

Intellectual Property Caribbean Association

MINUTES of the Board of Meeting
held on the 11 February 2019 at 11.00 am

By conference call:

HSM St. J. Moses ("HSM")
KP Porter ("KP")
Kimberley Roheman ("KR")

Quorum & Chairman

A quorum was present. HSM acted as Chairman of the meeting.

Minutes of 3 November 2018

The draft minutes as circulated were approved. HSM was requested to arrange for the Minutes to be posted on the Members section of the website.

Proposed IPCA/INTA Anti-Counterfeiting Seminar in Jamaica in March

The Board was supportive of this event and agreed to commit up to US\$3,500 towards the funding of the event. It was agreed that some further information was still needed such as whether the joint organisers would be responsible for any fees or expenses associated with the proposed speakers. It was noted the speaker line up was not yet finalized and it was agreed that a speaker from Trinidad & Tobago would be a good addition to the panel given the topics to be covered. There was also Board concern regarding how the event would be promoted, who would do this, and the costs involved. It was agreed that KP would reach out to Howard Harris to convey the concerns of the Board. The remaining issues would be addressed by round robin email.

Essay Competition

The Board considered the memo from Sophie Davies ("SD") and agreed that she should proceed to notify the 2018 winners. It was agreed KP would present the winner with his prize in Jamaica and SD would do the same re the runner up in Cayman. HSM would organize the payments to the winners to be provided to KP and SD.

The Board gave approval for the 2019 essay competition as outlined by SD. The Board would consider adding consolation prizes depending on the number of entrants. SD would work with HSM's Marketing Manager to arrange for the winning essays to appear on the IPCA website and to publicise the 2019 competition on the website. Thereafter SD would reach out to the Marketing Committee.

Training

The draft questionnaire was approved.

2019 AGM

After discussion it was agreed that this would be held in Trinidad on 9 November 2019 at the Hyatt Regency. The Secretary was asked to continue with the organization and booking of the event.

Marketing

Merjam Brammerloo's ("MB") had requested that the Board circulate two letters. It was noted that the letters had probably been translated into English and contained grammatical and spelling errors attributable to language differences. It was agreed HSM would redraft into a single letter and circulate. HSM would omit the section regarding the ribbons until MB had INTA approval and cost information.

Membership

There were currently 52 members in 24 countries. HSM advised the Board of the firms which had not yet renewed. Unfortunately Jessica Ward's firm, IDEas, had not renewed to date and accordingly it was agreed that HSM would need to reach out to her to request her resignation as a director. It was noted that the Board could fill a casual vacancy and agreed that KP would progress this.

Financials

HSM would circulate to the Board the Financials as at 31 January 2019 shortly.

Any other Business.

KP suggested that The Company's Articles need amending and to do so at next AGM to remove non-active members from the Board of Directors.

KR will re-circulate responses to the Coconuts Committee Classification questionnaire with the name of the firm removed and would consider where on website this information should be placed.

Meeting Adjournment

Meeting Ended at 12.00pm.



Chairman