

Intellectual Property Caribbean Association

MINUTES of the Board of Meeting
held on the 7 December 2017 at 10.00 am

By conference call:

Huw St. J. Moses ("HM")
Kenneth Porter ("KP")
Jessica Ward ("JW")
Zaida Lugo ("ZL")

Quorum

A quorum was present.

Appointment of Chairman

Huw Moses was appointed Chairman of the meeting.

Report from Committees

Enforcement & Anti-Counterfeiting ("EAC")

JW reported that she had been in regular contact with the EAC and had been receiving regular reports from Howard Harris, its Chair. JW had circulated a report of a meeting of the EAC held on 4 November 2017. The EAC was planning on having 6 meetings during 2018. The Board reviewed the EAC's report by email to JW of 7 December 2017 and approved the objectives laid out in that email.

Marketing Committee ("MC")

ZL had circulated on 1 December 2017 the minutes of the last meeting of the MC at the IPCA Annual Meeting. There were no comments of the minutes.

Education & Training Committee (“ET”)

The ET had meet by skype call a week ago. Notes from that meeting had been circulated to the Board by KP prior to the meeting. No agreement had been reached on the Mission Statement but the ET members had agreed to make individual submissions. The ET was awaiting final comments on the Essay Rule from it’s members. Anne-Marie had prepared an Assignment of copyright agreement to be used. Jean-Frederic had agreed to produce judging criteria. Work had started on providing a Panel Discussion for the May IPCA mtg at INTA. There had been a discussion of IP Training opportunities in the Caribbean and Elleson would be preparing a questionnaire to send to members.

Legislation & regulatory Liaison (“LRL”)

No reports were available. JW would try to reach out to the chair of the LRL.

IPCA Promotional Flyer

It was recognized at the AGM there was a need to have some materials to promote IPCA when seeking to increase membership and generally informed others about IPCA. HM had circulated a draft flyer prepared by the Secretary. KP suggested it be amended to make it clear that membership was open to both government and private sectors.

Employee

The Board considered a proposal raised at the AGM to have a part-time or full-time employee. After some discussion it was agreed that it was too soon for IPCA to take this step and that further involvement of volunteers was to be encouraged.

Accounts

HM would circulate the accounts as at 31 December 2017 (post AGM) in the New Year.

Next Board meeting

It was agreed the Board would meet again on 2 February 2018.

A handwritten signature in blue ink, appearing to read "WBS Moses". The signature is written in a cursive style with a large initial "W".

Chairman