

**MINUTES OF THE 2025 ANNUAL GENERAL MEETING  
JAMAICA INSTITUTION OF ENGINEERS**

**MINUTES OF THE ANNUAL GENERAL MEETING (AGM) HELD AT THE  
FACULTY OF ENGINEERING AND COMPUTING CONFERENCE ROOM  
UNIVERSITY OF TECHNOLOGY, JAMAICA (UTECH, JA)**

**237 OLD HOPE ROAD, KINGSTON 6.**

**November 6, 2025, at 6:00pm**

**1. MEETING CALLED TO ORDER**

The meeting was called to order by Engr. Colin Porter at 6:30 p.m. following confirmation that a quorum was present in accordance with Bye-law 84. The National Anthem was played, followed by an opening prayer led by President-Elect Engr. Dr. Balvin Thorpe.

**2. Notice of Meeting**

The Notice of the Annual General Meeting was read by Engr. Javed Smith, Honorary Secretary. The meeting, originally scheduled for October 23, 2025, was postponed to October 30, 2025, and then to November 6, 2025 due to inclement weather.

**3. Adoption of Agenda**

The agenda of the meeting was adopted on a motion moved by Engr. Lise Walter and seconded by Engr. Dr. Kirkland Rowe.

**4. Apologies for Absence**

Apologies were received from:

- PP Noel DaCosta for Absence
- Engr. Romaine Smith for Absence
- PP Dwight Ricketts – for lateness

The President specially thanked the members for making the effort to attend and offered sympathies to those affected by Hurricane Melissa and hoped for a speedy recovery.

A special welcome was given to the members attending their first AGM.

**5. Moment of Silence**

A minute of silence was observed in remembrance of members and affiliates who passed during the year, including Engr. Peter Sangster.

The president then took the opportunity to do an introduction of Council Members 2024-2025:

- Immediate Past President – Engr. Oniel Josephs, SR
- President-Elect – Engr. Dr. Balvin Thorpe, PE
- Vice President – Marketing and Publications – Vacant
- Vice President – Partnership and Continuing Education – Engr. Kevin Henry, PE
- Vice President – Engineering Affairs – Engr. Romaine Smith, PE (in absentia)
- Honorary Secretary – Engr. Javed Smith, PE
- Honorary Treasurer – Engr. Alex Bernard, PE
- AAIC Division Chair – Engr. Jayann Walters, PE
- Civil Division Chair – Engr. Dr. Leighton Ellis, PE
- Electrical Division Chair – Engr. Omar Palarchie, PE
- Mechanical Division Chair – Engr. Dr. Gary Jackson, PE
- Ordinary Member – Engr. Terry Salmon-Smith, PE
- Ordinary Member – Engr. Dianne Plummer, PE
- Ordinary Member – Engr. Courtney Laidlaw
- Ordinary Member – Engr. Dr. Christopher Burgess, PE
- Graduate Member – Engr. Jhanelle Crawford
- Graduate Member – Engr. Kishawna Bell

The President thanked these persons for their valued contributions throughout the year and offered a round of applause.

The Honorary Secretary then took the meeting through the confirmation, amendments and matters arising from the Minutes of the previous year's meeting.

## **6. Confirmation of Previous Minutes**

The Minutes of the 2024 AGM (pages 62 – 69 of the Annual Report) were taken as read and no corrections noted.

**Decision:** Confirmation of the 2024 AGM Minutes.

- *Moved by:* Past President Engr. Howard Chin
- *Seconded by:* Engr. Dr. Leighton Ellis
- Carried unanimously

### **Matters Arising:**

Engr. Howard Chin raised a matter for clarification on the Bye-law 47 amendment requesting attendance to include virtual meetings and to divisional meetings; asking if the amendment was passed.

The discussion points raised:

The motion was raised in the prior meeting for approval by the Council, the motion was not passed or approved prior to this meeting. President Porter asked for the motion to be raised, discussed and for a vote to be done.

Engineer Lise Walter worded the motion and moved it.

Engineer Dr. Leighton Ellis seconded the motion.

**Motion 1-** That Bye-law 47 be amended to expand the **definition of attendance** to include:

- Participation in Divisional or Committee meetings duly recorded in the minutes; and
- Virtual attendance through approved electronic platforms.

**Rationale:** To recognize the increasing use of digital platforms and committee-based service, ensuring active contributors are not penalized for limited physical attendance.

Discussion points included:

1. Considering that CoVID meetings were accepted, there is no reason to preclude virtual attendances from being accepted by the JIE.
2. Honorary Secretary Javed Smith informed the meeting that legal counsel informed that some companies were required to void meetings that were held virtually because there was no formal recognition of virtual meetings in their constitutions.

The meeting then formally recognised virtual attendances through electronic platforms as one of the accepted methods of meetings at the JIE.

PP Dwight Ricketts cautioned the meeting that the appropriate processes for adjusting the JIE's constitution should be carefully followed.

PP Glaister Ricketts agreed with the point and suggested that the minutes be sent out earlier to avoid persons not being appropriately notified.

IPP Engr. Oneil Josephs also cited that the Companies Act (Observer 2022) allowed for virtual meetings for all companies registered with the Companies Office of Jamaica, and this would then cover the meetings held by the JIE as the organisation is a registered company.

The motion was reiterated by President Porter and the meeting asked to vote. The motion was accepted.

### **Motion 2- Eligibility for Vice-Presidents and President-Elect**

That Bye-law 63 be amended to permit eligibility for Vice-President or President-Elect to any Professional Engineer or Fellow who has served a minimum of two years on a JIE Committee, Division, or Sub-Council, even if not previously a Council Member.

**Rationale:** To widen the leadership pipeline, allowing capable members with strong divisional or committee records to contest executive positions and reduce succession gaps.

The President gave further clarity on the motion for the benefit of the meeting.

PP Howard Chin asked if the term “Professional Engineer” was appropriate or whether or not the intended term was Ordinary Member, as not all Professional Engineers are Members and vice versa.

Engineer Dr. Christopher Burgess asked if the meeting was now trying to pass all the motions that were raised in the previous meetings which President Porter confirmed. He raised the issue that not enough time was given to consider the motions before this meeting. He suggested that another meeting (not specifically an AGM) can be used for the discussion of motions that change our constitution and bye-laws which allows all members to properly ventilate their concerns, instead of trying to rush them through in this meeting. It was therefore recommended that the motions be left for another time if not urgent.

President Porter agreed and suggested that this as well as the other motions be sent to the general membership and a time established for notification, consultation and voting.

President Porter asked for a consensus that the balance of the motions be placed in the general membership for their consideration.

PP Noel Brown suggested that a committee be convened to research and word the motions correctly and have them present their findings at a specially called general meeting.

This suggestion was accepted as the approach to be taken.

Honorary Secretary Javed Smith then raised motion to have an approval of the minutes.

The motion was moved by IPP Oneil Josephs and seconded by Engr. Dr. Leighton Ellis.

The vote was in the affirmative.

## **7. President’s Report (Council Year 2024 – 2025)**

**Presented by:** *Engr. Colin Porter, President*

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*The President’s report was previously circulated electronically (pages 9-13 in the Annual Report), and was moved as read by Honorary Treasurer Alex Bernard and seconded by Pres. Elect Balvin Thorpe.*

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### **Highlights:**

- The first activity was a Strategic Planning Session – 5 Strategic Objectives were established, these were:

1. Improved Office Administration and Membership engagement
2. Secure Financial Sustainability of the JIE
3. Successful Marketing and Publications campaign to engage membership

4. Successful Engineering Affairs activities staged
5. Successful Education and Partnership activities staged

President Porter indicated that while key achievements were celebrated across the board, valuable insight was also gained from the targets that were not fully met within the one-year time frame. The commitment remains steadfast in leveraging these lessons to drive future progress.

From the general report President Porter highlighted:

- Financial successes including finding two of the six missing Financial Statements.
- Welcoming of a new Business Administrator which has meant a smoother operation of the Office.
- Reinvigoration of the Membership Engagement – Managing and eliminating the backlog of the membership applications which resulted in 50 new members being added for 2025.
- Enhancement of the membership engagement through the monthly lymes – special thanks given to Engrs. Jhanelle Crawford and Kishawna Bell for their stellar contribution in this area.
- Communication improved with the introduction of the WhatsApp Channel and communities.
- Continuing Professional Growth was another key area with seminars being driven by the Divisions and the Development Forum series held in March 2025.
- External engagements allowed for collaborative events and this will be expanded.
- Engineers’ Week 2025 was considered as successful, with Dr. Kevin Brown bringing the opening address.
- The Publications committee produced several articles for publication in the national newspaper and online. Electronic media outlets also featured several of the Engineers on leading topics of national importance.
- The Launch of the Mentorship programme was also featured in the press. The framework was created and now the mentors and mentees are being matched and the quality of the applications to the Professional Engineers Registration Board (PERB) will be improved and so a collaboration with the Board was established to ensure the success of the programme.
- JIE and PERB attended the International Engineers Alliance meeting (IEA) held in Mérida, Mexico
- Still to be completed:
  - o An engineering salary survey study
  - o Full redevelopment of the JIE Website
  - o Conclusion of the constitutional review

With no matters arising from the report, a motion was raised to accept the report by Engineer Lise Walter and seconded by Engineer Romaine Smith. The vote was in the affirmative.

## **8. Treasurer’s Report (Financial Year Ending July 31, 2024)**

Presented by: *Engr. Alex Bernard, Honorary Treasurer*

Auditors: *no report tabled*

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*Financial Report was previously circulated electronically to the membership (pages 51-60 in the Annual Report 2025) and was moved as read by Engr Lise Walter and seconded by Engr Richard Lawrence*

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**Highlights:**

- The Finance Committee was re-tasked for financial advice and a general review of the financial health of the institution. Management of the finances included strict cost cutting decisions to have been made.
- The Income streams of the JIE for the Council year were:
  - Membership dues – Current dues table is:
    - Affiliate - \$3,500.00
    - Graduate - \$5,000.00
    - Corporate/Fellow - \$7,500.00
  - Fundraising events (Engineers’ Week, Development Forum, Annual Gala)
  - Grants and Donations of:
    - 1 Acer Laptop
    - 1-year QuickBooks Subscription fees
    - Fygaro Monthly Subscription fees
    - 1 50” JVC Television
    - 1 Television Stand
    - 2 7” Tablets with Cases

A proposal was made to increase the current membership dues to:

- Affiliate - \$5,000.00
- Graduate - \$7,500.00
- Corporate/Fellow - \$10,000.00

A motion to have the report as read was passed. The motion was accepted and no corrections made to the report.

PP Noel Brown raised the question on how the increase in figures was achieved. Hon Treasurer indicated that the international standards were used to guide the decision, however, the consideration of increasing figures too significantly would not be palatable to the membership and so a relative increase was considered followed by a rounding off of the figures calculated.

PP Brown suggested a more scientific approach be used in attaining the amount that the dues should be increased to.

Engineer Lise Walter also suggested that giving members more value-added information when considering increasing fees to justify the increase.

Engineer Dr. Christopher Burgess advised that there was some science applied in the decision to increase the fees as a graph was presented to the Finance Committee which reflected that a

need for approximately fifty percent increase in income overall was required to appropriately cover the expenditures of the Council/Secretariat.

Engineer Kamille Jackson agreed with sentiments raised by PP Brown and Engineer Walter. She also reminded the group that the thought of JIE as a business can garner many opportunities that can generate additional income that can also add value to the engineers and to the island. She also asked why the consideration was being made to move JIE to non-profit/not for profit status. As it pertains to the fee increase there needs to be a balance between what the ultimate goal is for the JIE and what the JIE offers for the fees being paid by the Engineers. She suggested a Business Development Committee be established.

Honorary Treasurer agreed that the Business Development Committee is a good suggestion and that committee could consider benefits of the change to non-profit status and its sustainability. President Porter suggested that the Finance committee could undertake the functions of a Business Development Committee. They could explore all the value-added features that could twin with the increase.

Engineer Dr. Ellis brought the idea across of showing the membership that JIE is valuable as is. He indicated that if members think the fees are too low, they will not see the value of the JIE. However, if the fees are increased, they will recognise that brand JIE is worth their contributions.

Engineer Dr. David Smith asked about the last fee increase and was informed it may have been over 10 years ago. He then indicated that the proposed increase is too low for what JIE offers. He recommended a higher fee of one hundred per cent across the board.

Engineer Walter suggested that we accept the proposed increase as an interim rise and then raise the fees further later on.

IPP Josephs brought the data from the 2023 and 2024 financial statements to support the rate increases. He recommended that sixty per cent would be a reasonable increase. The facts show that the secretariat is currently running at a deficit. He also expressed his thanks to the persons who supported his tenure. He mentioned that the debts owed by the JIE are overwhelming and we must either decrease the expenditure of the secretariat, which is not the best possibility or increase the income which is more probable with fee increases as one option.

PP Godfrey Boyd suggested:

- If the JIE goes to non-profit status this brings directorship personal/private affairs under financial scrutiny.
- The services of the JIE are not being marketed which is an avenue of income generation not being capitalised on. Constant increase in the dues may result in a reduction of membership and not achieve what the JIE is looking to gain. He supported the development of the Business Development Committee.
- The notice of motion must be made before voting can be done. He reminded the meeting that at the last meeting, the council was being given the latitude to make decisions in the best interest of the institution.

Engineer Kamille Jackson commented on the point made by Engineer Dr. Ellis; however, it is not legally mandated for Engineers to be members of the JIE. So, offering value is a good point

to consider how we better serve the engineering committee. She clarified that the comments are not to go against the fee increase, but rather to ascertain how it was arrived at.

Engineer Dr. Damian Graham commented that the role of Treasurer is indeed a very difficult seat to fill and that there is a need to look more at other revenue opportunities and that more can be done to pull income from these areas as well as membership. Compliance is a key area to look at. He recommended a deep dive into diversification.

PP Howard Chin reminded the meeting that non-profit does not mean the organisation cannot make a profit, as long as the profits are put back into the business. Consideration should be made to ensure that the reserves can cover the low-income periods. Constant review of the income levels will allow for adjustments to be made during the periods.

President Porter thanked all the members for their input and advised that the incoming team will certainly take all the suggestions into consideration in addition to what has already been looked at. He reminded the meeting that the Treasurer had pre-casted a budget for the next year which will allow the JIE to meet its obligations.

Honorary Treasurer agreed that the increased fee recommendation now is low, however, the balance must be considered with what is offered by the JIE to the members and what can be afforded at this time by the members. He stated that more deliberations will be made but that he stands behind his recommendation to the membership. He welcomed all the members to bring any additional data they may have to enhance the decision-making process.

Engineer Dr. Kirkland Rowe mentioned that the opportunity is now there to increase the membership in addition to have an increase in dues which would assist meeting the shortfall. He asked for a consideration to look at the current number of members and increasing that number to meet the financial commitments of the JIE.

President Porter indicated that the purpose of the lymes was one of the features being used to increase the membership numbers.

PP Chin asked to look at the difference in the number of members at JIE vs the Professional Engineers Registration Board.

PP Boyd indicated that in his opinion, JIE membership should be a requirement of being a Professional Engineer. He again asked for this to be actioned; especially considering that JIE members are the regulators at PERB.

Engineer Lise Walter moved to have the Treasurer's report be accepted. This was seconded by Engineer Richard Lawrence. The vote was carried.

A Special General Meeting will be announced to review the audited financial statements when they are available which is hoped to be by late November, 2025. This will allow for the other motions to be presented as well.

PP Boyd argued that the meeting should not put off the deliberations to yet another meeting.

## **9. Honorary Secretary's Report**

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*Honorary Secretary's Report was previously circulated electronically to the membership (pgs. 44-48 in the Annual Report 2025).*

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### **Highlights:**

- All new members were mentioned to welcome them to the JIE.
- On behalf of the Chair of the Membership Review Committee special thanks was offered to the organisers of the Lymes and to the committee members.
- Optimisation of the Secretariat was the main focus for the year, along with Documentation and general improvement of the office environment. The creation of the Standard Operating Procedures was critical to establishing proper documentation.
- Emails were created for the roles of President, President-Elect, Honorary Secretary and Honorary Treasurer. This should eliminate the breakdown of communication during transition between councils.
- The donations of the TV and Laptop have allowed for more flexibility in the office and have helped to streamline/increase remote operations capabilities.
- A workday was organised and this saw the office being given some restructuring and a better workflow. Two of the missing six Audited financial statements were recovered during this operation.
- The employment of Mrs. Alecia Rose-Beaufort was part of the optimisation process and special thanks were extended to Ms. Meadese Harris for her valuable efforts in ensuring no down-time in the office.
- Fygaro – the introduction of this payment gateway alleviated even more inefficiencies, as online payments are now accepted, and reports can be pulled with the necessary information for different events, payment amounts and quantities.
- Paperless AGM – the cost of the printing was equivalent to a graduate fee for each report and foregoing this cost saved us ~\$150,000 for thirty (30) copies.
- Office operations and minor repairs took place as well.
- Donation of the Books in the office – UWI Library is willing to take the books (the ones belonging to the Welding Society will be removed before the donation is done).
- The Mailing list is being streamlined.
- JIE@cwjamaica will no longer be used as FLOW has brought this domain to end of life. [JIE@jiejamaica.org](mailto:JIE@jiejamaica.org) is now the official email address for the JIE.

A motion to have the report to be taken as read was moved by Engineer Lise Walter and seconded by Engineer Kamille Jackson.

Engineer Steve Johnson asked for the original signature book and was advised it was safe at the office and due to the delicacy of the book, the decision was taken to not have it transported.

Engineer Lise Walter indicated that she has one of the books that was borrowed from the library.

A motion to have the report accepted was moved by Engineer Nickoe Boothe-Thompson and seconded by PP Noel M. Brown.

A request to have the various conference books be kept was made by Engineer Melissa Townsend.

## **10. Nominations Committee Report and Election of Council 2025–2026**

**Presented by:** *PP Godfrey Boyd*, on behalf of the Nominations Committee chaired by *President-Elect Dr. Balvin Thorpe*.

*PP Boyd declared all seats on the council now vacant.*

Listed below are the newly elected Council members for the 2025/26 Council Year

- Immediate Past President- Engr. Colin Porter
- President- Engr. Dr. Balvin Thorpe
- President Elect- Engr. Dr. Leighton Ellis
- Vice President (Marketing & Publications)- Engr. Shauna Kaye East-Bevan
- Vice President (Engineering Affairs)- Engr. Dr. Christopher Burgess
- Vice President (Education & Partnership)- Engr. Jayann Walters
- Honorary Secretary- Engr. Javed Smith
- Honorary Treasurer - Engr. Ashley-Jade Grennell
- AAIC Division Chair- Engr. Dr. Damian Graham
- Civil Division Chair- Engr. Nalford Hyde
- Electrical Division Chair- Engr. Terry Salmon
- Mechanical Division Chair- Engr. Dr. Kirkland Rowe
- Ordinary Member- Engr. Courtney Laidlaw
- Ordinary Member- Engr. Richard Lawrence
- Ordinary Member- Engr. Jhanelle Crawford
- Ordinary Member- Engr. Andrew Johnson
- Graduate Member- Engr. Kishawna Bell
- Graduate Member- Engr. Adam Bogle

A call for any additional nominations for any of the posts announced was made and no other nominations were put forward and as such the current nominees were accepted as duly elected Council Members by a showing of hands with no objections raised.

## **11. Installation of New President**

### **Ceremonial Handover**

Engr. Porter then formally presented the Presidential Medal of Office and gavel to Engr. Dr. Balvin Thorpe, symbolizing the official transfer of leadership.

The meeting was then handed over to President Dr. Thorpe.

## **12. Inaugural Address by Engr. Dr. Balvin Thorpe**

Theme: “**ENGINEERING JAMAICA FOR GLOBAL IMPACT: RESILIENCE, RENEWAL, AND REINVENTION**”

### **Key Points:**

- With the passing of Hurricane Melissa, Dr. Thorpe made his address a national “Call to Action”. His beliefs were that Jamaica will rise again.
- President Thorpe acknowledged the efficiency and stalwart leadership of IPP Colin Porter in bringing JIE back to the fore of the Engineering fraternity.
- A call will be made on persons to give sound advice and assistance to the financial health of the institution.
- Under the theme for the year, President Thorpe indicated that the rebuilding efforts must be led by Engineers with the JIE leading the charge and ensuring that the national recovery activities create a more resilient Jamaica.
- JIE is to mobilise a national engineering taskforce and the relevant Minister has been contacted and strategic alliances with key stakeholders will be part of the process.
- Establishment of a Regional Support Unit (Regions in Jamaica), this will pull in the other professional bodies and this will be led by the VP Engineering Affairs so that we can “Rebuild Jamaica Right”. A call for the reformation of the building codes, disaster resilience and design standards will be done.
- Professional Development and National Capacity building is another pillar that will form a part of the strategic plans.
- Collaboration with the Engineering Universities will be done.
- Expansion of the Mentorship Programme will be looked at and also pulling in of more senior engineers to assist with the leadership and mentorship.
- Sustainability and innovation as recovery pillars are necessary as we are seeing more unexpected natural events.
- Digital Engineering will be another pillar to be actioned; AI will be key in improving the response efforts.
- Local Innovation will be implemented through a JIE Innovation Challenge for students, which is another key part of the plans for the year.
- Seeking to influence the policy making will require the JIE and Engineers to have a seat at the table and advocating to sit on the various committees that make decisions for the nation.

President Thorpe advised that Jamaica will rise, and with the contribution of the JIE stalwarts this is a reality.

Engineer Steve Johnson asked about the plans to replace the incoming funds that were lost due to the cancellation of the Annual Dinner. President Thorpe confirmed that an alternative or alternatives will be looked at by the incoming Honorary Treasurer and the Council members.

Engineer Johnson asked if any update was available on the plans to update the Building Codes as the regulations are outdated. PP Chin indicated that the meeting that was planned to begin the discussion on the regulations was postponed due to the passing of the hurricane and he anticipates that the new date will be soon. OM Engr. Richard Lawrence will be part of this process due to his association with the Bureau of Standards of Jamaica.

Engr. Dr. Damian Graham indicated that the Building Code with regard to catastrophe design is aligned with the International Building Codes which currently requires a building to be able to withstand up to a Category 4 hurricane as a minimum. He believes we should push for the minimum to be for Category 6.

### **13. Any Other Business**

PP Boyd raised again the motions that were put forward during AGM 2024

The following items were formally entered as Notices of Motion for deliberation and recommendation by the incoming Council before presentation at the 2026 AGM:

#### **Motion 1:**

Ability to modify the process of approval from giving the notice at one AGM and then waiting until the next AGM one year later to ratify/vote/adopt the motion. Instead give the president and council the latitude to create the rationale on matters that may be to the detriment or cause conflict to the business of the JIE and then provide the membership the opportunity to ratify the decision during the council year. Precedent was drawn on during the tenure of PP Sparkes when a decision was required to have virtual meetings accepted during CoVID.

Rationale:

- Not progressive business practice
- Makes the organisation slow in decision making
- Allows matters to be resolved within the council year (quicker turnaround)

#### **Motion 2**

Attendance: all meetings attended (instead of only council meetings) by council members be considered as attendance

Rationale:

- Council members participate in multiple meetings for Council outside of the monthly council meetings but these currently are not counted towards their tally of meeting attendances to allow them back onto council, per 50% Constitutional requirement.

#### **Motion 3**

Amend bye-laws to allow persons having served 2 years on council to serve in other positions without the mandatory 1-year break.

Rationale:

- Reduces likelihood of having vacant portfolios on Council when there are qualified and willing parties.

#### **Motion 4**

That Bye-law 63 be amended to permit eligibility for Vice-President or President-Elect to any Professional Engineer or Fellow who has served a minimum of two years on a JIE Committee, Division, or Sub-Council, even if not previously a Council Member.

Rationale:

- This widens the pool of Engineers from which these portfolios may be chosen.

#### **Motion 5**

That the Business Manager/Administrator be a part of the Council and not just the secretariat

Rationale:

- The person in the office runs the business of the JIE and should report to the council rather than be reporting through the Honorary Secretary. The job description has already been adjusted to be a work around.

### **Motion 6**

That a new category of membership be established for persons who are leaders of influential organisations that they may formally become a part of the JIE.

Rationale:

These persons have the capacity to make national decisions and this can benefit the JIE and get more support for the work being done by JIE, in particular, for the younger engineers as it pertains to jobs and seeking funds and support. This also can be the pathway to get the Government of Jamaica to see the value of JIE.

It was agreed that these proposals be drafted, vetted and then circulated to the membership for comment ahead of the Special General Meeting to be called.

### **Adjournment**

There being no further business, the meeting was terminated at **10:25 p.m.**

- *Moved by Past President Dwight Ricketts, Seconded by VP-Engineering Affairs, Engr. Dr. Christopher Burgess. This was carried unanimously.*