

**MINUTES OF THE 21st ANNUAL GENERAL MEETING OF
CARIBBEAN WATER AND WASTEWATER ASSOCIATION HELD
AT HILTON HOTEL BARBADOS
WEDNESDAY 9th OCTOBER 2013**

ATTENDANCE RECORD

No.	Name	Country
1.	Lennox O'Reilly Lewis	St. Vincent/Barbados
2.	Wayne Williams	Trinidad and Tobago
3.	Jason Johnson	USA
4.	Alphonsus Daniel	Grenada
5.	Stella Saunders	US Virgin Islands
6.	Carol Doyle	Trinidad and Tobago
7.	Shamika Cudjoe	Trinidad and Tobago
8.	Marian Stephen	Trinidad and Tobago
9.	Ermath Harrington	Trinidad and Tobago
10.	Wayne Collymore Taylor	Barbados
11.	Don Degan	Canada
12.	Daniel Cummings	St. Vincent and the Grenadines
13.	Irwin Gill	Trinidad and Tobago
14.	Carl Soderberg	Puerto Rico
15.	Allan Neptune	Grenada
16.	Tiffoni Buckle	Jamaica
17.	Andrew Hutchinson	Barbados
18.	Emile Duberry	Montserrat
19.	David Boyce	Trinidad and Tobago
20.	Jay Beckom	USA
21.	Vanita Boodhai	Trinidad and Tobago
22.	Muin Husain	Canada
23.	Abigail Ali	Trinidad and Tobago
24.	Rajindra Gosine	Trinidad and Tobago
25.	Shanta Cruickshank	Trinidad and Tobago
26.	Valerie Jenkinson	Canada
27.	Magnus Williams	Dominica
28.	Ana Treausre	Peru/Jamaica
29.	Tesfa Francis	Antigua
30.	Winsbert Quow	St. Vincent and the Grenadines
31.	Cyprian Gibson	Bahamas
32.	Christopher Corbin	Jamaica

No.	Name	Country
33	Everson Peters	Grenada
34.	Laurie Williams	US Virgin Islands
35.	Tawana Nicholas	US Virgin Islands
36.	Casandra La Fleur	Trinidad and Tobago
37.	Rommel Hughes	Anguilla
38.	Ivan Rodrigues	Antigua
39.	Karl Pivott	Grenada
40.	May Adams Cornwall	US Virgin Islands
41.	Geoff Watson (VIWMA)	US Virgin Islands
42.	Anthony Rogers (SD&C)	US Virgin Islands
43.	Larry Bardouille	Dominica
44.	Sean Dowding	Barbados
45.	Doug Forde	Barbados
46.	Garth Saunders	St. Vincent and the Grenadines
47.	Nkechi Jemmott	Barbados
48.	Charles Marvelle	Barbados
49.	Adrian Cashman	Barbados
50.	Lakeisha Johnson	Bahamas
51.	Dotlee Fox	Bahamas
52.	Donna Petty	Bahamas
53.	Linda Dudley	Barbados
54.	Harriet Walrond	Barbados
55.	Sherry Dumas Harewood	Trinidad and Tobago

MINUTES

1.0 Call to order

- 1.1 The meeting was called to order at 4:50pm by the President Lennox O'Reilly Lewis.
- 1.2 A register was circulated for the members present to sign.
- 1.3 The President introduced the Executive Members for the benefit of new members.
- 1.4 The President notified members that the agenda would be amended to include a Presentation of the Strategic Plan 2013/2016, for comments from the members.

2.0 Confirmation of Minutes of the 20th Annual General Meeting – 3rd October 2012

- 2.1 The Minutes of the 20th Annual General Meeting was circulated to the membership.

2.2 Amendments:

2.2.1 Correction of spelling of names from list of attendees: “Mckentosh” was corrected to “Mac Donald,” “Christophs” was corrected to “Christophe,” “Rodriguez” was corrected to “Rodrigues” and “Adams” was inserted between “May” and “Cornwall.”

2.2.2 *Ref. Section 6 – 6.2 - correct spelling of name from "Adam" to “Adams.”*

2.2.3 *Ref. Section 7 – 7.5 - correct spelling of name from "Guage" to “Gage.”*

2.2.4 *Ref. Section 7 – 7.5 – “Collation” was replaced by “Coalition.”*

2.3 Matters Arising from Minutes:

2.3.1 *Ref. Section 2.3 (Matters Arising from Minutes) – 2.2.3 (Name Change) –* President Lewis advised that the Name Change would be done during the reforming of the Constitution. Trustee, Sherry Harewood inquired if the constitution would be completed for review by 2014. President Lewis responded “yes.”

Ref. Section 2.3 (Matters Arising from Minutes) – 2.2.4 (CARICOM Consortium) - President Lewis advised that there have been no discussions during the reporting period regarding the CARICOM Consortium. However, this will be addressed in the upcoming year. He elaborated that Chris Corbin of Caribbean Public Health Agency (CARPHA), formerly CEHI, is developing a project, namely Integrating Water, Land & Ecosystems

Management in Caribbean Small Island Developing States-IWECO, where there would be opportunities for the Association. David Boyce stated that there is another project in Mexico, where the development of Water Sectors in different regions would be looked at. This should also be looked at as it can expand the Association’s margin. **President Lewis said he would look into it. ACTION ITEM – President Lennox O’Reilly Lewis.**

2.4 There being no other matters for discussion, a motion to adopt the minutes as a true record of the meeting was moved Valerie Jenkinson and seconded by Ian Gage. The motion was carried.

3.0 **Strategic Plan Session**

3.1 Ermath Harrington gave the presentation for the Association’s Strategic Plan 2013/2016 and then opened the floor for comments. Some of the comments given were as follows:

- Don Degen questioned why the technical committees would have to report to the Board and not to the proposed CEO. He explained that the technical committees should liaise with the industries, where the discussions would then be reported to the CEO, who would in turn report to the Board. The Board would then ensure all decisions are made in alignment with the policies of the Board. Mr. Harrington responded that this level of reporting is proposed, however, in the absence of the CEO, it is suggested that the committees report directly to the Board.
- Winsbert Quow inquired if the initiative to include the solid waste component in the Name Change was still being looked at. President Lewis responded that the process to include solid waste has commenced via discussions with solid waste agencies. However, in trying to consolidate the solid waste component, some challenges have been faced. However, significant head way in the next reporting year is expected.
- Carl Soderberg inquired about the prioritizing of the objectives stated in the presentation. Mr. Harrington responded that the Operational Planning Level and Technical Level were priority areas being looked at. He elaborated that the ability to source financing based on how problematic areas are developed would also be critical in prioritizing. He emphasized that these problematic areas must be of interest and relevant to the industry in order for sponsorship to be easily acquired by various agencies. As a result, the projected figures for sponsorship are subject to change. President Lewis concurred and added that justification of funds must be buyable. President Lewis added that the CEO and review of the Constitution were also priority areas which should be completed within the next reporting year.
- Valerie Jenkinson inquired if the budget was tied into the work plan. She added that if this was the case, the ability and timely manner to acquire funds would affect the efficiency of the execution of the work plan. Also, the roles and missions of other competitors must be considered. Ermath Harrington concurred and reassured the membership that the feedback given at the AGM would be part of the review process of the Strategic Plan.
- Chris Corbin stated the following:
 - How does the Association see itself influencing water, wastewater and solid waste policies in the Region?
 - The terms “sanitation” and “wastewater” need to be used in their proper context as they are not interchangeable.

- What value does the Strategic Plan brings to the membership and community?
- The plan should be effective and not incorporate more than what can be done in the allotted period.
- Key agencies similar to the Associations should be brought into the work plan at an early stage. CReW and IWECO may be interested in the process.

President Lewis responded that he shares the concern regarding the project/programing aspect of the plan. Also, the question of why the Association exists and its values he is also trying to examine. However, the Association does offer vital items to the community. For example, this is the only Association tied to the Private Sector. However, more energy needs to be spent tapping into the private sectors. CAWASA is an organization that the Association also needs to work closer with. As such, the aim of the work plan is to clearly revise the Association's roles and define what makes it sustainable.

- David Boyce informed the membership that there are institutions that have projects that deal with regional issues regarding water and waste. As such, the Association should look at forming relationships with these institutions as these projects can be beneficial to the Association. Mr. Harrington commended Mr. Boyce for his comment, as initiatives like these can take out the bulk of the Association's work and create an opportunity for them to piggy back on existing strategies.
- President Lewis closed in thanking CReW for funding the Strategic Plan and Mr. Harrington for facilitating the project.

4.0 Executive Council and Treasurer's Reports

4.1 Treasurer's Report -

Copies of the Auditor's Report and Financial Statement were circulated to the membership.

4.2 Executive Report and Treasurer's Report - Power Point Presentation

President Lewis presented the Executive Report and Ms. Carol Doyle presented the financial aspect of the report. Following which the floor was opened for questions. The following questions/comments were made:

- Mr. Boyce inquired if the budgeted amount of US\$60,000 for the Secretariat for the new fiscal year included the salary of the proposed CEO. He added that if this were the case, this would not be sufficient.

President Lewis responded that this amount was for seven months and the Terms of Reference was still outstanding. He closed in saying that a Senior Manager was being considered instead of a CEO.

- Trustee Sherry Dumas inquired if the salary of the CEO would be performance based. President Lewis responded that that he does not expect an immediate effect from the CEO and as such, the estimate for the first seven months is conservative.
- Trustee Mr. Hutchinson stated that the challenges highlighted were no different from a few years ago. He elaborated that these challenges were tremendous and a Technical Director would be needed to drive the agenda. He added that the Strategic Plan did not have any provisions for marketing and this should also be considered. He commented that the budget looked generally good, however, the Association should investigate why some members weren't up to date with their dues. Mr. Hutchinson suggested that more revenue can be attained by suppliers of equipment and other relevant services. He closed in saying that in general the Strategic Plan looks very good. Mr. Harrington responded that the value of being a member of the Association is definitely being looked at. He added that the involvement of Past Presidents and the expansion of the membership categories were also being looked at for the future endeavors.
- President Lewis closed in saying that he was thankful for all of the help during the period and some of the goals that would also be looked at are the financial support of the National Sections and updating of the Association's media.

4.2.1 **There being no other matters**, a motion to adopt the Executive and Treasurer's report was moved by Cyprian Gibson and seconded by Alphonsus Daniel. The motion was carried.

5.0 Appointment of an External Auditor -

5.1 Treasurer, Carol Doyle moved to re-appoint De Loitte & Touche as Auditor for the period July 2012 – June 2013, which was seconded by Alphonsus Daniel. The motion was carried.

6.0 Election of Officers

6.1 President Elect

- 6.1.1 Nominations were; Stephen Lindo and Jason Johnson. Jason Johnson was elected as President Elect
- 6.2 Vice President
- 6.2.1 Nominations were; Ivan Rodrigues and Stella Saunders. Ivan Rodrigues was elected Vice President.
- 6.3 Secretary
- 6.3.1 Casandra La Fleur was the only nomination for Secretary. There being no further nominations the motion was passed to have Casandra La Fleur as Secretary.
- 6.4 Public Relations Officer
- 6.4.1 Nominations were; Kim Best and Shanta Cruickshank. Shanta Cruickshank was elected as Public Relations Officer.
- 6.5 Chair of National Sections:
- 6.5.1 Sara Jade Govia was nominated and elected for Chair of Trinidad.
- 6.5.2 Allan Neptune - was nominated and elected for Chair of Grenada.
- 6.5.3 Cyprian Gibson was nominated and elected for Chair of Bahamas.
- 6.5.4 May Adams Cornwall was nominated and elected for Chair of USVI.
- 6.5.5 It was agreed all other remaining nominations and elections would be done electronically due to the restriction of time.

President Lewis closed the meeting by thanking all of the outgoing Executive Members for their commitment and contribution over their tenures and welcoming the new Executive Members to the Board.

With there being no other matters for discussion, the meeting was adjourned at 6:15 pm. The motion to adjourn the meeting was carried.

Shamika Cudjoe

Shamika Cudjoe
Secretary