

Intellectual Property Caribbean Association Ltd.

IPCA

MINUTES of the Board of Directors' Conference Call Meeting held on the 8th. day of March, 2016

at 4:00 P.M. AST

Present by skype/Phone:

Huw St.J. Moses, OBE

Zaida Lugo

Kenneth G. Porter

Steffen Hagen

QUORUM and APPOINTMENT of CHAIRMAN of Meeting

1. It was noted that Mr. Duncan G. Stowe's firm had not yet renewed their membership for 2016 and accordingly he was not present. There was however a quorum for the Director's meeting. It was agreed that Huw Moses would act as Chairman of the meeting.

AGENDA:

1. Quorum and Appointment of Chairman of Meeting
2. Do we need to appoint officers in addition to directors (or as same persons) : Treasurer (Huw acting) , Secretary (Kim acting)
3. Matters arising from AGM
4. Opening of Bank Account at Cayman National Bank (update): consider authorized signatures, signing limits etc.
5. 2016 Membership renewals and authorization for HSM IP Ltd to collect membership fees by credit card
6. Financial Report
7. Future Meetings: INTA Orlando, AGM
8. Drafting of Rules, Regulations or By-laws
9. Consideration of pro-bono activities
10. Consideration of Committee Reports and Progress
11. Date of next meeting

Appointment of Officers

2. It was agreed that there was no need to appoint an additional officers of the Company.

Liaison with Committees

2. It was agreed that Directors would serve as a liaison between the Committees and the Board. After discussion it was agreed that Zaida Lugo will serve as liaison to Marketing Committee (Conch Team); Kenneth G. Porter will serve as liaison to Legislation and Registry Liaison Committee (Coconut Team); Steffen Hagen will serve as liaison to Enforcement and Anti-Counterfeiting Committee (Turtle Team). The Directors present will request Duncan Stowe to serve as liaison to Education and Training Committee (Dolphin Team).

Company's Bank Account

4. Huw Moses reported that a Bank Account for the Company (but not a merchant card services account) had been opened with Cayman National Bank. IT WAS RESOLVED that the other Directors of IPCA be added to the Bank Account as authorised signatures. Each director would have unlimited signing Authority but it was agreed that all substantial expenditure would first be reviewed and approved by the Board.

Membership

5. Members have access to the Association's current list of members on the website. Three members did not renew their membership for the year 2016. After discussion regarding the collection of membership fees IT WAS RESOLVED that HSM IP Ltd be authorized to continue to collect membership fees by credit card payments (using their merchant services account with Cayman National). It was noted that HSM IP do not charge any fee to IPCA for this service or the administration involved in collecting the payments).

Accounts

6. It was noted that Members have access to the Association's periodical financial statements and a breakdown of the AGM/Membership fees on the Members Only section of the Associations' web page www.ipca.website with the password **IPCA2015**. Directors reviewed and approved draft financials for the period 1 November 2015 to 29 February 2016 and a breakdown of the AGM/Membership fees. Both documents will be finalized and posted to the website after the Director's meeting.

IPCA Meeting at INTA in Orlando

7. Concerning IPCA's next meeting to be held at the 2016 International Trademark Association Annual Meeting in Orlando, Florida, USA, Huw St.J. Moses provided the Directors with an estimate from the Hyatt Hotel for room booking and refreshments which was approved by the Board. The estimate breakdown is provided in the table below, plus and additional USD\$600.00 plus tax for microphone service.

Detail	Amount (USD\$)
Food and Beverage	370.00
Function Room	500.00
Service Charge	217.50
Tax	70.69
Total	1,158.19

For the upcoming AGM in Miami, Florida the Board requests the Annual Meeting Committee chaired by Elleson M. Fraenk to timely present to the Board the estimate proposals for the venue.

8. No discussions were held on the subject of 8. Drafting of Rules, Regulations or By-laws

9. For the Consideration of pro-bono activities, Huw SU. Moses provided the Directors with an email sent by Alvaro Ramirez Bonilla regarding a PIIPA Pro Bono Assistance Request. The Board decided said request does not deal directly with Intellectual Property issues therefore it does not warrant the direct involvement of IPCA, however, the request will be circulated among the members for individual evaluation.

10. Marketing Team will receive a request from Zaida Lugo to involve team in the project of collecting each member's individual or Firm bio, for posting on the Association's web site. Legislation team will be engaging in the project of drafting a standard questionnaire on country by country key prosecution issues and later contacting all members of IPCA for questionnaire completion. For countries having 2 or more members, one member will be appointed to answer the questionnaire and another member(s) to verify the answers. No individual credit for the posted information will be given.

11. The next Board of Directors meeting will be held late April 2016.

Minutes provided by Zaida Lugo