

Intellectual Property Caribbean Association

MINUTES of the Board of Meeting
held on the 22 March 2017 at 10.00 am

Present in Person:

Huw St. J. Moses, OBE
Kenneth Porter
Steffen Hagen
Jessica Ward
Zaida Lugo (not present)

Quorum & Appointment of Chairman of meeting

A quorum was present. Huw Moses was appointed Chairman of the meeting

Approval of Minutes

The draft Minutes of the meeting held on 12 November 2016 were reviewed and approved.

Amendment of Memorandum & Articles

The Board considered a marked up copy of the existing M & A and a clean copy incorporating the proposed amendments. The Board considered it in the best interest of the Company to submit these changes to the members for consideration. Accordingly it was resolved to call an Extraordinary General meeting of the Company on 26th April 2017 at the offices of HSM IP in the Cayman islands with a view to approving the amendments. The Secretary of the Company was duly authorized to issue the Notice of EGM with a view to passing the required special resolution. The Notice, Proxy Form and marked up M&A and clean copy M & A would be sent out as soon as possible.

After discussion it was noted that the M & A as now drawn precluded the participation of a firm or individual that did not have an office in the Caribbean/Caricom country even if that firm or individual advised on IP matters in the Caribbean. The proposed changes did not alter this position. Steffen Hagen asked that this be revisited if possible.

Authorised Signatures on CNB Bank Account in the Cayman Islands

Huw Moses, Kenneth Porter and Zaida Lugo were authorized signatures on the CNB Bank Account. It was agreed that no further steps would be taken at this time to add further signatories.

Resignation of Duncan Stowe

A signed written resolution relating to the CNB Bank account was needed to be signed by all directors. This still needed to be signed and sent to Huw by Zaida.

Resignation of Steffen Hagen

Steffen advised the Board that he would be submitting his resignation, likely to be effective 30th April. Steffen would be taking up a senior post with Baker McKenzie in the Netherlands. The Board thanked Steffen for his service and agreed that even if his resignation took effect before the IPCA meeting at INTA in May the Board wished him to attend and fully participate in that meeting as a honoured guest. Steffen would in due course submit a written resignation to the Company and the Secretary would then arrange for the resignation to be recorded at The Companies Registry in the Cayman Islands. It was agreed that no steps would be taken to fill the vacancy on the Board when it arose until the AGM in November 2017.

Liaison with Committees

Kenneth Porter would continue as the Board liaison for education & Training, Zaida Lugo would continue as the liaison for the Marketing Committee and Jessica Ward would continue as the liaison for Enforcement & Anti-counterfeiting. It was agreed that following Steffen's resignation Jessica would also act as liaison for Legislation and Regulatory Liaison Committee. It was noted that Kenneth would also be able to assist as necessary as he was a member of this Committee.

Financial report

Huw Moses had circulated a Statement of Income and Expenses covering the period 1 November 2016 to 28 February 2017. This showed a balance of approx.. US\$ 31,500 (after the room booking fee for the INTA meeting). The financial report listed all income received in the period and all expenditure made.

Committee Activity

Education & Training

Kenneth Porter reported on activities since the 2016 AGM. The newsletter initiative was currently on hold. The Board then considered and approved a proposal for an essay competition (outlined in an email by Sophie Davies to the Board on behalf of the E & T Committee. It was agreed that Kenneth and Sophie should with other members of the E & T committee progress this proposal and that a budget of US\$3,000 be allocated to the project, mainly for prizes.

Marketing

In Zaida' Lugo's absence Huw Moses reported on activity as reported to the Board in emails received from Humprey Shurman. It was agreed that it was premature to obtain "ipca.website" email accounts generally but Huw should explore further the practicality of obtaining a general email account on that domain for sending out materials to Members and dealing with the public etc. the request to develop a Marketing Page on the website was also discussed and it was agreed that the Committee should be asked to provide further details of this proposal and ideally a mock up of the page and its content. It was unclear whether the page was for internal existing members reference or was to encourage new membership etc.

Enforcement & Anti-Counterfeiting

It was noted that a Questionnaire had been sent to all members with a 31 March requested response date. To date response levels had been disappointing. One reminder had already been sent out. It was

agreed a final reminder would be sent out a week before the deadline. Huw would arrange for this to be done.

Legislation & Regulatory Liaison

Steffen Hagen had circulated a report from the Chairman (Kimberley Roheman) of the meeting held at the AGM. Unfortunately the planned meetings following the AGM had not materialized so there was little further to report at this time.

It was agreed that the Committees should be encouraged to continue to meet as often as possible and the Chairs would be asked for further updates at the meeting at INTA in May. It was agreed that the Committees should be encouraged to meet whilst at the INTA meeting.

Maintenance and Development of the IPCA Website

The website had been kindly built and designed by B & R using the Squarespace platform. Monthly fees of US\$26 were paid to operate the site on this platform. The site was now maintained by HSM IP's marketing officer but problems were being experienced with the platform when changes were required. It was agreed that Huw Moses would explore the cost of recreating the site on a free hosting environment using Wordpress or similar platform that was easier to change.

IPCA meeting at INTA in May 2017

A draft agenda for the meeting was circulated. It was agreed that a Panel discussion w=should be held and that 45 minutes should be allocated to it. Huw Moses agreed to adjust the draft agenda accordingly. The Education and Training Committee (led by Kenneth and Sophie) would select a topic and seek out volunteers for the Panel.

It was agreed that catering for the "coffee break" should be for 30 people and that Audio Visual equipment would be limited to speakers/microphones. The Board considered various options presented.

The room had been booked for Sunday 21st May. The meeting would last until approx. 11.00 am but the room was available to IPCA until 7.00 pm. The Board agreed that when the agenda for the INTA meeting was sent out it would advise members that the room could be used for Committee meetings and/or private meetings after 12.00 until 7.00pm. There would be no booking system and the room if used would be used on a non-exclusive basis.

Any other Business

There being no other business the meeting was declared closed.

The meeting ended at 11.30 am



Chairman