

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 2017.

From: JIE Secretariat [jiejamaica@gmail.com]

Sent: Thursday, October 05, 2017 05:02 PM

To: Jamaica Institution of Engineers

Subject: REMINDER: Notice of the JIE Annual General Meeting-October 19, 2017 @ 6:00pm with attached 2016 & 2017 Audited Financials and Resolution

Dear Members,

Notice is hereby given of the Annual General Meeting to be held on Thursday October 19, 2017 at 6:00pm at the Alhambra Inn, 1 Tucker Avenue, Kingston 6.

Please confirm your attendance no later than Wednesday October 11, 2017 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 13, 2017 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 28th day of September, 2017.

Items attached to Notice:

- Audited Financials 2015 -2016 and 2016-2017.
- Proposed Resolution Amendment to *By-Law 63*
- Nominated Slate of Council - 2017-2018

Melissa Townsend
Honorary Secretary

Jamaica Institution of Engineers
9 Leinster Road
Kingston 5
Tel: 754-4679/908-3548
Website: www.jiejamaica.org

THE JAMAICA INSTITUTION OF ENGINEERS (JIE)
ANNUAL GENERAL MEETING
OCTOBER 19, 2017
AGENDA

- 1.0** CALL TO ORDER
- 2.0** APOLOGIES FOR ABSENCE
- 3.0** MINUTES OF NOVEMBER 2016 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**
 - 5.3 2016/2017 Financial Statement**
- 6.0** ELECTION OF AUDITORS
- 7.0** HONORARY SECRETARY’S REPORT
- 8.0** TABLING OF RESOLUTIONS
 - 8.1 Resolution XI - TO CHANGE CRITERIA FOR ATTENDING MEETINGS TO INCLUDE ATTENDANCE BY VIDEO AND OR TELE-CONFERENCING**
- 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 2016-2017

No.	NAME	POSITION	ATTENDANCE
1	Dave Barnaby	President	12
2	Dwight Ricketts	President- Elect	11
3	Gary Walters	Immediate Past President	11
4	Christopher Udeagha	Vice President	10
5	Stanley Sutherland	Vice President	6
6	Natalie Sparkes	Vice President	9
7	Melissa Townsend	Honorary Secretary	11
8	Steve Johnson	Honorary Treasurer	12
9	Oreal Bailey	AAIC Division Chair	4
10	Dr. Omar Thomas, (Migrated)	Civil Division Chair	9
11	Balvin Thorpe	Electrical Division Chair	9
12	Michael Heron	Mechanical Division Chair	11
13	Tex Innerarity (Deceased)	Ordinary Member	0
14	Kevin Henry	Ordinary Member	8
15	Glaister Ricketts	Ordinary Member	11
16	Godfrey Boyd	Ordinary Member	7
17	Kevin Rodriguez	Ordinary Member	9
18	Timothy Bailey	Graduate Member	7
19	Junior Bennett	Graduate Member	9

Contents

1.	PRESIDENT’S REPORT	2
2	COUNCIL REPORTS.....	6
2.1	ENGINEER AFFAIRS.....	6
2.1.1	Civil Division	7
2.1.2	Mechanical Division.....	8
2.1.3	Electrical Division	9
2.1.4	Aeronautical, Agricultural, Industrial and Chemical Engineering (AAIC) Division.....	10
2.2	MARKETING and PUBLIC RELATION	12
2.3	PARTNERSHIPS AND EDUCATION REPORT	15
2.4	HONORARY TREASURER’S REPORT	16
2.5	HONORARY SECRETARY’S REPORT	18
2.6	MEMBERSHIP COMMITTEE REPORT	19
2.7	ANNOUNCEMENT OF COUNCIL 2017/2018	22
3	RESOLUTION	23
	APPENDIX A - MINUTES OF THE 2016 ANNUAL GENERAL MEETING	3
	APPENDIX B – ATTENDANCE REGISTRY OF THE 2016 ANNUAL GENERAL MEETING	12
	APPENDIX C – MINUTES OF THE 2017 SPECIAL GENERAL MEETING.....	13
	APPENDIX D – ATTENDANCE REGISTRY OF THE 2017 SPECIAL GENERAL MEETING	15

1. PRESIDENT'S REPORT

President Barnaby officially assumed the role in November 2016 at the JIE Annual Awards Dinner and Gala. During the Council Year 2016/2017, the JIE Council accomplished much this past year under the President's theme "**Visibility**".

a. Building Code

The President was invited to attend a meeting with the World Bank to discuss the Building Act in Jamaica on Monday February 16, 2017. He also extended an invitation to Council member, Engineer Gary Walters.

The JIE Council also met with The Honorary Minister Desmond McKenzie, the particular issues that the JIE had concerns with, were addressed. Engineer Noel daCosta led the team that is responsible for the drafting of the regulation of the Building Code. Mid-year, the JIE approved the last draft with the changes outlined in previous submissions.

b. JIE Financials

A Special General Meeting was held Thursday March 16, 2017 to discuss the preliminaries to the execution and completion of audited financial statements. Statements for the years 2015/2016, and 2016/2017 were audited with the help of FCSwaby and Company Limited.

c. JIE tax returns

Our current Tax liability is JMD 1,726,323.00. JIE had some unpaid taxes. This had been an on-going issue that the JIE has been trying to clarify with the tax authority.

The JIE was summoned to appear in Court on **August 22, 2017** for failing to pay income tax and statutory payments for years 2011-2015, along with interest and penalties. 50% of cost was paid before the Court appearance. The Court ruled that the JIE should pay \$100,000 by the end of September 2017, with the remaining balance to be paid before November 30th.

d. JIE Outdoor Sign

The JIE outdoor sign was erected at the front of the property by Supreme Outdoor.

e. JIE Office Security

KingAlarm installed a security system (including cameras and monitors) on July 17th, 2017, and have also mounted the monitors unto the walls on September 12th, 2017.

f. Administrative Professionals Luncheon

The JIE Administrative Professionals Luncheon was held on April 28, 2017 at the Knutsford Court Hotel. With a selling price of \$4, 000 per ticket, a small profit was made from attendance.

g. JIE Computer System

The Institution's computer system was assessed and recommendations were made for urgent replacement. This will be carried out during the next administration.

h. Outreach and Marketing

In April 2017, Engineer Dave Barnaby attended the University of Technology's 18th Awards Ceremony, held on Thursday, April 6, 2017 at the Department of the Built Environment.

i. The Gleaner Weekly Publications

We are making strides toward greater visibility in the public space.

Terms of reference for weekly publications from the JIE in the Gleaner newspaper was confirmed and arrangements made to ensure each member is aware of the publication.

j. Participation in High School Career Days

JIE representatives participated in St. Andrews Girls School's Career Day on February 23rd and Wolmer's Boys' Career Day on April 12th. We were also invited to UWI Math Expo in March but declined the offer.

k. Summer Camp

JIE members Gary Walter, Kellisia Ebanks and Melissa Townsend participated in the National Environment and Planning Agency NEPA's children summer camp for pre-teens.

l. Student Chapters and Membership

The JIE continues to launch student chapters in tertiary institutions, the latest being at the Portmore Community College on September 14, 2017. Council members President Dave Barnaby, Engineers Balvin Thorpe, Glaister Rickets, Christopher Udeagha, and Michael Heron attended.

The UTech and UWI student chapter remains active.

President Barnaby also attended the "UTech Jamaica Strategic Directions 2018-2024" event on May 30.

m. Construction Industry Council CIC

The CIC hosted a Press Conference on Thursday, August 24, 2017 at the Alhambra Inn. As the Chairman of the CIC, Engineer Gary Walters invited two JIE representatives to be seated at the Head table. The Conference was held to discuss the Memorandum of Understanding (MOU) between the Government of Jamaica and China Construction America (South America Division - CCASA) to complete concept designs for the development of Government offices around National Heroes' Park and downtown Kingston.

On April 12, the President and other JIE representatives attended a meeting held by the Urban Development Commission regarding the Redevelopment of Downtown Kingston and the Parliament Zone. It was concluded that the restrictive approach taken by the government was unacceptable, insufficient and needed review. The Construction Industry Council was engaged to lobby the Prime Minister regarding these matters.

n. Caribbean Sustainable Energy and Innovation Institute Board

In February 2017, President Barnaby was appointed a member of the Caribbean Sustainable Energy and Innovation Institute Board. In this capacity he will represent the JIE interest at the regional level.

o. Representation at the National and Regional Levels:

Third City Site Selection Committee

The UDC had invited President Barnaby and a representative to participate in the Third City Site Selection Workshop on September 27, 2017, “to review and refine the Terms of References specific to the Site Selection Methodology which will facilitate an unbiased selection of the site for the third city”. This is in keeping with The Most Hon. Andrew Holness’ mandate to establish Jamaica’s third city. Council member, Engineer Gary Walters represented the JIE at this workshop.

Consultation on the CARICOM Public Procurement Notice Board

The President and other JIE representatives also attended the Ministry of Finance and the Public Service consultation on the Public Procurement Notice Board which was held on June 29, 2017 in order to raise awareness among the private sector entities on the new Community Electronic Procurement Notice Board.

ODPEM/National Disaster Risk Management Council Committee

In September 2017, the Office of Disaster Preparedness and Emergency Management (ODPEM) advised that the JIE had been assigned membership within the ‘Recovery Planning Committee’ as part of the National Disaster Risk Management Council Committees. This places JIE in a position to participate in rehabilitation efforts after a natural disaster in collaboration with ODPEM and the Caribbean Disaster Emergency Management Agency (CDEMA).

Disaster Risk Reduction Centre (DRRC)-Hurricane Assistance

The DRRC (the co-ordinating point for UWI assistance to disaster affected countries) has asked for JIE’s assistance in helping to find Engineers willing to conduct structural assessments to infrastructure in the Caribbean islands recently affected by hurricanes.

National Settlement Strategy

JIE representatives Gary Walters and Steve Johnson have been involved in the drafting of the National Settlement Strategy since they attended a meeting re same on March 20, hosted by NEPA. An initiative by the Ministry of Foreign Affairs and Growth, the draft is geared toward the development of the National Spatial Plan.

p. JIE Engineers’ Week

Engineers Week was held from September 17-23, 2017 under the theme “**Innovation Through Engineering**” in collaboration with the Institution of Structural Engineers (IStructE). There were over 9 invited speakers.

The table below lists the sponsors for this year's Engineers' Week.

Conference sponsors:

<i>Platinum</i>	<i>Gold</i>	<i>Supporting Sponsors</i>
JN Bank – Title Sponsor (\$650,000) Vinci Construction Delta Supply and Company Limited Jamaica Social Investment Fund National Housing Trust	WigtonWindfarm Champion Industrial Equipment and Supplies Limited Isratech Jamaica Limited The Port Authority Noel Whyte and Associates Paramount Jamaica	Barnaby Engineering and Testing Services Gleaner Company – Advertising space valued Rum Bar Marco Polo Professional Engineers Association Board

q. World Bank Disaster Vulnerability Reduction Programme

JIE, JIA, CIC and Master Builders Association met regarding the captioned project on October 10.

r. National Honours

Engineer Noel O. Whyte was conferred with the Order of Distinction the rank of Commander for excellence in Engineering and Volunteerism.

s. JIE Foundation

It is being proposed for the Board of the JIE Foundation to be changed in accordance to its Article of Association.

t. JIE 40th Year Anniversary Celebrations

A calendar of activities has been developed and plans are afoot to celebrate the JIE 40th year anniversary celebrations next council year.

Thank you for making this tenure as President a rewarding and enjoyable one.

Dave Barnaby

President

JIE Council 2016/2017

2 COUNCIL REPORTS

2.1 *ENGINEER AFFAIRS*

National Council on Technical and Vocational Training (NCTVET)

Engineer Stanley Sutherland represented the JIE. To assist the convener to overcome delays to the Committee's work Engineer Sutherland has agreed with the convener to provide documents for review to each committee member by email. Committee members would respond with their comments circulated to all members and the convener.

The convener would set the timeline for his receipt of responses and call a committee meeting.

JIE Project of The Year (PoY)

The PoY committee deliberated and proposed three (3) categories:

Category 1 – Small Projects

Projects limited in value to a maximum value of US\$10m. These projects are restricted to sole involvement of Jamaicans in design and/or construction.

Category 2 – Medium Projects

Projects limited in value to an excess of US\$10m to a maximum of US\$40M. There is no restriction on the nationality of participating engineers.

Category 3 – Large Projects

Projects limited in value to an excess of US\$40M. There is no restriction on the nationality of participating engineers.

Computer Upgrade

The Council has decided to upgrade the computer system currently used by the Secretariat. Requests for quotations were issued to five firms but only two were received. The selection of the successful bidder has been postponed until the new Council has been conveyed.

Stanley Sutherland

Vice President, Engineering Affairs

JIE Council 2016/2017

2.1.1 Civil Division

The JIE Civil Division Committee had five (5) meetings throughout the year. The active committee members were: Engineer Dr. Omar Thomas (chair), Engineer Duran Wright, Mr. Andre MacFarlene, Mr. Richard Lawrence, Engineer Che Stewart, Mr. Raynard Hudlin and Engineer Kori Flowers. The focus at the start of the year was to plan and organize quality meetings that attracted a wide reach to members and the public and to not necessarily focus on having numerous meetings and seminars, as recommended by our JIE President, Engineer Dave Barnaby. As such, the Civil Division sought areas in which we could collaborate with other divisions within JIE and with other organizations to host successful events. One such collaboration was with Project Management Institute (PMI) Jamaica in co-hosting a meeting on May 9, 2017 at the Four Seasons Hotel. The topic of the meeting was “Using Project Management to Save the Planet” and the presenter was Mr. Daniel Potash of USAID. Over 50 persons were in attendance.



Picture 1- Joint Meeting with Project Management Institute (PMI) Jamaica.

The Civil Division committee had a look at the draft Mentorship Program document with Norman Manley International Airport (NMIA) & Ministry of Transportation, with the view to refine the document so that a formal internship program could be established. Although this was not achieved, a few engineering students were still offered internships with some of the engineering departments of organizations that have established relationships with the JIE. It is the hope that the next Civil Division committee or another JIE sub-committee will be able to complete a review of the document and be able to establish a formal mentorship program.

The Civil Division chair, Engineer Dr. Omar Thomas, was able to represent the JIE at some of the stakeholders meetings held with International Code Council executives on the National Building Code. There a few activities that did not take off the ground due to unforeseen circumstances. These include a joint Energy seminar with the JIE Electrical Division and a site visit to The University of the West Indies (UWI) Net Zero Building Project to be coordinated in collaboration with the JIE Mechanical Division.

Towards the end of the year, the Civil Division was instrumental in supporting and organizing the activities for JIE Engineers’ Week. The Civil Division chair, Engineer Dr. Omar Thomas worked with the Honorary Secretary Ms. Melissa Townsend in acquiring a pull-up banner for JIE that was used at the JIE Engineers’ week conference and which can be used at future JIE events. Many of the invited speakers, particularly, on the second day of the 3-day Engineers’ Week conference were sourced through the Civil Division. The Civil Division

was also instrumental in making adjustments to the rules of the annual JIE Macaroni Bridge Competition. The main changes were loading the bridge from the deck and to have the engineering students briefly describe the design of their bridge. It is my hope that the next Civil Division committee will be able to complete and accomplish some of the activities that were not done during this past year. I thank the past committee members for volunteering their time and intellect in serving on the committee.

Dr. Omar Thomas
Chairperson, Civil Division
JIE Council 2016/2017

2.1.2 Mechanical Division

The year started with a meeting with Mechanical Engineers who responded to a call for the fraternity to gather and discuss the things that we would like to see happening for the year. The Chairman echoed the sentiments of our President, that we should only plan what we would be certain to present to the Division and other guests. We finally settled on doing a Welding Seminar and Engineer Howard Chin made himself available to assist with the preparations. At the end of the Council Year, we did not get to put on the Seminar, but every effort will be made to have it done very early in the next Council Year.

Towards the end of the Council Year we joined forces with the Civil Division to be a part of the planned site visit to the Net Zero Building at the University of the West Indies. The building was not completed in time for us to appropriately schedule a visit before the end of the Council Year, but certainly a visit will be planned early in the next Council Year.

On November 7, 2016 I was invited to the signing ceremony and call to action for the “Economic Growth Council”.

As Chairman of the Mechanical Division, I provided comments on two documents sent to the JIE by the Jamaica Bureau of Standards. These were:-

- Jamaica Application Document for the International Mechanical Code (January 30, 2017)
- DJS 339:20XX Draft Jamaican Standard Specification for Transportation, Handling & Storage of Refrigerants (March 23, 2017).
- On September 14, 2017, I attended the launch of the JIE Portmore Community College Chapter, along with other colleagues from the JIE.
- For the Council Year, the involvement of the Mechanical Division contributed to the smooth running of the Council.

Michael Heron
Chairperson, Mechanical Division
JIE Council 2016/2017

2.1.3 Electrical Division

Representations

JIE Electrical Chairperson, Engineer Balvin Thorpe represented the JIE at Jamaica Tertiary Education Commission (J-TEC) meeting on National Qualification Framework (NQF). The NQF is a national standard being developed by the J-TEC, as a means of formally categorizing educational achievements. The hope is that such classification will better serve the employers, employees and the educational institutions. I have been asked to serve on sub-committees of J-TEC to help to better develop the NQF, especially from the engineering profession perspective.

The Minister of Education launched the NQF on February 15, 2017 and there were further working sub-committee meetings of J-TEC on February 22 – 24, 2017.

The Electrical Engineering Division hosted a speaker forum on January 26, 2017 at the School of Engineering, UTech. The theme of the forum was: **Energy & Electrical Engineering Standards: Good Practices, Better Business**. This forum was made possible through the help of (1) The Bureau of Standard Jamaica, (2) The School of Engineering, UTech, and (3) The CESCO Group. The seminar was well attended. The official registration list recorded 92 attendees. The attendees included, JIE members; UTech and UWI engineering students; engineering lecturers from UTech & UWI; Engineering Industries Engineers and Technicians; and Quantity Surveyors. The topics presented were well presented and well received. This led to very informative discussions.

The forum sparked interest from at least three (3) non-JIE engineers to register to become members. Also, over fifteen (15) student engineers completed forms to become JIE student members – UTech chapter.

Plans are afoot to host another forum on the **National Utility Grid Code**. The plan however, is to make this forum a joint one of the other JIE engineering divisions. Speakers from OUR and JPSCo have already been contacted and have agreed to participate in this forum. A date, venue, and time will be given in the near future, after the consultation with the VP – Engineering and the Chairs of the other divisions.

On April 12, 2017, I also represented the JIE at Jamaica Tertiary Education Commission (J-TEC)/ Ministry of Education National Qualification Framework (NQF) meeting.

J-TEC is considering partnering with JIE/PERB to conduct a Prior Learning Assessment Recognition (PLAR) workshop. The hope is to have a resource of engineering personnel trained in the method of assessing engineers/technicians' informal and/or unstructured education, knowledge and working experiences, with a view to formally accounting on the National Qualification Framework, for such persons knowledge and skill sets.

The Electrical Engineering Division hosted a speaker forum/presentation on the NQF at University of Technology, Jamaica - Faculty of Engineering and Computing conference room on April 20, 2017 with presenters from J-TEC. The forum was held in order to sensitize JIE members of what the NQF is, and what

implications it will have on them, their employees, and their organizations. The general public was also invited.

The Electrical and Civil Divisions were planning on hosting a forum on the ***National Utility Grid Code***. Speakers from OUR, JPSCo, and other entities had already been contacted and agreed to participate in this forum. A date of May 25, 2017 was proposed. Unfortunately, this forum did not materialize during this Council year.

The Electrical Division chair was involved in assisting in the planning to Engineering's Week and the Administrative Luncheon. During this time, not a lot of activities took place within the Division.

The Chair was also off the island for approximately 3 months attending to the health of his mother.

The Chair is a very active member of the JTEC Placement committee, and represents the JIE's interest on this committee.

Balvin Thorpe
Chairperson, Electrical Division
JIE Council 2016/2017

2.1.4 Aeronautical, Agricultural, Industrial and Chemical Engineering (AAIC) Division

Overview:

With the AAIC Division comprising of four engineering disciplines it was decided in council meeting that at least one presentation should be made during the council year. As a result a decision was taken to "highlight" one of the disciplines with a view to attract young engineers and potential business interests.

Hence the Agricultural Engineering stream was chosen due to the fact that Agricultural Engineering is more or less placed on the "back burner" with respect to the other main stream disciplines.

With high technology approaches being in agriculture in today's reality will require engineering innovation and ingenuity to complement the new agricultural techniques in order to realize economic viability.

The first stage in realizing economic viability is to produce crops which are disease free and high yielding. Thus the decision was taken to contact Bodles Research Centre to see what are the high technological projects they are working on and would like the input of the JIE to promote and highlight the innovations

A meeting was setup with the Bodles hierarchy and attended by the chairman, Oreal Bailey and committee member Mrs Nickoe Booth-Thompson of the AAIC Division. Various topics were

discussed and highlighted by Bodles. As a result the “Clean Seeds” technique was chosen as it is not a well-publicised topic.

Hence a presentation session was organized to provide a forum for edification and information to persons, groups, engineers, Institutions and business interests to ascertain whether this is a viable venture within the context of the Jamaican economic reality

Conclusion:

As a result a “Clean Seeds” presentation was delivered at the Alhambra Inn on Thursday July 13, 2017 at 6:00pm. The main presenter was Dr Peta-Gaye Chang who is the Head of the Post Entry Quarantine Facility in the Research and Development Division of the Ministry of Industry, Commerce, Agriculture & Fisheries.

As a result of the “Clean Seeds” program it was recognized that Green House/Shade House technology would be a perfect complement for hardening and transfer of seedlings for production. The shade house technology would present the opportunities for especially young engineers to build a career in terms of economic and efficient designs to fit the Jamaican context

The presentation was sponsored by the JMMB who also formed part of the presentation package

The presentation was well attended and well received by the very attentive audience that was in attendance

Based on the ovation received at the AAIC presentation the council took the decision to repeat the presentation at the annual JIE Engineer’s week forum

Oreal Bailey
Chairperson, AAIC Division
JIE Council 2016/2017

2.2 **MARKETING and PUBLIC RELATIONS**

Administrative Professional Luncheon

The Administrative Professional Luncheon 2017 was held on Friday, April 28, 2017 at the Knutsford Court Hotel in the Grand Caribbean Suite with close to seventy (70) persons in attendance.

The Master of Ceremony (Engineer Dwight Ricketts) ran the programme fairly efficiently. Our sponsor CESCO Ltd., provided Public Address (PA) System for the event and provided non-alcoholic wines, a bar, a couch set and display area.



The guest speaker, M. Audrey Stewart – Hinchcliffe, Chairman and Chief Executive Officer of Manpower & Maintenance Services Placement Agency Ltd (MMSPA), was pleased to have been invited to speak to the administrative professionals. Mrs. Hinchcliffe was able to identify with the work of engineers and their administrative professionals currently in Jamaica. The luncheon also featured a musical interlude by Engineer Batts.

The luncheon went well overall and the planning committee would like to thank everyone for their support in making the luncheon a success.

Planning Committee: Engineers Christopher Udeagha (Chair), Omar Thomas (Co-Chair), Balvin Thorpe (Member) and Junior Bennett (Member)

Engineers' Week

The JIE Engineers Week 2017 started on 17 September 2017, with a thanksgiving Church Service at St. Richard of Chichester Roman Catholic Church, at 126 Red Hill Road, Kingston 19. The President Engineer Dave Barnaby made a short presentation during the Church Service. The Church service was followed with brunch, which was offered by the President, at Alhambra Inn, 1 Tucker Avenue, Kingston 6.

The Conference started fully on 18 September with opening ceremony from our guest speaker, Honorable Desmond McKenzie, Minister of Local Government and Community Development.

Day 1, was covered with Energy; Day 2, regional infrastructure development; Day 3, designs and manufacturing, with students competitions; Day 4, contract administration; and day 5, was site visit to Content Solar Farm clarendon.



Booths were displayed by our great sponsors which include; Jamaica National Bank (JN), Platinum, Vinci Grands Projet, Delta Supply Co. LTD., Champion, JSIF, National Housing Trust, Wigton, Isratech Jamaica LTD, Port Authority, Paramount Jamaica Ltd, NOWAL, Qualities Plus, the Gleaner, Rum Bar, Marco Polo, and constantly improving Quality. However, our title sponsor was Jamaica National Bank (JN).



The Macaroni and Crazy glue bridge competition was very interesting and well contested by the students. University of West Indies came first, followed by second placed, University of Technology, and Port more Community College came third.

The site visit was excellent. About 10 students came from University of Technology, and 15 Students from HEART Institute, were in attendance. Included in the site visit were JIE council members, other members and friends.

We were exposed to solar panels, the inverters, winds & pressure monitoring sub-stations, electrical panels and high grid transmissions sub-stations to JPS.

Members of Organizing Committee are:

- Christopher Udeagha (Chairman)
- Omar Thomas (Co-Chair)
- Dave Barnaby
- Gary Walters



- Dwight Rickets
- Stanley Sutherland
- Balvin Thorpe
- Junior Bennett
- Steve Johnson
- Shalini Jagnarine-Azan
- Kamille Jackson
- JIE Secretariat



Recommendations

I wish to recommend that JIE should analyze and exploit other areas competitions, such as engaging students into development of applications (APPs), robotics competitions, web-site competitions and technical paper students' competitions.

These will not only engage the students, but will expose them into information and communication technology (ICT), which is the cutting edge technology. The macaroni bridge completion has been in existence for approximately Ten (10) years, hence new areas have to be exploited.

These news areas, if implemented, will go a long way to engage almost all the tertiary institutions in Jamaica. Thereby leading to improvement in technological know-how. I am ready to assist, if needs be, for implementation of these new areas.

Christopher Udeagha
VP-Engineer Affairs
JIE Council 2016/2017

2.3 PARTNERSHIPS AND EDUCATION REPORT

Recognizing membership needs

The year 2016 – 2017 saw the Education and Partnership Division focusing on first building out the training and development needs of the professional engineering body through educational courses. These courses were to be used in the development of a Professional Development Unit (PDU) program and offered in Kingston and Montego Bay. A survey was undertaken to identify the training needs of our membership. The membership indicated the following courses of interest, in order of priority:

- Legal and Ethical Issues in Engineering
- Project Management

Financial Basics

Mona Business School and Management was contacted and a draft MOU approved. Also, members of the Bar Association were interested in assisting with the course delivery of the 'Legal and Ethical Issues in Engineering'. However, the Regulators have indicated that they would like to cover the initial course selected of Legal and Ethical issues and as such the JIE will be moving on to develop the other key courses. The membership in the survey also indicated that they would like JIE to focus more on Alliances and Advocacy.

Partnership with Institute of Civil Engineers (ICE)

An MOU was agreed between the JIE and ICE. This would see JIE membership receiving a reduction in the membership fee to join ICE and assisting in developing conferences in the Caribbean.

National Honours

The Education and Partnership Division was given the mandate to identify and with the approval of Council propose Engineers to be honored with a National Award for Services in the Field of Engineering. Our efforts were successful as Engineer Noel Whyte was awarded a National Honour of the Order of Distinction (Commander class) for Volunteering and Engineering Services. We would like to congratulate Engineer Whyte on his receiving this award.

Chapters

The Student Chapter formation document was reviewed and approved by Council. The Portmore Student Chapter of JIE was launched in September 2017.

Natalie Sparkes

VP-Partnership & Education

JIE Council 2016/2017

2.4 HONORARY TREASURER'S REPORT

Summary of 2016-2017 Events

JIE Accounts and Financial Reports

During the council year 2016/2017 steps were taken to update the JIE accounting system. This included engaging the services of Mr. Lansfield Wang to successfully update the JIE Quick-Books System. Presently the JIE secretariat is inputting all the relevant accounting data in a timely manner.

With the information from the updated Quick-Books System our auditor, F.C. Swaby, was able to complete the financial statements for 2015/2016 and 2016/2017, which were circulated to JIE members in early October 2017. These documents were reviewed by council members and found to be in good standing.

It should be noted that the JIE is most pleased with the services provided by both Mr. Lansfield Wang and FC Swaby as such I recommend we continue to utilize their expertise.

Outstanding Taxes

On Tuesday 22nd of August 2017 the JIE was summoned to appear in court, as the JIE was charged with failure to pay income tax (PAYE) with an outstanding balance of \$694,049.44. This was due to non-payment of income taxes over a number of years.

The JIE paid 50% on the day of the court appearance, with the court ordering the balance to be paid before the end of November 2017. A payment of \$100,000.00 was made at end of September with the outstanding arrears to be paid before the start of the new council year.

In the upcoming council year, the JIE will be soliciting legal advice with a view to change our status to a non-profit organization to help relieve some of the tax burdens we continue to encounter.

Engineer's Week 2017

Engineer's week was held on the 19th - 21st of September 2017 at the Knutsford Court Hotel. The income and expenditure report for Engineers Week 2017 is shown in the table below. The break down for this event is presented in the 2017/2018 Financial Report.

DESCRIPTION	REVENUE	EXPENDITURE	INCOME
Sponsorship	\$3,220,000.00	\$3,983,221.07	\$2,846,848.93
Registration	\$3,610,070.00		
TOTAL	\$6,830,070.00	\$3,983,221.07	\$2,846,848.93

The collection of funds from sponsors is on-going and the JIE is assured that all outstanding monies will be paid before the end of November 2017.

Other Business

In order for us to continue being a viable entity the JIE wishes to use this opportunity to encourage members to continue to financially support the institution through the following:

Timely payment of subscription fees

Support upcoming events including annual dinner, seminars and Engineer's week activities.

Purchasing of JIE memorabilia such as dairies, pins and soon to be introduced 40th Anniversary polo shirts.

Inclosing the Honorary Treasurer wishes acknowledge support and continues dedication given by the JIE secretarial during the council year 2016/2017.

Steve Johnson
Honorary Treasurer
2016/2017

2.5 HONORARY SECRETARY'S REPORT

Throughout the 2016/2017 Council year, the JIE Secretariat has continued to provide commendable administrative support to the Institution. This support included activities such as:

- Updating of JIE's website and other social media platforms;
- Management of JIE's financial records including statutory deduction payment, invoicing and collection of outstanding receivables ;
- Updating and maintaining the organization's membership records;
- Managing JIE diary orders and purchases;
- Preparing minutes for Council meetings and other special meetings and maintaining such records;
- Managing correspondences from internal and external entities/clients;
- Assisting with calendar activities including:-
 - Seminars
 - Engineers Week Conference
 - Annual Awards Dinner and Ball
 - JIE Social events
 - Annual General Meeting

The Secretariat functions with two regular staff members. Additional staff is also employed on a temporary basis when required, particularly, during the period leading up to and after the JIE Engineers' Week Conference. The temporary staff supported the operation of the Secretariat during this period with the added workload associated with the event. It should also be noted that in June 2017, JIE's Administrative Manager, Ms. Juliene Holt, resigned and Ms. Susan Martin was re-hired as Administrative Manager within the same month.

The Secretariat has been experiencing failures and significant issues with the office's computer system. An evaluation of the computer system was done. The evaluation revealed, among other things, that the computer system is outdated and at times functions inefficiently. Recommendations and quotations were also provided to improve and upgrade the system. The recommendations included the purchase of new computer hardware and upgrading the existing software. It is the intention that these recommendations will be implemented in the upcoming Council year.

The JIE office has also been outfitted with a security system (including cameras and monitors), in order to create a more secure office environment.

The JIE's social media presence has increased since this Council year, which in turn has improved the visibility of the JIE. The JIE now has a LinkedIn page and the JIE's website has been revamped. To further improve JIE's visibility, the Honorary Secretary, and Civil Division Chair, Engineer Dr. Omar Thomas were able to acquire a retractable banner for the JIE, which was used during the JIE Engineers' Week and can be used at future JIE events.

Overall, the Secretariat continues to provide support to the Institution in the various activities undertaken by the JIE, and should be saluted for their service and dedication.

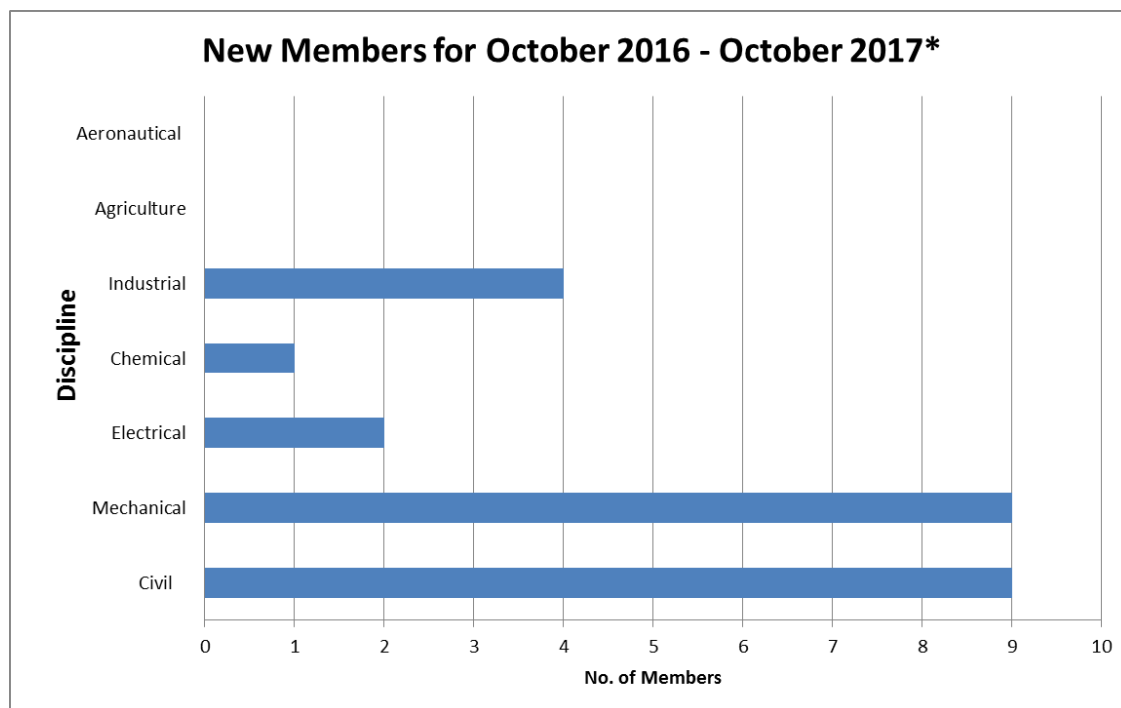
Melissa Townsend
Honorary Secretary
2016/2017

2.6 MEMBERSHIP COMMITTEE REPORT

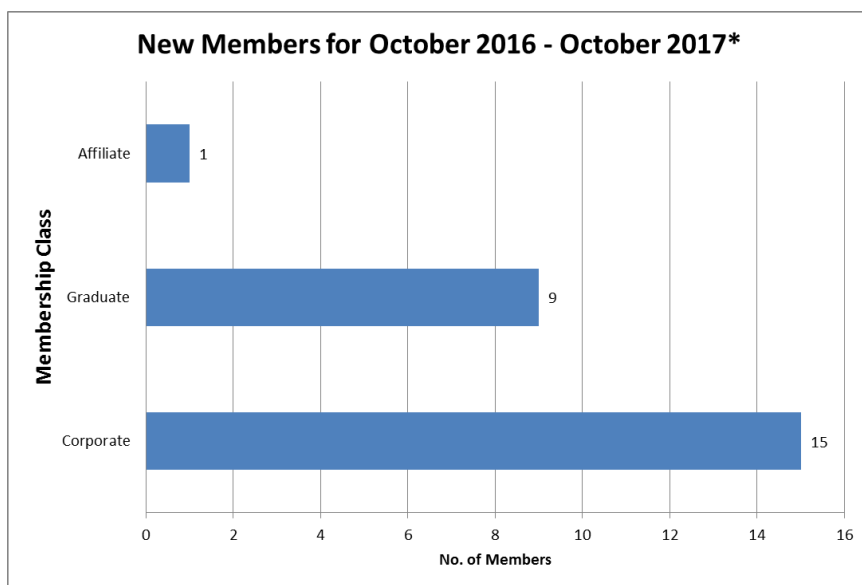
As of October 2017, the Institution accepted 25 members during the 2016/2017 Council year. Despite the slight increase in the number of applications received during 2015/2016 council year the institution continues to see low levels of membership applications over previous years. This fall is attributed to the reduction in the Institution activities during the year.

Applications for election to the Civil and Mechanical Divisions increased slightly over last year increasing by 9 and 5 members respectively. While only 3 applications were made for election to the Electrical Division and 1 new application to the Chemical Division. Acceptance to the class of Affiliate, Graduate and Corporate membership increased over the last council year by 1, 9 and 15 respectively.

The number of new applications to the JIE is shown in the following two graphs.



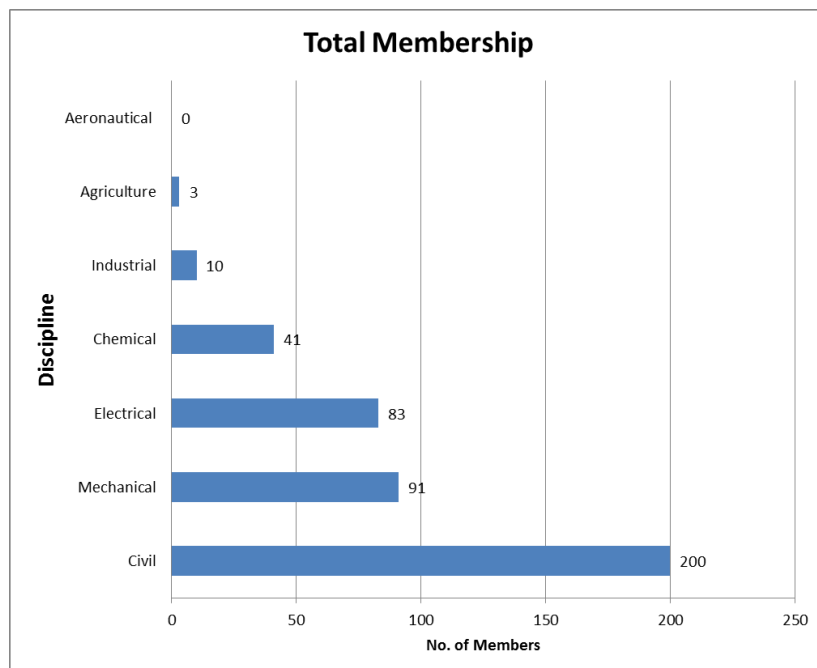
*Members who have been accepted for October 2016 - October 2017

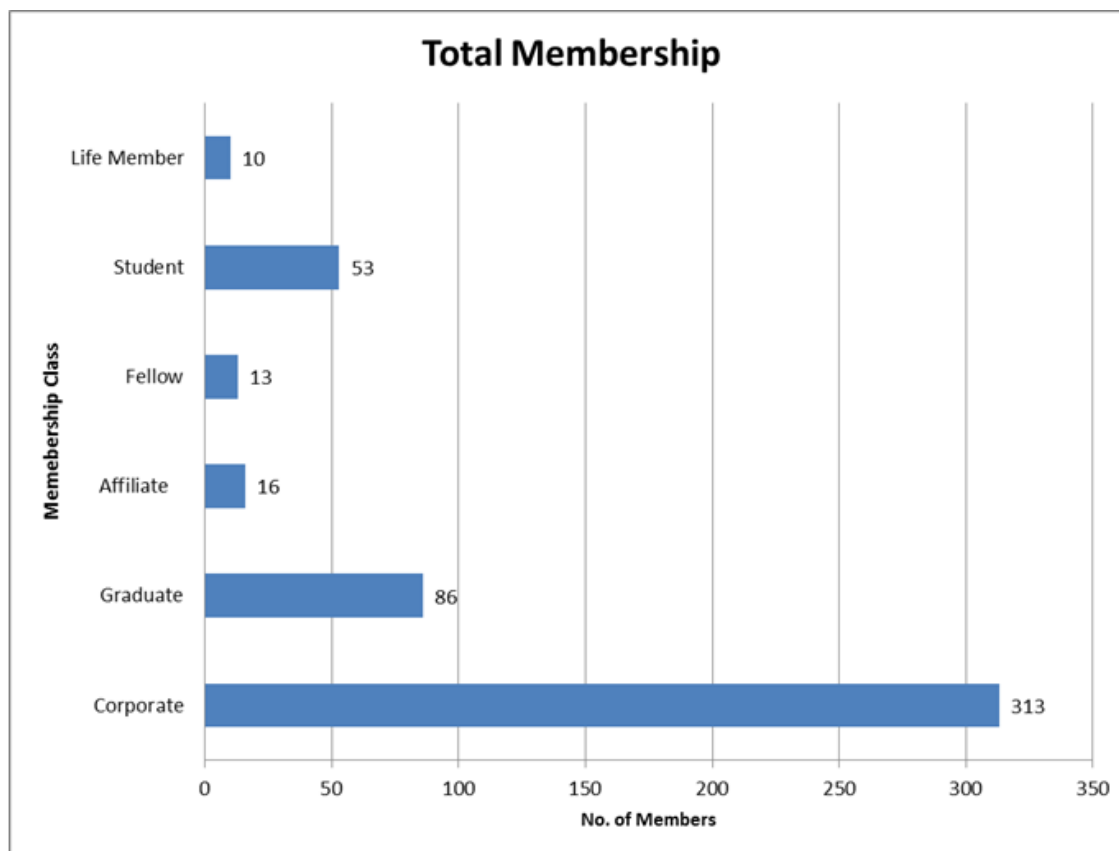


*Members who have been accepted for October 2016 - October 2017

The current JIE membership has decreased since last year and now stands at 491 members. Last year, there were 505 current members. The majority of the members are Corporate members followed by the Graduate and Student membership groups. The Civil division continues to host the majority of the membership with the Mechanical division being the second largest group. The AACI division continues to hold the least number of members.

The number of current members of the JIE is shown in the following two graphs.





The institution continues to experience a low compliance rate for payment of dues. Some strategies are still being employed to encourage persons to pay their membership fees. This included posting of members in good standing on our website. The Secretariat has also taken steps to ensure that the invoices are delivered on time.

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.

Gary Walters
Membership Chairman
JIE Council 2016/2017

2.7 ANNOUNCEMENT OF COUNCIL 2017/2018

SLATE OF JIE COUNCIL FOR 2017/2018 ADMINISTRATIVE YEAR

No.	NAME	POSITION
1	Dwight Ricketts	President
2	Christopher Hamilton	President- Elect
3	Dave Barnaby	Imm. Past President
4	Godfrey Boyd	Vice President
5	Natalie Sparkes	Vice President
6	Stanley Sutherland	Vice President
7	Melissa Townsend	Honorary Secretary
8	Steve Johnson	Honorary Treasurer
9	Marvin Campbell	Civil Division Chair
10	Nickoe Boothe-Thompson	AAIC Division Chair
11	Michael Heron	Mechanical Division Chair
12	Balvin Thorpe	Electrical Division Chair
13	Glaister Ricketts	Ordinary Member
14	Dr. Carlton Hay	Ordinary Member
15	Major Taraja Jackson	Ordinary Member
16	Duran Wright	Ordinary Member
17	Timothy Bailey	Graduate Member
18	Tara-Sue Rhoden	Graduate Member

3 RESOLUTION

RESOLUTION XI FOR CHANGES IN THE BY-LAWS TO:

TO REQUIRE THAT APPROPRIATE ARTICLES FOR THE INSTITUTION BE AMENDED TO CHANGE CRITERIA FOR ATTENDING MEETINGS TO INCLUDE ATTENDANCE BY VIDEO AND OR TELE-CONFERENCING.

ANNUAL GENERAL MEETING TO BE HELD ON OCTOBER 19, 2017

- WHEREAS, The Institution is desirous of changing the criteria for members of Council to participate and be recorded as present at Council Meeting via participation by video or tele-conference and to take advantage of the benefits to be derived thereof.
- AND WHEREAS, This would enhance the Institution's ability and capacity to carry out its mandate.
- AND WHEREAS, The Annual General Meeting of October 19, 2017 authorized Council to draft the appropriate changes to the affected By-Laws.
- Be it resolved that: By-Law 63 of the Institution be amended as set forth in the attached document.
- Be it resolved that: The Articles of Incorporation of the Institution be amended as set forth in the attached document initialed by the President of the Institution for identification AND THAT the Articles of Incorporation in the terms of the attached document be adopted by the Institution as the Articles of Incorporation to apply to the Institution.

63. The Council may meet as often as the business of the

Institution may require, and in any event not less than once per month, and meetings shall be held at the

Headquarters of the Institution or such other places as the President may decide. At every meeting of the

Council seven (7) members entitled to vote shall

constitute a quorum, and all matters shall be decided

by a majority, except as otherwise herein provided for.

The Honorary Secretary shall, on the request of the

President or any two (2) Vice-Presidents or any three

(3) members of the Council, convene a meeting of the Council.

It shall be competent for the Council to seek by post fax, or electronic mail

the views of the members of the Council on any matters, including those concerned with applications

for membership of the Institution.

63. The Council may meet as often as the business of the

Institution may require, and in any event not less than once per month, and meetings shall be held at the

Headquarters of the Institution or such other places

as the President may decide. At every meeting of the

Council seven (7) members entitled to vote shall

constitute a quorum, and all matters shall be decided

by a majority, except as otherwise herein provided

for. Members of Council may attend/participate in Council

meetings via video or teleconference and be recorded as being

presence but not recognized as part of the quorum, on a conditional

basis, to include, that the member desirous of this facility make

to necessary and adequate arrangements to have a minimum "meeting contact"

duration of not less the 75% of the entire meeting session and such attendance

will not be considered valid for consecutive meetings.

The Honorary Secretary shall, on the request of the

President or any two (2) Vice-Presidents or any three

(3) members of the Council, convene a meeting of the Council.

It shall be competent for the Council to seek by post fax, or electronic mail

the views of the members of the Council on any matters, including those concerned with applications

for membership of the Institution.

APPENDICES

APPENDIX A - MINUTES OF THE 2016 ANNUAL GENERAL MEETING

JAMAICA INSTITUTION OF ENGINEERS (JIE) MINUTES OF THE ANNUAL GENERAL MEETING (AGM) HELD AT THE 237 OLD HOPE ROAD (UTECH) ON THURSDAY, NOVEMBER 3, 2017 AT 6:00 P.M

1.0 MEETING CALLED TO ORDER

The President (Gary Walters) called the meeting to order at 6:23 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 2015 AGM:

3.1 Amendments and Confirmation

There were no amendments to the AGM minutes of November 5, 2015

The Minutes of the last AGM was confirmed on a motion moved by Engineer Andre White and seconded by Engineer Dave Barnaby.

3.2 Matters arising from the previous minutes:

The JIE Foundation

The President Engineer Gary Walters informed the meeting that the current Chairman of the JIE Foundation was Engineer Basil Nelson. Engineer Nelson indicated that he along with fellow directors wished to relinquish their responsibilities on the JIE Foundation in light of how exasperating the process of normalizing the Foundation has been. He further added that a younger and new set of directors would have a far greater impact than his current board of directors. Hence the Foundation would need to be reconstituted by the appointment of new directors. This should to be done in accordance with the Articles of Incorporation for the Foundation.

Engineer Noel daCosta inquired if the Foundation was registered as a Limited Liability Company which Engineer White indicated that it was not. Further inquiries were made by said Engineer daCosta and Engineer Earl Richards on the current state of the JIE Foundation accounts, bank information and Financials Statements. It was indicated by the President that the Foundation Accounts etc. were not up to date. He was cautioned that this information should be up to date before a change of directors. Engineer White informed the meeting that the current Chairman Engineer Nelson indicated that he was having challenges in this regard as majority of the directors were deceased which made it very difficult to access the Accounts of the Foundation.

Continuous Professional Development Units (CPDU)

Engineer Dave Barnaby informed the meeting that the Professionals Engineers Registration Board was in the process of correcting a document to be sent to the ministry. He indicated

that previous document to the Ministry included the Building Code, the PER Act, the proposal for Continuing Development Units were rejected on the basis that it required some corrections, hence, PERB is correcting the document to resubmit to the Ministry for approval before they can implement CPD as a requirement for reregistration.

Outstanding Subscription fees to GCREAS

The JIE who is a founding member of the Greater Caribbean Regional Engineering Accreditation System (GREAS) was outstanding in membership fees of \$17,000.00USD up to 2016. President Engineer Walters informed the meeting that representatives from Council met with the Jamaican representative, Engineer Garth Kiddoe to discuss the options open to the JIE as they were not in a position to readily cover the outstanding fees. Having met with Engineer Kiddoe, he proposed that in light of their current financial position, the JIE should put forward a proposal to address the outstanding fees.

Council put forward to the members the three options that were discussed

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.

Most Council Members agreed to the third option as it would not be advisable to walk away given that the JIE was a founding member. Engineer Earl Beckford added that if the JIE decided to withdraw its membership, they should still pay all outstanding monies owing to GCREAS.

It was confirmed that JIE compliance rate in subscription fees was 70% therefore Engineer Orett Parker suggested increasing membership fee by \$500.00 and use the amount collected and help to offset the monies owed to GCREAS. President Walters indicated that for an increase in fees, it would be required to be tabled and accepted at the AGM which may take another year. Engineer Dr. Kavian Cooke agreed with the President and further pointed out that whatever decision to be taken should be done as soon as possible.

Engineer Garth Kiddoe was not present at the meeting but President Walters indicated that he would request an update from him regarding the purpose of GCREAS and the benefits to the members. He would circulate such update or information to the membership.

The JIE is also a part of the Caribbean Accreditation Council on Engineering & Technology (CACET). Eng. Earl Richards advised Council that they need to determine the benefits of being a part of both organization and if it is in the organizations interest to be a part of both organizations then the JIE should find a way to cover their outstanding and future fees. He too encouraged Council to make a decision as soon as possible or additional cost would be incurred and no real benefit to the JIE.

He suggested that Council should utilize the next three months to make a decision and take action. The Membership agreed with the suggestion put forward.

Grant Funding Committee

The report from Engineer Hopeton Jones was still outstanding for the 3D Project early childhood Development Centre in Spanish Town, St. Catherine. They had sought JIE's assistance in getting the building up to date. President Walters indicated that he would seek the help of other institutions or organizations such as JSIF regarding this project.

4.0 PRESIDENTS REPORT

The outgoing President reported that the theme used for the 2015/2016 Council year was "Engineering for Prosperity" and that the focus 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.

He indicated that the Council year began with the Annual Awards Banquet held on November 21, 2015 at the Jamaica Pegasus Hotel. The banquet highlighted the areas of focus for the year to include the following;

- 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;
- Become a recognized civil society group through the continued publication of articles that resonate with the public at large.

Building Act

The President reported that following the Sectoral Debate held on June 22, 2016, Local Government Minister Desmond McKenzie indicated there could be more delays to the passage of the Building Act, as the bill drafted by the previous administration required serious revision. The President further added that the 19.01.16 revision of the Building Bill was not submitted to the JIE to determine if it had satisfied all the comments that were raised in respect of the 2011 draft bill. The latest draft bill came to the attention of the JIE in October 2016 and that a cursory look indicated that it added further confusion. The Building Act Implementation Committee chaired by Eng. Noel DaCosta had informed the Ministry of Local Government of the JIE's position and required time to review the bill to submit any recommendations. Engineer Noel daCosta informed the meeting that the committee had completed the review and had sent to the Legal Counsel in the Ministry the proposed changes. One of the major concerns in the Bill was that there was no clear definition between a draftsman and an engineer. The Ministry acknowledged that aspects of the bill required amendments and that their expert team would provide guidance in that regard.

Courtesy Calls/Representation in the Interest of Engineers

The President reported that during the year representation was made to a number of Ministers of Government to include the following:

- The Most Honourable Andrew Michael Holness, O.N., M.P. Prime Minister
- The Honourable Desmond McKenzie, CD, MP. Minister of Local Government and Community Development.

- The Honourable Lester Michael Henry, CD, MP. Minister of Transport and Mining
- The Honourable Edmund Bartlett, CD, MP. Minister of Tourism
- The Honourable Dr. Andrew Wheatley, MP. Minister of Energy, Science and Technology

Discussions were centered mainly around the passing of the Building Act as well as how the JIE could contribute in a significant way in the different industry sectors in Jamaica.

Conferences and Seminars

Engineers' Week

The JIE Engineers' Week was 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 to Bogue LNG Power Plant in Montego Bay. 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. The President commended the Engineers Week committee in particular Engrs. Christopher Hamilton and Anthea Reynolds.

There JIE also participated in, attended or hosted; the Annual Disaster Management Workshop, at UWI Mona, the CMI Conference/Symposium; University of the West Indies' (UWI) Net Zero Energy Building Project presentation and a workshop on the Path to Becoming a P.E. in collaboration with the PERB.

Marketing and Publications

The President reported that the JIE was able to promote the Jamaica Product Exchange (JAPEX) Fair held on April 30, 2016 where 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 Limited.

Current Affairs

Two events involving major engineering projects captured the public's attention during the year. They were 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, it was not published. Although the article was not published, Nationwide News Network invited the JIE to join Cliff Hughes and the Nationwide team for a Public Forum titled "Collapse" held on June 22, 2016, on Building Construction Breaches, Policies and Procedures.

The JIE a provided interviews to the Gleaner Power 106 News team on North South Highway landslide.

The JIE also 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 to talk about the suitability of Flat Bridge in wake of the most fatal accident along the Gorge in most recent years.

Partnership and Education

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

The JIE through Vice President Engineer Dr. Kavian Cooke participated in the official launch of the Caribbean Maritime Institute Student Chapter held on April 26, 2016.

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 2019);
- 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).

Closing Remarks

In closing, the President indicated that the year was a successful one. He thanked 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 to include a number of our Past Presidents. He also thanked Past Councils who had set the stage for the continued success of the institution, the sponsors in particular the Jamaica National Building Society. He thanked the secretariat staff and PR consultant Mrs. Marcia Erskine and all other persons who played a part and offered support and encouragement to the team of the 2015/2016 JIE Council. The President was applauded by the members of the meeting and commendations given for the work accomplished during the 2015/2016 Council year.

5.0 HONOURARY TREASURER REPORT

The outgoing Treasurer Engineer Dionne Sampson was absent from the meeting hence outgoing President Gary Walters addressed the meeting in this regard. Engineer Walters informed the meeting that the Financial Statements were not completed in time for the AGM as the Council experience some administrative challenges during the course of the year. The main challenge was updating the QuickBooks accounting Software as the staff was not fully trained to do so, hence Council took a decision contract the services of an accountant to provide the necessary training and to update the accounts for the relevant financial period. Unfortunately, it was not fully completed in time to a full audit to be done for presentation at the AGM. A preliminary draft of the Financial Statements was prepared for perusal and comments by the members. He indicated that the final draft of the financial statement should be ready by year end a proposed that a Special General Meeting (SGM) be called in three months to table the audited Financial Statements as well as to address the JIE's membership with GCREAS matter.

The Members unanimously agreed to this proposal and indicated some concerns they had with the preliminary draft of the Financials. These were highlighted to be brought to the attention of the accountant and auditors for adjustments if necessary before the SGM. The concerns highlighted were;

- The expenditures including rent expense needed to be revised
- The Accounts Payables and Accruals should be revised
- Note 5 and Note 3 of the financial statements also requires revising
- The Summary of the Costs of Events should also be revision

6.0 ELECTION OF AUDITORS

The Election of Auditor was deferred to the Special General Meeting (SGM) after the Financial Statements has been tabled.

7.0 HONOURARY SECRETARY'S REPORT

The outgoing Honorary Secretary Engineer Christopher Hamilton reported that since the resignation of Ms. Susan Martin in 2015, the Secretariat had been operating with two members of staff. He commended the staff of the continued hard work that they had been producing during the course of the year with one less person.

He indicated that the year had its fair share of challenges as the managing of the Accounting Software and the statutory Obligations were concerns. He added that the computers at the JIE proved to be a significant challenge during Engineers Week 2016 hence efforts are being made to upgrade the system in order to efficiently and effectively carry out functions necessary to operate.

Engineer Hamilton thanked the members of Council for their continued support to the Portfolio and thanked the Secretariat staff for their dedication to the organization. He further indicated that there was always room for improvement of the staff and the operating procedures to support the overall objectives of the organization.

8.0 COUNCIL REPORT/DIVISIONAL UPDATES

A general update was provided to the members of the meeting regarding the various engineering divisions in the JIE. The President reported that attendants to the seminars and workshops hosted by the JIE for the benefit of the members were significantly low. It was acknowledged that the divisions needed to add more value to the respective disciplines in order for members to be represented in large if not larger numbers. Nevertheless, the President encouraged members to come out and support the JIE at the various events as the membership support plays a key role in implementation and success of same.

Engineer Orett Parker suggested to the meeting that members be recruited to serve in the respective divisions. This he indicated may include targeting and calling persons and asking them to serve. He further added that each division should work hard to push the institution forward and that a mixture of approaches should be employed to get members. Engineer Lise Walters especially with the planning and organizing of Luncheons.

Engineer Howard Chin suggested cross divisional activities or joint divisional activities that would aid in bringing in membership support across the organization. Engineer Christopher Udeagha further added that it was prudent to work together as divisions to push the agenda of the JIE. He added that persons were looking for what benefit they can obtain from the JIE and are not willing to give back.

9.0 TABLING OF RESOLUTIONS

Resolution IX

A resolution for the Entrance Fee to the JIE to be fixed by Council from time to time was presented to membership for approval. Membership indicated their concerns as it relates to the proposed resolution as highlighted below;

Engineer Noel daCosta shared his disagreement indicating that the adjustment should not be made solely by Council as this may provide them with the leeway to go on a "frolic" and change the fee at any time. Engineer Sparks however disagreed and indicated that the Council should be entrusted with some amount of latitude to adjust the Entrance fee where necessary to cover the costs associated with the items provided to new members. Engineer Dr. Kavian Cooke suggested that Council should determine the cost associated with the items given to new members and present a reasonable cost to membership for approval.

Engineer Howard Chin suggested that the resolution should state that the entrance fee should be the cost associated with the cost of the items (Certificate, pin & constitution) plus 10 percent of that cost. The current Entrance fee was \$2000.00. Engineer Maurice Jones suggested that the resolution be amended to state that the entrance will be increased to \$2500.00 for the time being until it's deemed necessary for another increase. The resolution was amended to reflect this information and a motion was moved by Engineer Maurice Jones and seconded by Engineer Dave Barnaby for the amended resolution to be past. Twenty two (22) members voted for the resolution, there was none against and there were no abstentions.

Engineer Earl Richards informed Council that a JIE pin should be given to members and not be purchased. Engineer Maurice Jones indicated that the Council could look at inviting and distributing these tokens to new members at the some events hosted by the JIE during the course of the year as a formal induction into the JIE.

Resolution X

The second resolution presented to Council sought the approval from, membership to widen the meaning of written communication to members to include technological forms of communication.

The members indicated that all such communications should be sent to the last known address of such member and that such communication would be deemed as served. Engineer Maurice Jones further added that each member has an obligation to inform the JIE of a change in address and email each year. There was a unanimous vote in favour of the resolution proposed.

10.0 OUTGOING PRESIDENT ADDRESS

The outgoing President Engineer Gary Walters thanked Council Members, the Secretariat and the members for their support during the period of his Presidency. He further indicated that it was indeed a learning experience that has contributed to his growth and development. He indicated that he will continue to offer support to the JIE and wished the new Council all the best in moving forward.

11.0 ANNOUNCEMENT OF NEW COUNCIL MEMBERS

Engineer Gary Walters presented the new Slate of Council members for the 2016/2017 year and handed the gavel to the incoming President.

Dave Barnaby	-	President
Dwight Ricketts	-	President-Elect
Gary Walters	-	Immediate Past President
Christopher Udeagha	-	Vice President
Stanley Sutherland	-	Vice President
Natalie Sparkes	-	Vice President
Melissa Townsend	-	Honorary Secretary
Steve Johnson	-	Honorary Treasurer
Dr. Omar Thomas	-	Ordinary Member -Civil Division Chair
Balvin Thorpe	-	Ordinary Member - Electrical Division Chair
Michael Heron	-	Ordinary Member-Mechanical Division Chair
Oreal Bailey	-	Ordinary Member -AAIC Division Chair
Kevin Rodriquez	-	Ordinary Member
Glaister Ricketts	-	Ordinary Member
Godfrey Boyd	-	Ordinary Member

Tex Innerarity	-	Ordinary Member
Kevin Henry	-	Ordinary Member
Timothy Bailey	-	Graduate Member
Junior Bennett	-	Graduate Member

12.0 IN COMING PRESIDENT ADDRESS

President Engineer Dave Barnaby thanked membership for turning out. He informed them that the theme for the year will be “Fostering Jamaica’s Development through the Application of Standards”. He further informed the meeting that he wanted to reinvent the wheel by focusing on the purpose of the JIE. He encouraged the members to participate in the various activities and to volunteer their service and time for a productive JIE Council Year.

13.0. ANY OTHER BUSINESS

Divisional Activities

Engineer Orett Parker once again reinforced the importance of divisional activities and events including Socials as that were a means of fellowship and networking among the members of the institution. Past President Engineer Dave Barnaby indicated that he plans to implement fewer activities of such nature but of a higher quality.

JIE Mentorship Programme

Engineer Earl Richards inquired about the membership programme for young engineers. He informed the meeting that he met with Past President Engineer Andre White who was the President at the time to see how best the JIE could include and participate in a mentorship programme. He once again offered to assist with the development and implementation of such mentorship programme and encouraged Council members and other senior members to push this initiative.

JIE Strategic Plan

Engineer Noel daCosta congratulated the Engineer Barnaby on his Presidency and wished him and the Council all the best for the year. As in previous AGM meeting he once again suggested or encourage the consideration for a two year President term as he believed that one year was not sufficient for the President to adequately carry out his mandate. He suggested that the Council looked at developing a five year plan to push the JIE forward and that such committee look at a strategic plan that goes beyond a one year Presidency. Engineer Barnaby indicated that discussions had begun on developing such a plan.

Engineer Walter Bygrave who used to serve on Council in the capacity of Honorary Treasurer also encouraged that the Council looked at a two year reign for that position. He indicated that the post is a very difficult one and the person in that post requires the time and effort to understand and make viable contribution to the position.

Engineer Bygrave also encouraged Council to look at revamping or bringing back the other JIE Chapters to include the Western Chapter and the Central Chapter. He indicated that this should be included in the strategic plan going forward. Engineer Andre White indicated that the Council should use the three year plan developed during tenure as guide in charting a way forward with any strategic plan for development.

Engineer Designation

Engineer Christopher Udeagha reminded the meeting that the correct or most used designation for Engineers is “Engr”. He further encouraged the engineers to use the appropriate designation.

14.0 ADJOURNMENT

The meeting was adjourned at 9:08pm on a motion moved by Engineer Maurice Jones and seconded by Engineer Orett Parker.

APPENDIX B – ATTENDANCE REGISTRY OF THE 2016 ANNUAL GENERAL MEETING

ATTENDANCE REGISTER (AGM)

1. Oreal Bailey	<u>SECRETARIAT</u>
2. Balvin Thorpe	Julienne Holt
3. Natalie Sparkes	Meadese Harris
4. Nickoe Booth-Thompson	
5. Dr. Omar Thomas	APOLOGIES FOR ABSENCE (AGM)
6. Steve Johnson	1. Kamille Jackson (Proxy)
7. Christopher Udeagha	2. Alaina Young (Proxy)
8. Micheal Heron	3. Hugh T. Gordon (Proxy)
9. Timothy Bailey	4. Alfrico Adams (Proxy)
10. Dave Barnaby	5. Kevin Rodriquez (Proxy)
11. Gary Walters	6. Dr. David Smith (Proxy)
12. Stanley Sutherland	7. Oswald Smiley (Proxy)
13. Rachel Morris	8. Julian McMorris (Proxy)
14. Junior Bennett	9. Desmond Young (Proxy)
15. Paul Lue Lim	10. Garth Kiddoes
16. Everton Smith	11. Peter Morais
17. Christopher Hamilton	12. Leighton Facey
18. Andre White	13. David Allen (Proxy)
19. Earl Richards	14. Gliaster Ricketts
20. Kevin Sinclair	
21. D'Amour Bennett	
22. Kevin Henry	
23. Orlando Cole	
24. Orett Parker	
25. Alvin Pitter	
26. Charles Watson	
27. Melissa Townsend	
28. Noel daCosta	
29. Garth Jackson	
30. Lise Walter	
31. Keroma Bernard	
32. Luganus Daniel	
33. Kavian Cooke	
34. Barry Beckford	
35. Raymond Villiers	
36. Allan Hamilton	
37. Maurice Anderson	
38. Walters Bygrave	
39. Maurice Jones	
40. Dwight Ricketts	
41. Godfrey Boyd	
42. Kevin Sinclair	
43. Howard Chin	

APPENDIX C – MINUTES OF THE 2017 SPECIAL GENERAL MEETING

**JAMAICA INSTITUTION OF ENGINEERS (JIE)
MINUTES OF THE SPECIAL GENERAL MEETING (SGM)
HELD AT THE SCHOOL OF ENGINEERING CONFERENCE ROOM,
UNIVERSITY OF TECHNOLOGY, JAMAICA
ON THURSDAY, MARCH 30, 2017 AT 6:00 P.M**

1.0 CALL TO ORDER

The meeting was called to order at 6.57p.m by the President Dave Barnaby who welcomed everyone present.

2.0 INVOCATION

Engineer Michael Heron led the meeting with a prayer.

3.0 APOLOGIES AND ABSENSE

Apologies and absense were tendered for Engineers, Stead Williams, Christopher Udeagha, Junior Bennett, Stanley Sutherland, Oreal Bailey, Dr. Omar Thomas, Balvin Thorpe, Nickoe Boothe-Thompson, Gary Walters, Glaister Ricketts, Lenworth Kelly, and Omar Sweeney.

3.0 HONOURARY TREASURER'S REPORT

The Treasurer Engineer Dionne Sampson's report was taken from the Annual General Meeting that was held in November 3, 2016.

3.1 General

Engineer Sampson reported that there were a few challenges in having the Audited Financials Report 2015-2016 ready for the AGM held in November 2016. She also advised members that there is a continuous challenge for raising capitals and funds for sustaining the JIE and its operations and to give support and training to the engineering fraternity. However, the 2016-2017 Council did try to find an additional income stream , but these ventures were not as fruitful. Engineer Sampson also reported that the income/revenue received throughout the year was significantly small and very marginal profit was made; this was the main challenge. As a result, an enormous amount of time was spent to rationalize some of the accounts held by the JIE and even dormant accounts.

Engineer Sampson reported that financial statements circulated stems from the JIE Operational Bank account. She advised members that she personally believed that the JIE is still a viable Institution. She also apologies for not being able to provide a wholesome report of the Audit Financials, however she would try to answer any questions regarding the Audited Financials Report 2015-2016.

3.2 2015/2016 Audited Financial Statement

The first question was posed by Engineer Nataile Sparkes which was "Why the company taxes were not being paid up?" and "How much was outstanding?". Highlighting that the Audited Financials

Report 2015-2016 had a \$1million difference between the financial years 2015 and 2016. Dr. Brown advised members that the JIE had applied for tax exemption and it was denied, as a result the back taxes are now required to be cleared up. Members then requested clarity and an update on the current state of JIE taxes; due to the absence of the auditor, Engineer Sampson was not able to advise members on this. There were a few inconsistencies and discrepancies in the figures under Schedule 1, however Engineer Sampson advised that they would revisit the document with the accountant for clarity.

Engineer Sampson also reported that the RACE FOR HOPE was not held for the 2015/2016 Council year, however there is still an outstanding balance of approximately \$250, 000 owing to Running Events. As a result of the poor support of this event, the expenses were more than the income for 2015. In 2016 money was taken from the JIE's main account to reduce the outstanding balance.

Engineer Sampson was asked to provide an update on the Building Code Funds and to outline how the fund is being managed by the Council. President Dave Barnaby indicated that the Accountant was tardy in getting the information together, and going forward the updates of the QuickBooks would be done on a monthly basis.

Dr. Brown recommended that the JIE should consider combining the Council year and the financial year. Engineer Dwight Ricketts suggested that they would revisit the minutes to see what the recommendation regarding not changing the various financial years were and discuss with Council.

The motion was placed on the table for acceptance; 16 accepted with the proxies and 1 abstention from Dr. Noel Brown.

5.0 ELECTION OF AUDITORS

A motion was moved for the Council to select the auditors after diligent research is done by Council. 15 members voting were unanimous.

6.0 ANY OTHER BUSINESS

No other business was tabled.

7.0 ADJOURNMENT

The meeting was adjourned at 7.53p.m on a motion moved by Engineer Dwight Ricketts and seconded by Engineer Noel Brown.

APPENDIX D – ATTENDANCE REGISTRY OF THE 2017 SPECIAL GENERAL MEETING

ATTENDANCE REGISTER (Special General Meeting (SGM))

1. Steve Johnson	APOLOGIES FOR ABSENCE (SGM)
2. Melissa Townsend	1. Stead Williams
3. Dionne Sampson	2. Christopher Udeagha
4. Orlando Cole	3. Christopher Hamilton
5. Kareem Campbell	4. Junior Bennett
6. Dave Barnaby	5. Stanley Sutherland
7. Micheal Heron	6. Oreal Bailey
8. Dr. Noel Brown	7. Dr. Omar Thomas
9. Kevin Henry	8. Balvin Thorpe
10. Andre White	9. Nickoe Boothe-Thompson
11. Richard Lawrence	10. Gary Walters
12. Natalie Sparkes	11. Glaister Ricketts
13. Luganus Daniel	12. Lenworth Kelly
14. Damian Cummings	13. Omar Sweeney
15. Godfrey Boyd	
16. Christopher Hamilton	

SECRETARIAT

17. Juliene Holt
18. Meades Harris