



**MINUTES OF THE 22<sup>nd</sup> ANNUAL GENERAL MEETING OF  
CARIBBEAN WATER AND WASTEWATER ASSOCIATION HELD  
AT ATLANTIS, BAHAMAS  
WEDNESDAY 8<sup>th</sup> OCTOBER 2014**

**ATTENDANCE RECORD**

<b>No.</b>	<b>Name</b>	<b>Country</b>
1	Abigail Ali	Trinidad and Tobago
2	Alex Ifill	Barbados
3	Alphonsus Daniel	Grenada
4	Andrea Gill	Barbados
5	Carol Doyle	Trinidad and Tobago
6	Casandra La Fleur	Trinidad and Tobago
7	Cyprian Gibson	Bahamas
8	Daniel Cummings	St. Vincent and the Grenadines
9	Ermath Harrington	Trinidad and Tobago
10	Hector Marshall	Barbados
11	Ignatius Jean	St Lucia
12	Irwin Gill	Trinidad and Tobago
13	Ivan Rodrigues	Antigua
14	Jason Johnson	USA
15	Kim Best	Barbados
16	Lauren Thomas	USA
17	Lennox O'Reilly Lewis	St. Vincent/Barbados
19	Marian Stephen	Trinidad and Tobago
18	Marissa Mc Millan	Trinidad and Tobago
20	Rianna Gonzales	Trinidad and Tobago
25	Sara Jade Govia	Trinidad and Tobago
21	Shamika Cudjoe	Trinidad and Tobago
22	Shanta Ramkissoon	Trinidad and Tobago
23	Sherry Dumas Harewood	Trinidad and Tobago
24	Stella Saunders	US Virgin Islands
26	Terrence Smith	Grenada
27	Tiffoni Buckle-Mc Cartney	Jamaica
28	Wayne Williams	Trinidad and Tobago

## MINUTES

### **1.0 Call to order**

- 1.1 The meeting was called to order at 5:00pm by President Lennox O'Reilly Lewis.
- 1.2 President Lewis invited Past President Wayne Williams to pray.
- 1.3 A register was circulated for the members present to sign.
- 1.4 President Lewis introduced the Executive Members to the membership.

### **2.0 Confirmation of Minutes of the 21<sup>st</sup> Annual General Meeting – 9<sup>th</sup> October 2013**

- 2.1 The Minutes of the 21<sup>st</sup> Annual General Meeting was circulated to the membership.

#### **2.2 Amendments:**

- *Section 2.0, item 2.3.1 - correct name from 'Sherry Harewood' to 'Sherry Dumas Harewood'.*
- *Section 2.0, item 2.3.1 – change name from 'Chris Corbin' to 'Chris Cox'.*
- *Section 2.0, item 2.3.1 – remove 'formerly CEHI'.*
- *Section 2.0, item 2.4 – change name from 'Ian Gage' to 'Irwin Gill'.*
- *Section 3.0, bullet 3 –correct name from 'Harrington' to 'Harrington'.*
- *Section 3.0, bullet 3 - correct name from 'Sherry Harewood' to 'Sherry Dumas Harewood'.*

- 2.3 There being no other amendments, a motion to adopt the minutes as amended was moved by Sherry Dumas Harewood and seconded by Stella Saunders. The motion was adopted.

### **3.0 Matters Arising from Minutes**

- 3.1 *Ref. Section 2.3 (Matters Arising from Minutes) – 2.3.1 (Name Change) –* President Elect, Jason Johnson indicated that the Executive Council hired a Legal Consultant to prepare the documents required for a name change. The Consultant advised that the Name Change can only be facilitated by an act of the Trinidad and Tobago Parliament. President Elect Johnson communicated to the membership that the Executive Council, in light of the advice provided by the Legal Consultant, made the decision not to pursue this course of action at this time due to the upcoming election cycle in Trinidad and Tobago. The Consultant was advised accordingly.

- Trustee Daniel Cummings suggested to the Executive Council to pursue an amendment to the Association's Act to give the body the power to make these types of changes outside of the Parliament. Trustee Cummings also stated that this is not a matter to cause political controversy and should not have to wait.
- Terrence Smith suggested to the Executive Council to engage the Legal Consultant now to prepare the draft bill that can be given to the political directorate at the suitable time.
- Stella Saunders indicated that if the Legal Consultant is also required to prepare by-laws and resolutions, she would agree with Terrence Smith's suggestion.
- President Elect Johnson, in response to the suggestions from the membership agreed that the name change is not a political matter, but the process is a long one and may be disrupted by the election cycle.
- Past President Wayne Williams stated that a Minister must champion the bill.
- President Lewis indicated that UNEP has agreed to fund this initiative and the Council will reconsider this matter, based on the advice from the membership and make the best decision.

3.2 *Ref. Section 2.3 (Matters Arising from Minutes) – 2.3.2* - Terrence Smith requested clarification in David Boyce comment. President Lewis explained that CWWA will leverage on the Regional Water Sector Assessment done by CDB and Cole Engineering with David Boyce. The Association is not in a position to do those studies alone and would have to depend on other agencies.

3.3 *Ref. Section 3.0 (Strategic Plan Session)* - Terrence Smith asked if there was any feedback for the membership. President Lewis advised that the Executive report will provide the status.

#### **4.0 Executive Director**

4.1 President Lewis indicated that the job description for the Executive Director (ED) was completed and advertisements were posted on CWWA's website and other partner websites. Seven (7) applications were received and a shortlist comprising three (3) of which two (2) are CWWA members. To date, one (1) telephone interview was conducted. President Lewis further advised that if after the interview process was complete, none of the applicants are deemed suitable, hiring of a headhunting firm would be considered as well as requesting assistance from sister agencies to get an Executive member on loan for a period

of six (6) months. President Lewis impressed upon the membership that CWWA's effectiveness would depend on the filling of this position especially in light of the other changes happening in the Secretariat at the end of 2014.

- 4.2 Ermath Harrington emphasized that the Association cannot afford to not fill this position and the concomitant staff and this matter should be treated urgently. President Lewis responded that he had several conversations with the Chair of the Steering Committee and CAWASA to share resources because the Executive Council recognizes the urgency and assures the membership that this matter is a top priority for the incoming President.
- 4.3 President Lewis requested comments from Ignatius Jean, Executive Director, CAWASA. Mr. Jean indicated that given the resources available, it is a challenge to find a suitable candidate for this position at this time. Mr. Jean suggested that the Association scale down based on the current budget. President Lewis stated that CWWA still requests the assistance of CAWASA to find a suitable candidate and added that CWWA's Executive Assistant has also requested to retire and the Association would also need to fill this position.
- 4.4 President Lewis thanked the Water and Sewerage Authority of Trinidad and Tobago for their support by hosting the CWWA Secretariat over the years.

## **5.0 Executive Report and Treasurer's Reports (Appendix 1)**

President Lewis presented the Executive Report and Treasurer Carol Doyle presented the Treasurer's Report. Following which, the membership provided feedback which is stated below:

### **5.1 Executive Report**

- Membership: Trustee Cummings inquired about the current process to remove people from the membership and advised that this process must be formalized which would reduce the disparity between the membership and financial members.
- Collaborations: Vice President Alphonsus Daniel advised the membership that CWWA will be pursuing partnerships with St. Vincent and the Grenadines, Antigua and St. Lucia. VP Daniel also stated that there will be a drive to develop Water Operator Partnerships (WOPs) in Haiti.
- Social Media: Past President Williams raised a concern about attendance at the conference events. He stated that the AGM wasn't full and the Exhibitors complained about lack of traffic in the Exhibition Hall. Past President Williams suggested continuous communication to members

using email blasts, pokes etc. In response to this comment, President Lewis advised that there was a shortfall with communication this year due to the vacancy of the Communication Marketing Officer position. President Lewis assured the membership that CWWA will improve communication to the membership in the upcoming year using the various social media tools. Public Relations Officer Shanta Ramkissoon added that for the first time, an app was developed for the 2014 conference.

## 5.2 Treasurer's Report

- Income Statement: President Lewis provided further clarification on the relationship between the Conference Income and Sponsorship and Donation.
- 2014 Audited Financial Statements: Terrence Smith suggested that the Executive Council send the Statements to the membership for review prior to the AGM. President Lewis advised that the 2014 Audited Financial Statements will be circulated to the membership subsequent to the meeting and apologized to the membership for not circulating the Statements prior to the meeting.

## 5.3 Audited Financial Statements

- The Trustees confirmed reviewing the 2014 Audited Financial Statements and advised the membership that the Statements represent the Association's financial position.
- There being no other matters to discuss on the 2014 Financial Statements, Trustee Cummings proposed that the Audited Financial Statements be approved.
- A motion to adopt the 2014 Audited Financial Statements was moved by Stella Saunders and seconded by Past President Williams. The motion was passed.

## 5.4 Annual Conference and Exhibition - 2015

President Elect Johnson provided the membership with the Association's plans for the 2015 Annual Conference and Exhibition. The two (2) major changes to the conference are:

- Date and location: 24 – 28 August 2015 in Miami, USA.
- Partnership: CWWA will partner with AWWA to host the conference and all proceeds will be realized by CWWA.

Following President Elect Johnson's update, the membership provided feedback as follows:

- Past President Williams asked why the date change from October to August. President Elect Johnson stated that there wasn't much latitude for AWWA's availability outside of August.
- Ermath Harrington asked the following: (1) How will the new date affect the accompanying AGM and HLS (2) Will the AGM be a part of this conference and (3) Is the date change only for next year? President Lewis responded that the date change from October to August is only for 2015 and CWWA would meet with GWP-C to discuss the conference.
- Trustee Cummings cautioned the Executive Council that the conference should not lose its flavor despite hosting outside of the Caribbean. Trustee Cummings also recommended that CWWA collaborate with the Organization of Eastern Caribbean States (OECS) to assist Caribbean islands to build capacity required to host this conference.
- President Lewis and 2014 Conference Chair Cyprian Gibson indicated that the Exhibitors were willing to participate in the conference in Miami.
- President Lewis stated for consideration, rotating the conference among five (5) countries that currently have the capacity to host the conference, namely, Bahamas, Barbados, Jamaica, St Kitts and Trinidad and Tobago.

5.5 There being no other matters to discuss about the 2015 Conference, Trustee Cummings moved a motion to accept the 2015 Conference venue. The motion was seconded by Vice President Daniel. The motion was passed.

## **6.0 Appointment of an External Auditor**

A motion to accept Anthony Pierre as the 2014/2015 External Auditor was moved by Past President Williams and seconded by Shamika Cudjoe. The motion was passed.

## **7.0 Tribute to Administrative Assistant**

7.1 The floor was opened for members to pay tribute to the outgoing Administrative Assistant, Marian Stephen.

7.2 A token was presented to Mrs. Stephen by President Lewis and President Elect Johnson.

## 8.0 Election of Officers

Elections were held for one (1) Vice President and the Treasurer. The nominations and new elected officers are as follows:

### 8.1 Vice President

- Nominations: May Adams Cornwall, Stella Saunders and Carol Andrea Gill.
- Elected Officer: Carol Andrea Gill.

### 8.2 Treasurer

- Nominations: Shamika Cudjoe and David Boyce.
- Elected Officer: Shamika Cudjoe.

## 9.0 Chair of National Sections

9.1 The following persons were nominated and named to chair the National Sections:

- Sara Jade Govia was nominated for Chair of Trinidad.
- Alphonsus Daniel was nominated for Chair of Grenada.
- Cyprian Gibson was nominated for Chair of Bahamas.
- Andy Gill was nominated for Chair of Barbados.
- Tesfa Francis was nominated for Chair of Antigua.
- Marco Audain was nominated for St. Vincent
- Justin Sealy was nominated for St. Lucia

9.2 Jamaica and St. Kitts National Section Chairs to be determined.

9.3 Trustee Dumas Harewood requested the National Sections to prepare work programmes and identify the resources required to facilitate implementation of the annual programmes.

## 10.0 Adjournment of Meeting

President Lewis closed the meeting by thanking all of the Executive Members for their commitment and contribution over his tenure.

There being no other matters for discussion, the meeting was adjourned at 6:45 pm. The motion to adjourn the meeting was passed.

Casandra La Fleur.

Casandra La Fleur  
Secretary