

Intellectual Property Caribbean Association Ltd.
(‘the Company’)

MINUTES of the **ANNUAL GENERAL MEETING** of the Members of the Company held at the Hyatt Regency Trinidad, No. 1 Wrightson Road, Port of Spain, Trinidad & Tobago on the 9th day of November 2019 at 9.15 a.m.

PRESENT:

Anguilla	Keesha Fleming Lake	representing	Fleming Lake Group, Inc.
Anguilla	Kenneth G. Porter	representing	Sagis LP
Barbados	Francis G. De Peiza	representing	Carrington & Sealy
Belize	Marissa Longsworth	representing	CIL Global IP Limited
Cayman Islands	Huw St. J. Moses OBE	representing	HSM IP Ltd.
Cayman Islands	Kim Rough-Moses	representing	HSM IP Ltd.
Cayman Islands	Sophie Peat	representing	HSM IP Ltd.
Costa Rica	Jessica Ward	representing	Colbs Legal Studio
Guyana	Savannah Barnwell	representing	Hughes, Fields & Stoby
Jamaica	Camille M. Garrison	representing	Hart Muirhead Fatta
Jamaica	Anne-Marie White-Feanny	representing	Livingston, Alexander & Levy
Panama	Audrey Williams	representing	Estudio Benedetti
St Lucia	Brenda Floissac Fleming	representing	Floissac Fleming & Associates
St Lucia	Kimberley Roheman	representing	McNamara & Co.
St Lucia	Natalie Augustin	representing	Glitzenhirn Augustin & Co.
Suriname	Humphrey Schurman	representing	Schurman Advocaten
Suriname	Elleson Fraenk	representing	Vision Legalis
Trinidad & Tobago	Olive Ramchand	representing	Fitzwilliam, Stone, Furness-Smith & Morgan
Trinidad & Tobago	Stephanie Moe	representing	Fitzwilliam, Stone, Furness-Smith & Morgan
Trinidad & Tobago	Mandisa Regrello	representing	Fitzwilliam, Stone, Furness-Smith & Morgan
Trinidad & Tobago	Brien de Gannes	representing	J.D. Sellier + Co.
Trinidad & Tobago	Ariane Ramnath	representing	J.D. Sellier + Co.
Trinidad & Tobago	Ria Jawahir Bhagirath	representing	J.D. Sellier + Co.
Trinidad & Tobago	Fanta Punch	representing	M. Hamel-Smith & Co.
Turks and Caicos	Louise Malcolm	representing	Miller Simons O’Sullivan
Turks and Caicos	Debra Garland	representing	Miller Simons O’Sullivan

1. Quorum, Notice and Chairman

A Quorum being present, and Notice of the Meeting having being duly given, the Meeting was declared duly convened and constituted. Huw Moses acted as Chairman of the Meeting. It was agreed that there was a quorum. 20% of voting members (11 members), satisfied as there were 19 individual or member firms present and a further 8 represented by proxy (7 held by Huw Moses and one by Kenneth Porter).

2. Minutes of the 2018 AGM

Minutes of the 2018 AGM meeting were reviewed and approved.

3. Directors Report

Huw Moses reported on IPCA events undertaken since the last AGM and other developments. The detail of the Report is set out in the AGM Meeting Report on the Members Only section of the website.

4. Company Accounts

IPCA's financial information including the current accounts for the period 1 February 2019 to 31 October 2019 are available on the members' only section of the website. The accounts set out the detail of the income received derived from the AGM meeting, bank interest and membership fees, etc. Since 1 February 2019 IPCA had approx. \$24,000 in expenditure. A cash balance of approx. \$46,000 dollars was held at 31 October 2019. The money is split as follows: approx. \$37,000 (with CNB) and approx. \$9,500 with HSM IP's trust account. Huw noted that the 2019 AGM fees were likely to cover the cost of the AGM with a small surplus.

The Company Accounts for the period ending 31 October 2019 were reviewed and approved.

5. Membership Fees

The Membership Fees for 2020 were reviewed and approved. It was agreed that the Membership Fees for 2020 would be lowered from USD\$350 to USD\$300 per individual or firm if paid before 31 January 2020 and USD\$350 per individual or firm if paid thereafter. It was agreed that the Membership Fees for 2020 would continue to be USD\$100 per additional associate.

6. Election of Directors

Rosalind Smith-Millar was elected as a director at the 2018 AGM. However, she subsequently resigned on the 18 of November 2018.

The following persons were re-elected as Directors:

- Huw St. J. Moses, OBE
- Kenneth G. Porter
- Jessica Ward
- Kimberley Roheman

One new Director was elected:

- Fanta Punch

7. Other Business: AGM Attendance Fees

As an incentive for Government Members (as defined in the Amended and Restated Memorandum and Articles of Association of IPCA Ltd. adopted by Special Resolution dated 26 April, 2017) to attend future IPCA AGMs, it was agreed that IPCA would waive the AGM attendance fee for one Government Member representative per IPCA Member country. The regular AGM fees would apply for any additional Government Member representatives in attendance after the first.

There being no further business the meeting terminated.



Chairman