golden sesame seeds
in our enecialty RBO noke sauce on a had of rice

 Extra Topping for Rice Bowl

 Salmon
 3.00
 lkura
 3.00

 Avocad
 2.00
 Chicken Breast
 2.00

5 50

2.00

· (V) - Vegan · (VO) - Vegan option

5.50

-18% gratuity will be added to parties of 6 or more. - Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodporm littless, especially if you have a medical condition. - Food Allergy Notice, please be addised that food propared here may contain these ingredients ; milk, eggs, wheat, soybean, fish and shell fish. Please ask your server if you than yo concerns or if you think their hot.

## RAMEN 5-26.

TONKOTSU %然とんこク	The E.A.K Shoyu オリジナルしょうゆ12.8	Our signature Yokohama style pork and chicken broth,	shoyu tare and thick noodles,	topped with spinach, chashu, and nori.
-----------------	-------------------------------	--	-------------------------------	--

CHICKEN 中華やは

### 

chicken breast, menma, naruto, diced onions and green onions.

- VEGAN やさいきのこ Umami Mushroom Shoyu きのこしょうゆ.......14,80 Umami dashi broth (konbu and shiitake).

spinach noodles, shoyu tare. shiitake, maitake, shimeji and mushroom, topped with baby corn and snap pea. Go Green Miso やさいみそ.......14,80 6 kinds vegetable broth,and soy milk, vegan miso tare, fried garlic and thin noodles.

mixed leaf, lotus root, baby corn, mini tomatoes, snap pea,
Choose a spicy level - Mild - Spicy - Hot

Coming Soon

Ramen Salad (v) さらだら一めん.......14,80 Mixed leaf on a bed of spinach noodles, topped with

avocado, tofu, edamame and red ginger, mixed homemade umami onion dressing, with a hint of spice.

DRAFT BEER	BOTTLED BEER	ပ မ
Sapporo	Kawaba Sunrise Ale	Lemon Sour
Orionglass 7,00 Pichers 17,00 Rice Lagar,Okinawa Japan	Kawaba Snow Weizen	Oolong Tea Hai
Wolf Pup glass 8,00 Pichers 18,00 Pichers 18,00 Pichers 18,00	wrteat, cuffrita Japan 330ml, 5.2% Alc	iced oolong tea and soji.
Matcha Beerglass 7.00	Kirin Light6,00 Premium Light Beer, Japan	Lychee, soda, soju and lime
Green tea and beer	355ml, 3.2% Alc, 95Calories	

	COCKTAIL SOJU	IL SOJU	SAKE	KE
7 80	Lemon Sour 8,80	Calpico Sour 8,80	Hot Sake	Plum Sake Wine 8,50
	Lemon, soda, soju with sugar syrup	Calpico, soda, soju and lime	Hakutsuru, Junmai	On the rocks or club soda
			Dassai 50 Premium 18,00	Makiri Premium1700
7 80	Oolong Tea Hai7 80		300ml Yamaguchi Japan.	300ml Yamagata Japan.
	lced oolong tea and soju	lced green tea, soju	Junmai dai ginjo extra dry	Junmai ginjo extra dry
	Lychee Sour	Soju Mojito9,80	Kurosawa Nigori13.00	Organic Sake12,00
00'9	Lychee, soda, soju	Mint, lime, soda and soju	300ml Nagano Japan.	300ml California
	and lime	with sugar syrup	Un-filtered, semi-dry	Junmai ginjo extra dry
			Kikusui Can 8.00 200ml can, Niigata Japan.	Mio Sparkling 8 00 300ml, Japan.
			Honjozo Nama genshu	

WINE		SOUR CIDERS	DERS	
White work Vision Production Broads 8.00 bottle 30,00	ottle 30,00	Black Dog8,00		lced G
Nisia (100% Verdejo) from Kueda, Spain		Charcoal, blood orange, Lavender, Los Angeles, CA	Apple, green tea Guava, Los Angeles, CA	Calpic
<b>Red</b> glass 9.00 bottle 34.00	ottle 34.00	355ml, 6.9% Alc	355ml, 6.9% Alc	
Odfjell (90% Cabernet, 10% Syrah) from Chile		Zero sugar probiotic	Zero sugar probiotic	San Pe

		NON ALCOH	NON ALCOHOL DRINKS	
9.00	Iced Green Tea3,00	lced Green Tea $\dots$ 3.00 lced Oolong Tea $\dots$ 3.00 Hot Tea $\dots$ 3.00 Ramune $\dots$ 3.00	Hot Tea3,00	Ramune3.00
	Calpico Soda3,00 Mexican Coke	Mexican Coke300	Diet Coke	Ginger Ale2550
	San Pellegrino3,00	San Pellegrino3,00 Becks5,00	Homemade Refreshing Flavored Soda	ored Soda5.00 ssom - Green Apple

- White Peach - Grapefruit

Mochi Ice Cream (contains Coconutmilk Vegan) ....... 2.00 - Green tea - Mango - Strawberry - Yuzu - Chocolate

Matcha Cheesecake

.. 4 50

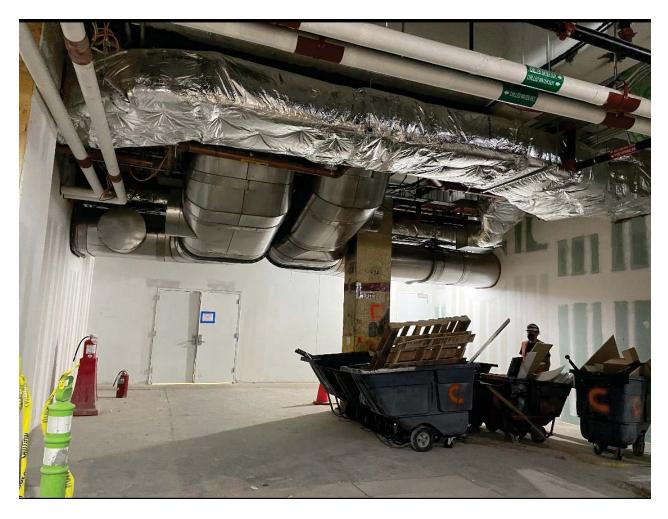
## SO HAPPY HOUR

WEEKDAYS MON to FRIDAY ALL FOODS, ALL DRINKS 5PM - 7PM

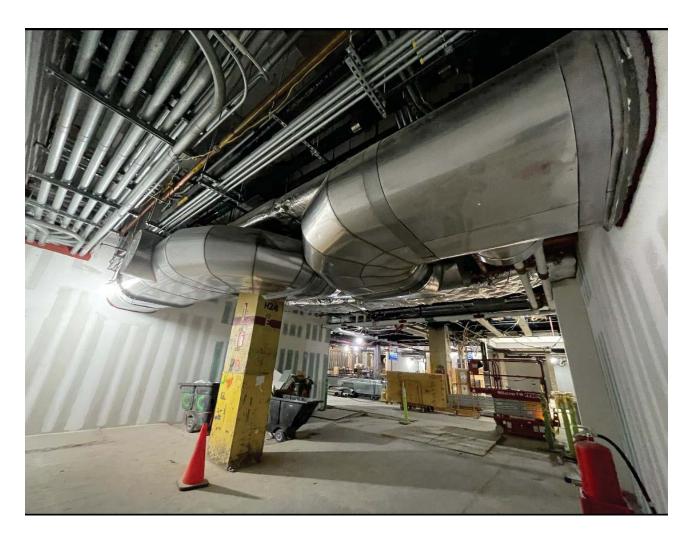
- Orders are accepted by 7PM - No happy hour for to-go orders - Please do not take any happy hour foods and drinks outside



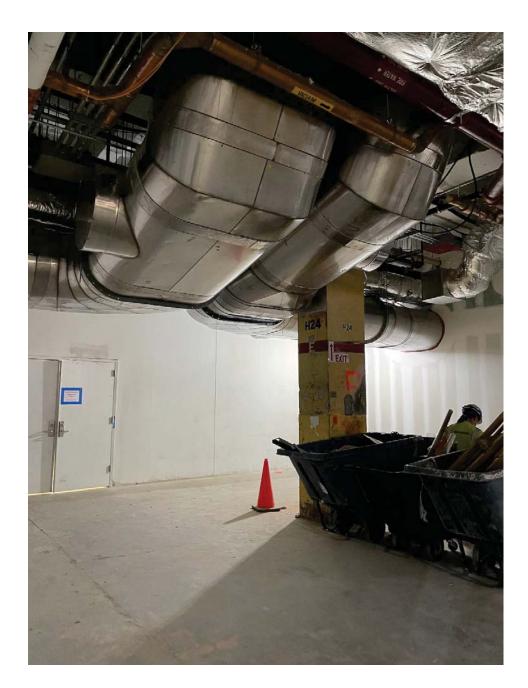
<sup>- 18%</sup> gratuity will be added to parties of 6 or more. - Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of drodborne allness. sepacially frou have a medical condition.
- Food Meirgy Notice; please be advised that food prepared here may contain these ingredients: milk, eggs, wheat, soybean, fish and shell fish. Please ask your server if you have any concerns or if you think their hot.



Gift New York No. 3 LLC d/b/a E. A. K. Ramen 383 West 31st Street New York, NY 10001



Gift New York No. 3 LLC d/b/a E. A. K. Ramen 383 West 31st Street New York, NY 10001



Gift New York No. 3 LLC d/b/a E. A. K. Ramen 383 West 31st Street New York, NY 10001





### CITY OF NEW YORK

### MANHATTAN COMMUNITY BOARD No. 4

P.O. Box 2622 New York, NY 10108 tel: 212-736-4536 https://cbmanhattan.cityofnewyork.us/cb4/

### **PUBLIC NOTICE**

**Business Licenses and Permits Committee** will discuss an application submitted by

### Gift New York No. 3 LLC. d/b/a E.A.K. Ramen 383 W 31st Street

A New Wine, Beer & Cider for a Restaurant Establishment with Recorded Music

DATE: TIME: PLACE: Tuesday, June 8, 2021

6:30 PM

Video/Phone Conference Registration: https://zoom.us/webinar/register/WN 66-6SX3vS 6HVC2bBstV3A

We invite you to attend this meeting and learn more about this application.

Alternately, you may email your comments by 2 p.m. Friday, June 4, 2021 or for more information, please email Assistant District Manager Nelly Gonzalez negonzalez@cb.nyc.gov.

Posted according to the Administrative Code of the City of New York section 10. 119. Please do not remove until after the above meeting date.