

## **Intellectual Property Caribbean Association (IPCA)**

### *IPCA Welcome Reception and Annual General Meeting 2015 Meeting Report*

The first AGM of the Intellectual Property Caribbean Association (IPCA) took place on Saturday, 14 November, 2015 from 9 a.m. to 3 p.m. at the Four Seasons Hotel Miami, 1435 Brickell Avenue, Miami, Florida 33131 USA. The event began with a Welcome Reception on Friday, 13 November, 2015 from 8 – 10 p.m. In attendance were 31 representatives from 30 firms from 23 countries from the Caribbean.

#### **Morning session**

The meeting was led by Miss Sophie Davies of HSM IP in the Cayman Islands as unfortunately, Mr Huw St. John Moses OBE also of HSM IP, and at the time being the sole Director of IPCA, was absent due to illness. His wife, Kim Rough-Moses, being IPCA Secretary, was also absent. Registration began at 9 a.m. and the meeting started at around 9.30 a.m. Steffen Hagen offered to take the minutes of the meeting.

#### *Report*

Sophie began by giving a report of IPCA's progress to date. She recalled the meetings that led up to the first AGM, including the Inaugural Meeting of IPCA held on Saturday, 22 November, 2014 at the JW Marriott Miami Hotel in Miami, Florida, USA and the first meeting of the newly formed IPCA held on Sunday, 3 May, 2015 during the International Trademark Association's (INTA) Annual Meeting in San Diego, California, USA. She noted that IPCA currently had 44 members representing 23 Caribbean countries.

Question: It was asked whether minutes of the meeting that took place on Sunday, 3 May, 2015 during INTA were available. Sophie said she would check. Reports of the Sunday, 3 May, 2015 meeting and the Saturday, 22 November, 2014 meetings can be found here: <http://www.ipca.website/events/>.

#### *Website*

Sophie explained the recent introduction of the new IPCA website at [www.ipca.website](http://www.ipca.website). There was discussion around the introduction of a separate and private Members only section of the website. It was also suggested that Members could provide brief overviews of the laws of their respective jurisdictions for the website. Members should also check their biographies and email Huw Moses ([hsmoses@hsmoffice.com](mailto:hsmoses@hsmoffice.com)) at HSM IP with any amendments / updates.

#### *Financial accounts and related matters*

Accounts for the period 1 June 2015 to 31 October 2015 were presented and discussed.

There was some debate around whether a Cayman Islands bank account should be opened. Sophie confirmed that the Cayman Islands bank account had already been opened. It would be for the Directors to determine at a later stage whether such an account should be used going forward or if it made better sense to open an account in a different jurisdiction.

Sophie also reported that the credit card machine of HSM IP was currently being used for IPCA purposes (an extra machine for IPCA's use only would cost USD\$750).

#### *Costs, venue and location of the AGM*

There was also some discussion on the costs of the AGM, which were approx. USD\$14,000 to 15,000 as later confirmed by Sophie. These costs included the welcome reception on Friday (venue/room hire, equipment, food, drinks, etc.) and AGM on Saturday (including similar associated costs). Several members expressed concern that the costs of the meeting were too high. It was to be considered whether

the next AGM could be organized at a lower cost. There was also some discussion as to where and when the next AGM should be held.

Question: It was asked whether the AGM should take place during INTA to try and reduce costs. Sophie explained that this had already been discussed from the outset and that it was impossible for the AGM to be held during INTA as not all members of IPCA are members of INTA. It was decided that once the new Board of Directors was formed they could explore how to reduce costs of the AGM as well as when and where to hold it.

### **Formal AGM**

The official minutes of the formal part of the AGM will be found in the Members only section of the website in due course. Voting points included: (a) the approval of company accounts; (b) membership fees for 2016; (c) the election of directors; and (d) the establishment of an Annual Meeting Committee.

There was a 30 minute break for coffee and cookies at 10.30 a.m. The Formal AGM continued after the break.

Once the Formal AGM was concluded, Sophie and Mr Alvaro Ramirez Bonilla spoke more about the IPCA website and its features and functionality, as well as possible future improvements.

A three course lunch was served at 12.30 p.m.

### **Afternoon session**

The meeting resumed at around 1.30 p.m. ending at around 3 p.m. Committee meetings commenced. The following people were absent from the afternoon session: Chirley Orellana, John Cunningham, and Ana Cristina Arroyave.

The Committees were as follows:

1. **AGM Committee (the “Palm” team):** Elleson Fraenk, Chandler Mahabir, Safiya Roberts, Kamilah Roberts, Luz Maine Gonzales, and Michel Kock.
2. **Marketing Committee (the “Conch” team):** Duncan Stowe, Alvaro Ramirez Bonilla, Zaida Lugo, Monique Cartwright, Louise Malcolm, Gyan Robinson, Ana Paula Campusano, Terina Nichols, Savannah Barnwell, and Anmarieta Staines.
3. **Legislation & Registry Liaison Committee (the “Coconut” team):** Abraham Thoppil, Kenneth Porter, Fiona Hinds, Marie Francesca Jeannot, Christian de Lespinasse, Roxanne Knights and Sophie Davies.
4. **Education & Training Committee (the “Dolphin” team):** Kenneth Porter, Roxanne Knights, Duncan Stowe, and Louise Malcom. Fanta Punch is no longer a member.
5. **Enforcement & Counterfeiting (the “Turtle” team):** Fanta Punch, Nicole Booi, Howard Harris, and Ana Maria Sanchez.

Team session reports were presented:

#### **1. Marketing Committee (the “Conch” team) Report**

##### Aims:

- a. set up a designated email address
- b. social media (FB, Twitter, LinkedIn)
- c. mailing list (all Members)
- d. exploring the organization of a PR event at INTA 2016 (IPCA ribbons? Reception? Sponsorship?)
- e. PR at the next AGM: e.g. invites for external counsels, clients, to drinks reception?

## 2. **AGM Committee (the “Palm” team) Report**

Aim: AGM in November 2016 in Miami for 50% of the cost of 2015 AGM

- a) team divided research tasks for alternative venues in Miami for November 2016
- b) feedback options to Board in December 2015
- c) explore possibility of having the venue (of AGM and/or INTA) sponsored?
- d) meeting at INTA: consider scheduling on the Saturday before INTA, either from 9-11 a.m. or from 14-16 p.m. (in each case followed by an hour (with coffee/drinks) for prospective members

## 3. **Legislation & Registry Liaison Committee (the “Coconut” team) Report**

Abraham Thoppil, Maples and Calder, Cayman Islands and Christian de Lespinasse, Cabinet de Lespinasse, Haiti were elected as Co-Chairs of the Committee. The committee established protocols for submission of proposals for consideration. It was proposed that the Committee's Terms of Reference and a Proposal Submission Form be posted on IPCA website.

## 4. **Education & Training Committee (the “Dolphin” team) Report**

The members considered briefly the draft Terms of Reference (TOR) prepared in advance by Fanta Punch (former member), Jackie Hunkins, Cindy Herbert with Kenneth Porter's comments and minor edits, and which was also circulated previously to the Committee. The members agreed that Kenneth would recirculate TOR for further comments. Kenneth would also seek to arrange a time for telecon for members during the month of December via email. The Aim of that next meeting being to elect a chair and approve the TORS as amended.

## 5. **Enforcement & Counterfeiting (the “Turtle” team) Report**

Aim: Find out more information about the status of the counterfeit market in each IPCA country as well as the related financial loss in each country.

- a) questionnaire to be drafted
- b) review questionnaire results and consider what IPCA can do to help IPCA members

Closing remarks were made by Sophie. A meeting of the Directors would be arranged in the coming weeks via email.

The meeting ended at around 3 p.m.

Report prepared by:

Sophie Davies

Member

IPCA

Buckingham Square, 720 West Bay Road, PO Box 31726, Grand Cayman KY1-1207, Cayman Islands

Direct Tel: +1 345 815 7436

Steffen Hagen

Member

IPCA

L.G. Smith Boulevard 64, P.O. Box 5152, Oranjestad, Aruba

Direct Tel: +297 583 8464