

**THE JAMAICA INSTITUTION OF ENGINEERS (JIE)**  
**NOTICE OF ANNUAL GENERAL MEETING**

The following are the notices that were sent by e-mail to the general membership of the JIE regarding the Annual General Meeting for 2015.

**From:** Jamaica Institution of Engineers [mailto:jie@cwjamaica.com]  
**Sent:** Monday, October 12, 2015 9:45AM  
**To:** 'JIE Secretariat'  
**Subject:** Notice of the JIE Annual General Meeting-October 22, 2015 @ 6:00pm - UTech

Dear Fellow Members,

Notice is hereby given of the Annual General Meeting to be held on Thursday, November 5, 2015 at 6:00p.m. at the Faculty of Computing and Engineering at the University of Technology, Jamaica.

Please confirm your attendance no later than Monday, October 19, 2015 by contacting the Secretariat (Bye-Law 87) and for sufficient copies of the related report to be prepared for the meeting.

If you are unable to attend, please complete and return the attached proxy no later than Tuesday October 20, 2015 to appoint any other voting member to represent you (Bye-Law 84) addressed to the Honorary Secretary at the registered office of the Institution.

DATED this 12<sup>th</sup> day of October, 2015

Dwight Ricketts  
**Honorary Secretary**

**Jamaica Institution of Engineers**  
54 Molyne's Road  
Kingston 10  
Tel: 758-8248/758-5559  
Website: [www.jiejamaica.org](http://www.jiejamaica.org)

**The Annual General Meeting was postponed to Thursday, November 6, 2015 to finalize the audited Financial Statement. The Notice below was sent on October 20, 2015:**

Dear Fellow Members,

Notice is hereby given of the Annual General Meeting to be held on Thursday, November 5, 2015 at 6:00p.m. at the Faculty of Engineering and Computing Conference Room at the University of Technology, Jamaica (237 Old Hope Road).

Please confirm your attendance no later than Monday, October 19, 2015 by contacting the Secretariat (Bye-Law 87) and for sufficient copies of the related report to be prepared for the meeting.

If you are unable to attend, please complete and return the attached proxy no later than Tuesday October 20, 2015 to appoint any other voting member to represent you (Bye-Law 84) addressed to the Honorary Secretary at the Registered Office of the Institution.

DATED this 20<sup>th</sup> day of October, 2015

Dwight Ricketts  
Honorary Secretary

## **RESOLUTION IX**

### **FOR A CHANGE IN THE BYE-LAWS TO: ALLOW FOR THE COLLECTION OF AN APPLICATION FEE PAYABLE AT TIME OF SUBMISSION OF APPLICATION FORM**

#### **ANNUAL GENERAL MEETING TO BE HELD ON NOVEMBER 5, 2015**

WHEREAS,

The Constitution Bye-laws and Regulations 19 of the Jamaica Institution of Engineers states that:

“A form of proposal for election shall be sent by the candidate to the Honorary Secretary of the Institution. The suitability of a candidate for Election shall be determined by the Council.”

AND WHEREAS,

the new applicant pays an entrance fee on fulfillment of requirements and subsequent approval of application for membership.

AND WHEREAS,

other like institutions and organizations have similar arrangements of both an Application and entrance fee.

AND WHEREAS,

changing the Bye-Laws of the Jamaica Institution of Engineers will enable the organization to recover the cost of processing of all applications notwithstanding the outcome of the process.

AND WHEREAS,

such a change will result in a practice that is in keeping with the practice in other like institution and organizations.

Be it resolved that:

The Annual General Meeting authorizes the Council to draft the necessary changes to the Constitution Bye-laws and Regulations so that Bye-Law 19 shall read as follows:

“A form of proposal for election along with the attendant application fee shall be sent by the candidate to the Honorary Secretary of the Institution. The suitability of a candidate for Election shall be determined by the Council.

## **RESOLUTION X**

### **FOR A CHANGE IN THE BYE-LAWS TO:**

#### **ALLOW ATTENDING PROCESSING FEE TO BE FIXED BY THE COUNCIL**

#### **ANNUAL GENERAL MEETING TO BE HELD ON NOVEMBER 5, 2015**

- WHEREAS, The Constitution Bye-laws and Regulation of the Jamaica Institution of Engineers require that:  
"Entrance fees shall be at rates fixed by the Council from time to time and confirmed by votes of the Corporate Members."
- AND WHEREAS, the new applicant pays an entry fee which rate is altered from time to time.
- AND WHEREAS, other like institutions and organizations have a similar arrangements of both a process and entry fee.
- AND WHEREAS, changing the Bye-Laws of the Jamaica Institution of Engineers will enable the organization to have a processing fee that is reflected of the actual recovery of the cost of processing of applications.
- AND WHEREAS, such a change will result in a practice that is in keeping with the practice in other like institution and organizations.
- Be it resolved that: The Annual General Meeting authorizes the Council to draft the necessary changes to the Constitution Bye-laws and Regulations so that Bye-Law 24 shall read as follows:  
"Processing fees and entrance fees shall be at rates fixed by the Council from time to time and confirmed by votes of the Corporate Members."

**RESOLUTION XI**

**FOR A CHANGE IN THE BYE-LAWS TO:**

**BROADEN THE MEANING AND INTERPRETATION OF WRITTEN NOTICE TO FACILITATE MORE TIMELY COMMUNICATION AND TO INCORPORATE ADVANCED TECHNOLOGY WHICH ARE DEEMED RELATIVELY SECURE.**

**ANNUAL GENERAL MEETING TO BE HELD ON NOVEMBER 5, 2015**

- WHEREAS, The Constitution Bye-laws and Regulation of the Jamaica Institution of Engineers stipulates that members be communicated to by being notified in writing.
- AND WHEREAS, In the past, the industry standard was for notice to be done solely by post, however, the advancement in communications technology, requires a broadening of the means of communication of the organization with its membership.
- AND WHEREAS, other like institutions and organizations have a similar communication arrangements.
- AND WHEREAS, changing the Bye-Laws of the Jamaica Institution of Engineers will enable the organization to communicate with its membership which is in keeping with the advancement of technology and its constitution.
- AND WHEREAS, such a change will result in a practice that is in keeping with the practice in other like institution and organizations.
- Be it resolved that: The Annual General Meeting authorizes the institution to communicate with its members with the expansion of the terms “notice” and “notified by writing” to “notified in writing by means including but not limited to fax, electronic mail and post and any other accepted form of secure advanced communications technology”

**THE JAMAICA INSTITUTE OF ENGINEERS (JIE)**  
**ANNUAL GENERAL MEETING**  
**NOVEMBER 5, 2015**  
**AGENDA**

- 1.0** CALL TO ORDER
- 2.0** APOLOGIES FOR ABSENCE
- 3.0** MINUTES OF OCTOBER 2014 AGM
  - 3.1 Amendments and Confirmation**
  - 3.2 Matters Arising from Previous Minutes**
- 4.0** PRESIDENT'S REPORT
- 5.0** HONORARY TREASURER'S REPORT
  - 5.1 General**
  - 5.2 2014/2015 Financial Statement**
- 6.0** ELECTION OF AUDITORS
- 7.0** HONORARY SECRETARY'S REPORT
- 8.0** TABLING OF RESOLUTIONS
  - 8.1 Resolution IX-Application Processing Fee**
  - 8.2 Resolution X-Rates for Application Processing Fee and Entrance Fee**
  - 8.3 Resolution XI-Widen the meaning of written Communication to Members to include Technology**
- 9.0** OUTGOING PRESIDENT'S ADDRESS
- 10.0** ANNOUNCEMENT OF COUNCIL MEMBERS
- 11.0** IN-COMING PRESIDENT'S ADDRESS
- 12.0** ANY OTHER BUSINESS
- 13.0** ADJOURNMENT

### COUNCIL MEMBERS ATTENDANCE 2014-2015

No.	NAME	POSITION	ATTENDANCE
1	Andre White	President	12
2	Gary Walters	President Elect	9
3	Dr. Noel Brown	Immediate Past President	6
4	Christopher Hamilton	Vice President	8
5	Anthea Reynolds	Vice President	12
6	Kavian Cooke	Vice President	6
7	Dwight Ricketts	Honorary Secretary	12
8	Dave Barnaby	Honorary Treasurer	8
9	Carlos Pitter	Chairman – Mechanical Division	2
10	Dionne Sampson	Chairman-Civil Division	8
11	Leighton Facey	Chairman – Electrical Division	7
12	Paula Henry	Chairman-AIC Division	8
13	Alaina Young	JIE West Representative	7
14	Melissa Townsend	Graduate Member	10
15	Richard Atkinson	Graduate Member	8
16	Taraja Jackson	Ordinary Member	7
17	Allan Hamilton	Ordinary Member	6
18	David Allen	Ordinary Member	7
19	Peta-Gaye Beadle	Ordinary Member	3
20	Lawrence Barrett	Ordinary Member	7

## 1.0 PRESIDENT'S REPORT

The theme for the 2014/2015 Council year was "Engineering for Human and Social Development". Through our various affiliations and collaborations throughout the year, it was reinforced that there is a greater need for individuals and organizations to partner with the JIE to assist with their growth and development. This was very heartening, as it created the impetus for us to continue our hard work and commitment in our move to achieve greater relevance in our engineering community and subsequently our nation, Jamaica. The areas of focus for the council year as stated in the Annual Awards Dinner 2015 were as follows:

### Core Platforms:

1. To foster development of new relationships with key stakeholders both in government and other entities (e.g. Ministry of Transport Works and Housing (MTWH), Ministry of Science Technology, Energy and Mining (MSTEM), National Works Agency (NWA), and Office of Disaster Preparedness and Emergency Management (ODPEM) while strengthening relationships with our members.
2. Strengthening the internal capacity of our Council and membership in order to greatly assist in the delivery of our mandate. This includes identifying ways to strengthen our financial and cash flow position creating financial viability. As well as organizing socials or meetings with the membership at least three times per year (work hard and play harder).
3. Continuing to focus on achieving some of the objectives in our three year plan while developing and refining the plan as required throughout the year.

### Operationally:

1. Partnership with Government for the establishment of Jamaica's Construction Industry Policy.
2. Finding funds through grant funding either from NGO or donor agencies.
3. The development of the Young Engineer: Continue with our internship program by helping to place graduates from UTech, Jamaica into a WIP program. Establishment of student chapter at UWI; the Presentation of a Young Engineers' Award Annually.

It should be noted that most of the development for the year took place in the area of core platform 1, strengthening relationships with key stakeholders. We held courtesy calls with the following entities:

1. Ministry of Transport, Works and Housing
2. 1st Engineer Regiment JDF
3. National Works Agency (NWA)
4. Jamaica Tertiary Education Commission
5. LIME
6. Pan American Health Organization (PAHO)
7. Port Authority of Jamaica (PAJ)
8. Planning Institute of Jamaica (PIOJ)
9. Private Sector Organization of Jamaica
10. Inter-American Development Bank (IDB)
11. Ministry of Science Technology Energy and Mining (MSTEM)

We were also able to strengthen our relationship with the Canadian High Commission and the Canadian Society for Civil Engineering (CSCE). We had a Skype call with representatives from the CSCE and Bahamas Society of Engineers (BSE) on November 18, 2014 and this collaboration resulted in their partnership with us on Engineers Week Conference. We were also able to organize training courses in collaboration with the NWA as well as to have our Launch Ceremony for Engineers Week 2015 at NWA based on the strengthened relationship that has been forged with their training department.



It should be noted that we had intended to make courtesy calls on a few other organizations such as ODPEM, JPS, Red Stripe and Petrojam, just to name a few, but due to time constraints were unable to do so.

Some of the ideas that have come out of these courtesy calls include:

- 1) The offering of Institutional Membership by the JIE
- 2) The JIE focusing on offering training courses for maintenance professionals
- 3) JIE to put themselves in a position to lobby for major engineering projects to include local engineers
- 4) The JIE becoming a member of the Private Sector Organization of Jamaica (PSOJ)
- 5) The JIE forging a MOU with MTWH for a summer internship program for the students from the University of Technology, Jamaica (UTech Ja and UWI-Mona JIE student chapters
- 6) A forged partnership between the JIE and NWA to stage technical training seminars
- 7) JIE also forging partnerships with other entities such as Jamaica Public Service Company (JPS), PAJ etc. to put on technical training seminars for its members.
- 8) The JIE to be a voice in and be more involved in National Development Issues (Riverton Dump, Negril Breakwater etc)
- 9) JIE exploring the area of enterprise development and entrepreneurship in this current economic environment
- 10) The JIE advising the Jamaica Tertiary Education Commission (JTEC) on how to incorporate Science, Technology, Engineering and Mathematics in the curriculums of Primary Schools, High Schools and Teacher Training Colleges.

I believe that these ideas will provide a platform for our development in the next council year.

#### **Current Affairs Committee:**

The committee continued to function in 2015 and this resulted in the publication of three articles via the Daily Gleaner. The title of the articles was as follows:

1. The NHT has lost sight of purpose; in response to the purchase of Outameni by the NHT
2. Oil prices don't add up; in response to the oil prices not falling in Jamaica even though they are falling globally
3. Government must make haste with the New Building Act; highlighting the urgent need for the passing of the New Building Act

We also wrote two other articles, one pertaining to the Braco Main Road Issue and the other dealing with natural disasters, however, these were not published. It should be noted that we have established a significant relationship with Mr. Garfield Grandison of the Gleaner for the publication of JIE articles. The opportunity is therefore now open to us for the publication of articles in the future. Members should therefore feel free to submit their articles to the current affairs committee for publication. In addition to the publication of articles, the current affairs committee also needs a cadre of persons who would be available to talk on current issues at short notice. This would result in the current affairs committee playing its dual function of both writing and appearing on talk shows and other programs as relevant.

#### **Construction Industry Policy**

The Construction Industry Policy was tabled as a White Paper on May 12 and May 22, 2015 in the Houses of Representative and the Senate respectively by the MTWH. The MTWH is to advise us of the next steps that will lead toward the implementation of the policy.

#### **Grant Funding Committee**

The Grant Funding Committee was formed to investigate development projects that the JIE could embark on in order to improve the financial position of the institution. The committee has since met with representatives of

the PIOJ to seek assistance on putting a proposal together to get funding. Follow-up meetings were to be held but these have not yet materialized.

We are also considering a project to repair the 3D projects early childhood development centre in Spanish Town. Engineer Hopeton Jones made a site visit to the facility in late July 2015. We are still awaiting his technical report.

The purpose of the grant funding committee was to put in place a mechanism to have a sustainable income stream for the JIE. Although we did not have any projects this year we should continue to explore this area or come up with other ideas that would result in a sustainable income stream for the JIE.

It should be noted that the Grant funding committee was to be subsumed into the newly formed JIE Foundation. However the JIE Foundation is yet to be restructured. All attempts to have an initiation meeting for the restructuring have proven unsuccessful.

#### **Review of Standards/Documents:**

- We reviewed and provided feedback, Dec 9, 2014, to ODPEM on Jamaica's Country Document on Disaster Risk Reduction
- We participated in a workshop at the NWA on the guidelines for preparing hydrologic and hydraulic design for drainage systems of subdivisions
- We provided comments to Mines and Geology Division in early May on the Engineering Geology Maps of Ocho Rios, St. Ann.

#### **Technical Seminars**

There were a number of technical seminars held this year but they came primarily from the Civil Division and the AACI Division.

Further details on the seminars are mentioned in the reports overleaf by the heads of the divisions. However two of the seminars that were held which I will mention briefly are:

The seminar to look at the state of the Engineering Consulting Industry in Jamaica on June 25

- The primary area of emphases was the need to kick-start the Association of Consulting Engineers in Jamaica (ACEJ).
- A committee is to be set up shortly to deal with this matter. However one concern is whether the ACEJ will function as an independent entity or if it should function as a division of the JIE.

Institution of Civil Engineers West Indies Local Association (ICEWLA) seminar on becoming chartered in the Caribbean

- ICEWLA have indicated that they would like to have a MOU with the JIE to offer training to our members.

There is an urgent need for revamping JIE's technical seminars to make them more relevant to current engineering activities within industry. It might be prudent to facilitate most if not all of our seminars through partnerships with the various organizations that employ engineers. This will have the dual function of helping to boost our membership as well as discussing subject matters that are presently relevant to our engineers. This is a matter that could be addressed in the next council year.

#### **Engineers Week**

This year Engineer's week was done in collaboration with the Canadian Society of Civil Engineering (CSCE) and the Bahamas Society of Engineers (BSE). The Canadians have indicated that going forward they would like to

continue to partner with the JIE on our conferences and in other areas that would be mutually beneficial to both entities.

While the conference this year was deemed to be a success by persons in attendance it was felt by the Conference Planning Committee that the format of the conference needs to be revamped to include areas that are more pertinent to the functions that engineers perform on a daily basis as well as being more attractive. It was also felt that areas such as alternative energy, maintenance management, project management and contract administration should be included in our future conferences.

Hearty commendations must be given to, the conference chair, Engineer Anthea Reynolds and her team for going the extra-mile to deliver a successful conference.

#### **Development of the Young Engineer**

- A JIE student chapter was launched at UWI Mona School of Engineering on February 27, 2015.
- This year we placed 22 students in summer internship programs. In addition, we also forged partnerships with the NWA for accepting interns during the summer and we are in the process of having a MOU with the MTWH for training and development of summer interns.
- We were hoping to present a Young Engineers Award at our annual awards dinner but this did not materialize; we are hoping that it can become a reality in the next council year.

#### **Relocation of the JIE Office**

The Professional Engineers Registration Board (PERB) and the JIE made the decision sometime in middle of this year to relocate our offices from 54 Molyne's Road. We were successful in finding a new location and as of November 1, 2015 the JIE and PERB will be located at 9 Leinster Road, Kingston 5. This location is more suitable and convenient in serving the needs of our members.

#### **The JIE Secretariat**

The Secretariat was further strengthened this year with the establishment of standard job descriptions and work plans and we are now in the process of finalizing our policy manual. Notwithstanding the continued strengthening of the Secretariat it is with deep regret that we inform you that Ms. Susan Martin tendered her resignation in July of 2015. The JIE Council would like to take this opportunity to commend Ms. Martin for the sterling service that she provided during the time of her employment.

#### **Final Remarks**

Let me take this opportunity to thank the current council members for the excellent service that they provided during the 2014/2015 council year. There is a clear indication that JIE needs to move in a new direction and become more relevant to not only civil engineers but to provide greater scope for the development of engineers who specialize in the other areas of engineering. I am quite confident that Engineer Gary Walters and his council will be quite innovative in implementing the ideas required to move the JIE to the next level and I wish him all the best in his efforts to make this a reality.

Thank you.

**Andre White**

**President**

**JIE Council 2014/2015**

## **2.0 COUNCIL REPORT**

### **2.1 ENGINEERING AFFAIRS**

The Engineering Affairs plans for the 2014/2015 Council year included a number of presentations, seminars and site tours to be conducted by each of the 5 divisions alongside the Annual Engineers Week activities. The calendar included for approximately 14 technical presentations on various topics of engineering interest including “Understanding Contract Documents”, Retrofitting Buildings for Energy Conservation” and “The Consulting Industry in Jamaica” which were developed to target member of all 5 Engineering Divisions and geared towards fulfilling the mandate of promoting the science and practice of engineering by enhancing the engineering knowledge of the members and providing avenues for dissemination of engineering knowledge. A number of site tours were also planned which included tours of the Segment 1 of the North-South Highway, the Hermitage Dam, the Munroe Wind Farm and National Rums of Jamaica.

The Divisions however experienced some difficulties in executing all the activities planned due to varying reasons which included a lack of participation of the membership. Of the 14 technical presentations planned the divisions were able to host 5 presentations and 2 site tours. The division reports provide a better overview of the division’s activities.

On reflection it is deduced that the initial plan of 14 technical presentations and or seminar was somewhat ambitious; it is therefore recommended that the experience be used to streamline the technical presentations and tour offering in the future. Additionally, it is expected that with the implementation of the a continuing education requirement, the JIE will be better able to plan and execute technical presentation and training seminars that will of greater relevance to the membership.

The Engineers’ Week activities were the main focus of the years’ activities. The Engineers’ Week Conference was successfully implemented in collaboration with the Canadian Society of Civil Engineers and the Bahamas Society of Engineers. Details of the conference and the associated activities are included below.

#### **Courtesy Calls**

In keeping with the theme of Engineering for Human and Social development the JIE sought to develop and build on the existing relationship with the public and private sector entities. In an effort to meet this objective the institution planned to engage in 13 courtesy calls with both public and private sector leaders including the ODPEM, MTWH, JDF, PAJ, PIOJ, IDB and LIME, just to name a few. Of the 13 calls planned the institution was able to attend 9 of the courtesy calls. During the meetings the JIE was able to discuss issues of mutual interest to both parties and obtain first-hand the expectations these entities had of the institution.

The Courtesy Call has allowed the JIE to garnered insight into the industry expectation of the institution and has allowed the development of ideas for the organization to fulfil its roles and functions. The institution will continue to meet with the industry leader to ensure that continued assessment of the JIE as an organisation

#### **Project of the Year Award**

The Project of the Year Award was conducted as again this year with the presentation of the award made during the Annual Awards Dinner and Gala in November 2014. This year the committee received 3 nominations namely;

1. Section 2 – Jamaica North – South Highway
2. Lasco Manufacturing Expansion Project
3. JPS Co. Maggoty Hydro Power Plant 6.4MW Project

The projects were generally well received and the winner was announced at the November 2014 being The Section 2 – Jamaica North – South Highway.

## **CIVIL DIVISION**

Initial Plans: After a short meeting with a few members of the Committee the following site visits and technical presentations were proposed. These formed the initial calendar of activities.

### **Site Visits**

Tour – Highway 2000 (under construction)

Hermitage Dam & Constant Spring Treatment Plant

### **Technical Presentation**

Concrete Seminar

Table Talk – From Engineer to Businessman

National Contracts Commission – Application & Registration

The Division was only able to successfully accomplish two (2) technical presentations. The presentations were on the following topics:

**Green Building Presentation done in conjunction with the Canadian High Commission.** This presentation was held Tuesday, March 24, 2015 in the form of a webinar with the Canadian Green Building Council

### **Public Private Partnership**

This presentation was planned for July 2015. Based on discussions with the Development Bank of Jamaica and the Canadian High Commission, this particular presentation was moved to a day within the Annual Engineer's Week Conference

### **Status of the Consultancy Industry in Jamaica**

This presentation was held on Thursday, June 25, 2015 and involved several stalwarts of the Engineering field who gave their thoughts and interpretation of what was and what is to become of the Association of Consulting Engineers. A plan of action is to be developed so as to chart a way forward for the group.

### **Hermitage Dam Tour**

This presentation was held on Saturday, March 21, 2014 and involved a wide cross section of persons from the Engineering Fraternity.

## **Challenges & Observations**

### **Site Visits**

- Not enough commitment from participants
- Given the nature of these visits much emphasis must be placed on the need for Personal Protective Equipment (PPE for participants.
- Some locations (factories, plants, etc.) may require additional safety training before visitors are allowed to visit.

### **Technical Presentations**

- Getting experienced technical presenters to participate is always a challenge as schedules are usually set years in advance. This can however be averted by 1) pre-planning and 2) greater networking

- Topics must be continuously reviewed and adjusted to ensure their relevance to the applicability to the industry and customs of the time.

### **AAIC DIVISION**

The AAIC Division began the Council year 2014-2015 with a planning committee meeting to identify and plan upcoming activities. The members of the committee who attended were:

- Paula Henry (AAIC Chair)
- Kevon McAnuff
- Alaina Young
- Sahlu Baker

The proposed events and their dates were:

- AAIC Social: March 7, 2015
- Hazardous Wastes Seminar: June 11, 2015

It was proposed that two events from last council year be revisited and kept on the list of possible events. These were:

- Cranbrook "Cook-out"
- Application of Statistical Tools in the Process Industry Workshop

However, due to limited financial and membership support, only the two former events were held.

The AAIC social took place as planned with approximately 20 attendees including few Council members. The event was held at the University of Technology's Mais House. The social aimed to increase AAIC membership and as such prospective members were invited. The social also served to provide an atmosphere for new and returning members to network. The interest in membership was positive among the invited guests, and membership applications were given out. The karaoke segment of the social was a big hit with the attendees and the social ended close to 11 p.m.



**Figure 1: Members and guests at play at AAIC Social (March 7, 2015)**

The second event, Hazardous Wastes seminar took place at the Faculty of Engineering and Computing Conference Room, UTech, Ja. The presenter was Dr. Kerrine McDonald-Senior, Manager of the Pollution Prevention Branch, NEPA. A total of 23 persons attended. Attendees felt that the topic was one of interest as many local industries have a serious problem with hazardous wastes disposal. A lively discussion ensued after the main presentation.



**Figure 2: A discussion segment in progress at the Hazardous Wastes Seminar (June 11, 2015)**

Apart from attending these two events, members of AAIC division were encouraged to participate in events hosted by other JIE Divisions.

The Division was asked by Council to continue with fundraising events for JIE. A fundraising project, Renovation of the McLeod Basic School in Gordon Town was undertaken. Part proceeds from fundraising activities would be donated to the renovating efforts. The assistance of the Student Chapters (UTech and UWI) was solicited for the fundraising activities. However, due to the close arrival of summer break at the time of commencement of the project, all activities were halted until school returned in session in late August 2015. The activities are currently being planned and should begin in Semester 1 of the academic year 2015/16.

**Christopher Hamilton**  
*VP-Engineer Affairs*  
*JIE Council 2014/2015*

**Dionne Sampson**  
*Chairman-Civil Division*  
*JIE Council 2014/2015*

**Paula Henry**  
*Chairman-AAIC Division*  
*JIE Council 2014/2015*

## **2.2 PARTNERSHIPS AND EDUCATION REPORT**

### **Introduction**

The partnership and education portfolio was involved in numerous activities over the period under review, geared at raising the awareness of engineering in the society. These activities are further explained below.

### **Meeting with National Representatives on Engineering Education**

A series of meetings were held over the period to evaluate the ways that the JIE can contribute to development of engineering education in Jamaica.

1. The first meeting was held on January 23, 2015 with Mrs. Maxine Henry-Wilson, Commissioner of Jamaica Tertiary Education Commission, to discuss the changes to the Engineering education in Jamaica. From the meeting the JIE made recommendations on how teachers involved in STEM education can be better prepared to impart the required knowledge to students. The JIE is expected to assist in the development of national STEM curriculum through invitation from JTEC.

2. The second meeting was held with Mrs. Novlet Plunkett on February 3, 2015 to discuss possible collaborations of J-TEC and JIE in a deliberate attempt at developing STEM graduates by preparing better teachers of STEM areas.
3. The final meeting was held with Dr. Gillian Hue Beckford and the third meeting was held on April 23, 2015 with Dr. Hue Beckford Neuroscientist practicing in the United States to assist the government of Jamaica. Coming from that consultation, Dr. Beckford indicated that one of the areas that the JIE could have an impact in the area of STEM Education is by advising the Ministry of Education on how to develop the engineering aspect of the STEM education process.

### **JIE Student Chapter Established at UWI**

JIE/UWI launched its Student Chapter on Friday February 27, 2015 at Mona School of Engineering main office at the Faculty of Science and Technology at UWI, Mona.

### **Visit to Grace Stem Centre**

The Grace STEM centre located on Harbour Street in Kingston was visited on June 26, 2015. The members of the STEM centre express the desire to use members of the engineering fraternity to mentor students interested in Engineering.

### **Math EXPO 2015**

The JIE participated in the 2015 national MATH EXPO at which Dr. Kavian Cooke was a guest speaker. At this event he explained the importance of mathematics to engineering and implored students to work hard to ensure that they understand basic mathematical principles. The event was very successful and the JIE had the opportunity to interact with student from schools all over the country.

### **REVIEW of engineering salaries**

A review of the salary being paid to engineers revealed that many companies are under paying engineers. Documents published by Jamaica Employers Federation (JEF) provided a salary scale according to which junior engineers are expected to be paid. The information was subsequently published on the JIE website.

### **School Visit**

The Partnerships & Education Portfolio for the 2014-2015 Council year embarked on a number of Career Fairs visits in High Schools and Universities across Jamaica. The aim was to bring a greater awareness of the Engineering profession. A list of the schools visited is presented below;

1. Tivoli Gardens High School
2. Wolmers Boys School,
3. Champion High School
4. Knox College,
5. Bridgeport High School

### **Speaking Engagement**

Dr. Kavian Cooke Vice President in charge of the Partnerships & Education Portfolio for the 2014-2015 Council year embarking on a number of public speaking engagements in an effort to raise awareness of the Engineering profession. He served as guest speaker at the following events:

1. Knox Community College Open House March 2015
2. Knox College Sports Awards Dinner June 11, 2015
3. Manchester High School Graduation July 5, 2015



#### 4. Clarendon College Boys Day 2015 October 15, 2015

**Dr. Kavian Cooke**  
**VP-Partnership & Education**  
**JIE Council 2014/2015**

### **2.3 MARKETING & PUBLIC RELATIONS**

Committee Members: Anthea Reynolds, Vice President, Taraja Jackson, Peta-Gaye Beadle, Ordinary Council Members, Melissa Townsend, Richard Atkinson, Graduate Council Members

This report delineates the activities of the Marketing and Publications Committee for the 2014/2015 Council year.

### **LUNCHEONS**

#### **Administrative Professionals Luncheon**



Under the theme 'Engineering for Human and Social Development' the sole quarterly luncheon was held on Friday April 24, 2015 at Pollyanna Caterers and Banqueters during Administrative Professional's Week. Former Custos of St. Andrew the Honorable Marigold Harding was our esteemed guest speaker with the intimate affair for our Administrative Professionals having over 80 persons in attendance. Attendees received prizes from South Beach Restaurant as well as gift baskets.

The JIE Secretariat was also presented with gifts in recognition of their professional services provided to the JIE. With the charge to find creative ways to maintain luncheons the planning team was able to make a 45% profit.



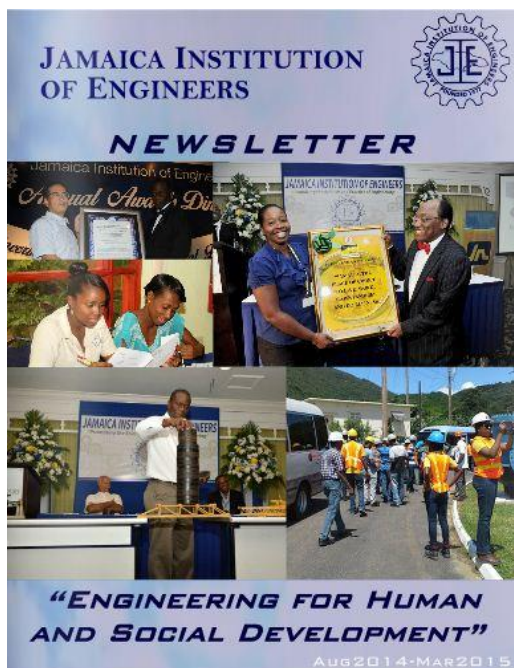
Former Custos Harding receiving a gift from President Andre White



A pleasure for Dr Brown to present a gift to one of our hardworking Administrative Professionals

## NEWSLETTER

The newsletter for this council year was distributed to membership via email (using ISSUU) and Facebook in June 2015 and covered events from August 2014 to March 2015.



Readers were treated to details on Council members and new members as well as highlights of 2014 Engineers' Week and Awards Dinner.

## SOCIAL MEDIA

The JIE Facebook page ("Jamaica Institution of Engineers – JIE") under the responsibility of Graduate members Melissa Townsend and Richard Atkinson experienced tremendous growth with various posts being made to the page such as reminders of our events, pictures from the luncheon, career days, courtesy calls, the newsletter, noteworthy engineering articles and other relevant items. To date, there are 789 'likes' on the page.



Facebook was also used to promote membership for the JIE and to address questions and concerns posted by interested parties. This was successfully done on a number of occasions.

An Instagram account was created for social media updates during Engineer's Week and along with twitter and facebook real time updates on presentations and other happenings during the week were made.

## MONTHLY SOCIAL

Two socials were held for the council year with the first on May 15, 2015 at Secret's Kept Bar and Grill and the second on September 24 as part of the Engineers' Week of activities. Both socials had poor attendance however some new members who were specially invited to attend during Engineers' Week made an appearance and members were able to interact and enjoy the rainy night ambiance of South Beach Restaurant.



## **ENGINEERS' WEEK**

JIE celebrated its annual Engineer's Week from September 20-27 under the theme 'Engineering for Human and Social Development'.

### **Launch Ceremony**

The Engineers Week Launch Ceremony was held on September 2, 2015 at the National Works Agency. The week's activities were launched by the Honourable Noel Arcsott Minister of Local Government and Community Development. Greetings were brought by Colleen Pigeon Charge d'Affaires of the Canadian High Commission office in recognition of the collaboration between the Canadian Society for Civil Engineering and the Bahamas Society of Engineers. Representatives from platinum sponsors, Jamaica National Building Society and Paramount Chemicals as well as the media were in attendance. Highlights of the event and the contributions made by President Andre White and Minister Arcsott were the subject of a number of newspaper and television articles.



### **Thanksgiving Service**

The week of activities commenced with a Thanksgiving Service on Sunday, September 20 at the Boulevard Baptist Church. We were warmly received by the Pastor and congregation and witnessed the ceiling fan dedication ceremony spearheaded by the church's Property Committee which is led by our own Eng. Dionne Sampson. Many thanks to the Boulevard Baptist congregation for hosting us, blessing the Institution and the JIE Engineer's Week of activities.





## Opening Ceremony

On Monday, September 21, 2015, Dr. The Hon. Omar Davies, Minister of Transport, Works and Housing, formally declared “JIE Engineer’s Week” open at the opening ceremony at the Jamaica Pegasus Hotel. He also opened the Engineer’s Week Expo which was available for public viewing from Monday September 20, 2015 – Wednesday September 23, 2015. The expo showcased engineering products and services which were on display by the following organizations: Jamaica National Building Society, Paramount Trading, Enduris, Bio-GT Engineering and Sanitation Services, Vinci Grand Projects, Development Bank of Jamaica, Jamaica Social Investment Fund, National Housing Trust, Leigh Fisher, Dantra, NOWAL, Petrojam, Barnaby Engineering and Isratech.





## Conference/Workshop

In collaboration with the Canadian Society for Civil Engineering and the Bahamas Society of Engineers a three day conference was held from Monday September 20 to Wednesday September 23 with a Contracts Administration and Procurement workshop held on Friday September 25.

The first day of the Conference featured presentations on Coastal Engineering and Planning as well as Energy related engineering studies.

With keynote address by Mr. Omar Azan, the second day presentations highlighted the Built Environment and Climate Change, Project Management, the Professional Engineer, Bridge Management and a feature on Women in Engineering. In addition to the very excellent presentations one of the highlights of day 2 was the Engineering Students' Bridge Building Competition. This continues to be a much anticipated and exciting event and we congratulate the University of Technology, Jamaica on winning the top prize for 2015.





Microsoft Excel - All Bridge Results

	A	B	C	D
1	JIE Macaroni Bridge Competition			
2	Team	Bridge Weight	Max. Load	Strength/Weight Ratio
3	UTECH	204.22	80	0.391734404
4	MBCC	432.12	46	0.106451912
5	PCC	346.54	40	0.115426791
6	KNOX	637.54	80	0.125482323
7	UWI	339.8	30	0.088287228
8				
9				
10				
11				
12				
13				
14				
15				





The third day featured presentations on Public Private Partnerships with keynote address speaker Dr. The Hon. Peter Phillips. Representatives from the Development Bank of Jamaica and Canada highlighted the Jamaican and Canadian experience and how as a country we can finance these types of projects. Remarks were also made by the newly appointed Canadian High Commissioner Designate to Jamaica, Mr. Sylvain Fabi.



The fourth and final day featured a workshop on Contracts Administration and Procurement. This was the best day with regards to attendance with over 100 persons present. The reception on the topics regarding Insurance and Bonds, Contracts Admin 101, e-Procurement served to highlight the importance and demand for other workshops of this nature.



The conference organizing committee is of the view that Engineer's Week 2015 was well received by the participants and was indeed successful. One of the strong points coming out of this year's conference is the opportunity that it has created for a number of partnerships between the JIE and other engineering or engineering affiliated organizations and public and private sector firms. We hope to continue the development and strengthening of these relationships throughout Council Year 2015 and beyond.

The organizing committee would like to say a big thank you to the management of the National Water Commission for accommodating us on the site tour to the National Water Commission Artificial Groundwater Recharge System located in Innswood, St. Catherine and for the level of sponsorship that they provided to make the tour possible for the participants.



## Thank You

Engineer's Week 2015 would not have been possible without the hard work and dedication of the Engineer's Week committee members. I would like to take this opportunity to thank the organizing committee members for their invaluable contribution towards making this week of activities yet another great success. We note the contribution by our overseas members from the Canadian Society of Civil Engineering (CSCE) and the Bahamas Society of Engineers (BSE).

### Engineer's Week Organizing Committee

- Anthea Reynolds (Chairman)
- Andre White
- David Pratt (CSCE)
- Karen Myers-Rolle (BSE)
- Christopher Hamilton
- Leighton Facey
- Dr. Noel Brown
- Taraja Jackson
- Melissa Townsend
- Richard Mullings
- Arpita Mandal
- Dr. Omar Thomas
- JIE Secretariat - Juliene Holt/Susan Martin/Meadese Harris

### Notes for incoming Committee

- Continue the charge to find innovative ways to reduce the cost of Luncheons.
- Visit companies that are major employers of engineers and ascertain how better the JIE can be more meaningful and relevant for said engineers.
- Engage the engineers in Western and Central Jamaica. Host at least one seminar focusing on topics and issues relevant to the economic climate in those regions.
- Consider changing the format of Engineers' Week to foster a wider range of presentations and possibly greater participating by engineers. Ensure topics cover a wide range of disciplines.

### Engineers' Week 2015 Site Tour

The Engineers' Week Site Tour to the National Water Commission Artificial Ground Water Recharge System in Innswood, St. Catherine. The tour was fully sponsored by the NWC and their partners, The Rural Water Supply Limited and contractors, M & M Jamaica Limited.

The tour experienced moderate support with 20 in attendance. This included 4 Students and 16 Engineers. The participants assembled at the NWC's Mona Projects office for 9:00am departure to the Innswood St. Catherine site. Prior to departure participants were advised of the planned route and expected duration of the tour.

The tour bus arrived at the site at approximately 10:30am where the group was met by two participants and the NWC tour organizer, Derian Jackson. The group assembled at the site office which was set up to accommodate the presentation on the project which was hosted by the RWSL's, Peter Clarke and Oswald McLeod. Mr. Clarke provided the group with an overview of the project and carried out a brief safety and security orientation for the tour. He also advised the group of the planned sequence of the activities for the tour and then introduced the Chief Engineer responsible for the project Mr. McLeod provided a general overview of the project and the design features and explained the project.



The presentation question and answer segment was accompanied by very lively and informative discourse in respect of the project parameters and designs.



The site tour was organized shortly after completion of the presentation and commenced at the water intake point which is shared with the National Irrigation Commission. At the intake point Mr. Clarke provided information of the design consideration and the operational procedures that would govern the operation of the intake system. After addressing the questions and comments staged by the participants the group was transported to the back to the main site area where a brief description of the water treatment systems which included ponds and wet settling beds. The group then moved to the water discharge areas which included a series of sink holes where the water once treated would be discharged. The tour also included a number of well sites which are being rehabilitated under the project.

On completion of the tour the group was hosted for lunch which was very well received and encouraged more lively discussion in respect of the project design environment, labour, duration etc. The group eventually departed at 2:30pm.







**Anthea Reynolds**  
**VP-Marketing & Public Relations**  
**JIE Council 2014/2015**

### 3.0 HONORARY TREASURER'S REPORT

The financial year was very excruciating on the Institution, as is the economic climate of Jamaica. We have nevertheless managed to provide our membership with the most events, functions and courses.

The area that continues to impact the finances of the Institution most negatively is the delinquency in payment of dues by the membership. We have made several attempts through our Membership Committee, the Secretariat and the Council to collect these dues, be sending email, and calling by offering an amnesty, but only a very meagre few took up the opportunity.

#### Summary of 2014-2015 Events

Expenditure and revenue for the 2014-2015 financial year are given below. The Audited Financial Statement covers these in greater depth.

Event	Expenditure	Revenue	Net
Annual Awards Dinner 2014	\$2,428,136.98	\$2,737,500.00	\$309,363.02
Diary Sales & Advertisement	\$551,068.96	\$831,925.00	\$262,856.04
Admin. Professional Luncheon 2015	\$171,369.65	\$255,500.00	\$84,130.35
Engineers Week 2015	\$3,892,432.14	\$6,050,052.50	\$2,157,620.36
<b>TOTAL</b>	<b>\$7,043,007.73</b>	<b>\$9,874,977.50</b>	<b>\$2,813,969.77</b>

#### Membership Fee Collection

Total Revenue Collected for 2015 Membership Fee = **\$2,410,250.00**

Total outstanding 2015 Membership fee = **\$630,500.00**

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**Total Annual Revenue Expected Based on Membership = \$3,040,750.00**

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At the current rate, we are operating on a month by month basis. We are very concerned about the financial state of affairs of the Institution. As we all know, we need to realise the necessary income from the membership and also look at other fund raising opportunities, while the Secretariat continues to chase membership for the collection of dues.

#### Current Financial Status – Operational Account

E- Banking with NCB as at Wednesday October 15, 2015 is **\$730,669.94**

We have paid up all outstanding expenditures associated with all events within the financial year. However we still have two major expenses for Engineers Week 2015 to cover. All utility bills, rental charges and other current secretariat monthly costs have been fully paid to date.

#### Outstanding Obligations (*Statutory Obligation*)

Outstanding Statutory Obligations associated with staff salaries, are been paid in part on a monthly basis. We are working with the statutory body to bring this the outstanding amount to up-to-date. The outstanding tax on profit to date is JMD729,173.00

**Dave Barnaby,**  
**Honourary Treasurer**  
**2014/2015**

#### **4.0 HONORARY SECRETARY'S REPORT**

With the ending of another Council year, the Jamaica Institution of Engineers' (JIE's) Secretariat has been able to assist the institution through another remarkable year. For Council year 2014/2015, we continued with the strengthening of the operational procedures and improving service delivery to the institution's members and other stakeholders.

The following are the key activities to which the Secretariat contributed to:

1. Ongoing posting of members in good standing on the website.
2. Enhanced communication with the membership with the usage of the official website and other social networking portals along with establishment of a new email address [jie@jiejamaica.org](mailto:jie@jiejamaica.org).
3. Continued the high level of professionalism with administrative duties, inclusive of minutes for council monthly meetings and also support with:
  - Annual Awards Dinner and Ball
  - Seminars and Luncheons
  - Social activities
  - Engineer's Week
  - Annual General Meeting
4. Continued administration of our financial stakeholder payment of monthly statutory deduction payments and servicing of the outstanding sums.
5. Enhanced on-going efforts in the collection of outstanding receivables.
6. Surviving several computer crashes with minimal disruption to the operations.
7. Compilation and posting of the resolutions as per the constitution.
8. Completion of the revision of Job Descriptions and Work Plans, along with strengthen of office procedures.

The Secretariat continues with enhancing its processes, procedures and service standards and delivery. Notwithstanding the changes in staff tenure, with Ms. Susan Martin's departure to which we salute her contribution to the organization and Ms. Harris proceeding on maternity leave. In continuing the thrust, the following should be included in the key areas to which focus should be given:

9. Continuing the strengthening of the Secretariat's operation, service delivery, effectiveness and efficiency.
10. Completion of and implementation of the operation manual and performance appraisal system
11. Facilitating the offering of Continuing Education Units (CEU's) to Engineering Professionals.
12. Supporting the alignment of the JIE's operation to ensure the business module is one that is aimed at viability and sustenance of the entity.
13. Resume efforts to secure enhanced benefits for our members and the issuing of membership cards.
14. Continue strengthening the infrastructure and procedures with both electronic & manual records management systems.

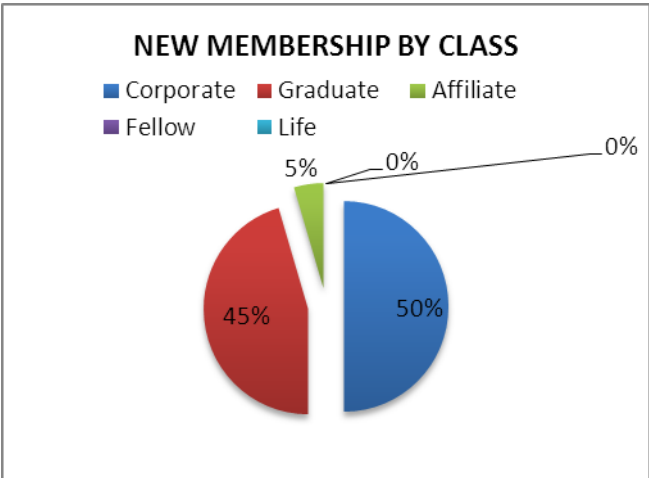
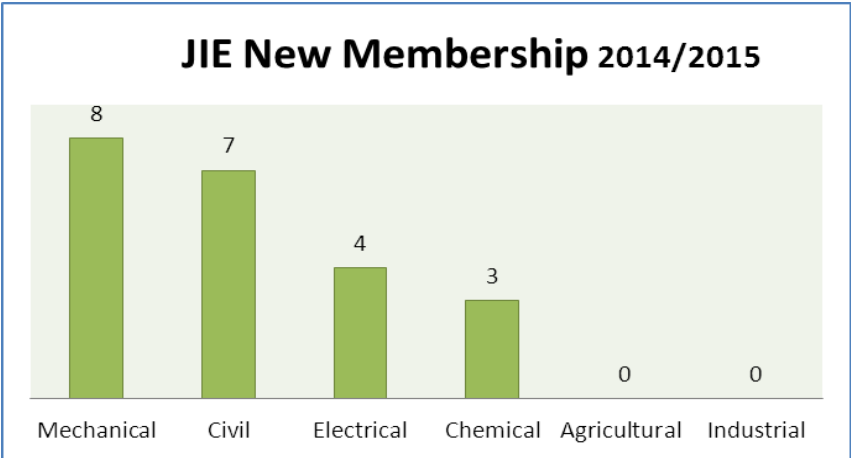
Thanks to all our stakeholders, who have made it possible for the JIE to be able to close another Council year successfully, through their invaluable support and contribution. To the staff of the Secretariat, we salute you for your continued dedication and hard work.

With regards,

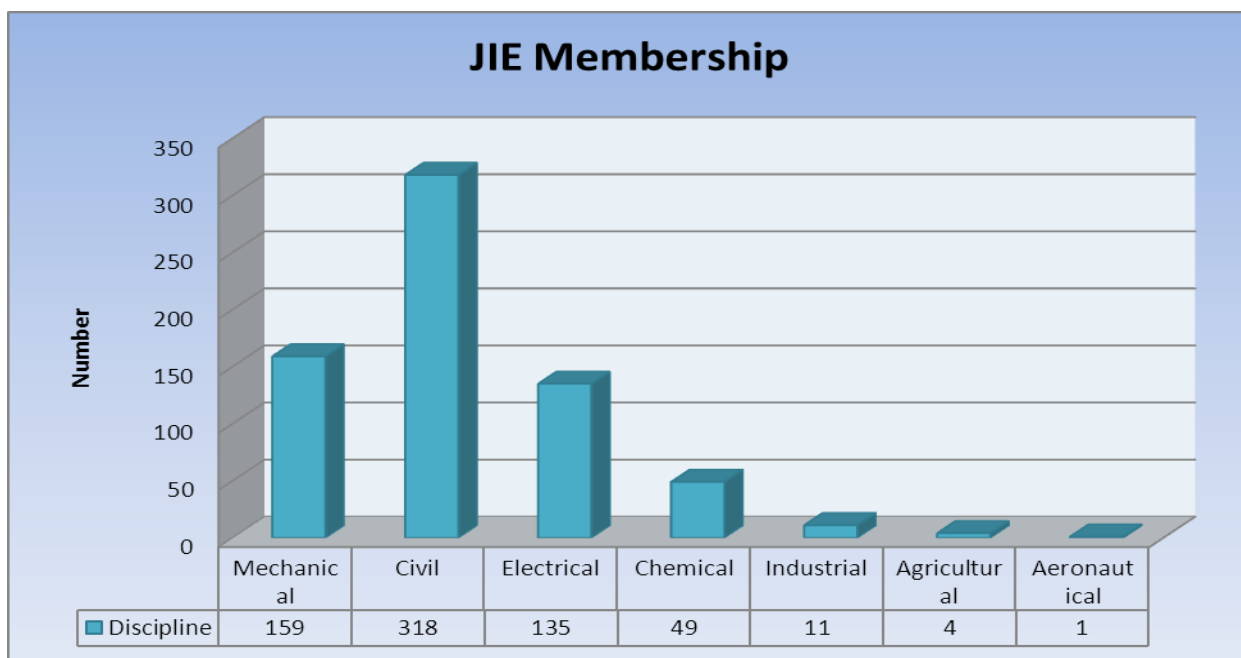
**Dwight Ricketts,**  
**Honourary Secretary**  
**2014/2015**

**5.0 MEMBERSHIP COMMITTEE REPORT**

The membership committee continued the reviewing of application during the 2014/2015 council year with applications being reviewed within 4 – 6 weeks of submission. During the year 22 new members were elected in the various classes of membership down from 46 in the 2013/2014 council year. The institution has seen a reduction in new membership in all divisions with the biggest drop being in the Electrical division which fell from 13 new members last year to 4 this period.



As can be seen in the chart below the JIE membership currently stands at 677 members majority of which are corporate members. A breakdown of the membership by class, division and discipline can be seen in the charts below.



Over the past few years the institution has experienced a low compliance rate for payment of dues. The council has explored a number of strategies to encourage greater compliance which include monthly posting of members in good standing on our website, as well as a programme of direct calling by secretariat and council members to not only encourage payment but also to ascertain first hand reasons for noncompliance and lack of participation in the JIE activities. Delinquent members who were considered or reported to be experiencing legitimate difficulties were dealt with as they arose and as permitted by the constitution. The result of the initiative is being assessed on an ongoing basis as it continues. Initial assessment however indicates that initiation of such a programme at an earlier stage in the year will bear fruit.

The membership committee will be exploring new strategies geared toward increasing the membership and membership payments during the new council year. Strategies for increasing membership include;

- Institutional Membership
- Improvement and introduction of Continued Education Programme
- Increased visibility of institution through marketing activities targeting new members

The introduction of institutional membership which will focus on institutions that traditionally employs engineers. The relation will be incentivized by including the institutional training needs into the JIE technical training and presentation programme. Continued education and training programmes could include not only the Engineer level material but also that relating to support staff technicians etc. Accordingly, institutions will therefore see additional benefit from the relationship.

Membership payments have always been an issue of concern to the operation of the organization. It is expected that the development of the institutional membership and education programmes will provide added incentive for improvement in membership compliance.

**Christopher Hamilton**  
**Membership Chairman**  
**JIE Council 2014/2015**

## 6.0 ANNOUNCEMENT OF COUNCIL MEMBERS

### SLATE OF JIE COUNCIL FOR 2015/2016 ADMINISTRATIVE YEAR

No.	NAME	POSITION
1	Gary Walters	President
2	Dave Barnaby	President- Elect
3	Andre White	Imm. Past President
4	Leighton Facey	Vice President
5	Dr. Kavian Cooke	Vice President
6	Dwight Ricketts	Vice President
7	Christopher Hamilton	Honorary Secretary
8	Dionne Sampson	Honorary Treasurer
9	Peta-Gaye Beadle	AACI Division Chair Ordinary Member
10	Allan Hamilton	Civil Division Chair
11		Electrical Division Chair Ordinary Member
12	Renardo Wilson	Mechanical Division Chair
13		JIE West (OM)
14	Alaina Young	Ordinary Member
15	Christopher Udeagha	Ordinary Member
16	Dr. Omar Thomas	Ordinary Member
17	Howard Brown	Ordinary Member
18	Taraja Jackson	Ordinary Member
19	Lawrence Barrett	Ordinary Member
20	Kevin Henry	Graduate Member
21	Miles Harris	Graduate Member



# APPENDIX

**JAMAICA INSTITUTION OF ENGINEERS (JIE)  
MINUTES OF THE ANNUAL GENERAL MEETING (AGM)  
HELD AT THE 237 OLD HOPE ROAD (UTECH)  
ON THURSDAY, NOVEMBER 6, 2014 AT 6:00 P.M**

**1.0 MEETING CALLED TO ORDER**

The President (Engineer Dr. Noel Brown) called the meeting to order at 6:38 P.M. He extended a warm welcome to all present. ***The list of attendees is appended.*** This was followed with prayer from President Elect Engineer Andre White.

**2.0 APOLOGIES FOR ABSENCE**

Apologies for absence were tendered on behalf of a number of members. ***Please see list in appendix.***

**3.0 MINUTES OF NOVEMBER 2013 AGM:**

**3.1 Amendments and Confirmation**

The minutes of October 31, 2013 were taken as read.

Item 3.2, page 33/41, paragraph 3, the second **“and”** in the last line should be removed.

Item 9.0, page 38/41, the name **“Andrew White”** should read **“Andre White”**

Item 9.0, page 38/41, **“Rochelle Bramwell-Ordinary Member”** should be added to the list of Council slate.

The Minutes of the AGM were confirmed on a motion moved by Eng. Dr. Kavian Cooke and seconded by Eng. Kevin Sinclair.

**3.2 Matters arising from the previous minutes:**

The JIE New Home

A resolution was passed at the last AGM asking Council to establish a committee that would be responsible for finding a permanent home for the JIE. A Building and Fundraising committee was established and lead by Engineer Andre White. He informed AGM that Engineers Chadwick Lawrence, Lawrence Barrett along with Dionne Sampson and with the assistance of some other Engineers formed the basis of the committee. During the year, the JIE was able to;

1. Explore the possibility of sharing Office location with the Jamaica Institute of Architect (JIA) at the DaCosta Institute located down town Kingston. That fell through as there was not space to accommodate both the JIE and the Professional Engineers Registration Board (PERB).

2. Look at the possibility of leasing space from the National Water Commission (NWC) however the JIE had not been able to secure a meeting with the President of the NWC at that time.

3. Eng. White indicated that they were having discussions with the Kingston Restoration Company to assist in locating a space of approximate 2500sqft which they agreed to assist the JIE.

Engineer Dr. Stead Williams inquired about the requirements for an office space and it was highlighted that it should be;

- 2500sq ft.
- Adequate parking facility
- Adequate conference facilities
- Minimal Security concerns

Engineer David Allen inquired about the current office space leased to the JIE. Eng. Dr. Noel Brown informed the meeting that a one year lease was signed with the intention of relocating before the lease period has ended. However, if no space was located during the year, the option of renewing the lease for another year was open. He further informed the meeting that the PERB was looking at obtaining a larger space since they will be looking at expanding their operations to focus on the Continuing Professional Development Units (CPDUs). While it would be beneficial for both the JIE and the PERB to operate offices close to each other, they may end up separating from the JIE.

Engineer Andre White indicated that the committee and the incoming Council will continue to rigorously search to secure a new home for the JIE.

#### Building Code Act

Engineer Dr. Noel Brown informed the Council that the Building Code Act was in Cabinet and should be going to Parliament at the end of November 2014 for discussion.

#### JIE Financial Year

The Council as requested by the members at the 2013 AGM had research by consulting with the Auditors at FC Swaby and Company and the Tax Administration of Jamaica regarding changing the JIE Financial year (August to July) to the Subscription year (January-February). Mr. Andrew Andrews from the mentioned company informed the meeting that upon discussion and analysis, the change in the financial year will allow for each audited financial statement to be tabled a year in the back at the AGM hence, it was recommended and agreed by Council that it should remain as is. And still have adequate time to prepare the statement by AGM. There was no objection from members of the meeting.

## **4.0 PRESIDENTS REPORT**

The outgoing President Eng. Dr. Noel Brown reported that staying true to the theme “Engineering Change”, *“We must be the change we wish to see in the world” by Mahatma Gandhi*, the 2013/2014 Council year was punctuated by changes. He pointed out that some changes were inevitable while others were applied to make the JIE a more relevant and efficient organization in service to Jamaica, the profession and the members.

Some of the pertinent objectives of the strategic plan for the 2013-2014 Council year included;

- Greater visibility for JIE
- Establishment of a Building and Fundraising Committee with the mandate of establishing a permanent home for the JIE
- Resuscitate the Association of Consulting Engineers (ACE)
- Establish a FIDIC Chapter in Jamaica
- Give support to the passing of the Building Code Act and the promulgation of the Building Codes

### **Office Relocation**

The JIE relocated to 54 Molynes Road at the end of January 2014 because notices were served by then Landlord the Jamaica Civil Aviation Authority (JCAA) to vacate the premises as they had refurbishing plans for their offices and required the space. The move and renovation of the offices coupled with the over five million dollars of uncollected subscription fees severely affected the financial position of the institution. To counter that position the council embarked on the following strategies:

- A membership drive to attract new members
- Increase benefits to keep current members
- Amnesty for delinquent members
- Resuscitation of the JIE Foundation and
- Freeze on the payment of honorarium and bonuses to staff

The JIE hosted two luncheons during the Council year with the first as a dedication to the Past Presidents who continues to serve the JIE. The Council used this opportunity to launch their three year strategic plan and received their feedback on how the JIE could move forward and revamping of the Jamaica Institution of Engineering Foundation (JIEF).

### **JIE Portfolio and Division**

The ACMIE Division was split into Mechanical, Electrical and AAIC Divisions in addition to the Civil Division thus increasing the numbers of divisions to four instead of two. The divisions continued to work hard to serve the needs of their members through seminars and other events.

### **Courtesy Calls**

Eng. Dr. Brown reported that the JIE visited companies that employed engineers to gain their support and to encourage their employees to become active members of the JIE. Other issues that were affecting the engineering profession and the JIE members were also discuss.

### **Current Affairs Committee (CAC)**

The CAC Committee was re-established to respond to topical issues and lend support to the government and people of Jamaica. The members of this committee were drawn from past presidents, past and present council and corporate members representing all engineering disciplines in Jamaica. The committee responded to a number of issues affecting our members including; the passing of the Building Code Act, the perceived shortage of Engineers in Jamaica, concrete spillage on our roads and an Expression of Interest from the NWA where we felt that the terms of reference prevented our members from qualifying.

### **JIE Engineers Week 2014**

The President commended of Eng. Chris Hamilton and the Engineer's Week 2014 Committee in staging one of the largest Engineers' Week Conference in recent history. The conference featured over thirty technical presentations from regional and international presenters from as far away as North America, Europe and China. The student macaroni bridge building competition continues to expand and this year we welcomed the entry of a team representing the Mona School of Engineering at the University of the West Indies.

### **JIE/UTech Student Chapter**

The JIE continue to support the JIE UTech Student Chapter, through the mentorship programme, arrange site visits and the summer internship programme. Approximately 30 students in engineering or engineering related positions gained experience or complete their industrial work experience which is a requirement for graduation through the JIE internship programme. The JIE was also able to negotiate two, four-year-scholarships for Jamaican citizens studying Civil Engineering at the University of Technology, Jamaica. The

scholarships were made possible through the efforts of Eng. Desmond Young and the Principals of New Era Homes Limited.

### **National Commission on Science and Technology**

Through consultation with the Director General of the National Commission on Science and Technology, the JIE was in the process of developing a National Project in collaboration with the Ministry of Health for the repair and maintenance of Biomedical Equipment in Public Hospitals, island wide. Members would be asked to donate their time freely to supervise engineering students in the repair and maintenance of these equipment; thus providing vital services to the country and also training and experience for the engineering students.

### **JIE Secretariat**

The President reported that for the first time we were able to provide medical insurance and a loan facility for the staff. A special thanks to the administrative staff of the JIE, whose efforts and hard work have not gone unnoticed, their organization skills and knowledge have and will continue to guide the efforts of the JIE.

Eng. Dr. Brown closed by thanking the Council members who served during his tenure. He indicated that their experience, knowledge and timely feedback were important achieving the goals of the institution. Acknowledgements were made to engineers and past presidents Dr. David Smith, Desmond Young, Earle Richards and all the other past presidents who supported his tenure as President. He further indicated that he was pleased to see the number of engineers who are willing to serve on the JIE Council and wished incoming President Eng. Andre White and the incoming Council all the best for 2015/2016 Council Year.

## **5.0 HONORARY TREASURER'S REPORT**

### **5.1 General**

The Treasurer reported that the financial year was a very trying one for the Institution which is a reflection of the economic climate of Jamaica nonetheless; the treasury was able to carry out its objectives for the Council year. The delinquency of payments continues to be an area that impacts the institution negatively. Several attempts were made by the Membership Committee, the Secretariat and the Council to collect these dues which included sending emails, calling and by offering an amnesty, but only a very meagre few took up the opportunity.

### **Summary of 2013-2014 Events**

Expenditure and revenue for the 2014 financial year were provided below.

<b>Event</b>	<b>Expenditure</b>	<b>Revenue</b>	<b>Net</b>
<b>Annual Awards Dinner 2013</b>	\$2,166,147.19	\$2,452,000.00	\$285,825.81
<b>Diary Sales &amp; Advertisement</b>	\$ 578,469.92	\$838,228.50	\$259,758.58
<b>1<sup>st</sup> Quarterly Luncheon 2014</b>	\$251,027.00	\$210,500.00	-\$40,527.00
<b>2 Quarterly Luncheon 2014</b>	\$ 176,471.42	\$213,500.00	\$37,028.58
<b>Engineers Week 2014</b>	\$2,846,953.84	\$ 4,512,650.00	\$ 1,668,696.16
<b>TOTAL</b>	<b>\$6,019,069.37</b>	<b>\$8,226,878.50</b>	<b>\$2,291,836.13</b>

### **Membership Fee Collection**

Total Revenue Collected for 2014 Membership Fee	= \$2,442,750.00
Total outstanding 2014 Membership fee	= \$486,500.00

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**Total Annual Revenue Expected Based on Membership = \$2,929,250.00**

The JIE continues to operate on a month by month basis which is a major concern about the financial state of affairs of the Institution. We will continue to explore new means of encouraging members to pay their fees as well as other means to gain funding for the institution.

### **Current Financial Status – Operational Account**

E- banking with NCB as at Wednesday November 5th, 2014 was **\$880,213.00**. The Treasurer indicated that utilities and all outstanding expenditures associated with all events within the financial year were covered except for two major ones for Engineers Week.

### **Outstanding Statutory Obligations**

Outstanding Statutory Obligations are been paid in part on a monthly basis. We are working with the statutory body to bring this outstanding amount to up-to-date.

### **5.2 2013/2014 Financial Statements**

The auditor Mr. Andrew Andrews read the auditing report indicating that the financial statements were prepared in accordance with General Account Standards. The statements were emailed to members prior to the meeting for review and feedback if any.

### **JIE Foundation**

This was set up to facilitate the continuing education of the JIE members. The foundation has a little over two million Jamaica dollars in the account but not much has been done with the funds. The JIE approached the foundation regarding obtaining loans and grants to assist with the JIE operations however because the JIE Foundation is yet to obtain a TRN as requested by the bank hence acquiring the funds was proving to be a challenge. In addition, one of the signatories on the JIEF has since passed away and to change the signatories, the bank requires the TRN which is proving difficult for the current chairman of the JIEF to obtain.

Eng. Dr. Brown also informed the meeting that then Chairman of the JIEF also indicated that in order to disburse money from the foundation, they would have to seek some approval from the Environmental Foundation of Jamaica. He indicated that he wasn't sure of the details relating to that but will seek further clarification.

Eng. David Allen indicated that JIE should seek some legal assistance in obtaining relevant information including obtaining the TRN to be able to get access to the funds of the JIEF.

### **Building Code**

Engineer Noel daCosta inquired about the building Code Surplus on Statement 2 of the financials and why the amount of \$5217, 525.00 is the same coming from the previous period. The auditor indicated that this amount brought over to the current period was representation of the accumulated revenue over the period of the Building Code operations.

Engineer Earle Beckford asked that Council revisited the publication of the diaries as on the financial statements, the expenditure was more than the income received for the diaries which would indicate that the diaries were being published at a loss. After a lengthy deliberation it was highlighted that

there was an error in the statements and that the auditors would make every effort to correct and distribute within a week's time of the AGM. The financial statements were therefore not accepted and the meeting AGM agreed that when the correction was made, a Special General Meeting should be called to table the audited Financial Statements for its approval. A motion was moved by Eng. Dr. Stead Williams and seconded by Eng. Kevin Sinclair to postpone same. This motion was carried by a majority of persons in attendance at the meeting.

## **6.0 ELECTION OF AUDITORS**

The Audited Financial Statements for 2013/2014 were not accepted hence, item 6.0 on the agenda was not carried out and was agreed will be done at the Special General Meeting.

## **7.0 HONORARY SECRETARY'S REPORT**

Eng. Dwight Ricketts began his report by thanking the Council and the Membership for their support despite navigating through a challenging year. He indicated that the Council year 2013/14 was dominated with relocation activities, commencing activities relating to the thrust of strengthening the operational procedures and improving service delivery to the institution's members and other stakeholders.

Eng. Ricketts reported that with the relocation, there was the challenge of reduced floor space at a higher unit cost. He thanked and commended Past President Eng. Lenworth Kelly for offering storage space at Nubian Engineering premises for the inventory that could not be accommodated our new offices, and to the University of the Technology for offering accommodation for special events.

The following tasks were accomplished over the Council year 2013/2014

- Issuing of membership cards with enhance benefits for cardholders.
- Ongoing real-time posting of members in good standing on the website.
- Enhanced communication with the membership with the use of the official website and other social networking portals.
- Continuing with the high level of professionalism with administrative duties, inclusive of minutes for Council monthly meetings and support to all events and activities.
- Members of the Secretariat receiving health cards thanks to collaboration with PP Engineer Dr. David Smith through his company Smith Warner International Ltd.
- The implementation and commencement of a staff loan facility.
- Continued payment of monthly statutory deduction payments and servicing of the outstanding sums.
- On-going efforts in the collection of outstanding monies remain a major activity.
- Maintain and enhance the filing system, both the electronic & manual, with the institution offsite storage.
- Maintenance of the system of recording and monitoring activities aimed at a more result orientated operation.
- Commencement of the revision of the job description, office procedures, staff benefits, and development of a performance appraisal system.

The Secretariat continued to enhance its processes, procedures and service standards and delivery. Moving forwards, the Secretariat will be working and focusing on the following initiatives:

- Continuing the strengthening of the Secretariat's operation, service delivery, effectiveness and efficiency.

- Facilitating the offering of CPU to Engineering Professionals.
- Supporting the alignment of the JIE operation's to ensure the business module is one that is aimed at viability and sustenance of the entity.

He ended his report by thanking all stakeholders who made it possible for another year. He acknowledged the resilient spirit of volunteerism from the members and especially those on Council and the various Committees. He thanked the JIE staff indicating that thier continued dedication and hard work had undoubtedly led to JIE continued success.

## **8.0 OUTGOING PRESIDENT'S ADDRESS**

President Dr. Noel Brown thanked the Council for their support through his presidency and wished the new Council all the best.

## **9.0 ANNOUNCEMENT OF COUNCIL MEMBERS FOR 2013/2014**

Eng. Dr. Brown introduced the new slate of Council members for the year 2014/2015 as follows:

Andre White	-	President
Gary Walters	-	President-Elect
Dr. Noel Brown	-	Immediate Past President
Anthea Reynolds	-	Vice President
Dr. Kavian Cooke	-	Vice President
Christopher Hamilton	-	Vice President
Dwight Ricketts	-	Honorary Secretary
Dave Barnaby	-	Honorary Treasurer
Carlos Pitter	-	Ordinary Member - Mechanical Division Chair
Paula Henry	-	Ordinary Member – AIC Division Chair
Dionne Sampson	-	Ordinary Member – Civil Division Chair
Leighton Facey	-	Ordinary Member – Electrical Division Chair
Alaina Young	-	Ordinary Member – JIE West (OM)
Allan Hamilton	-	Ordinary Member
Lawrence Barrett	-	Ordinary Member
David Allen	-	Ordinary Member
Taraja Jackson	-	Ordinary Member
Peta-Gaye Beadle	-	Ordinary Member
Melissa Townsend	-	Graduate Member
Richard Atkinson	-	Graduate Member

## **10.0 INCOMING PRESIDENT'S ADDRESS**

Incoming President Eng. Andre White indicated that it was a privilege for him to serve as President of the JIE for the upcoming 2014/2015 Council Year. He thanked IPP Eng. Dr. Noel Brown and the Council members, both new and returning who had agreed to give of their time, talent and treasure to the profession. He also thanked the Past Presidents for laying the foundation for which he and the Council members will continue to building on in the coming Council year. He stated that the next twelve months will involve a fair amount of work and changes.

He acknowledged that the Theme for the new Council Year will be “Engineering for Social and Human Development”. Some of the planned objectives under the theme included;



- To foster the development of new relationships with key stakeholders while strengthening relationships with the members.
- To strengthen the internal capacity of the Council and membership by working in teams to help better deliver the JIE mandate.
- To foster the strengthening and development of greater partnerships with various government entities and key stakeholders such as the Ministries, Universities & Schools, Executive Agencies and other large Engineering Organizations.
- To continue the focus on achieving some of the objectives in the "three" year plan while developing and refining the plan at the same time.
- The development of a continuing education program through the establishment of partnerships with our various stakeholders such as UWI, Utech etc. or other associations such as the Canadian Society of Civil Engineers
- To aim to have the Divisions function as business entities with one standard flyer to be used across all Divisions to advertise training programs being offered to the JIE clients.
- Partnership with Government to drive the furtherance of Jamaica's Construction Development Policy Green Paper in August 2004 and White Paper in 2007.
- The obtaining of funds through grant funding programmes either through NGO or other donor agency.
- Establish a Membership Drive primarily through organization by meeting with directors or engineering managers as appropriate, finding out the number of engineers they have on board and encourage them to become members of the JIE and also encourage their participation in the institution activities and events.
- Strive to re-establish the Association of Consulting Engineers (ACE) in Jamaica to look at the current state of consulting engineering industry among other areas in Jamaica.
- The development of the Young Engineer through the establishment of another student chapter at the UWI, Mona and increase participation in the High Schools to expose those with strong Science, Mathematics and Technical competence to do engineering. The presentation of a Young Engineers Award Annually would also be considered.

A Council Retreat is scheduled for Saturday November 15, 2014 to look at the action steps to achieve the objectives.

## **11.0 ANY OTHER BUSINES**

### **11.1 Continuing Professional Development (CPD)**

The meeting engaged in discussions relating to the JIE offering CPD as this was a part of the reason the Jamaica Institution of Engineers Foundation was established for. The PERB will be looking at getting regulations in place in order to be able to reregister persons with their organization. JIE will be looking at capitalizing on the opportunity to offer its members courses which would provide them with points for registration with PERB and also be recognized as continuing professional education. Eng. David Allen should have discussion with Eng. Michael Archer on a design and structure for the establishment of the Continuing Professional Development.

### **11.2 Two Year Term Presidency**

Engineer Noel daCosta indicated that the Council and the JIE should consider extending the term of President beyond one year. Engineer Dr. Brown indicated that they will continue to look into the matter.

## **12.0 ADJOURNMENT**

The meeting was adjourned at 9:07pm on a motion moved by Engineer Michael Archer and seconded by Engineer Peter Morais.

## APPENDIX

### ATTENDANCE REGISTER **(AGM)**

- |                         |                            |
|-------------------------|----------------------------|
| 1. Dwight Ricketts      | 23. Omar Sweeney           |
| 2. Dr. Noel Brown       | 25. Junior Bennett         |
| 3. Dave Barnaby         | 26. Noel daCosta           |
| 4. Andre White          | 27. Captain Taraja Jackson |
| 5. David Allen          | 28. Kevin Sinclair         |
| 6. Anthea Reynolds      | 29. Allan Hamilton         |
| 7. Orett Parker         | 30. Michael Archer         |
| 8. Dr. Kavian Cooke     | 31. Kevin Henry            |
| 9. Christopher Hamilton | 32. Peter Morais           |
| 10. Oswald smiley       | 33. Dr. Dave Muir          |
| 11. Dr. Marva Blankson  | 34. Marlon Clarke          |
| 12. Dr. Omar Thomas     | 35. Walter T. Bygrave      |
| 13. Kenneth Morrison    | 36. Richard Atkinson       |
| 14. Dionne Sampson      | 37. Edward Shakes          |
| 15. Howard Chin         | 38. Melissa Townsend       |
| 16. Chadwick Lawrence   | <u>AUDITORS</u>            |
| 17. Christopher Udeagha | 1. Andrew Andrews          |
| 18. Norman Anderson     |                            |
| 19. Barry Beckford      | <u>SECRETARIAT</u>         |
| 20. Rochelle Bramwell   | 1. Juliene Holt            |
| 21. Dr. Stead Willaims  | 2. Susan Martin            |
| 22. Peta-Gaye Beadle    | 3. Medease Harris          |

### VISITORS

1. Odaine Perry (Student Chapter)
2. Jason Pounall (SC)
3. Jerome Mills

### APPENDIX

#### APOLOGIES FOR ABSENCE **(AGM)**

1. Desmond Young
2. Alaina Young
3. Hugh T. Gordon
4. Alfrico Adams
5. Kamille Jackson
6. Lancelot White
7. Julian McMorris

**JAMAICA INSTITUTION OF ENGINEERS (JIE)  
MINUTES OF THE SPECIAL GENERAL MEETING (SGM)  
HELD AT THE 237 OLD HOPE ROAD (UTECH)  
ON THURSDAY, JANUARY 22 2015 AT 6:00 P.M**

**1.0 MEETING CALLED TO ORDER**

The Immediate Past President (Engineer Dr. Noel Brown) called the meeting to order at 6:56 P.M. He extended a warm welcome to all present. *The list of attendees is appended.* This was followed with prayer from Eng. Dionne Sampson.

**2.0 APOLOGIES FOR ABSENCE**

Apologies for absence were tendered on behalf of a number of members. *Please see list in appendix.* Proxies were received from 9 persons. The proxies were all in attendance at the meeting.

**3.0 HONORARY TREASURER'S REPORT:**

**3.1 General**

The Treasurer apologized to membership on the behalf of the previous Council for the late submission of the financial statements as there was an error in the Statements and could not be approved at the AGM with the error.

**3.2 2013/2014 Financial Statements**

The auditor Mr. Andrew Andrews read the auditing report indicating that the financial statements were prepared in accordance with the International Financial Reporting Standards (IFRS) along with the requirements of the Jamaica Company Act. The Financial Statement was prepared with high ethical standards and that there was reasonable assurance that they were free from any material misstatements. The Financial Statement was forwarded to membership prior to the Special General Meeting and was officially presented at the meeting.

There was a correction highlighted on the statement. Under statement 1V, item number 4 under column 2013 of the Financial Statement, the figure should read \$152,977.00 instead of \$152.777.00.

Eng. Garth Kiddoe inquired about the fees that the Jamaica Institution of Engineers owes to the Greater Caribbean Regional Engineering Accreditation System (GCREAS) which JIE is a founding member of. He also highlighted that he did not see any reference to it on the Financial Statements. IPP Eng. Noel Brown indicated that the JIE has not been in a good financial position to cover the outstanding fees to GCREAS hence they are unable to pay. He indicated that the JIE was working to improve the JIE Financial position and once this has improved, the JIE would aim to cover their arrears. The suggestion was made to indicate that if the financial position did not improve, then consideration should be given to request the arrears be written off by GCREAS.

The Financial Statements were accepted on a motion moved by Eng. Dionne Sampson and seconded by Eng. Allan Hamilton. All Members voted in favour with the exception of one abstention Eng. Garth Kiddoe

**4.0 ELECTION OF AUDITORS**

The auditor was asked to leave the meeting for the discussion as it relates to having the Auditors be utilized for the next Financial Statements. A motion was moved by Eng. Anthea Reynolds and seconded by Eng. Allan Hamilton to re-elect the firm F.C. Swaby & Company as the Institution Auditors for the 2014/2015 Financial Year. All Members voted in favour with the exception of one abstention Eng. Garth Kiddoe

Mr. Andrew Andrews stated that it was a pleasure for the firm, F.C. Swaby & Company to serve the institution for another year and took leave of the meeting.

## **5.0 ANY OTHER BUSINES**

### **5.1 Increase in the JIE Entrance Fee**

Eng. Andre White presented to the meeting that consideration had been given to the increase in the entrance fee to the JIE. The entrance fee covers the cost of the application, constitution, JIE pin and the JIE certificate. He indicated that the current rate of \$1500.00 was less than what it actually costs to produce the items and the Council had approved an increase of an additional \$500.00 to the entrance fee bringing it to a total of \$2000.00.

### **5.2 Upcoming AGM**

Eng. A. White indicated that at the upcoming AGM, a Resolution will be proposed to amend the constitution to include an Application fee for the processing of the applications instead of Entrance fee. All applicants would be required to pay an application fee upon the submission of their application form.

This will be discussed further at the AGM in October.

### **5.3 Proposed JIE Sectional Fee**

It was raised at the SGM that JIE could consider a sectional fee that would aid in assisting with the operations of the other JIE Chapters which would include the JIE Western as well as aid in the reviving of the JIE Central Chapter. It was indicated that this could be discussed further at the Council meeting to look at the implications of doing same.

### **5.4 Benefits of Joining GREAS**

JIE in conjunction with PERB has been working with GREAS to develop an Accreditation Systems for the Engineering profession across the Caribbean. The aim is to have an Accreditation System that is greatly influenced by the Profession and is comparable to other Accreditation Systems across the world who are signatories to the Washington Accord. The Washington Accord states graduates of programmes accredited by member signatories will have their academic qualifications recognized by other members if such individual seeks work elsewhere. It guarantees mobility of our engineers by giving them international recognition.

## **12.0 ADJOURNMENT**

The meeting was adjourned at 7:38pm on a motion moved by Eng. Dionne Sampson and seconded by Eng. Garth Kiddoe.

## APPENDIX

### ATTENDANCE REGISTER (AGM)

22. Dwight Ricketts

#### APOLOGIES

23. Dr. Noel Brown

1. Africo Adams

24. Dave Barnaby

2. Noel daCosta

25. Andre White

3. Basil Nelson

26. Anthea Reynolds

4. Howard Chin

27. Allan Hamilton

5. Dr. Stead Williams

28. Kevin Sinclair

6. Walter Bygrave

29. Garth Kiddoe

7. Hopeton Heron

30. Christopher Hamilton

8. Norman Saulter

31. Dionne Sampson

9. Orett Parker

32. Dr. Marva Blankson

10. Julian McMorris

33. Dr. Omar Thomas

11. Hugh T. Gordon

34. Christopher Udeagha

12. Omar Sweeney

35. Ray Dixon

36. Melissa Townsend

#### AUDITORS

37. Richard Lawrence

Andrew Andrews

38. Dayne Robinson

#### SECRETARIAT

39. Everton Smith

1. Juliene Holt

40. Leighton Facey

2. Susan Martin

3. Meadese Harris