

**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 2016.

**From:** Jamaica Institution of Engineers [mailto:jie@cwjamaica.com]  
**Sent:** Tuesday, October 18, 2016 9:45AM  
**To:** 'JIE Secretariat'  
**Subject:** Notice of the JIE Annual General Meeting-November 3, 2016 @ 6:00pm

Dear Fellow Members,

Notice is hereby given of the Annual General Meeting to be held on Thursday, November 3, 2016 at 6:00p.m. at Alhambra Inn.

Please confirm your attendance no later than Wednesday October 26, 2016 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 Friday October 28, 2016 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 18<sup>th</sup> day of October, 2016

Christopher Hamilton  
**Honorary Secretary**

**Jamaica Institution of Engineers**  
9 Leinster Road  
Kingston 5  
Tel: 754-4679/908-3548  
Website: [www.jiejamaica.org](http://www.jiejamaica.org)

## **RESOLUTION IX**

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

#### **ALLOW THE JIE ENTRANCE FEE FOR MEMBERSHIP TO BE FIXED BY THE COUNCIL**

#### **ANNUAL GENERAL MEETING TO BE HELD ON NOVEMBER 3, 2016**

- 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, changing the Bye-Laws of the Jamaica Institution of Engineers will enable the organization to recover costs associated with the application process.
- AND WHEREAS, such a change will result in a practice that is in keeping with the practice of 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:  
entrance fees shall be at rates fixed by the Council from time to time and confirmed by votes of the Corporate Members."

**RESOLUTION X**

**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 3, 2016**

- 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 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 or post and any other accepted form of secure advanced communications technology”

**THE JAMAICA INSTITUTE OF ENGINEERS (JIE)**  
**ANNUAL GENERAL MEETING**  
**NOVEMBER 3, 2016**  
**AGENDA**

- 1.0** CALL TO ORDER
- 2.0** APOLOGIES FOR ABSENCE
- 3.0** MINUTES OF OCTOBER 2015 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 2015/2016 Financial Statement**
- 6.0** ELECTION OF AUDITORS
- 7.0** HONORARY SECRETARY'S REPORT
- 8.0** TABLING OF RESOLUTIONS
  - 8.1 Resolution IX-Rates for Entrance Fee be Fixed by Council from Time to Time**
  - 8.2 Resolution X-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 2015-2016

No.	NAME	POSITION	ATTENDANCE
1	Gary Walters	President	12
2	Dave Barnaby	President Elect	12
3	Andre White	Immediate Past President	11
4	Christopher Hamilton	Honorary Secretary	10
5	Leighton Facey	Vice President	4
6	Kavian Cooke	Vice President	4
7	Dwight Ricketts	Vice President	11
8	Dionne Sampson	Honorary Treasurer	7
9	Allan Hamilton	Chairman-Civil Division	6
10	Christopher Udeagha	Chairman – Electrical Division	9
11	Peta-Gaye Beadle	Chairman-AAIC Division	2
12	Alaina Young	Ordinary Member	3
13	Dr. Omar Thomas	Ordinary Member	9
14	Howard Brown	Ordinary Member	6
15	Taraja Jackson	Ordinary Member	5
16	Lawrence Barrett	Ordinary Member	7
17	Kevin Henry	Graduate Member	9
18	Miles Henry	Graduate Member	9

## **1.0 PRESIDENT'S REPORT**

The 2015/2016 Council year under the theme “Engineering for Prosperity” was one of increased and sustained efforts to promote the general advancement of the Engineering profession and to facilitate the exchange of information and ideas among the members of the Institution and the public.

The Council year began with the Annual Awards Banquet on November 21, 2015 at the Jamaica Pegasus Hotel and from all indications the Banquet was a resounding success. This year Eng. Maurice Jones was awarded for Excellence in Engineering and special awards were presented to eight (8) individuals for their stewardship of companies that have contributed to the advancement of the engineering industry in Jamaica. Additionally, four (4) projects were recognized as outstanding projects for the year, namely: Port Antonio Water, Sewage & Drainage Project – Stage 1, The Jamaica Water Supply Improvement Project – Category B, Sabina Park Lighting Project and Petrojam’s Distributed Control System Upgrade. The eventual winner was the NWC’s Port Antonio Water, Sewage & Drainage Project – Stage 1. The guest speaker, Mrs. Therese Turner-Jones, Inter-American Development Bank (IDB) Country Representative in Jamaica, delivered a well-received presentation. The banquet had some 370 persons in attendance with approximately 350 tickets sold.

At the Annual Awards Banquet, the area of focus for the year was stated as follows:

- Intense lobbying to the Government to pass the Building Act;
- Meeting with the various parish councils and municipalities to discuss the requirement that all drawings for public buildings be submitted by a Registered Professional;
- Collaborating with other professional institutions;
- Collaborating with academics and other stakeholders in the industry;
- Continue to grow the relationship developed with the Canadian Society for Civil Engineering and the Bahamas Society of Engineers;
- Working with the Professional Engineer’s Registration Board (PERB) for the implementation of an exam for the registration of Engineers and Continuing Professional Development Units (CPDU) for the re-registration of Professional Engineers;
- Hosting seminars;
- Become a recognized civil society group through the continued publication of articles that resonate with the public at large.

### **BUILDING ACT**

Following the Sectoral Debate on June 22, 2016, Local government minister Desmond McKenzie has indicated there could be more delays to the passage of the Building Act, saying the bill drafted by the previous administration is in need of serious revision.

The People’s National Party administration had completed the draft bill for it to be passed, but the February 25 General Election intervened. Interestingly the 19.1.16 Revision of the Building Bill was not submitted to the JIE to determine if it satisfied all the comments that were raised in respect of the 2011 draft bill.

The latest draft bill came to our attention in October 2016 and a cursory look indicates that it does not, and in fact adds further confusion; therefore the immediate task is to ensure that the 2016 bill does not go through in its present form. As such the Building Act Implementation Committee chaired by Eng. Noel DaCosta has

informed the Ministry of Local Government of our position and is currently preparing the comments for submission.

## **REPRESENTATION IN THE INTEREST OF ENGINEERS**

During the year representation was made to a number of Ministers of Government with discussions on the following topics:

### The Most Honourable Andrew Michael Holness, O.N., M.P. Prime Minister

General discussions were held on the Engineering and Construction Sector in Jamaica.

The Prime Minister spoke about the Palisadoes and the need for the relocation of the Airport. The Building Code was also mentioned, however, the Prime Minister was surprised that the Act had not been passed.

In addition, the Prime Minister was updated on the research projects that were on going at the University of Technology, Jamaica (UTECH). So impressed was he by them, that a proposal for funding of some of the innovative projects was agreed.



### The Honourable Desmond McKenzie, CD, MP. Minister of Local Government and Community Development

The National Building Bill was deliberated with the JIE highlighting the urgency to have the Bill legislated. The Minister raised concerns about building practitioners and having them engaged or included in the Bill. He also pointed out that the JIE was too silent and implored the institution to talk on national issues which would aid in building credibility of the profession or the Institution.

#### The Honourable Lester Michael Henry, CD, MP. Minister of Transport and Mining

The Development of Vernamfield inclusive of a facility to carry out aircraft maintenance was the main topic of discussion. Additionally, the Memorandum of Understanding between the Ministry and the JIE regarding engineering internship was discussed.

#### The Honourable Edmund Bartlett, CD, MP. Minister of Tourism

JIE's involvement in the Jamaica Product Exchange (JAPEX) fair was discussed as well as the role local engineers can play in the tourism sector.

#### Dr. the Honourable Andrew Wheatley, MP. Minister of Energy, Science and Technology

The matter regarding the approval of drawings by the Government Electrical Inspectorate (GEI) was discussed. The JIE's concern is that currently the fee to the relevant bodies for the approval of electrical drawings must be purchased by an individual with a GEI License. The JIE'S position is that this ought not to be so and that electrical drawings should be designed and submitted by a professional registered electrical engineer. The Minister agreed and the JIE is to put all the issues in writing to the Minister.

### **CONFERENCES AND SEMINARS**

#### Technical Seminars

- A seminar was hosted on March 30, 2016, which featured a presentation by The University of the West Indies' (UWI) Net Zero Energy Building Project, the parties noted the potential for a shift in Jamaica's building practices since the technology is especially suitable for tropical and sub-tropical countries.
- A seminar workshop on the Path to Becoming a P.E. was hosted in conjunction with the Professional Engineers Registration Board, at the University of Technology on June 16, 2016. The purpose of the Workshop was to advise prospects and proposers on routes and procedures to becoming a registered engineer with PERB.

#### Engineers' Week

The JIE Engineers' Week has held on September 18 - 24, 2016 under the theme "Engineering a Pathway to Resilience & Prosperity". The week featured technical presentations, the engineering students' bridge building competition, a contracts administration & procurement workshop and a site visit. In addition, the Institution of Structural Engineers (IStructE) Caribbean Regional Group hosted a one day technical seminar with the highlight being a presentation from renowned Assistant Professor in Earthquake Engineering at the University of Sannio at Benevento, Italy, Dr. Luigi Di Sarno. He delivered the Preliminary Reconnaissance Report on the 2016 Central Italy Earthquake.

Hearty commendations must be given to the Conference Planning Committee and in particular Eng. Christopher Hamilton and Eng. Anthea Reynolds who both went beyond the call of duty to deliver a successful conference.

### The Annual Disaster Management Workshop

The JIE was invited to give a presentation on Vulnerability Reduction in Health Care Facilities at the University of the West Indies (UWI) on April 12, 2016. The presentation was done by Eng. Lise Walter which from all accounts was well received. A special thank you must be extended to Eng. Shalini Azan who now resides in Trinidad but was nonetheless able to prepare the presentation. She is an employee of the Pan American Health Organization (PAHO).

### CMI Conference/Symposium

V.P. Dr. Kavian Cooke gave a presentation on Engineering: Beyond Borders.

## **MARKETING AND PUBLICATIONS**

### Jamaica Product Exchange (JAPEX)

The JAPEX Trade fair was held on April 30, 2016 and four engineering firms were able to participate. These included; N. O. Whyte & Associates Ltd., Smith Warner International Ltd., Beckford and Dixon Ltd. and Barnaby Engineering and Testing Services.

### Current Affairs

Two events involving major engineering projects captured the public's attention during the year. They are the Royalton Hotel collapse and the North South Highway landslide. The JIE sent an article to the Gleaner on the Royalton Hotel accident stating that the collapse was due to the failure of the formwork. However, the Gleaner did not publish the article because their reports stated that the collapse was due to a failure of the decking. It appears that the Gleaners did not recognise that decking is a part of the formwork. Nevertheless, although the article was not published, Nationwide News Network invited the JIE to join Cliff Hughes and the Nationwide team for a Public Forum held on June 22, 2016, on Building Construction Breaches, Policies and Procedures. The forum was titled, "Collapsed" and its focus was primarily but not limited to the following:

- Who do we hold accountable for the review of building plans/permits?
- What are the penalties for breaching building codes, policies and procedures?
- Are construction workers disposable- who is responsible for their safety and health?
- What are the challenges affecting the sector (including environmental issues) and how do we fix them?

As it pertains to the North South Highway landslide, the JIE provided interviews to the Gleaner Power 106 News team which may be found on the following links.

<http://jamaica-gleaner.com/article/news/20160606/local-engineers-say-north-south-highway-landslide-raises-serious-questions>

<http://jamaica-star.com/article/news/20160531/north-south-highway-landslide-could-happen-again>

Another occurrence which attracted much public debate was the suitability of Flat Bridge in the wake of the most fatal accident along the Gorge Road in as many years. The JIE participated on TVJ's All Angles and CVM's Live at 7 programs being represented by Eng. Gary O. Walters and Eng. Donald Mullings respectively.

## **PARTNERSHIP AND EDUCATION**

The JIE participated for the third time in the National Maths Expo which was held on March 10, 2016.

The Caribbean Maritime Institute also officially launched their Student Chapter on April 26, 2016. At launch ceremony Vice President Dr. Kavian Cooke represented the JIE.

## **JIE REPRESENTATIVES**

The JIE in its mandate to represent the interest of engineers in Jamaica has representatives serving on various public and private sector boards and committees.

- ODPEM National Disaster Council – Damage Assessment & Recovery Sub-Committee: - Eng. Desmond Young;
- University of Technology, Jamaica – University Council: - Eng. Noel Whyte (May 2016 – April 2009);
- Jamaica Tertiary Education Commission – Assessment Team for Registration of Tertiary Level Institutions: - Eng. Dr. Kavian Cooke;
- Professional Engineers Registration Board: - Engs. Dave Barnaby, Noel Brown, Garth Kiddoe, Ian Gage, Kamille Jackson, Roosevelt daCosta, Alicia Burnett and Peter Morais. Also appointed was attorney at law Ms. Nicole Burgher who will continue to serve coming from the previous board. (April 2016 to April 2018).

## **MATTERS FOR INFORMATION**

### JIE Foundation

The JIE Foundation Chairman, Eng. Basil Nelson has indicated that he no longer wishes to serve on the Foundation in light of how exasperating the process of normalizing the Foundation has been. Consequently, the Foundation would need to be reconstituted by the appointment of new directors. This is to be done in accordance with the Articles of Incorporation for the Foundation.

### GCREAS

The JIE owes the Greater Caribbean Regional Engineering Accreditation System (GCREAS) US\$20,000.00 for membership fees.

The JIE met with the chairman of the Greater Caribbean Regional Engineering Accreditation System (GCREAS) Jamaica Chapter, Eng. Garth Kiddoe who suggested that the JIE should make a proposal to GCREAS to address the fees.

Therefore Council was asked to vote on the three (3) options as follows:

1. The JIE should continue to be a member of GCREAS in the current class and increase the JIE subscription fee to help offset GCREAS fees;
2. The JIE participate in a different class of membership at a proposed fee that they can afford;
3. The JIE participate as a non-paying member.

The majority cast their vote in favour of the third option (3).

### National Honours

Eng. Everton George Hunter was appointed as a Member of the Order of Distinction in the rank of Commander for Outstanding Public Service.

### **CLOSING REMARKS**

In general this year has been successful and I would like to thank members of Council, especially those who made the extra effort to make a difference, other members of the institution who served on the various committees including a number of our Past Presidents, Past Council who set the stage for the continued success of the institution, our sponsors especially our major partners Jamaica National Building Society, the hardworking secretariat staff led by Ms. Juliene Holt, our associates with special mention to our PR consultant Mrs. Marcia Erskine and all others who played their part and offered support and encouragement to the team of the 2015/2016 JIE Council.

***Gary Walters***  
***President***  
***JIE Council 2014/2015***

## 2.0 COUNCIL REPORT

### 2.1 ENGINEERING AFFAIRS

#### 1. JIE Engineers' Week 2016

The Jamaica Institution of Engineers (JIE) celebrated its annual Engineers' Week from September 18 – 24, 2016 under the theme "Engineering a Pathway to Resilience and Prosperity". Promotion of the weeks' activity was primarily done via the JIE Engineers' Week website [www.jiengweek.com](http://www.jiengweek.com). The week's activities started with a church service at the St. Andrew Parish Church, Kingston, followed by a three day conference at the Knutsford Court Hotel from September 19 – 21, 2016, which included a "do-it-yourself" session. On Friday, September 23, a one day Contract Administration and Procurement workshop was held at Knutsford Court Hotel and a site tour to the Bogue Power Plant and the New Fortress LNG terminal was held on Saturday, September 24, 2016.

#### Church Service

Thanksgiving for the weeks' activities, commenced 8am at a service at the Anglican St. Andrew Parish Church, Half Way Tree. The September 19, 2016 service was also celebrated with the youth of the congregation who played several integral roles during the service. The Institution made a contribution to the church towards their outreach program.



**Members of JIE celebrating Engineer Week 2016 with the St. Andrew Parish Church, Kingston**

#### Opening Ceremony

The Opening Ceremony for JIE Engineers' Week 2016 was held on September 19, 2016 at the Knutsford Court Hotel with the guest speaker being The Hon. Horace Chang, Minister without Portfolio in the Ministry of Economic Growth and Job Creation. He delivered a very charged speech which linked the role of the Engineering with developed of the country. He warned that "critical infrastructures related to our energy, water supply systems, roads and buildings that house people and centers of production are all vulnerable to natural disasters which scientist are predicting will become more frequent and catastrophic due the efforts of climate change". Critical to the buildings of resilient communities, he said, is the quality of skills we employ. Declaring that engineers have an important role to play, Minister Chang said "that a new model of economic growth is required, which includes the building of disaster risk management into infrastructure projects and sustainable engineering which improves the quality of life while preserving the quality and availability of our natural resources". The three day Engineering Week Expo on September 19 -21, 2016 included the presentation and the viewing of the display from several entities. Participants interacted with booths from

Jamaica National Business Society (JNBS), Vinci Grand Projects, Champion Industrial Equipment, Jamaica Social Investment Fund (JSIF), Delta Supplies, Engineering firm Noel White and Associates, The University of Technology, Spatial Innovision, Port Authority, Paramount Chemicals, and Florida Aqua Store.

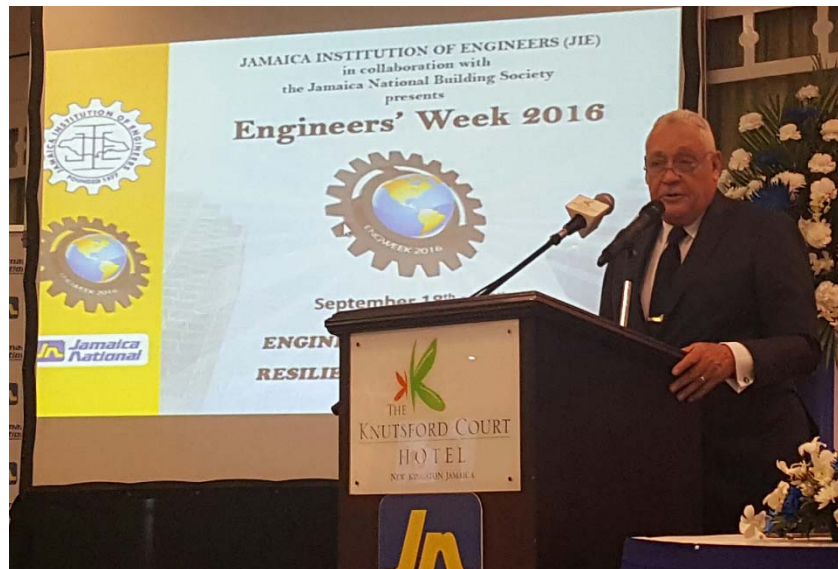


**Guest Speaker Minister Dr. Chang in discussion with President Engr. Gary Walters (right) and event main sponsor JNBS's Ms. Tiffany Gordon, Executive for Mortgage Sales**

#### Conference

Day 1 – The first day of the conference, focused on the Energy sector with two (2) Technical sessions covering a wide arrange of topics. Presentations included topics in the following area: photovoltaic energy system, waste to energy, Smart homes, future of energy, wireless technology, tribological behaviour of polymer/Alumina composites and characteristic of formulated lubricants. A total of 52 participants registered for the day. There were also open presentations on “Embracing the future of Home Ownership” by Jamaica National and a “Do it yourself “session.

Day 2 - The Honourable L. Michael (Mike) Henry, Minister of Transport and Mining was the key presenter for the second day of the conference. He spoke on the Development of Vernamfield, Clarendon, which included development and repositioning of Transportation sector. The well-illustrated and figure rich presentation was well received. The day had 58 participants registered. The technical sessions included presentations from Professional Engineering Registration Board (PERB) on Regulating the Profession, Ethics and Key Provisions of the Professional Engineers Registration Act (PERA) of 1987. Other presentations for the day focused on transportation and the environment. Presentations included were in the following areas: low cost navigation device for the visually impaired, a Jamaican perspective on Intelligent Transportation System, climate change and health, selection of appropriate coastal protection strategies for the Caribbean, coastal environment under threat, an assessment of the tectonic tsunami hazard in Kingston, spatially explicit and dynamical approach to flood risk, feasibility study for the developing a centralized sewage system in Spanish Town and standards in the industry value chain.



**Minister Mike Henry delivering the Key Note address on second of JIE Engineers' Week 2016 Conference.**

Day 3 – The third day introduced simultaneous presentations along with the JIE Technical sessions by the Institution of Structural Engineers Caribbean Regional Group Technical Seminar. This concept saw 55 and 22 participants respectively for the day. The day also had the bridge competition, which saw students from various institutions, constructing their respective bridges from macaroni and crazy glue, and then had it tested using weights. The presentations for day 3 included topics on constant pressure boosting, water supply in the tall building – roof tanks vs pressurized systems, understanding LEED, parametric performance of concrete, preservation of national heritage sites. Introduction to ISO 9001:2015 standards, design and operation of manufacturing systems, revitalizing the manufacturing and agro-processing industry through sound engineering, Lean Six Sigma, implementing preventative maintenance management, and industry best practices for supervisory control and data. The parallel presentations focused on PAHO SMART hospitals and earthquake resilience. Presentations included Caribbean catastrophe risk insurance facility, seismic assessment and retrofitting of reinforced concrete buildings and bridges. Portmore Community College was the declared the winner of the Engineers' Week 2016 Bridge Competition as their 45cm long macaroni bridge was able to withstand over 20kg, which gave the highest failure load to bridge weight ratio. University of Technology came second and The University of the West Indies was third.



**Bridge Competition by Students**

Day 4 – The fourth day event took the form of a "New membership lyme" that gave the opportunity for the greater interaction with the membership and in particularly the new and younger members that took place at the 2woA Bar.

The Jamaica Institution of Engineers was represented by VP Engr Dwight Ricketts, participated in Northern Caribbean University's NCU FM radio current affairs program, State of Affairs, on Thursday, September 22, 2016 which aired at 630pm. The discussion was centered on the importance of engineering to a developing nation along with career opportunities in engineering.

Day 5 – The fifth day was held on the Friday September 23, 2016. This day was titled Contract Administration and Procurement Workshop and saw the largest number of participants. The over 114 participants were informed by the Minister of Finance and the Public service presenter who covered several topics. The areas covered include: development specification for your procurement needs, preparation of tender documents, evaluation methodologies. Other presenters delivered on the following topics: The importance of Ethics in Engineering, Dispute Resolution, Breach of Contract, Value in Engineering works under the FIDIC Contract, Design-Build; A Panacea for Project Delivery and Contract Securities.

The 2016 Engineers' Week Conference has been deemed a success and the JIE is very grateful to all out stakeholders and well-wishers. Along with the earlier mentioned Sponsors, the conference also receive support from M&M Jamaica Ltd., Petrojam Limited, Barnaby Engineering and Testing Services Limited, Pre-Mix, The Gleaner, Sol, Rum-Bar, Jamaica Macaroni Company, Power 106, TVJ, NCU Radio, Knutsford Court Hotel, 2woA Bar, Alambra Inn, Knightsman Security and Marcia Erskine and Associates. The Contract Administration and Procurement Workshop day has once again been the most attended day. With the growth of the Conference, offered booth space is becoming challenging, with the present format of the displays being with the same hall as the presenters. The use of a larger venue or inclusion of booth outside of the main conference area, will have to be seriously addressed. Again the JIE says thanks to all who made this year Conference success.

Without the hard work of the Engineer's Week committee members, Engineer's Week 2016 would not have been possible. The opportunity is being taken to thank the hard work and dedication of the committee and all of the sub-committee members for their invaluable contribution.

#### **Engineer's Week Organizing Committee**

Leighton Facey - Committee Chairperson  
Christopher Hamilton  
Gary Walters (President)  
Omar Thomas  
O'neil Joseph  
Kamille Jackson

Shalini Jagnarine-Azan  
Kevin Henry  
Trica McCarty  
Dwight Ricketts  
Anthea Reynolds  
JIE Secretariat- J. Holt/M. Harris/C. Holt

#### **Site Visit**

Special thanks has to be given to the Jamaica Public Service Company (JPS) for facilitating and sponsoring this year's site visit to their Bogue power plant and the New Fortress LNG terminal in Western end of the Country. The tour consisted of some 20 persons was complimented with a power point presentation on the upgrading/conversion of the Bogue plant to received and use LNG as fuel stock and refreshment. The group was able to "get up close" at both facilities, and saw finishing activities being done at Bogue along with a very active New Fortress project site. Works at the terminal included drugging, welding, installation and insulation of pipe lines, and testing.



**Engineer Week 2016 Touring party at the JPS Bogue Plant**



**Touring Party at New Fortress LNG terminal with the storage tanks in the background**

## 2. Divisional and Other Activities

Divisional activities for the year were somewhat different than previous years, with efforts being focused on reaching out and consulting with the members. The current Divisions are ACMIE, Civil, Electrical and Mechanical. Concerns raised, included the role and harmony of JIE with PERB, the expansion of the categories of Engineer being registered and revisiting the “heavy” focus of designing re persons being registered, the visibility of the JIE in the public space as relate to Engineering and National issues, greater fostering of partnership with education institutions and improvement of infrastructures such as labs, the time commenting of JIE using “buzz” language, the vibrancy of the profession and its related Consulting services, revisiting the policies relating to the involvement of engineers in foreign investment and capacity building, continued Professional Education and need for the enhanced membership involvement and related partnerships.

Members of the team also participated in several activities inclusive of:

- ✓ JIE Courtesy Calls,
- ✓ Workshop on the preparation and promulgation of Electricity Sector Codes hosted by OUR and USAID/CARCEP ,
- ✓ Lead group for Instrumentation and Control on National Council on Technical And Vocational Education And Training (NCTVET),
- ✓ Consultation with a World Bank team on the Building code bill and Act.
- ✓ Consultation on the Development of a Board Performance Evaluation Instrument
- ✓ Provision of comments to the Office of Utilities Regulation (OUR) regarding the JPS Tariff review.
- ✓ IEEE activities.

#### PERB

With the realization that there is the need to vitalize, the discussion with PERB was commenced and a number of activities planned. However, the change of Government in February 2016 resulted in the then current PERB board to be dissolved. Following the installation of a new board, several months later, talks have now been initiated and should follow on so as to strengthen the professions role and relevance in the society and nation building.

#### Technical Presentation

A joint event was held on March 30, 2016 regarding a UWI Net Zero project and a presentation from the COK Sodality Co-operative Credit Union. The COK/JIE/Alhambra Inn sponsored event was attended by 21 participants. The event highlighted the details of the re-energy project. The function also gave the COK the opportunity to present the wide range of their offerings.

#### Electrical Division

Focus was paid on the following areas:

- 1 Review of JIE Website with the engagement of students from University of Technology.
- 2 Involvement in the Workshop on the preparation and promulgation of Electricity Sector Codes hosted by OUR and USAID/CARCEP
- 3 Involvement in the Lead group Instrumentation and Control on National Council on Technical And Vocational Education And Training (NCTVET)
- 4 Strengthening of the JIE/IEEE relations

#### Developing an Online Continuation Education Tool for JIE

Developing on the need for Online Continuation Education, discussions were had with Mr. Neil Rhule, ICT Advisor, ThinkWeb and personnel from the Mona School of Engineering (MSE), UWI on this matter. The original idea is to have an online system in which JIE members can access to do webinars/online courses for the purpose of gaining professional development hours. Such a system is called a Learning Management System. Based on the discussions, such a system is feasible. Persons in the Information Technology (IT) field explained that the programming does not have to be done from scratch, as there are “shell” systems such as Wordpress, Dropal and Moodle on which persons with the programming knowledge can build on to get the desired outcome. Moodle is more structured for educational purposes. UWI and MSE virtual learning environment is based on Moodle.

Recommendation was received that the Moodle Learning platform (which is free) for the system can be used for the proposed system from which instructional videos can be uploaded, as well as the questions on the video can be uploaded. The system can issue certificates to participants who successfully complete the webinar/course. The system can also track each individual's viewership of the video, e.g. if they paused, how

long did it take for them to watch it, etc. As it relates to having a system by which members can pay for the webinars, then JIE would have to first apply for an e-commerce account. Additional exploration will have to be done for the implementation of the system, however, with some training; in-house personnel should be able to do most of the management of the system, particularly, uploading of the videos and questions.

#### Developing a mobile APP

Discuss have been imitated regarding the possibility of the creation of an APP for keeping JIE membership informed of upcoming seminars along with registering of student as relates to enrollment in the mentorship program and opportunities for employment. Recommendation are being made for additional exploration/collaboration with PARTNERSHIPS AND EDUCATION “division” of the JIE with the use of these facilities inclusive of the popular LinkedIn software.

Recognition has to be given to all the various stakeholders who made this year successful and in particularly to the following Council members for their contribution and support in serving on the JIE Council 2015/16:

Engr. Peta -Gaye

Engr. Allan Hamilton

Engr. Christopher Udeagha, PhD

Engr. Howard Brown

Engr. Omar Thomas, PhD

***Dwight Ricketts***

***VP-Engineer Affairs***

***JIE Council 2015/2016***

## **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.

### JIE Student Chapter Established at Caribbean Maritime Institution (CMI)

JIE/CMI launched its Student Chapter on April 25, 2016 at the CMI Harbour street Campus and mark the third such chapter created in Jamaica to date.

### 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 JIE was represented on the National Council on Technical and Vocational Education and Training (NCTVET) by Dr. Kavian Cooke for the council year 2015-16. Important contributions were made for the development of suitable standards for the licensing of building practitioners to include; Plumbers, Tilers etc. This however is just the first step and requires constant lobbying efforts by the JIE.
2. At a meeting with Prime Minister Andrew Holness on July 5, 2016, the issue of the absence of nationally sanctioned capacity building in the engineering profession was discussed. The Prime minister acknowledge that when companies indicate that they are unable to identify local expert in particular engineering disciplines, the engineering bodies such as the JIE are not contacted for verification. On this basis, the JIE is to submit a proposal to the Office of the Prime Minister, outlining the role the JIE will play in improving local engineering competences by identifying suitable individuals to work alongside the imported experts.

#### Initiated a mentorship programme with the Grace Stem centre

The Grace STEM centre located on Harbour Street in Kingston was visited on January, 2016. Senior students from the Engineering programmes at UTech work as mentors with the Grace STE centre in support of the company's home work programme. Additionally, a group of four engineers lead by Eng. Trevor Bennett visited the STEM centre in April 2016 to present on the specializations within the field of engineering and the importance of engineering to national development.

#### Speaking Engagement

Dr. Kavian Cooke Vice President in charge of the Partnerships & Education Portfolio for the 2015-2016 Council was invited to speak to the Caribbean Maritime Institution (CMI) Engineering conference on issues affecting engineers in Jamaica. As a spin off from the conference Dr. Cooke was invited to serve on the following boards.

1. Knox Community College Advisory Council
2. Caribbean Maritime Institution Engineering Advisory Board.

***Dr. Kavian Cooke***

***VP-Partnership & Education***

***JIE Council 2015/2016***

### **3.0 HONORARY TREASURER'S REPORT**

#### **Summary of 2015-2016 Events**

Expenditure and revenue for the 2015/2016 financial year were provided below.

<b>Event</b>	<b>Revenue</b>	<b>Expenditure</b>	<b>Net</b>
<b>Annual Awards Dinner 2015</b>	\$3,311,000.00	\$2,770,433.55	\$540,566.45
<b>Diary Sales &amp; Advertisement 2016</b>	\$ 800,265.00	\$512,675.14	\$287,589.86
<b>Engineers Week 2016 (Estimated)</b>	\$6,294,000.00	\$ 3,633,635.12	\$ 2,660,364.88
<b>TOTAL</b>	<b>\$10,405,265.00</b>	<b>\$6,916,743.81</b>	<b>\$3,488,521.19</b>

***Dionne Sampson***

***Honourary Treasurer***

***2015/2016***

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

The Jamaica Institutions of Engineers Secretariat continued to provide exemplarity support to the organization during the 2015/2016 council year. The secretariat staffing was reduced in 2014 – 2015 from a complement of three staff members to two staff members. This provided significant challenges to the secretariat as the reorganization of the duties and responsibilities to match the immediate needs of the organization was required. Activities such as the sale of JIE diaries and the deployment of membership invoices suffered some set back or delays due to the reduction in staff. The staff however overcame the challenges and were able to reorganize the operation to achieve the immediate objectives.

The Secretariat has now been reorganized to function with two regular staff members with the expectation that additional staff will be employed on a temporary basis when required.

The secretariat continued to provide support of the organization and the various activities during the council year which included the;

- Updating of the organizations website and other social media platforms
- Updating of the organization membership records
- Updating of the organization membership records
- Administration of the organizations financial records including statutory deduction payment, invoicing and collection of outstanding receivables

The secretariat continued to provide the administrative support of the institution council meeting and special activities with preparation of Council and other associated meeting minutes. Exemplary support was also provided for the organizations calendar activities including the follow;

- Seminars
- Engineers Week Conference
- Annual Awards Dinner and Ball
- JIE Social events
- Annual General Meeting

Additional support staff was employed during the period leading up to the JIE Engineers Week Conference. The temporary staff supported the operation of the secretariat during the period with the added workload associated with the event.

The secretariat has in the recent time been experiencing significant failure in the computer support systems. The failures provided significant challenges to the operation during the recent Engineers Week period. A comprehensive inspection of the system is currently being carried to inform the JIE of the improvement required for the system. A recommendation for the upgrade which will include the purchase of new computers and upgrading of the existing software is expected to be made shortly. In the interim the organization has will be seeking quotations with a view to upgrading the systems to ensure more efficient operation in the future.

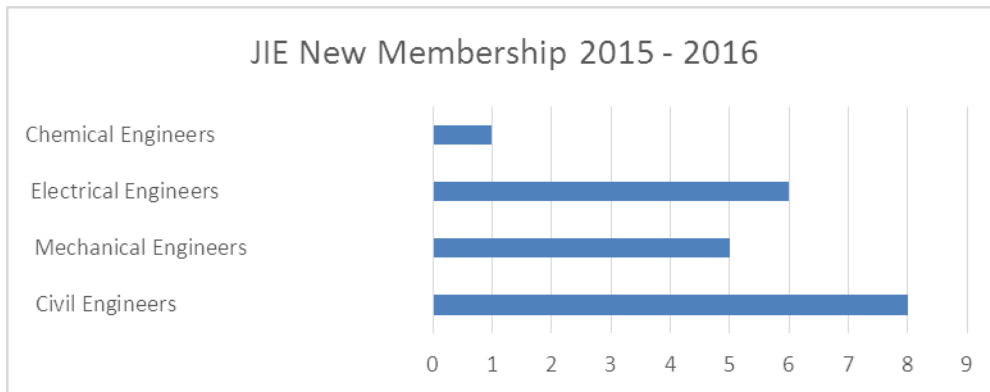
Generally, the secretariat continues to provide commendable support to the institution and the various activities and should be saluted for their service and dedication.

***Christopher Hamilton***  
***Honourary Secretary***  
***2015/2016***

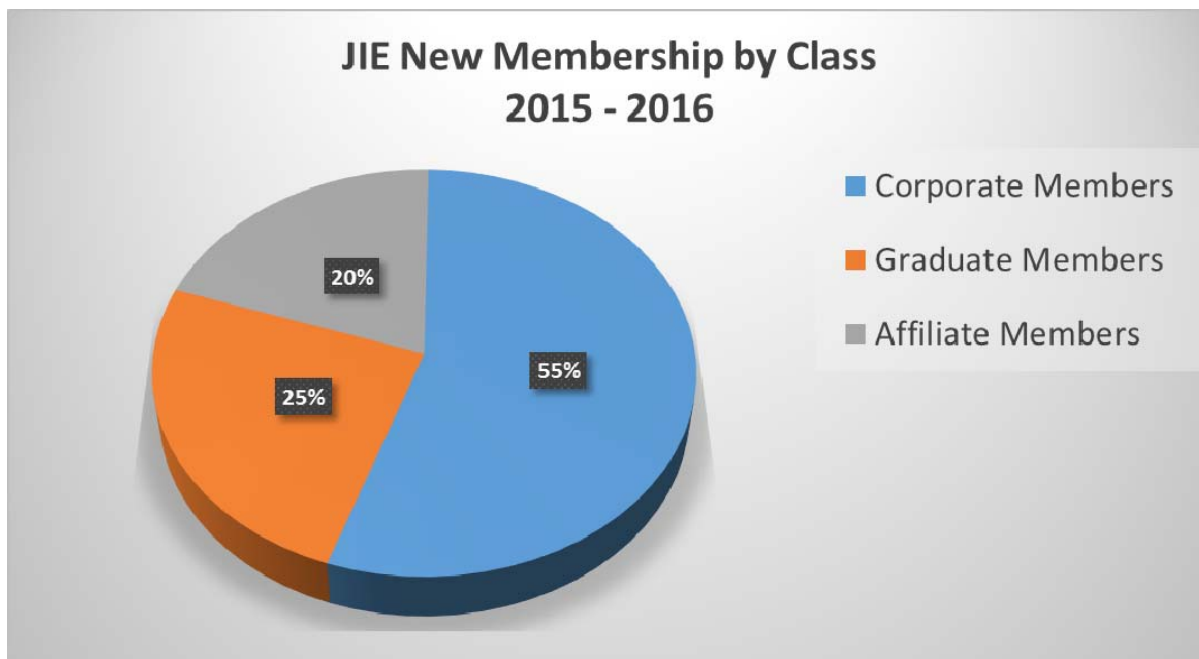
## **5.0 MEMBERSHIP COMMITTEE REPORT**

The institution experienced a slight increase in the number of application processed during the 2015/2016 council year with 20 member elected and 9 applications reviewed and awaiting approval by council. Despite the slight increase in the number of application received during 2015/2016 council year the institution continues to see low levels of membership applications over previous years. This fall is attributed to the reduction in the institution activities during the year.

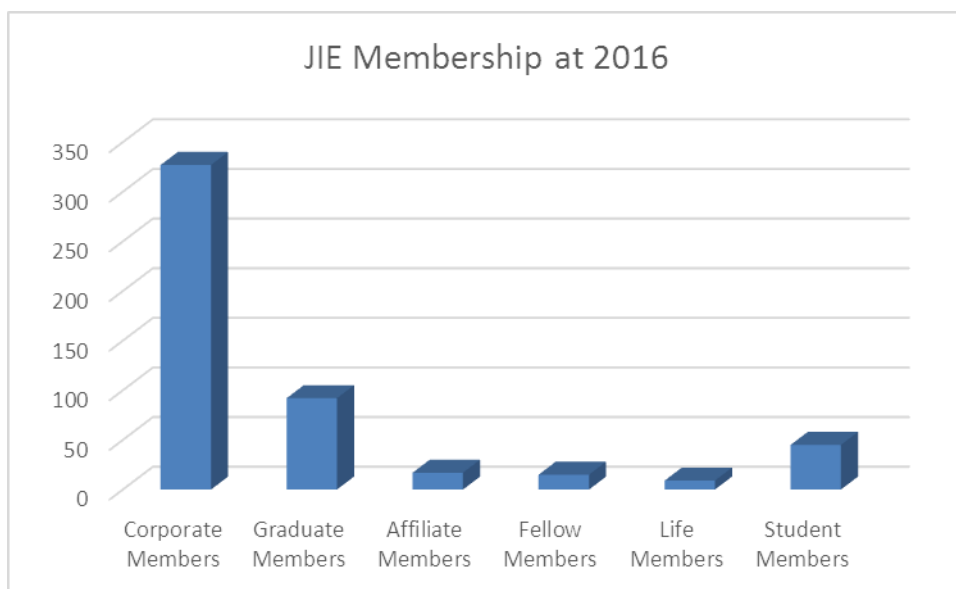
Application for election to the Civil and Electrical Divisions increased slightly over last year increasing by 1 and 2 members respectively. The Mechanical Division experienced a slight reduction of 3 members as did the membership to the Chemical Division by 2.



Acceptance to the class of affiliate membership has increased over the last council year with an increase in the number of application from the Construction related disciplines. The new membership by class is shown in the graph below;



The JIE membership stands at 658 members with 505 being current members. Majority of the members are corporate members followed by the Graduate and Affiliate membership groups. The Civil division continues to host majority of the membership with the Mechanical division being the second largest group.



The institution continues to experience a low compliance rate for payment of dues. Some of the strategies employed in previous years were discontinued as they were not considered to be effective. This included the monthly posting of members in good standing on our website. The programme of direct calling by secretariat and council members encourage payment and to ascertain reasons for noncompliance and lack of participation in the JIE activities continued but was limited to secretariat and a few council members. This was however not as effective due to reduction in staff support and the resulting delay in delivery of membership invoices. The secretariat has taken steps to ensure that the invoices will be delivered on time during the next council year.

The membership committee continued to explore a number of strategies for increasing the membership and membership compliance. The areas of institutional membership and continuing education continue to be areas on focus and details of the programmes are being defined for implementation.

Continuing education continues to be an area of significant focus but to date has been somewhat dependent on the requirements of the Professional Engineers Registration Board. The JIE is however exploring the possibility of gaining early accreditation of the JIE hosted seminars and conferences as part of any continuing education programme that may be instituted by the PERB in the near future. It is expected that these programmes will provide great incentive to potential members.

**Christopher Hamilton**  
**Membership Chairman**  
**JIE Council 2015/2016**

## 6.0 ANNOUNCEMENT OF COUNCIL MEMBERS

### SLATE OF JIE COUNCIL FOR 2016/2017 ADMINISTRATIVE YEAR

No.	NAME	POSITION
1	Dave Barnaby	President
2	Dwight Ricketts	President- Elect
3	Gary Walters	Imm. Past President
4	Christopher Udeagha	Vice President
5	Stanley Sutherland	Vice President
6	Natalie Sparkes	Vice President
7	Melissa Townsend	Honorary Secretary
8	Steve Johnson	Honorary Treasurer
9	Oreal Bailey	AACI Division Chair
10	Dr. Omar Thomas	Civil Division Chair
11	Balvin Thorpe	Electrical Division Chair
12	Michael Heron	Mechanical Division Chair
13	Tex Innerarity	Ordinary Member
14	Kevin Henry	Ordinary Member
15	Glaister Ricketts	Ordinary Member
16	Godfrey Boyd	Ordinary Member
17	Kevin Rodriquez	Ordinary Member
18	Timothy Bailey	Graduate Member
19	Junior Bennett	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 5, 2015 AT 6:00 P.M**

**1.0 MEETING CALLED TO ORDER**

The President (Andre White) called the meeting to order at 7:13 P.M. He extended a warm welcome to all present.

**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 2014 AGM:**

**3.1 Amendments and Confirmation**

The amendment of November 6, 2014 was as follows;  
Item 3.2, page 44/40, paragraph heading 2, “**2013/2014**” should read “**2014/2015**”.

The Minutes of the last AGM was confirmed on a motion moved by Eng. Orett Parker and seconded by Eng. Anthea Reynolds.

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

The JIE Foundation

Eng White indicated that the JIE foundation had not yet received a Tax Registration Number (TRN), because the foundation was registered as a limited liability company and not as a non-governmental organization. He stated that in order for the TRN to be obtained, it required that the current board of the foundation would have to move a motion to make this happen. He indicated that Dr. Brown had been trying to convene a meeting with the current board chairman but had not been successful in organizing the meeting. He further added that he will write to the chairman to notify him of the need for a meeting to discuss the matter of restructuring the JIE Foundation. In addition, it was highlighted that the board members including the chairman did not wish to continue to serve as board members of the JIE foundation.

Continuous Professional Development Units (CPDU)

Eng. Andre White indicated to the meeting that Eng. David Allen who has responsibility for the CPDU should have discussions with Micheal Archer for a design and structure for the establishment of continuous professional development program for the JIE. Eng Allen indicated that several attempts were made to Eng. Archer to have discussions on this matter but he has been unsuccessful. He stated that there had not been any specific action in regards to the continuous professional development program.

Outstanding Subscription fees to GCREAS

There was an inquiry about the outstanding \$ 17,500 USD owing to GCREAS by the JIE for Subscription payment for 2010 to the time of the meeting. Eng. Howard Chin suggested that each member be asked to contribute \$500.00USD or whatever amount to help offset the costs. This suggestion was not readily accepted by the meeting. It was agreed however that

JIE's continued participation as a part of GCREAS was not sustainable and that discussions must ensue with both bodies to come to an agreement on the way forward.

#### **4.0 PRESIDENTS REPORT**

The outgoing president reported that the theme for the 2014/2015 Council Year was Engineering for Human and Social Development. He stated that through the JIE's various affiliations and collaborations throughout the year, it was reinforced that there was a great need for individuals and organizations to partner with the JIE to assist with its growth and development. He further indicated that it created the drive for the JIE to continue its hard work and commitment in the move to achieve greater relevancy in the engineering community and subsequently Jamaica.

Eng. White reported that the JIE focused on certain areas during the 2014/2015 Council year. These included;

- Fostering the development of new relationships with key stakeholders both in government and other entities.
- Strengthening the internal capacity of Council and its membership in order to greatly assist in the delivery of the JIE mandate. This includes identifying ways to strengthen the financial and cash flow position thus creating financial viability as well as organizing socials or meetings with the membership at least three times per year.
- Continuing to focus on achieving some of the objectives in the three year plan while developing and refining the plan as required throughout the year.
- Partnership with Government for the establishment of Jamaica's Construction Industry Policy.
- Finding funds through grant funding either from NGO or donor agencies.
- The development of the Young Engineer: Continue with our internship program by helping to place graduates from U-tech into a WIP program. Establishment of student chapter at UWI; the Presentation of a Young Engineers' Award Annually.

#### **Courtesy Calls**

Eng. White reported that most of the development for the year took place in the area of strengthening relationships with key stakeholders. A number of Courtesy Calls were conducted with various entities to include; Ministry of Transport, Works and Housing, Engineer Regiment JDF, National Works Agency; Jamaica Tertiary Education Commission, Ministry of Science Technology Energy and Mining etc. Some of the ideas or discussions coming from the Courtesy Calls include;

- The JIE becoming a member of the PSOJ
- The JIE forging a MOU with MTWH for a summer internship program for the students from the Utech Ja and UWI-Mona JIE student chapters
- A forged partnership between the JIE and NWA to stage technical training seminars
- 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.

#### **Current Affairs Committee**

The JIE was able to publish a few articles during the Council year through the establishment of a significant relationship with Mr. Garfield Grandison of the Gleaner. The JIE and its Members have the opportunity to publish articles. He encouraged members to submit their articles to the current affairs committee for publication.

### **Construction Industry Policy**

Eng White reported that 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. He noted that the MTWH would advise of the next steps that will lead toward the implementation of the policy.

### **Grant Funding Committee**

A 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 purpose of the grant funding committee was to put in place a mechanism to have a sustainable income stream for the JIE. The committee met with representatives of the PIOJ to seek assistance in putting a proposal together to get funding but this did not materialize. Another project considered was the 3D projects early childhood Development Centre in Spanish Town. Eng. White posited that while the JIE did not have any project during the year, they should continue to explore this area or come up with other ideas that would result in a sustainable income stream for the JIE.

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

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

### **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. Eng. White commended 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. Twenty two (22) students were placed in summer internship programs during the Council year. In addition, a partnership was forged with the NWA for accepting interns during the summer and the JIE was in the process of having a MOU with the MTWH for training and development of summer interns.

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

The Professional Engineers Registration Board (PERB) and the JIE 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.

### **The JIE Secretariat**

Eng. White reported that the Secretariat was further strengthened in the year with the establishment of standard job descriptions and work plans. A Policy Manual will be finalized shortly. Ms. Susan Martin tendered her resignation in July of 2015. The JIE Council commended Ms. Martin for the sterling service that she provided during the time of her employment.

### **Final Remarks**

Eng White closed by thanking the current Council members for the excellent service that they provided during the 2014/2015 Council year. He stated that the JIE needed 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 specialized in the other areas of engineering. He further stated that he was 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 wished him all the best in the efforts to make it a reality.

## 5.0 HONORARY TREASURER'S REPORT

The Honorary Treasurer reported that as per usual, the financial remains very trying for the Institution as the area explored options for sustainable revenues for the JIE. Notwithstanding, the area had managed to provide the membership with events, functions, and seminars.

The delinquency of payment continues to be an area that impacts the institution negatively. He posits that 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 few took up the opportunity.

### Summary of 2014-2015 Events

Expenditure and revenue for the 2014/2015 financial year were provided below.

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 2014 Membership Fee = \$2,410,250.00

Total outstanding 2014 Membership fee = \$630,500.00

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

### Current Financial Status – Operational Account

E- banking with NCB as at Wednesday October 15, 2015 was **\$730,669.94** 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 associated with staff salaries were being paid in part on a monthly basis. The JIE will continue to work with the statutory body to bring outstanding amount to up-to-date. The outstanding tax on profit was JMD 729,173.00

## 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.

The Financial Statements were adopted on a motion moved by Eng. Dr. Noel Brown and seconded by Eng. David Allen. Membership voted unanimously in favour of the Financial Statements

## **6.0 ELECTION OF AUDITORS**

The Audited Financial Statement for 2014/2015 was accepted but the meeting deliberated about the election of the Auditors F C Swaby and Company for another year. Eng. Barnaby presented quotations from new Accounting Firms regarding auditing of the statements for the next financial year. After some deliberations, Membership indicated that further investigation must be done to get a better understanding of what the quotations would cover and the amount of work to be done. On that basis, the membership voted unanimously to retain FC Swaby for another year while investigation continues regarding a new auditor.

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

Eng. Dwight Ricketts reported that the JIE Secretariat was able to continuously assist the institution through another remarkable. He indicated that during the year, the mandate of Honorary Secretary was to continue the strengthening of the operational procedures and improving the service deliver to the institutions members and stakeholders.

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

- Ongoing posting of members in good standing on the website.
- 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).
- Continued the high level of professionalism with administrative duties, inclusive of minutes for council monthly meetings and also support for all JIE events
- Continued administration of our financial stakeholder payment of monthly statutory deduction and the servicing of the outstanding sums.
- Surviving several computer crashes with minimal disruption to the operations.
- Compilation and posting of the resolutions as per the constitution.
- Completion of the revision of Job Descriptions and Work Plans, along with strengthen of office procedures.

The Honorary Secretary stated that Ms. Martin as the primary Officer Responsible for Accounting resigned from the institution. This had affected the accounting and by extension the operations of the institution. Ms. C. Holt joined the team for 4 months during Ms. Harris maternity leave and moving forward, the JIE Secretariat will maintain a compliment of two officers.

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 1 Construction for the inventory that could not be accommodated at the new office. He also thanked the University of the Technology for offering accommodation for special events.

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.
- Completion of and implementation of the operation manual and performance appraisal system
- Facilitating the offering of Continuing Education Units (CEU's) to Engineering Professionals.

- 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.
- Resume efforts to secure enhanced benefits for the members and the issuing of membership cards.
- Continue strengthening the infrastructure and procedures with both electronic & manual records management systems.

He ended his report by thanking all stakeholders who made it possible for JIE to close another successful year through their invaluable support and contribution. He thanked the JIE staff for their continued dedication and hard work.

### **Tabling of Resolutions**

The proposed resolutions were presented by the Honorary Secretary for membership to discuss and vote on. The resolutions included;

1. Change in the Bye-law to allow for the collection of an application fee payable at time of submission of application form.
2. Change in the Bye-Law to allow for the rates for Entrance Fee be fixed by Council
3. Change in the Bye-Law to broaden the meaning and interpretation of written notices to accept electronic communication as a valid means of communication to members.

It was highlighted that the resolutions were not clear. Coupled with that was the fact that a quorum was no longer present at time of the tabling of the resolutions. It was therefore agreed that the resolutions should be re written for clarity and then organize or call Special General Meeting (SGM) to specifically address the resolutions.

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

President Andre White again thanked the outgoing Council for their support throughout his presidency and wished the new Council all the best for the upcoming year and implored membership to support the President and team in the endeavors of the JIE.

### **9.0 ANNOUNCEMENT OF COUNCIL MEMBERS FOR 2014/2015**

Eng. White introduced the new slate of Council members for the year 2015/2016 as follows and handed the president the JIE gavel.

Gary Walters	-	President
Dave Barnaby	-	President-Elect
Andre White	-	Immediate Past President
Leighton Facey	-	Vice President
Dr. Kavian Cooke	-	Vice President
Dwight Ricketts	-	Vice President
Christopher Hamilton	-	Honorary Secretary
Dionne Sampson	-	Honorary Treasurer
Peta-Gaye Beadle	-	Ordinary Member – AAIC Division Chair
Allan Hamilton	-	Ordinary Member - Civil Division Chair
Christopher Udeagha	-	Ordinary Member
Alaina Young	-	Ordinary Member
Lawrence Barrett	-	Ordinary Member
Taraja Jackson	-	Ordinary Member
Howard Brown	-	Ordinary Member

Dr. Omar Thomas	-	Ordinary Member
Kevin Henry	-	Graduate Member
Miles Harris	-	Graduate Member

#### **10.0 INCOMING PRESIDENT’S ADDRESS**

Incoming President Gary Walters thanked the previous Council members, both new and returning who had agreed to put service above self. He stated that the theme for the year is “Engineering for Prosperity” and feels it is appropriate in light of the current happenings in the engineering profession in Jamaica.

Eng Walters also indicated that he would like to see the near future for the JIE to be comparable to the Bar Association of Jamaica. This he added would require the support of the members as well as industry players. He implored members to continue support the institution and provide support any area possible.

#### **11.0 ANY OTHER BUSINES**

##### **11.1 Building Code**

The New President indicated that he along with his Council members will seek to have discussions with Ministers Dr. Omar Davies and Noel Arscott on the National Building Code and what are the plans to have the coded enacted into law as soon as possible. Updates will be provided to membership on the matter.

##### **11.2 Community Service Initiative**

The Council was encouraged to participate in more community based initiatives. The annual Race for Hope was not held in 2015 and President Walters indicated that the aim is to revisit and revamp so as to have a bigger and better Race for Hope 2016

#### **12.0 ADJOURNMENT**

The meeting was adjourned at 9:42pm on a motion moved by Eng. Dave Barnaby and seconded by Eng. Christopher Hamilton.

## APPENDIX

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

1. Dwight Ricketts 23. Dr. Dave Muir

2. Dr. Noel Brown AUDITORS

3. Dave Barnaby Andrew Andrews

4. Andre White SECRETARIAT

5. David Allen 1. Juliene Holt

6. Anthea Reynolds 2. Celia Holt

7. Orett Parker

8. Christopher Hamilton APOLOGIES FOR ABSENCE **(AGM)**

9. Prof. Nilza Smith 1. Omar Sweeney (Sent Proxy)

10. Alaina Young 2. Kamille Jackson

11. Dr. Marva Blankson 3. Hugh T. Gordon (Sent Proxy)

12. Dr. Omar Thomas 4. Kavian Cooke (Sent Proxy)

13. Leighton Facey 5. Colin Porter (Sent Proxy)

14. Vernon Buchanan 6. Garth Jackson

15. Howard Chin 7. Lewis Lakeman

16. Gary Walters 8. Hugh B. Gordon

17. Christopher Udeagha

18. Allan Hamilton

19. Kevin Sinclair

20. Lisa Bramwell

21. Captain Taraja Jackson

22. Paula Henry