



# Jamaica Institution of Engineers

## Annual Report of Council 2017-2018

October 18, 2018

**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 2018.

From: **JIE Secretariat** <[jiejamaica@gmail.com](mailto:jiejamaica@gmail.com)>  
Date: Wed, Oct 3, 2018 at 4:54 PM  
Subject: Notice of the JIE Annual General Meeting-October 18, 2018 @ 6:00pm  
To: JIE Secretariat <[jiejamaica@gmail.com](mailto:jiejamaica@gmail.com)>

Dear Members,

Notice is hereby given of the Annual General Meeting to be held on Thursday October 18, 2018 at 6:00pm at the Alhambra Inn, 1 Tucker Avenue, Kingston 6.

Please confirm your attendance no later than Wednesday October 12, 2018 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 12, 2018 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 3<sup>rd</sup> day of October, 2018.

See Agenda Attached.

Melissa Townsend  
**Honorary Secretary**  
**Jamaica Institution of Engineers**

From: **JIE Secretariat** <[jiejamaica@gmail.com](mailto:jiejamaica@gmail.com)>  
Date: Wed, Oct 10, 2018 at 4:32 PM  
Subject: Change in Venue - 2nd Notice of the JIE Annual General Meeting  
To: JIE Secretariat <[jiejamaica@gmail.com](mailto:jiejamaica@gmail.com)>

Dear Members,

Notice is hereby given of the Annual General Meeting to be held on Thursday, October 18, 2018 at 6:00pm at the **Audi Terminal, 1C-3 Oxford Road, Kingston 5**.

Please confirm your attendance no later than Friday, October 12, 2018 by contacting the Secretariat (Bye-Law 87), so that sufficient copies of the related report can be prepared for the meeting.

If you are unable to attend, please complete and return the attached proxy no later than Friday October 12, 2018 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 10th day of October, 2018.

Attached to this meeting;

- -Agenda
- -2017-2018 Audited Financial Statement

Regards,

Melissa Townsend  
**Honorary Secretary**  
**Jamaica Institution of Engineers**

**THE JAMAICA INSTITUTION OF ENGINEERS (JIE)**  
**ANNUAL GENERAL MEETING**  
**OCTOBER 18, 2018**  
**AGENDA**

- 1.0** CALL TO ORDER
- 2.0** APOLOGIES FOR ABSENCE
- 3.0** MINUTES OF OCTOBER 2017 AGM
  - 3.1 Amendments and Confirmation**
  - 3.2 Matters Arising from Previous Minutes**
- 4.0** MINUTES OF SPECIAL GENERAL MEETING MAY 2018 SGM
  - 4.1 Amendments and Confirmation**
- 5.0** PRESIDENT’S REPORT
- 6.0** HONORARY TREASURER’S REPORT
  - 6.1 General**
  - 6.2 2016/2017 Financial Statement**
- 7.0** ELECTION OF AUDITORS
- 8.0** HONORARY SECRETARY’S REPORT
- 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 2017-2018

No.	NAME	POSITION	ATTENDANCE
1	Dwight Ricketts	President	12
2	Christopher Hamilton	President- Elect	10
3	Dave Barnaby	Imm. Past President	8
4	Godfrey Boyd	Vice President	6
5	Natalie Sparkes	Vice President	10
6	Stanley Sutherland	Vice President	7
7	Melissa Townsend	Honorary Secretary	12
8	Steve Johnson	Honorary Treasurer	9
9	Marvin Campbell	Civil Division Chair	8
10	Nickoe Boothe-Thompson	AAIC Division Chair	8
11	Michael Heron	Mechanical Division Chair	10
12	Balvin Thorpe	Electrical Division Chair	5
13	Glaister Ricketts	Ordinary Member	12
14	Dr. Carlton Hay	Ordinary Member	0
15	Major Taraja Jackson	Ordinary Member	5
16	Duran Wright	Ordinary Member	9
17	Timothy Bailey	Graduate Member	2
18	Tara-Sue Rhoden	Graduate Member	2

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# 1. PRESIDENT'S REPORT



I am deeply honoured to have served this noble Institution, the Jamaica Institution of Engineers (JIE), as the President for the period 2017/18. I take this opportunity to acknowledge and thank the Past Presidents and their Council Members for their leadership and support over the years. On behalf of the Council 2017-18, we are grateful for the privilege to serve and accepted the responsibilities and challenges that came with the role.

This year, the JIE celebrated its 40<sup>th</sup> year under the theme **“Engineering Our Future Through Celebrating Our Heritage”**. Over the years, we have significantly contributed to the development of our members, at the



**Figure 1. Few members of the Annual 2017 Dinner Planning Committee**

professional level as well as to through nation building. We have continued the Institution's strong traditions of hosting our Annual Awards Dinner & Gala, Luncheons, Workshops, Seminars, Engineers' Week and the production of the Annual Diary. We have introduced several new activities which were aimed at celebrating and empowering the members, as well as highlighting the work and profile of the organization. This Council has deliberately focused on strengthening our communication channels with members, and in return have gained improved feedback and participation, which is essential for our existence and relevance in Society.

## CELEBRATING OUR HERITAGE

In reference to a famous quote from Marcus Garvey *“A people without the knowledge of their past history, origin and culture is like a tree without roots”*. It is within this context, that we saw it quite fitting for the JIE to appreciate our heritage by honouring our esteemed founding members at our Annual Awards Dinner & Gala held on November 25, 2017. The event which was attended by over 450 patrons, gave us an excellent opportunity to renew and strengthen our ties with the JIE “fore-parents”. The event was well attended with



**Figure 2. Founding members at the JIE Annual Dinner 2017**

eighteen (18) Founders in attendance. The opportunity was also used to recognise our first female President and Fellow of the Institution, Engr. Grace Ashley, with the Award for Excellence in Engineering. The annual awarding of the Project of Year (POY), which was done at the Dinner, was done with the expansion from one to three categories to ensure greater recognition of the smaller funded projects.

## OUR FUTURE

In reviewing our roadmap from aspiring student to Engineering Fellow, we have increased our investment in the youth with a partnership with Jamaica Social Investment Fund (JSIF). This JIE-JSIF partnership had members of the Institution participating in teaching sessions at select schools throughout the country, assisting with dissemination of aspects of the Grade Six Achievement Test (GSAT) Mathematics and Science curriculum. This intervention was geared towards giving Engineers opportunities to interact with primary-school students, and for them to organize field trips and share knowledge.

We also continue to enhance the relationship with our Student Chapters at University of Technology (Utech), University of West Indies (UWI), Caribbean Maritime University (CMU) and Portmore Community College (PCC). In this regard, we have identified several areas for enhancement and have increased our participation and involvement with several successful events including; the Beach Clean-up, Socials, Bridge Building Competition and the Engineers' Week Workshops.



**Figure 3. President Ricketts joins the JIE UWI Student Chapter in the International Beach Clean up Day**

## PARTNERSHIPS

Partnerships are increasingly becoming the answer for some of the issues that involve stakeholders and the application of many minds to address. In doing so, we have developed strategic partnerships with various entities in order to identify solutions and implement projects to address Jamaica's infrastructural problems. Consequently, courtesy calls were done on Bureau of Standard Jamaica (BSJ), Net Zero Project/Program (UWI, Mona), Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA), Canadian Embassy and Professional Engineers Registration Board (PERB). So far, we have

started work in establishing a National Infrastructure Score Card geared at objectively accessing the Nation's infrastructure, which is aimed at enhancing the national planning, and maintenance programs.

The JIE has been a champion for the establishment and passing of a new Building Code; which now awaits the finalization of the application documents. The implementation of the Building Code which is being done with assistance of International Code Council (ICC), is seen as an enhancement of the buffer for the society with regards to public safety. Special note should be made that for a building code to be effective, it requires full acceptance, utilization and adherence. It is to this end that the JIE continues its engagement with the various stakeholders inclusive of the Construction Industry Council (CIC), Bureau of Standards Jamaica (BSJ) and Ministry of Local Government & Community Development (MLGCD).

The JIE, over years, has established and maintained several partnerships and collaboration with both local and international partners. In this regard, the JIE spearheaded two major events, a JIE-ISRATECH Workshop on Water use optimization & Protected Agriculture Technologies in May 2018 and Agricultural Technology Symposium in June 2018 which was done in collaboration with the Ministry of Industry, Commerce, Agriculture



and Fisheries (MICAF) and ISRATECH Ltd. The JIE also, partnered with the UTECH, Broadcasting Commission and ReadyTV on a Forum regarding Digital Switchover for Jamaica which was carried live on ReadyTV.

Additionally, the year also saw the JIE participating in several other events inclusive of:

- JSIF-CIC Construction Conference in December 2017
- ODPEM Open Day for Schools at Port Royal in January 2018
- Meeting at the House of Parliament re Construction Industry Policy (2014) of Jamaica in February 2018
- The Bureau of Gender Affairs Symposium as part of International Women's Day activities in March 2018
- The OAS 70<sup>th</sup> Anniversary Lecture and Roundtable Discussion regarding "The Caribbean Sustainable Energy Challenge" in March 2018
- Open day of the Faculty of Engineering & Computing (FENC), University of Technology, (formerly CAST) in celebrating 60 years (March 2018)
- Jamaica National Agency for an Accreditation's (JANAAC) 10<sup>th</sup> Anniversary celebration in March 2018
- The annual Disaster Management Workshop for Master of Public Health (MPH) students at UWI in April 2018
- The Build Expo and Conference 2018 in June 2018
- Launch of the Faculty of Engineering at University of West Indies, Mona in September 2018
- Launch of the FESTO Centre at Caribbean Marine University in September 2018
- Realtors Association of Jamaica Expo 2018 in October 2018
- The National Architectural Design Competition for the New House of Parliament (Ongoing)
- Several Careers Day engagements

Our partnership was also extended regionally, for which, we were involved with the Caribbean Development Bank (CDB) and ICE West Indies Local Association (ICEWILA) events relating to innovative research in natural disaster and our resilience to these events. Our partnership with Institute of Electrical and Electronics Engineers (IEEE) was also refreshed during a visit by members of the IEEE executive to Jamaica in November 2017. We also participated in the American Society for Engineers Education (ASEE's) EDGD Conference held in Montego Bay in January 2018. The JIE participated in the visit of the President of the UK-based, Institution of Structural Engineers (IStructE) in April 2018. Noting that the JIE has a working relationship with the IStructE and the IStructE Caribbean Regional Group spanning over a decade. While the institution did not play an active role in the recently held 27<sup>th</sup> Caribbean Water and Wastewater Association (CWWA), the JIE lauds its members and the other Stakeholders for hosting the annual event in Jamaica.

## **VISIBILITY AND COMMUNICATION**

We continue to enhance our visibility and communication mechanisms and have executed greater usage of social media strategies which allowed us to be in real time contact with our stakeholders. These activities were driven by a Public Relations team that kept the gears turning throughout the year. "The Integral", which is our newsletter provides also another channel for us to communicate. Print media remains a reality in this digital age, and for that, our fortnightly column "Engineer's Angle" in the Sunday Gleaner, has created yet another means of promoting and fostering the sciences and the Profession. Along with several other publications in the

print media inclusive the President's mission and the covering of other events; the JIE also participated on Television and Radio programmes regarding several issues inclusive of Annual Dinner and Road Infrastructure (Fresh Start on News Talk 93FM), Construction Conference (CVM Morning Show, Business Access TV and PowerTalk 106FM), Earthquake awareness Week (Power Talk on Power106FM), Agricultural Technology Symposium (Agro Buzz on 94FM), Construction Industry to the growth of the Jamaican economy (Power106FM), Hurricane Gilbert 30th Anniversary (Hotline on 94FM). The Institution has also participated in several events as Guest Presenter and Guest Speaker inclusive of Graduation ceremonies at the Jamaica Defence Force (JDF) TTI Graduation and Frankfield Primary School.

To enhance the visibility and profile of the Institution for the year, a special 40<sup>th</sup> logo was unveiled for the Council year 2017-18. The 40<sup>th</sup> logo was adapted on the letter head for the year and was also used on several items inclusive of diary, conference packages and JIE shirts. The use of the title "Engr." and post nominal letters "PE" was enhanced for the year with the inclusion of the use of PE assigned to names of our registered Engineers on the JIE official letter head footnote. To complement the Past President's medal, we have instituted a President medal for the sitting President, which will be worn at official functions and be transferred to the new President at the Annual General Meeting (AGM).

Our flagship event Engineers' Week 2018, continues to highlight and demonstrate the mandate of this 40-year-old organization which is to promote and foster the Sciences and in particularly the field of Engineering. This year's event was done in Collaboration with the Canadian Society of Civil Engineers (CSCE) under the theme of **"Engineering Our Future Through Celebrating Our Heritage"**. Participants as usual were presented to by a set distinguished Presenters inclusive of several from overseas. The activities undertaken by the JIE over the years have been made possible through the kind support and participation of our members, JIE Secretariat, allied associations, Media Representatives and Sponsors, which we are truly thankful.

The Secretariat Staff continues to be a tower of strength and stability for the organization. To strengthen the JIE administration, we have implemented an appraisal system with incentive scheme for the staff. This year we invested in two new computers for the offices which is geared to raise the efficiency of the operations, with the next step being the enhancement of our data backup systems both cloud and offsite. A new air conditioning unit was also procured for the meeting room.

## **CONTINUING THE MISSION**

At the beginning of the Council year several initiatives were announced to which work has begun and will span beyond this Council. These include:

- establishing of a Past President Council
- securing of a permanent home for the JIE (Founders Building)
- the revitalization of the Jamaica Institution of Engineers Foundation (JIEF)
- resolving the outstanding issues with GCREAS
- establishing of a national score card and a formal partnership with Jamaica Computer Society (JCS)
- strengthening of relationships with the Combined Disabilities Association Limited's Disabilities Rights Tribunal, the Caribbean Sustainable Energy and Innovation Institute (CSEII) and Jamaica Defence Force (JDF)

- participate in the Building Code Training Consortium which is being led by BSJ
- the establishment of a Members database, capturing their contribution and service and the provision of enhance benefits for our members.

During Engineers week 2018, Jamaica National (JN) Bank announced a range of offers to the members which will be further promoted in coming weeks. We have responded to the call for the strengthening of the JIE-PERB relationship with the relating to the New Board some of the current issues which include the Continue Development Credits and look forward for our own offering at Workshop and Conferences to be accredited.

### **UNITY IS STRENGTH**

In closing, please allow me to make reference to Marcus Garvey's quote "

*"The thing to do is to get organized; keep separated and you will be exploited, you will be robbed, you will be killed. Get organized, and you will compel the world to respect you."* I therefore, charge all members to get involved and be encouraged to make a significant contribution to the further development of this important Institution. Thank you all and may God continue to bless you and your families.

**Dwight D. Ricketts, JP, MEng, BSc, MJIE, MASABE, PE,**  
**President**  
**JIE Council 2017/2018**

## **2 COUNCIL REPORTS**

### **2.1 ENGINEER AFFAIRS**

#### **CENTRAL CHAPTER**

On January 13, 2018, I accompanied President Ricketts to the meeting held in Mandeville regarding the resuscitation of the Central Chapter of the JIE. The meeting was chaired by Vice President, Natalie Sparkes and attended by several practicing engineers from central Jamaica.

President Ricketts gave a very inspiring talk and encouraged the engineers to set realistic goals. From the lively discussion which ensued and the commitments given, I have every confidence that Central Chapter will succeed in its endeavors.

#### **Professional Engineering Registration Board (PERB)**

I participated in meetings between the JIE and PERB which focused on forging a more active liaison between both organizations. These meetings involved both the previous and the incumbent members of PERB. Very fruitful discussions were held on a wide range of topics. The meetings set the stage for improved and closer cooperation between the JIE and PERB.

At a meeting with PERB, our President and myself several items were involved in discussions including Continuing Education. The view expressed by the Chair of PERB is that this program, if run and controlled by the JIE, would place the JIE as the central agency for continuing accreditation of Engineers and consequently be a major source of income, must be given serious consideration by Council.

The managing council of the JIE mandated that I liaise with PERB in an effort to developing and expanding the joint working of both bodies with respect to;

- Continuing Education Programme
- PERB/JIE Calendar of events
- PERB/JIE Public Forums

Correspondences were exchanged in this regard but the change of the PERB board members has resulted in a delay in having discussions.

I accepted an invitation from PERB to participate in one meeting for the evaluation of applications for registration of professional engineers. My participation reinforced the need for the establishment of an effective Continuing Education Programme.

#### **ENGINEERING DIVISIONS ACTIVITIES**

The divisions continue to function, some more active than others.

The seminars put on by the AACI and Electrical divisions were well attended and spoke to the relevance of the topics presented.

It is expected that the coming year will see continuing and where relevant, increased vibrance in the operation of all divisions. These can be best achieved by the increased involvement of the general membership in the affairs of the JIE in general but the affairs of the divisions in particular.

#### **JIE PROJECT of the YEAR**

The nomination form has been revised to create four categories of projects rather than the previous three from last year. This fourth category seeks to recognize projects which have a total cost of less than Ten Million dollars (US\$10M), which are distinguished by being non-traditional, technically original, inventive and pioneering. Engineering resourcefulness, environmental friendliness and demonstrated sustainability are desired characteristics.

We await the response of the engineering fraternity to this innovation.

#### **JIE MEMBERS PARTICIPATION ON BJS TECHNICAL COMMITTEES**

We received a request from Engr. Roosevelt DaCosta for engineers to the serve on these committees.

Thanks to the Chairs of the Civil and Mechanical Divisions, two engineers, one from each Division, have volunteered to serve.

***Engr. Stanley Sutherland, PE***  
***Vice President – Engineering Affairs***  
***JIE Council 2017/2018***



### 2.1.1 Civil Division



**Figure 4. JIE/PERB/ISTRUCTE Luncheon**



**Figure 5. JIE/ISTRUCTE Cocktail Reception**



**Figure 6. Launch of GOJ House of parliament Design Competition**

The Civil Division committee members were Marin J. Campbell (Chair), Engrs. Norman Tai, Victoria Grant, Tavaine Black, Denece Dawkins, Kevin Edwards, Michael D. Pennycooke, Che Stewart and Kharey Amair. The main focus of the Civil Division was to raise the profile of JIE through focus and collaboration on key high impact activities. One such event was the hosting of an IStructE delegation led by President Faith Wainwright, CEO Martin Powel and members of the IStructE Caribbean Regional Group during their visit to Jamaica in April 2018. JIE seized the opportunity to discuss collaboration on continuing education. A cocktail reception was also held at the Spanish Court Hotel to include JIE, PERB, Local ISTRUCTE Chapter, UWI and UTECH Engineering Student Chapter along with engineering faculty members of UTECH, UWI and CMU. The JIE and IstructE Institutions exchanged plaques in recognition of the long standing partnerships between the two institutions.

The Civil Division also collaborated with the Institution of Civil Engineers (ICE) West Indies Chapter for the 2018 ICE Disaster Resilience Infrastructure One Day Symposium that was held in Trinidad on August 23, 2018. The symposium featured innovative research in natural disaster monitoring and the design of civil engineering infrastructure to resist the negative effects of natural disasters.

A sub-committee was also established to review and evaluate the energy efficiency for the NHT Pre-Approved Housing Units. This was in support of the Net-Zero initiative. The draft document was not completed for submission and it is hoped that the next Civil Division Committee will be able to complete the document.

The Civil Division Chair, Marvin Campbell also represented JIE the National Disaster Risk Management Volunteer Program (NDRMVP) - Volunteerism Management Training, hosted by Office of Disaster Preparedness and Emergency Management (ODPEM). The Civil Division Chairperson also represented JIE at the launch of the GOJ House of Parliaments Design Competition.

Committee member Engr. Michael Pennycooke also volunteered to represent JIE on the Bureau of Standards Committee that will finalize the unified version of the National Building Code. Denece Dawkins from the Civil Division Committee, among other members, attended the International Women's Day Symposium at the National Indoor Sports Centre under the theme 'Empowering Women and Girls in Science, Technology and Business'.

I must express my sincere thanks and appreciation for the committee members that have volunteered their time to serve of the committee.

**Engr. Marvin J. Campbell, PE**  
**Chairperson, Civil Division**  
**JIE Council 2017/2018**

## 2.1.2 Mechanical Division

The year started with an invitation to the Mechanical Engineers in the division to discuss items that they would like to see happening for the year. The previous year, members had expressed a desire to hear more about Welding and Plumbing. This year we decided to focus on having at least one presentation.



**Figure 7. Council member Engineer Michael Heron participating in the JSIF/JIE School**

In January 2018 we were contacted by Victaulic, an overseas supplier of specialist pipe fittings. They were interested in putting on a seminar in Jamaica and paying all the expenses. Discussions were done and the Seminar was held in August 2018. A wide cross section of the engineering fraternity attended but unfortunately only a few members took up the opportunity to attend this informative seminar.

During the year the Mechanical Division also took part in the following projects:

1. ASTM Caribbean Road Show, sponsored by The Bureau of Standards. The theme was "Sustainable Construction Through the Use of Codes and Standards". The seminar was held at the Courtyard Marriott on June 4, 2018.
2. Jamaica Social Investment Fund / JIE School Challenge Quiz. Engineers volunteered time to teach Science, Technology, Engineering and Mathematics at select Primary Schools island-wide. Fourteen out of nineteen schools had Engineers teaching students. Current members taught classes at Greenwich Primary and Maxfield Park Primary on February 28, 2018 and at other sessions.

3. The Agricultural Technology Symposium on June 21, 2018 at the Isratech Conference Centre in Kendal, Manchester. The theme was “Sustained Growth in the Agricultural Sector with Science, Technology and Engineering”.
4. The launch of the PCJ’s Energy Efficiency and Conservation (EEC) Standards Guide, held on February 21, 2018 at the Jamaica Pegasus Hotel.
5. Accompanied the President as he delivered his lecture to the Masters of Public Health Students, on April 24, 2018 at the University of the West Indies, Mona Campus. The topic was “Vulnerability Reduction in Health Care Facilities and Disaster Preparedness”. President Ricketts’ lecture was well received.
6. I attended the Incorporated Masterbuilders Association of Jamaica luncheon at the Alhambra Inn on May 29, 2018. The most interesting topic was the presentation by ENROC about the scheduled road improvement projects across the island.

For the Council Year, the Mechanical Division made a significant attempt to involve members in the special activities planned by the division. It is my hope that more members will be able to find time out of their busy schedules to participate more in the division, and other JIE activities.

***Engr. Michael Heron, PE***  
***Chairperson, Mechanical Division***  
***JIE Council 2017/2018***

### 2.1.3 Electrical Division

The Electrical got off to a satisfactory start and held its first meeting on Thursday, January 18, 2018. Some important deliverables were planned, and the sub-committee members were tasked with varying responsibilities.

#### Committee

Engr. Balvin Thorpe represents the JIE on the Programme Placement Committees of the Jamaica Tertiary Education Commission (J-TEC) for the National Qualification Framework (NQF), to assist in improving the development of the NQF, especially from the engineering profession perspective. The NQF is a national standard being developed by the J-TEC, as a means of formally categorizing educational achievements. It is expected that such classification would better serve the employers, employees and the educational institutions.

#### Seminars and Events



**Figure 8. *Digital Switchover in Jamaica* Speaker Forum**

The Electrical Division and the IEEE (UTECH) hosted a Speaker Forum on Thursday, February 8, 2018 on the topic *Digital Switchover in Jamaica*. Presentations were made by the Director of Broadcasting Commission Cordell Green and the CEO for Ready TV Chris Dehring. The objective of the forum was to share information and sensitize the general public on matters relating to regulations, implications, and benefits of switching from analog to digital television communication in Jamaica. More than a hundred (100) persons attended this Forum and it was well received.

The sub-committee of the Electrical Division had planned on hosting a social. However, this did not material. It is expected that the new elected Electrical Division Chairperson will make an effort to host more socials and seminar for the Division, in order to facilitate networking, sharing of knowledge and camaraderie among the members within the Division, as well as to increase the number of members within the Division.

***Engr. Balvin Thorpe, PE***  
***Chairperson, Electrical Division***  
***JIE Council 2017/2018***

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



**Figure 9. Nickoe Boothe Thompson, AAIC Chairperson**

For the Council year 2017/2018 each Division was presented with its core function and asked to find a focal point. Bearing this in mind, each Council Member, needed to host/have presentations that would drive their Division and by extension help in nation building. The JIE was approached by ISRATECH to host a symposium that would drive innovative methods in agriculture that would minimize damage to crops and ensure maximum yield. The AAIC was then incorporated as agriculture falls under our division.

As a precursor process to the symposium, the Ministry of Industry, Commerce, Agriculture and Fisheries (MICAFA) and the JIE convened a Working Group Session of Engineers and relevant technical officers entitled “Water Use optimization and Protected Agriculture Technologies,” which was held at ISRATECH Kendal Manchester, May 3, 2018. There were over fifty (50) participants, with presenters all from ISRATECH. The group were fortunate to have two presenters also apart of ISRATECH who were in Jamaica from Israel who presented on sustainable agriculture, the other presenters walked us through various water treatments, pipe technology, and protected agriculture. There were various discussions and coming out of this seminar, targeted presenters were sourced for the follow-up symposium.

The follow-up symposium was a collaboration of MICAFA and the Jamaica Institution of Engineers (JIE), partnered with ISRATECH in Kendal, Manchester on June 21, 2018 to convene a one-day Agricultural Technology Symposium. The Symposium was organized to facilitate dialogue among key stakeholders, to determine sustainable engineering methods and practices to enhance and bolster the productivity of the agricultural sector.

The format of the Symposium included Caucus and Plenary sessions to capture, synthesize and to report on the findings. Participants and stakeholders of the Symposium, numbered close to a hundred, were culled from Ministries, Agencies and other organizations including MICAFA (including VSD, Fisheries, ALMD, R&D, PQ, MSME, Commerce, Industry), Ministry of Science, Energy & Technology (MSET), Ministry of Economic Growth and Job Creation – Climate Change Unit, Scientific Research Council, Government Chemist, ISRATECH, UWI Life Science (Science, Technology & Innovation Committee), UTECH, RADA, Jamaica Agricultural Society, Jamaica Producers, Water Resources Authority, National Irrigation Commission, Petroleum Corporation of Jamaica, National Environment, National Spatial, Jamaica Social Investment Fund and representatives from other core organizations.

The overarching objectives of the Symposium were:

1. To identify and capture the stakeholder/agriculture sector needs to be addressed by new, affordable and adaptable Science, Technology & Innovation (STI)
2. To provide a forum for sharing good practices in Agricultural STI
3. To capture the recommendations to address the gaps identified
4. To develop an action plan for the way forward.



The Symposium's Opening Ceremony consisted of greetings from both the Honourable JC Hutchinson, Minister without Portfolio, who emphasized the need for research and development within the sector and how critical the analysis of seeds, crops and soils are to enhancing the quality of agricultural produce. The Honourable Audley Shaw, Minister of MICAFA spoke to the significance of agriculture as a key pillar of sustainable growth for the nation. He continued to address the importance agriculture plays in the successes of the Vision 2030 development plan. Minister Shaw remarked that the decision is to build resilience in the sector through



**Figure 10. Pictures from the ISRATECH/MICAFA/JIE Symposium**

experiences, resources and to innovate with the aim of achieving the aims and objectives of the Ministry and the agriculture space at large.

***Engr. Nickoe Boothe Thompson, PE***  
***AAIC, Chairperson***  
***JIE Council 2017/2018***

climate-smart practices and innovation. He added that the government is committed to providing the appropriate policies and legislative framework needed to achieve growth and welcome wholeheartedly the private sector's support as the Ministry strives to achieve growth and expansion in the sector.

There were other presentations from key stakeholders including partner organization, the JIE, brought by Mr. Dwight Ricketts, President. During his presentation, Mr. Ricketts urged that the Symposium should be used as a medium to share creative ideas,

## 2.2 **MARKETING and PUBLIC RELATIONS**

The new administration started out its year under the theme “Engineering our Future through Celebrating our heritage” with a number of activities such as:

1. **Diary distribution**
2. **Newsletter- The Integral**
3. **Administrative Professional Luncheon**
4. **Engineer’s Angle/Commentary Committee**

### **DIARY DISTRIBUTION**

As is done every year, JIE diaries were made available to members. This year 158 diaries were sold.

Diaries for the year 2019 are now being prepared and it is expected that members and prospective members will patronize, advertise in, and purchase upcoming diaries.

### **ENGINEER’S ANGLE**

The JIE has embarked on a fortnightly publication in the Sunday Gleaner dubbed “Engineer’s Angle” which is aimed at promoting and fostering engineering and the Profession. The first publication was done on May 27, 2018 and has been great success. The JIE is looking forward to members supporting and contributing articles to future publications.

### **ADMINISTRATIVE PROFESSIONAL LUNCHEON**

The JIE hosted one Luncheon for the Council year, the Administrative Professional Luncheon. The Luncheon was held on Friday, September 27, 2018 at the Alhambra Inn Hotel. The Guest Speaker was Mr. Dennis Chung, FCO of Supreme Venture Group, Former President of the Private Sector Organization of Jamaica and brother of Past Present Engr. David Chung. Mr. Chung spoke to the gathering on the productivity in Jamaica.



**Figure 11. Luncheon Guest Speaker, Mr. Dennis Chung**



**Figure 12. Past President Grace Ashley, handing over gift to the guest speaker**

The Luncheon was to thank and show appreciation to Administrative Professional within the engineering industry and the Secretariat. Our own Administrative Professional were gifted with a token of appreciation which were presented by President Engr. Dwight Ricketts and President Elect Engr. Christopher Hamilton.



The Luncheon was overall a great afternoon well spent.

## **COMMENTARY COMMITTEE**

### Committee Members

Glaister Ricketts (Chairperson)

Jonah Chishlom

Lise Walters

Marva Blankson

### Responsibility

In summary, the responsibility of this committee is to write, review and comment on articles, papers and any other form of writings relating to the field of engineering and science, in context of best engineering practice, ethics, technical completeness and submit articles to the JIE secretariat for publication or for any other purpose the JIE executive body deems suitable.

Based on the above mandate, the committee was tasked to collect 20 articles of length not exceeding 700 words, for publication in the Daily Gleaner on a bi-weekly basis. Each article would be a short discourse on relevant engineering topics. On Monday January 8, 2018 the committee had its first meeting and the approach to get articles from engineers was decided on. A list of topical issues were also identified for the bi-weekly articles and it was also agreed that Question and Answer format would be sometimes substituted for discourse.

### Activities

After collecting about 14 articles the committee met to confirm suitability of the articles. The articles were edited, reconstructed and comments/modification to the articles were communicated to authors. The President, Engineer Dwight Ricketts, was notified that we had enough articles to seriously approach the Gleaner and demonstrate our commitment to contribute articles for bi-weekly publication. On Monday, April 16, 2018 the agreement between the Gleaner and JIE was concretised based on a MOU between the said parties. The

agreement was that a space would be reserved fortnightly for JIE publication. JIE's preference was for Sunday publication. Submissions are to be made no later than mid-day on a Thursday for publication in the Sunday Gleaner. Shortly thereafter, the name of the column was decided on - ***Engineers' Angle***. The logo was designed by Gleaner representative.

Based on the agreement made with JIE and the Gleaner representatives at the meeting, six articles were submitted to Mr Hall, the media contact person. On Sunday, May 13, 2018 the first JIE article was published under the *Engineers' Angle*. Subsequent articles were published every other week with the exception of one week and new articles were submitted to the Gleaner regularly. The list of all the JIE articles published under the *Engineers' Angle* are presented in the table below.

**Table 1. List JIE published under the Engineers' Angle**

Item	TITLE	Date	Author
1	Asphalt vs concrete – cost, care and convenience	May 13, 2018	John Allgrove
2	Concrete droppings on the road fix	May 27, 2018	Marva Blankson
3	The role of the JIE	June 10, 2018	Dwight Ricketts
4	Soilless farming: an engineered solution for Jamaica's agricultural sector	June 24, 2018	Oneil Josephs
5	Accreditation clarity needed	July 8, 2018	Noel Brown
6	Getting Jamaica earthquake ready	July 22, 2018	Peter Jervis
7	Dangers in confined work space	August 5, 2018	Aldane Stennett
8	Stinky problem, absorption pits	September 2, 2018	Damian Cummings
9	87 or 90 octane – which fuel should I use?	September 16, 2018	Kirkland Rowe
10	Switching from gasoline to LPG – the pro and cons	September 30, 2018	Kirkland Rowe
11	Question and Answer	October 6, 2018	JIE

*Written by  
Marva Blankson, PhD., MJIE*



## ENGINEERS' WEEK 2018

### a. Church Service

The week of Engineers' Week 2018 activities commenced with a Church Service on Sunday September 16, 2018 at the St. Jude's, Anglican Church, Stony Hill, St. Andrew. The President blessed the new President Medal



**Figure 13. JIE members at the JIE Engineers' Week Church Service**

Jamaica represented and brought an address on behalf of the Prime Minister Andrew Holness who was unable to attend the Opening Ceremony. The address lauded the country's engineers, noting that they play a vital role in nation-building.

He noted that key developments over the years, including the railway system, sugar refineries, reservoirs and water systems, and power plants are, largely, attributable to the skills of engineers.

"It is, therefore, imperative that we recognise and acknowledge the role and efforts of past [and present] engineers who, through their dedication, skill and discipline, have made our lives easier, more connected and more productive. It is by celebrating this rich heritage that we can engineer and shape our future".

Additionally, his address said that Jamaica's growth trajectory requires, among other things, a strong cadre of engineers, who are equipped with the requisite understanding, attitude and abilities to apply their skills in ensuring a vibrant economy.

The Prime Minister, in his speech, noted that in today's world it is even more imperative that the implementation of innovative engineering solutions help to ensure economic growth and secure development for Jamaicans. Engineering, he argued, targets systematic approaches to problem solving, "whether those have to do with building a bridge or informing public policy".

"I call upon all of us to commit to finding common solutions, through synergies, to continue to advance the pace of our development," he urged.

Mr. Holness praised the JIE for its annual celebration of Engineers' Week and for being the voice of the local engineering profession. He noted that the observance serves to "successfully promote the exchange of

which will now be worn by each sitting President. President Ricketts also made a presentation to the church, thanking the church for hosting the JIE and blessing the Institution and the Engineers' Week 2018 activities.

### b. Opening Ceremony

On Monday September 16, 2018, Senator Ransford Braham Q.C, Chairman – Urban Development Corporation of



technical, scientific and professional knowledge and engineering innovation, to better serve the interests and welfare of members of the engineering profession, the public in Jamaica and the wider Caribbean”.

Senator Braham then declared the week open, followed by viewing of the exhibition. The exhibition was open to the public between 5pm -7pm on September 17-19<sup>th</sup>. During these sessions, a social was held, which was well attended.



### c. Conference

This year our Conference was in collaboration with the Canadian Society for Civil Engineering. This year the JIE added a new dimension to its offerings, which was a workshop on Maintenance Engineering and Management. The JIE recognized that at least 60% of graduate engineers' first employment had some form of maintenance component and hence the workshop was organised for engineers, technicians, operations personnel and others.

- Day 1; technical sessions were theme, Operational Management, Technology Innovation, Engineering Management and Biomedical Engineering respectively.
- Day 2; Manufacturing, Infrastructure Development, Climate Change and Environment Impact.
- Day 3; Maintenance Engineering and management Workshop
- Day 4; the Student Bridge Building competition, this was held at the Faculty of Engineering, UWI, Mona.
- Day 5; Contract Administration and Procurement Workshop.

The daily registered attendance was approximately 80 participants. The JIE continued its standard of having stimulating topics being delivered by qualified and competent speakers from Industry as well as academia. Additionally, based upon the program and the topics, the JIE saw interest as well as participation from several new companies and professional groups outside of the normal engineering firms.

### d. Participation Companies

There were over Forty-Five (45) participating companies participating in the Week's activities, such as Arel Limited, Basil Nelson & Associates, BSJ, CEAC Solution, China Harbour Engineering , CMU, Fluid Systems & Associates Limited, Howard Chin - JIE Member, Jamaica Energy Partners, JAMALCO, Jamaica Public Services,

Jamaica Social Investment Fund, L.G. Facey & Associates , M&M Jamaica Limited, Meryck Simmonds, Ministry of Health, Ministry of Industry, Commerce, Agriculture& Fisheries, Molodoy Development, MSR Design Studio, N.O. Whyte & Associates ,National Housing Trust, National Irrigation Commission, NEPA, NMIA, National Works Agency, National Water Commission ,Orett Parker - JIE Member, Peter Jervis & Associates ,Petrojam Limited ,Petroleum Company of Jamaica(PETCOM),Port Authority of Jamaica ,Premier Land & Water Development ,Quality Plus Contracting Company Limited ,Rural Water Supply, ,Smith Warner International , SOUTH EAST REGIONAL HEALTH AUTHORITY , Stanley Consultant ,TPDCO, UDC, UWI, Westminster Consulting Group Limited , Wigton Windfarm

e. Bridge Building Competition



The competition was hosted by the newly launched Faculty of Engineering located on the Mona Campus. This event was sponsored by Nubian 1 Construction and was organised and supervised by Engr. Dr. Omar Thomas. There was participation from the University of West Indies (UWI), University of Technology (UTECH) (2 teams), and Portmore Community College (PCC) (2 teams). After many hours of creative discussions and construction, each bridge was carefully loaded and tested with the University of the West Indies-Team A being declared the overall winner for the second time in a row, UTech Team B - 2<sup>nd</sup>, PCC Team B -3<sup>rd</sup>, PCC Team A - 4<sup>th</sup>, UTech Team A – 5<sup>th</sup>. The UTech Team B was awarded a prize for the most creative design.

f. Sponsors

Special thank is given to our sponsors:

Jamaica National Bank, Isratech Jamaica Limited, Leigh Fisher, Paramount Trading, Quality Plus, SDT International sa-nv/SDT North America, MJ Tools and Equipment, Victoria Mutual Wealth Management, Professional Engineers Registration Board, N.O. Whyte & Associates, China Harbour Engineering Company, University of Technology, Jamaica, National Housing Trust, Delta Supplies Limited, Champion Limited, Urban Development of Corporation, M & M Jamaica, University of the Commonwealth College, Jamaica Public Service and Nubian 1 Construction Ltd.

Special Thanks

I would like to thank the Planning Committee Especially Past President Engr. Gary Walters and Ms. Susan Martin for their tremendous time and effort, as we accomplished a successful Engineers Week.

### Planning Committee Members

- Engr. Godfrey Boyd, JP P.E. – Chairman
- President Elect Engr. Christopher Hamilton P.E. – Vice -Chairman
- President. Engr. Dwight Ricketts, JP, P.E.
- Past President Engr. Gary Walters -
- Engr. Melissa Townsend
- Engr. Steve Johnson P.E.
- Engr. Kevin Henry P.E.
- Engr. Michael Heron P.E.
- Engr. Tricia McCarthy P.E.
- Engr. Anthea Newman P.E.
- Ms. Susan Martin - JIE Secretariat
- Engr. Dr. Omar Thomas – Bridge Building Competition Organizer

### g. Site Tour

The week ended with a site tour to the South Jamaica Power Company - 190 Megawatt Plant, Old Harbour Bay, St. Catherine a subsidiary of the Jamaica Public Service (JPS). The tour consisted of 45 persons, including students. The group was able to get a close view of the construction of the new plant. Special thanks is to be given to JPS for facilitating and sponsoring the tour.



**Engr. Godfrey Boyd JP, PE**  
**Vice President - Marketing & Publication**  
**Chairman – Engineers’ Week 2018**  
**JIE Council 2017/2018**



## 2.3 PARTNERSHIPS AND EDUCATION REPORT

### CHAPTERS

1. A number of activities were held by the student chapters of UTECH, UWI and Portmore, through the year. The speaker forum held by UTECH student chapter was well attended and supported. The faculty advisor for UTECH is Dr. Carolyn Ferguson.

The JIE reached out to the chapters to better understand their needs. The following are some of the areas cited for continued enhancement by the students during their meeting with the JIE leadership.

- The holding of other competitions during Engineering week other than the bridge building
- Presentation of final projects to the Members and Public.
- Mentorship and pairing Big "Brother/Sister" program.

The JIE student movement also took part in the 2018 Beach clean-up activities.



Figure 14. Attendees at the launch of the Central Chapter

2. The relaunch of the Central JIE Chapter took place on January 13th, 2018 at the Bloomfield Poolside, Mandeville. The Central chapter chairperson is Ms. Peta Gaye Beadle. JIE expressed its thanks UC Rusal who gave the venue free of cost.

The Western Chapter relaunch was also held on May 5th 2018 in Montego-Bay. The Western Chapter chair is now Mr. Karl McIntosh.

### GOVERNANCE FOCUS

A resolution was proposed and supported at the Special General Meeting that formally incorporated the Western and Central Chapters and the rule around their governance into the Rules JIE. This was a modification to Rules 43.

### PARTNERSHIP

- Mr. Marvin Campbell was selected as our representative on the ICE committee.
- JIE Leadership met with PERB on areas of Collaboration between the two organization. This will be further developed in the upcoming administrative year.

## EDUCATION



**Figure 15. JIE members volunteering at the St. Andrew High School for Girls Career Day**

McCatty, David Goldson, Yolanda Silvera, Dwayne Beckford Mark Peterkin, Lise Walters, Kamille Jackson, Kevin Henry, Ashley-Jade Grinnell, Kamille Jackson, Past President Gary Walters and Council members President Ricketts, Taraja Jackson, Melissa Townsend, Michael Heron, Steve Johnson, Glaister Ricketts, and Tara Sue Rhoden.



**Figure 16. Engineer Mark Peterkin at a career day Hazard Primary School, May Pen explaining the role of Engineers**

The Course took place in March/April 2018 over six weeks. All three passed the course and are now Certified Energy managers.

The JIE participated in a number of Career Days at various schools including Wolmer's Boys High School, St. Andrew High School for Girls, Hazard Primary School.

The JIE also supported the International Women's Day Symposium under the theme 'Empowering Women and Girls in Science, Technology and Business' hosted by the Bureau of Gender Affairs (BGA) (a Division of the Ministry of Culture, Gender, Entertainment and Sport) by displaying an informational display at the Symposium.

A special thank you is given to the members that volunteered their time at these Career Days namely, JIE members Rhon-Paul Saltau, Deneece Dawkins, Tricia

Additionally, USAID CARCEP offered full scholarships to three JIE members for the Certified Energy Manager (CEM) Training Course. USAID CARCEP as part of its mandate to increase clean energy penetration in the Caribbean, seeks to build the capacity of energy professionals through training and certification in energy management. This training was done in collaboration with the Jamaica Society of Energy Engineers (JSEE) and Association of Energy Engineers and leads to the internationally recognized Certified Energy Manager (CEM) certification.

After evaluation and based on certain criteria the following JIE members were granted the scholarship: Balvin Thorpe, Zuri Scott-Garricks and Kevin Henry.



## Report of JSIF/JIE Partnership in the Integrated Community Development Project Science Competition

### *Introduction*

To support the celebration of National Science and Technology month in November 2017, the Jamaica Social Investment Fund (JSIF) under the aegis of the Integrated Community Development Project (ICDP), implemented a school STEM initiative in collaboration with the JIE.



**Figure 17. JSIF-JIE visit to St. Alban's Primary School**

This school-based science initiative included: (1) Science competition (written quiz based on the Grades 4 to 6 Science Curriculum) (2) Science Talks conducted by engineers from the JIE (3) Field Trip to Caribbean Products Limited. A total of 19 educational institutions (18 schools and 1 Foundation) in the ICPD communities participated in the programme that reached over 450 students. JIE members were mobilized throughout the country to participate, with the aim being to:

- a) Strengthen the academic competence of the students in grades 4 - 6 in Mathematics and Science;
- b) Build the capacity of the targeted school to support the development of students' academic competence in Mathematics and Science; and
- c) Provide Mentorship for the Students



**Figure 18. Boy's Town All Age**

Forces, Energy and Matter. Soft copies of Past Papers for the period 1998 to 2016 along with videos and Examiners' Study Guides were presented and made available to all the participating schools.

### *School Visits*

During the school year the JIE delivered talks on various science topics to Grade 6 students of Maxfield Park Primary, St. Albans Primary, Greenwich Primary, Trench Town Primary, Boy's Town All Age in KSA and Mineral Heights Primary in Clarendon.

These talks were focused on areas of the GSAT Mathematics and Science curricula that were identified as weak areas in the Science Quiz Competition. The topics included:

#### *Field Trip*

In July 2018, the JIE arranged a field trip for 22 science quiz participants and science teachers to Caribbean Products Company Limited. During this trip the children were exposed to the manufacturing process for various products including margarine and oils for cooking and underlying chemical and mechanical principles.

#### *Conclusion*

This initiative was seen as an opportunity to give back to society and to support the expansion of JIE's contribution to community development and nation building through the engagement of its members. Going forward, the JIE intends to measure and analyse its impact on its intervention in the schools.

#### *Written by*

*Engr. Glaister Ricketts – JIE Chairman of the JSIF/JIE Competition*

#### **NATIONAL HONOURS**

As is customary the Education and Partnership committee was given the job of recommending persons to be nominated for National Awards in the Field of Engineering. It should also be noted that other Agencies/Companies/ take time out to nominate engineers who they also recognize as contributing to nation building. We would like to congratulate Engineer Peter Jervis who received an Order of Distinction Award Officer class for contribution in the field of engineering. JIE is building a Registrar of Engineers and their achievement such that going forward we can make a larger submission to the National Awards Committee.

***Engr. Natalie Sparkes, PE***  
***Vice President -Partnership & Education***  
***JIE Council 2017/2018***

## 2.4 HONORARY TREASURER'S REPORT

### JIE ACCOUNTS AND FINANCIAL REPORTS

During the financial year, ending 31<sup>st</sup> July 2018, the JIE continued to utilize the Quick-Book© System implemented in 2017. All accounting entries are current and the information is updated to the system in a timely manner by the Secretariat. This has allowed for the transfer of necessary information from the Quick-Book© to our auditors F.C. Swaby. This has enabled them to complete the financial statements much easier than in previous years.

These statements were presented and reviewed by Council Members and to the best of our judgement found to be in good standing and are clear representation of the JIE's Financial status. The JIE continue to enjoy an excellent working relationship with F.C. Swaby, who have continued to provide excellent service along with Mr. Lansfield Wang who reviews our Quick-Book© entries to ensure they are consistent with current best practices.

### OUTSTANDING TAXES

In keeping with a settlement agreement between the JIE and the Tax Administration of Jamaica (TAJ) in August 2017, outstanding statutory deductions totaling \$696,767.67 was paid over to the TAJ.

JIE is pleased to state that our statutory deductions are now current, and all obligations are paid on a monthly basis.

However, JIE owes the Companies Office a processing fee of \$225,000.00. This amount comprises arrears accrued due to the non-filing of annual returns to Office of Registrar of Companies over the past 16 years. JIE is determined to clear up this matter before the end of the year or earlier, once our cash flow increases. It is important to note that the relevance of this issue, as it forms part of our strategy to the change the JIE status to a non-profit/Charitable organization, which will significantly reduce our tax burden.

### ENGINEERS WEEK 2018

Engineer's week was held on the 17<sup>th</sup>-21<sup>st</sup> September 2018 at the Knutsford Court Hotel. We wish to thank all who participated in this event. The income and expenditure report is shown in the table below:

*(Note: The detailed breakdown will be presented in next year's financial report)*

Description	Revenue	Expenditure	Income
Sponsorship	\$3,145,000.00	\$4,723,084.59	\$2,618,415.41
Registration	\$4,196,500.00		
Total	\$7,341,500.00	\$4,723,084.59	\$2,618,415.41

*Table 1. The figures represent a 10% increase in revenue over the previous year.*

To date approximately 80% of sponsorship funds and little over 30% of the registration fees have been collected. The collection process is on-going and we are hoping to collect all outstanding balances by the end of November 2018. Engineer's Week continue to provide the financial support which has enabled the JIE to remain afloat.

**MEMBERS SUBSCRIPTION FEES**

The payment of membership fees continues to decline with a compliance of 60% over the financial year. The JIE is making a fervent appeal to all our members to pay their annual membership fee at the beginning of each calendar year. The funds collected assist in the running of the secretariat and allows the institution to carry out its mandate of promoting and encouraging the advancement of the engineering profession.

**CAPITAL EXPENDITURE**

During the financial year we acquire a new AC unit to replace the defective one in our conference room, we also purchase three new desk top computers along with UPS boxes at a total cost of \$644,253.00. These purchases were necessary to ensure the secretariat continue to operate in an efficient and effective manner.

**CLOSING REMARKS**

In closing I implore you to continue to support the JIE through participation in our various events, seminars and workshop including our annual awards banquet slate for November 17<sup>th</sup> 2018. Also please get a copy of annual dairies. I wish to acknowledge the continued support and dedication of the JIE's secretariat over the years. Despite the many challenges, they have remained steadfast and resolute in the execution of their duties.

***Engr. Steve Johnson, PE***  
***Honorary Treasurer***  
***JIE Council 2017/2018***

## **2.5 HONORARY SECRETARY'S REPORT**

The JIE Secretariat continues to deliver praiseworthy support to the JIE and its activities including:

- Management of JIE's financial records;
- Updating of membership records;
- Managing JIE diary orders and purchases;
- Managing social media platforms;
- Preparing minutes for Council meetings, 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, Special and Annual General Meetings

The Secretariat operates with two regular employees, with additional staff being employed on a temporary basis, when required. An additional staff member has been employed by the JIE for a period of sixteen (16) weeks, starting from August 2018 in order to assist with the added workload associated with preparing Engineers' Week and the Annual Dinner.

In April 2018, the JIE implemented a performance appraisal policy for its staff members which is geared towards identifying performance goals required to achieve the JIE's mission; evaluating employees' accomplishments toward these goals through their participation in an individual Performance Appraisal process; identifying areas for improvement through employee's training and development.

The Secretariat had been experiencing failures with the office's computer system. Therefore, an evaluation of the computer system was done in 2017, which revealed, among other things, that the computer system is outdated, functions inefficiently, and would require the purchase of new computer hardware and a software upgrade. As recommended, two new computers and a server were purchased for the JIE office and installed in January 2018. The Electrical Division and its Chairperson were instrumental in procuring and installing these computers and the Secretariat is grateful for their assistance.

A new air conditioning unit was also purchased for the office's meeting room, as the previous unit malfunctioned. The office's security system (including cameras and monitors) which was installed in 2017, still continues to operate. However, the office's refrigerator has ceased to function.

Although, the JIE's website was revamped in 2017, the website will undergo another change, as a result of issues that occurred over the past few months. Nonetheless, the Secretariat has continued to communicate with and send notices to JIE members and prospective members via emails and social media. The JIE's social media presence continues to improve, which in turn has intensified the visibility of the JIE.

It should be noted that the JIE held a Special General Meeting on May 16, 2018 at the School of Engineering Conference Room, University of Technology, Jamaica. The purpose of the meeting was to table a resolution to alter By-Law 43 of the Constitution, in order to include (Non Student) Chapter representatives (Western and Central Chapter) on Council. This resolution was passed.



Overall, the Secretariat continues to provide exemplary support to the JIE and its various activities. This support will continue throughout the upcoming Council Year.

***Engr. Melissa Townsend,  
Honorary Secretary  
JIE Council 2017/2018***

## 2.6 MEMBERSHIP COMMITTEE REPORT

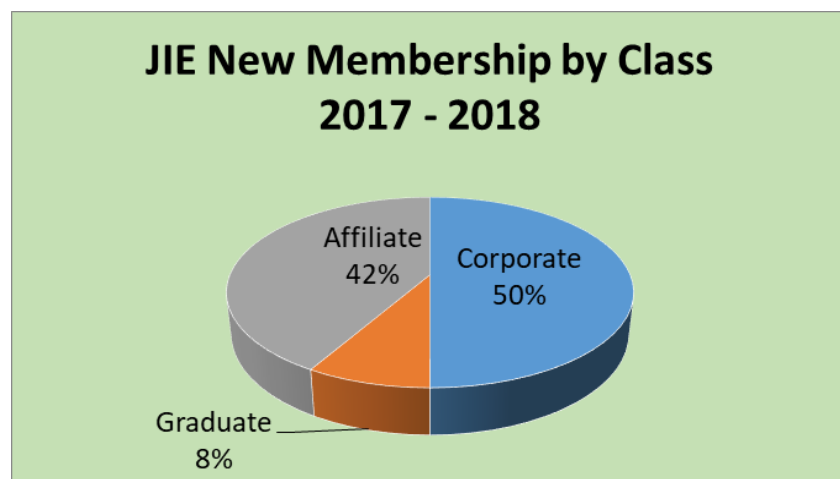
The Institution experienced a decrease in the number of applications processed during the 2017/2018 Council year, with 12 members elected and 8 applications reviewed and awaiting approval by Council. This represents a 20% decrease in applications when compared with the 2016/2017 council year. The Institution continues to see low levels of membership applications, despite the increase in the Institution activity during the year. The low levels of application could have been due to the unavailability of the JIE's website, at times, and the resulting unavailability of the application which is normally found on the website.

Applications for election to the Civil and Mechanical Divisions represented over 67% of the applications received, while 25% of the applicant were elected to the AAIC Division. The Electrical Division also experienced a reduction with only 1 member elected. No Chemical Engineering applications were received during the year.

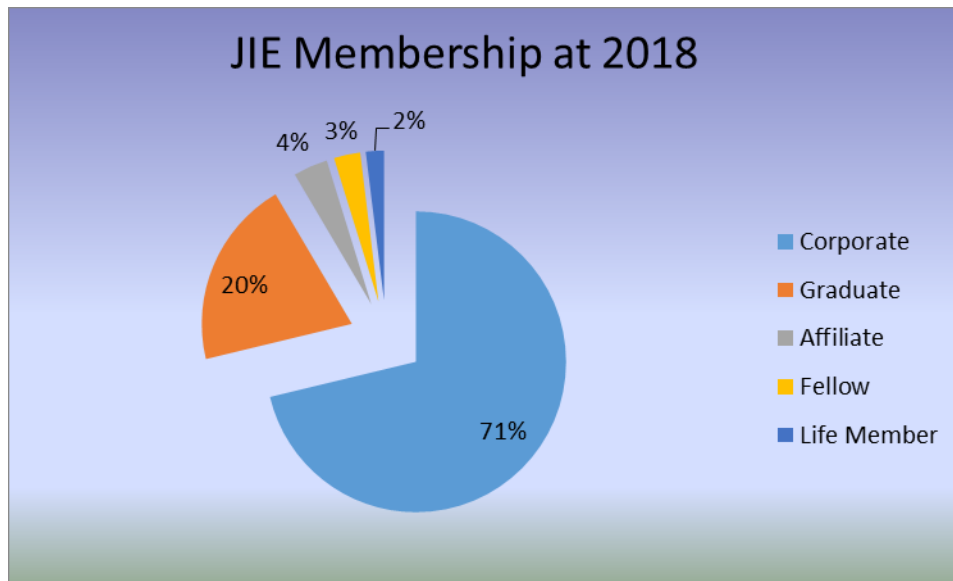


Acceptance to the class of Corporate membership dominated the applications received followed by the graduate membership class. The institution continues to see an increasing number of applications from the

Construction related disciplines which signals an increase in interest. The new membership by class is show below;



The JIE current membership stands at 459 members including the new membership. 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. This however was not due to late invoicing as the secretariat continues to ensure that the invoices are delivered on time. 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.

The membership committee continued to explore a number of strategies for increasing the membership and membership compliance however the increased activities were expected the result in increased membership activity. Strategies under consideration included new member socials and targeted membership drives during the weekly or monthly presentations; none of which were implemented.

The areas of Institutional membership and continuing education continue to be areas of 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 (PERB). The JIE should continue to explore 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 membership.

**Engr. Christopher Hamilton, PE**  
**Membership Chairman**  
**President-Elect**  
**JIE Council 2017/2018**

## 2.7 ANNOUNCEMENT OF COUNCIL 2018/2019

### SLATE OF JIE COUNCIL FOR 2018/2019 ADMINISTRATIVE YEAR

No.	NAME	POSITION
1	Christopher Hamilton	President
2	Natalie Sparkes	President- Elect
3	Dwight Ricketts	Imm. Past President
4	Godfrey Boyd	Vice President (Marketing & Publications)
5	Michael Heron	Vice President (Engineering Affairs)
6	Marvin Campbell	Vice President (Partnership & Education)
7	Melissa Townsend	Honorary Secretary
8	Steve Johnson	Honorary Treasurer
9	Keroma Bernard	AACI Division Chair
10	Percival Stewart	Civil Division Chair
11	Christopher Udeagha	Electrical Division Chair
12	Kevin Henry	Mechanical Division Chair
13	Rupert James	Ordinary Member
14	Tricia McCatty	Ordinary Member
15	Peta-Gaye Beadle	Ordinary Member (Central)
16	Karl McIntosh	Ordinary Member (West)
17	Andre' Subron	Graduate Member
18	Norman Tai	Graduate Member

# **APPENDICES**



# APPENDIX A - MINUTES OF THE 2017 ANNUAL GENERAL MEETING

## JAMAICA INSTITUTION OF ENGINEERS (JIE) MINUTES OF THE ANNUAL GENERAL MEETING (AGM) HELD AT ALAMBRAHA INN, 1 TUCKER ROAD, ON THURSDAY, OCTOBER 19, 2017, AT 6:00 P.M

### 1.0 MEETING CALLED TO ORDER

The President (Engineer Dave Barnaby) called the meeting to order at 6:31 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 (*see list in appendix*).

### 3.0 MINUTES OF NOVEMBER 2016 AGM:

#### 3.1 Amendments and Confirmation

The amendment of minutes of the AGM held on November 3, 2016 was as follows:  
Item 13.0, page 10, paragraph heading 2, "membership" should read "mentorship".

The Minutes of the last AGM was confirmed on a motion moved by Engineer Howard Chin and seconded by Engineer Oreal Bailey.

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

##### Greater Caribbean Regional Engineering Accreditation System (GCREAS)

Past President L. Garth Kiddoe brought up the matter of the JIE having outstanding membership fees with the accrediting body, GCREAS. Past President Kiddoe requested that Council provide an update on the matter. President Barnaby advised members that his Council discussed the matter and agreed that the Institution is unable to pay the outstanding fees due to its financial situation.

Past President Kiddoe highlighted that the general membership is not familiar with the topic and recommended that Council provide a formal report to the members regarding the body and the JIE's affliction with it. Past President Kiddoe also informed all that he was a Vice President of the GCREAS Board of Directors. He reported that the JIE is a founding member of the body. Past President Kiddoe also recommended that the JIE formally communicate with the GCREAS Board and advise them of their current financial situation. President Barnaby suggested that Past President Kiddoe host a meeting or seminar for members, introducing GCREAS and its mandate. Past President Kiddoe, objected to his recommendation and stated that it should be the Council's responsible.

### 4.0 PRESIDENTS REPORT

The outgoing President Barnaby reported that during the Council Year 2016/2017, the JIE Council accomplished much under the theme "**Visibility**".

The outgoing President Barnaby further elaborated on his Report, which was read as follows:

a. Building Code

Engineer Dave Barnaby was invited to attend a meeting with the World Bank to discuss the Building Act in Jamaica on Monday February 16, 2017.

The JIE Council also met with The Honorable Desmond McKenzie to discuss matters concerning the Building Code, amongst other issues. Engineer Noel daCosta led the team that is responsible for the drafting of the regulation of the Building Code. Mid-2017, the JIE approved the last draft of the Building Code, with the changes outlined in previous submissions.

b. JIE Financials

A Special General Meeting (SGM) 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 FC Swaby and Company Limited.

c. JIE tax returns

Engineer Dave Barnaby highlighted that JIE's Tax liability, at that time was 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 the 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 30, 2017.

d. JIE Outdoor Sign

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

e. JIE Office Security

Engineer Dave Barnaby reported that KingAlarm installed a security system (including cameras and monitors) on July 17, 2017, and had also mounted the security monitors unto the walls within the JIE office on September 12, 2017.

f. Administrative Professionals Luncheon

The JIE Administrative Professionals Luncheon was held on April 28, 2017 at the Knutsford Court Hotel. The cost per ticket was \$4, 000 per person; a small profit was made from the luncheon.

g. JIE Computer System

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

h. Outreach and Marketing

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

i. The Gleaner Weekly Publications

Engineer Dave Barnaby advised members that the Institution was making strides towards greater visibility in the public space. A Terms of Reference for weekly publications from the JIE in the Gleaner newspaper was confirmed and arrangements have been 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 23<sup>rd</sup> and Wolmer's Boys' Career Day on April 12<sup>th</sup>. We were also invited to UWI Math Expo in March but declined the offer.

k. Summer Camp

Past President Gary Walters, Engineers Kellisia Ebanks and Melissa Townsend participated in the National Environment and Planning Agency's (NEPA) 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 remain active. President Barnaby also attended the "UTech Jamaica Strategic Directions 2018-2024" event in May 2017.

m. Construction Industry Council (CIC)

The CIC hosted a Press Conference on Thursday, August 24, 2017 at the Alhambra Inn. 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 towards 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 information below lists the sponsors for the 2017 Engineers’ Week.

Conference sponsors:

*JN Bank* – Title Sponsor (\$650,000)

*Platinum* –Vinci Construction, Delta Supply and Company Limited, Jamaica Social Investment Fund, National Housing Trust.

*Gold* – Wigton Wind farm, Champion Industrial Equipment and Supplies Limited, Isratech Jamaica Limited, The Port Authority, Noel Whyte and Associates, Paramount Jamaica.

*Supporting Sponsors* - Barnaby Engineering and Testing Services, Gleaner Company, Rum Bar, Marco Polo, Professional Engineers Association Board.

q. World Bank Disaster Vulnerability Reduction Programme

The JIE, Jamaica Institute of Architects (JIA), CIC and Incorporated Master Builders Association of Jamaica (IMAJ) met regarding the World Bank Disaster Vulnerability Reduction Programme on October 10, 2017.

r. National Honours

Engineer Noel O. Whyte was awarded with the Order of Distinction (Commander Class) for excellence in Engineering and Volunteerism.

s. JIE Foundation

Engineer Dave Barnaby reported that it is being proposed for the Board of the JIE Foundation to be changed in accordance to its Article of Association.

t. JIE 40<sup>th</sup> Year Anniversary Celebrations

A calendar of activities had been developed and plans are afoot to celebrate the JIE 40<sup>th</sup> year anniversary celebrations next Council year.

## **5.0 HONOURARY TREASURER REPORT**

### JIE Accounts and Financial Reports

The Hon. Treasurer reported that 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. The JIE Secretariat have been entering all the relevant accounting data in a timely manner. With the information from the updated Quick-Books System our auditor, F.C. Swaby & Co, 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. Engineer Steve Johnson highlighted that the JIE Council was most pleased with the services provided by both Mr. Lansfield Wang and FC Swaby as such the Hon. Treasurer recommended that the JIE continue to utilize their expertise.

Hon. Treasurer requested that members should pose their questions relating to the Audited Financial reports. Engineer Jacqueline Cameron asked what is the 'Race for Hope'. Past President Gary Walters advised the meeting that the 'Race for Hope' is a Race through the Hope Gardens to provide funding for a draining issue on the Hope Gardens property. Past President added however that, over the years, the JIE has been facing challenges getting sponsorship for the event, as a result the event has not been held for over 3 years. The Incoming President indicated that he wished to host the event in 2018, therefore he would be getting a new team to have it up and running. In 2015 the event was held and due to low support the JIE had to reimburse all moneys received and as a result the Institution now have a liability to pay Running Events the main contract



for that event. It was noted that the Race for Hope has a separate bank account and the Council decided that the JIE main account would be used to run the Secretariat and not used to pay for other events, such as the Race for Hope.

Mr. Andrew Andrews from the auditing firm F.C. Swaby read the audit statement and their opinion for the statements for both 2015-2016 and 2016-2017.

Past President Engineer Earl Richards proposed that the Statements be approved by membership. Engineer Natalie Sparkes moved the motion for approval of the Financial Statement 2015-2016 and was seconded by Engineer Christopher Udeagha. The motion was accepted by unanimous vote, no abstention received. Past President Engineer Earl Richards moved the motion for approval of the Financial Statement 2016-2017 and was seconded by Past President Desmond Young. The motion was accepted by unanimous vote, no abstention received.

#### Outstanding Taxes

Engineer Johnson reported that on Tuesday 22<sup>nd</sup> 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 September 19-21, 2017 at the Knutsford Court Hotel. The income and expenditure report for Engineers Week 2017 were:

Sponsorship - \$3,220,000.00

Registration - \$3,610,070.00,

Total - \$6,830,070.00.

EXPENDITURE- \$3,983,221.07

Profit- \$2,846,848.93

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

#### Other Business

Hon. Treasurer also reported that in order for the JIE to continue being a viable entity the JIE would need 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 40<sup>th</sup> Anniversary shirts.

In closing, the Honorary Treasurer wished to acknowledge the support and continuous dedication given by the JIE secretarial during the council year 2016/2017.

## **6.0 ELECTION OF AUDITORS**

President Barnaby reported to members that three (3) quotations were received. However, based on the financial situation of the Institution the least expensive quote was accepted, which was F.C Swaby & Company. Consequently, the JIE retained the services of FC Swaby & Company to audit the JIE Financials.

President Barnaby moved the motion to re-elect F.C Swaby & Company and seconded by Hon. Treasurer Johnson. By unanimous vote and no abstention, the auditing firm F.C Swaby & Company was then re-elected and retained for the Council year ending 2018.

## **7.0 HONOURARY SECRETARY'S REPORT**

The outgoing Honorary Secretary, Melissa Townsend reported that throughout the 2016/2017 Council year, the JIE Secretariat 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 Hon. Secretary further elaborated on her report, which was read as follows:

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.

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

Engineer Townsend highlighted that 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.

## **8.0 TABLING OF RESOLUTIONS**

### **Resolution XI**

A resolution to change the criteria for members of Council to participate and be recorded as present at Council Meetings via participation by video or tele-conference was read by Hon. Secretary Townsend to membership for approval. This sparked a lengthy discussion.

During the discussion Engineer Jacqueline Cameron suggested that the statement be more generic. Engineer Sparkes also suggested line 3 to 12 from the insertion to be removed. Engineer Maurice Jones asked if resources would be available to facilitate this change. Engineer Colin Porter also recommended that the individual should fully participate in the meeting as a criterion. Past President Kelly highlighted that the time of engagement by the individual cannot be legislated and recommended 50% of the meeting time. The next question was posed by Engineer Colin Porter, "if it's only for persons outside of Kingston?". Past President Walters recommended that the recording secretary make note of the time in and the time out of the individual. Due to the lengthy discussion President Barnaby requested that motion be moved for the duration of the time.

1<sup>st</sup> amendment - Engineers David Allen moved the motion that there should be no percentage on the time; the member should only be in attendance. This was seconded by Engineer Porter. The members present approved by unanimous vote, with no abstention.

2<sup>nd</sup> Amendment - Engineer Maurice Jones moved the motion to add "on the condition that the meeting has in place the necessary arrangements for such attendance". This was seconded by Past President Kelly. The members present approved by unanimous vote, with no abstention.

The resolution should now read "... electronic means and be recorded as being present on the condition that the meeting has in place the necessary arrangement for such attendance".

3<sup>rd</sup> Amendment –Past President Garth Jackson moved the motion to remove “has in place”, it should then state “on the condition that the meeting makes necessary arrangements for such attendance”. This was seconded by Engineer David Allen. The members present approved by unanimous vote, with no abstention.

The resolution should now read “***Members of Council may attend/participate in Council meetings via electronic means and be recorded as being present on the condition that the meeting makes necessary arrangements for such attendance***”.

## 9.0 OUTGOING PRESIDENT ADDRESS

The outgoing President Engineer Dave Barnaby thanked the members for having him as the President of the Institution. He also encouraged members to speak to other Engineers in Jamaica and encourage them to become a member of this noble Institution. His experience for this year was that only a small number of Engineers are active in the Institution and most are not contributing enough to the nation's development and engineering. He implored members to try to assist the incoming President. He quoted that "the flock of bird determines how the hunter see the flock" therefore as an engineering body they must stand together. He then presented a token to the Secretariat for their tremendous support throughout the year.

## 10.0 ANNOUNCEMENT OF NEW COUNCIL MEMBERS

Hon. Secretary Melissa Townsend presented the proposed slate of Council members for the 2017/2018. There were no other nominations, and with that said the nominations were deemed closed. The members present approved the new slate of Council by unanimous vote, no abstention. Hon. Secretary Melissa Townsend then stated, "now we duly elect the nominated slate of Council". The outgoing President then handed the gavel to the incoming President.

Listed below are the newly elected Council members for the 2017/2018 Council year:

Dwight Ricketts	-	President
Christopher Hamilton	-	President-Elect
Dave Barnaby	-	Immediate Past President
Natalie Sparkes	-	Vice President
Stanley Sutherland	-	Vice President
Godfrey Boyd	-	Vice President
Melissa Townsend	-	Honorary Secretary
Steve Johnson	-	Honorary Treasurer
Marvin Campbell	-	Ordinary Member - Civil Division Chair
Balvin Thorpe	-	Ordinary Member - Electrical Division Chair
Michael Heron	-	Ordinary Member - Mechanical Division Chair
Nickoe Thompson-Boothe-	-	Ordinary Member - AAIC Division Chair
Glaister Ricketts	-	Ordinary Member
Dr. Carton Hay	-	Ordinary Member
Major Taraja Jackson	-	Ordinary Member
Duran Wright	-	Ordinary Member
Timothy Bailey	-	Graduate Member
Tara-Sue Rhoden	-	Graduate Member

## 11.0 INCOMING PRESIDENT ADDRESS

The incoming President Dwight Ricketts thanked the members for the opportunity to serve this noble institution as the President. He also thanked the outgoing Council for their contribution and for serving. He also took the opportunity to ask all Past Presidents present to stand (which was approximately half of the members present at the meeting).

Incoming President Dwight Ricketts highlighted that the JIE will celebrate its 40<sup>th</sup> Anniversary in the 2017/2018 Council year. He displayed a copy of the newly design 40<sup>th</sup> JIE logo which would be used throughout the Council year. His theme ***“Engineering our future through our Heritage”***. He noted the fact that approximately half of the founding members of the Institution were still alive and well. As a result, he wanted to recognize their contribution. He stated that it is important the Institution’s past and future be recognized.

Engineer Dwight Ricketts displayed the flagship events for the Institution. He then acknowledged the earlier discussion on Race for Hope, which he believes is a sore point. He stated that the JIE created the event, but have now lost the 2018 date.

Engineer Dwight Ricketts noted that members needed to be involved, serve, unite, have a vision and carry out the vision of the JIE. He highlighted that members should not only rely on Council members being the only ones active in the Institution.

Engineer Ricketts added that a list of the founding members of the Institution was being finalized and will be presented at the Annual Awards Dinner and Ball 2017. A plaque would be made in their honour and displayed at the JIE office.

Incoming President Dwight Ricketts advised members that he would be focusing on a few items for his Council year, such as:

1. Past Presidents luncheon and their Council, Prize for the Council with the most members attending will receive a prize.
2. Supplementary in the Gleaner in September celebrating the 40<sup>th</sup> year.
3. Rewards Cards for members.
4. Implementation of offering CDU’s at Engineers Weeks.
5. Publishing of Quarterly Newsletters called “The Integral”.
6. The Marketing and Publishing of the Institution to be headed by Vice President Engineer Godfrey Boyd.
7. Score Cards for National Infrastructure.

## **12.0 ANY OTHER BUSINESS**

### Parliamentary Procedure

Engineer Colin Porter recommended that members of Council leading the meeting should receive protocol training in parliamentary procedure for a “smooth” running of the Annual General Meetings. Engineer David Allen also added that the information be documented such as a running order for future reference.

### GCREAS

Past President Garth Kiddoe should meet with the present Council and discuss GCREAS matters and arrive at a solution.

### New, Resigned and Deceased Members

Past President Gary Walters advised members that for the Council 2016-2017 year Past President Earle “Barry” Beckford and Engineer Tex Innerarity (member of the 2016/2017 Council year) had passed on.

Engineer Noel daCosta suggested that new, resigned and deceased member names be included in the Annual Report or displayed at the meeting.



#### Formality

Engineer Glaister Ricketts suggested that during Annual General Meetings, members should be identified or should identify himself or herself as 'Engineer' or 'Past President' when speaking. This would allow new and present members to be able to recognize who each person is and for the meeting to have some formality. President D. Ricketts also informed members that he would be speaking to PERB to confirm the use of the acronym 'Eng.' or 'Engr.' for the abbreviation for 'Engineer'.

#### National Awards

Engineer Noel Whyte was congratulated for being awarded the Jamaica National Order of Distinction in the Rank of Commander for excellence in engineering and volunteerism at the National Hero's Day Celebration in October 2017.

#### Annual Awards Dinner 2017

The Awards Dinner would be held on November 25, 2017 at the Pegasus hotel. This year would be the Institution's 40<sup>th</sup> year, the "ruby year". Each ticket would cost \$10,000. Tickets were available for sale at the meeting.

### **13.0 ADJOURNMENT**

The meeting was adjourned at 9:13pm on a motion moved by Engineer Maurice Jones and seconded by Engineer Collin Porter.

## APPENDIX B – ATTENDANCE REGISTRY OF THE 2017 ANNUAL GENERAL MEETING

### ATTENDANCE REGISTER (AGM)

- |                         |                        |
|-------------------------|------------------------|
| 1. Desmond Young        | 23. Natalie Sparkes    |
| 2. Noel Sinclair        | 24. Duran Wright       |
| 3. L. Garth Kiddoe      | 25. Sahlu Baker        |
| 4. Michael Heron        | 26. Norman Anderson    |
| 5. Ashley-Jade Grennell | 27. Earle Wilson       |
| 6. Anthea Reynolds      | 28. D'Amour Bennett    |
| 7. Tara-Sue Rhoden      | 29. Orlando Cole       |
| 8. Christopher Hamilton | 30. Andre' McFarlene   |
| 9. Norman Tai           | 31. Marva Blankson     |
| 10. Dwight Ricketts     | 32. Garfield Patterson |
| 11. David Allen         | 33. Garth Jackson      |
| 12. Oreal Bailey        | 34. Andre White        |
| 13. Oswald Smiley       | 35. Earl Richards      |
| 14. Walter Bygrave      | 36. Lenworth Kelly     |
| 15. Howard Chin         | 37. Omar Palarchie     |
| 16. Gary Walters        | 38. Maurice jones      |
| 17. Christopher Udeagha | 39. Balvin Thorpe      |
| 18. Dave Barnaby        | 40. Godfrey Boyd       |
| 19. Glaister Ricketts   | 41. Melissa Townsend   |
| 20. Jacqueline Cameron  | 42. Colin Porter       |
| 21. Noel daCosta        |                        |
| 22. Steve Johnson       |                        |

### SECRETARIAT

1. Susan Martin
2. Meadese Harris

### Accountant

1. Mr. Lansfield Wong

### AUDITORS

1. Andrew Andrews
2. Demion Cain

APOLOGIES FOR ABSENCE (AGM)

1. Rachel Morris
2. Richard Lawrence
3. Dr. Omar Thomas
4. Stefan Lyn Shue
5. Neville Walker
6. Taraja Jackson
7. Kevin Donaldson
8. Hugh T. Gordon
9. Omar Sweeney

## **APPENDIX C – MINUTES OF THE 2018 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 Wednesday, May 16, 2018 At 6:00 P.M*

### **1.0 CALL TO ORDER**

The meeting was called to order at 7:52p.m. by the President Dwight Ricketts, who welcomed everyone present. He then asked the Honorary Secretary Townsend to read the notice of the meeting. It was confirmed that a quorum was present.

### **2.0 INVOCATION**

Engineer Natalie Sparkes led the meeting with a prayer.

### **3.0 APOLOGIES AND ABSENCE**

Apologies and absent were tendered for Engineers (see appendix)

### **4.0 TABLING OF RESOLUTIONS**

Engr. Natalie Sparkes outlined to Council the process of tabling a resolution in order to alter by-laws. Engr. Sparkes stated that the resolution would be read in its current state, then read with the adjustments moved by Council. Engr. Sparkes added that the amendments would then be taken and tabled, discussed, followed by any additional amendments. If there should be a discussion, a motion would be moved to open the discussion, then a vote to follow.

#### **4.1 By-Law 43 of the Constitution**

The Bylaw was read by Engr. Sparkes;  
*“Be it resolved that Rule 43 which now reads;”*

*The Council shall consist of:-*

*The President*

*President-Elect*

*Three (3) Vice-Presidents*

*Immediate Past President*

*The Honorary Secretary*

*The Honorary Treasurer*

*Chairman of each Division of the Institution*

*Six (6) ordinary Members of Council, two (2) of whom  
may be Graduate Members,*

*whose offices shall be honorary and without remuneration; provided that the offices of Honorary Secretary and Honorary Treasurer may be combined*  
*The Chairman of each Division shall be elected by the Division in accordance with the provisions of By-Law 4 and Regulation No. 1, Clause 11.*

Be adjusted to read

*The Council shall consist of:-*

*The President*

*President-Elect*

*Three (3) Vice-Presidents*

*Immediate Past President*

*The Honorary Secretary*

*The Honorary Treasurer*

*Chairman of each Division of the Institution*

*Six (6) ordinary Members of Council, two (2) of whom may be Graduate Members and two (2) of whom may be **Chairmen of the Western and Central Chapters of the JIE, provided these Chapters are operational at the time of nominations and elections,***

*whose offices shall be honorary and without remuneration; provided that the offices of Honorary Secretary and Honorary Treasurer may be combined.*

*The Western Chapter of the JIE may consist of members residing or working in any of the following parishes:*

*Trelawny, St. James, Hanover, Westmoreland.*

*The Central Chapter of the JIE may consist of members residing or working in any of the following parishes:*

*Clarendon, Manchester, St. Elizabeth, St. Ann.*

*The Chairman of each Division and Non Student Chapter shall be elected by the Division /Non Student Chapter in accordance with the provisions of By-Law 4 and Regulation No. 1, Clause 11.*

***The Non- Student Chapter Governance will be in accordance with By-Law 3 Regulation 1 that covers the operation of a Division.***

The motion was moved by Council and second by Engr. Junior Bennett. Engr. Noel daCosta recommended to change the wording, not the tableted resolution.

1<sup>st</sup> Amendment - Engr. Junior Bennett than moved the motion to remove the “**provide that;**” from 2<sup>nd</sup> paragraph, line 2, add “.” and add a capital “T”. This was seconded by Engr. Nickoe Booth Thompson. This opened a discussion on the meaning of “Non Student Chapter”, which concluded with members present clearly understanding the term.

Engr. Sparkes read the tabled resolution moved by Council with abovementioned amendments, and asked members to vote to defeat the proposed amendment, which was circulated. She then read the amended resolution and asked for a second vote. The members present approved by unanimous vote, with one (1) abstention.

The resolution should now read;

*The Council shall consist of:-*

*The President*

*President-Elect*

*Three (3) Vice-Presidents*

*Immediate Past President*

*The Honorary Secretary*

*The Honorary Treasurer*

*Chairman of each Division of the Institution*

*Six (6) ordinary Members of Council, two (2) of whom*

*may be Graduate Members and two (2) of whom may be*

***Chairmen of the Western and Central Chapters of the JIE,***

***provided these Chapters are operational at the time of***



***nominations and elections,***

*whose offices shall be honorary and without remuneration. The offices of Honorary Secretary and Honorary Treasurer may be combined.*

*The Western Chapter of the JIE may consist of members residing or working in any of the following parishes:*

*Trelawny, St. James, Hanover, Westmoreland.*

*The Central Chapter of the JIE may consist of members residing or working in any of the following parishes:*

*Clarendon, Manchester, St. Elizabeth, St. Ann.*

*The Chairman of each Division **and Non Student Chapter** shall be elected by the Division /**Non Student Chapter** in accordance with the provisions of By-Law 4 and Regulation No. 1, Clause 11.*

***The Non- Student Chapter Governance will be in accordance with By-Law 3 Regulation 1 that covers the operation of a Division.***

## **7.0 ADJOURNMENT**

The meeting was adjourned at 8.19p.m. on a motion moved by Engineer Howard Chin and seconded by Engineer Godfrey Boyd.

## APPENDIX D – ATTENDANCE REGISTRY OF THE 2018 SPECIAL GENERAL MEETING

### ATTENDANCE REGISTER (Special General Meeting (SGM))

1. Dwight Ricketts                      APOLOGIES FOR ABSENCE (SGM)

2. Balvin Thorpe                      1. Hugh Gordon

3. Shamar Morgan                      2. Dave Barnaby

4. Vaughn Alexander                      3. Noel Whyte

5. Howard Chin                      4. Garth Kiddoe

6. Nickoe Boothe Thompson                      5. Karl McIntosh

7. Dr. Therese Chambers                      6. Anthea Reynolds

8. Dr. Noel Brown                      7. David Allen

9. Melissa Townsend                      8. Jeffery Morgan

10. Steve Johnson                      9. Dionne Sampson

11. Natalie Sparkes                      10. Omar Sweeney

12. Christopher Hamilton                      11. Garth Jackson

13. Junior Bennett                      12. Paula Henry

14. Sahlu Baker

15. Gary Walters

16. Dr. Dave Muir

17. Basil Davidson

18. Godfrey Boyd

### SECRETARIAT

19. Susan Martin

20. Meadese Harris



## Thank You Sponsors

The Jamaica Institution of Engineers (JIE) extends sincere thanks to all our sponsors and well wishers for their kind support of our 2017 Annual Awards Dinner & Gala.

President,  
Engr. D. Ricketts, JP, PE

### JIE's 40th Anniversary Dinner & Gala Sponsors



JIE Secretariat: 9 Leinster Road, Kgn 5. Tel: 876- 754-4679 / 876-908-3548 • Fax: 876-908-3551



## Thank You Sponsors

The Jamaica Institution of Engineers (JIE) extends sincere thanks to all our sponsors and well wishers for their kind support of the Engineers' Week 2018 Conference.

President,  
Engr. D. Ricketts, JP, PE

### Engineers' Week 2018 Sponsors



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