

THE INSTITUTE OF SURVEYORS (ST LUCIA) INC
MINUTES OF MEETING HELD ON SATURDAY, 25 APRIL, 2014
at the
MINISTRY OF INFRASTRUCTURE, PORT SERVICES AND TRANSPORT

Present were:

Winsbert Felix
Rufinus Baptiste
Ronald Gardner
André P Mathurin
Stephen Montrope
Clive Hippolyte
John Cenac
Jonathan Everett
Celsus Baptiste
Tedburt Theobalds
Ulanda Antoine
Tryce Loctar-Polius
Kirsten Lambert
Chris Jn Baptiste
Josia Hippolyte
A Shone Hinds
Crispin Brown
Rudolph St Hill
Thomas James
Terry Charles
Wendell Bernard
Herbert Peter
Shem Peter
Marissa Justin
Brad Paul
Amoy Theobalds
Roydn Barley
Protus Auguste
Clinton Alcindor
Lynn Holstein
Craig Jn Charles
Natasha Doriney

Dominic Mathurin

Denise Fergus - Recording Secretary

Absent with apologies:

Margaret Delmar
Richard Sammy
Erslin Alfred
Frances Stanislas

1. PRAYERS

The meeting was called to order at 9:30 am with prayers.

2. ADOPTION OF AGENDA

The President sought and received approval for the adoption of the Agenda.

3. MINUTES OF AGM 2013

(a) Errors and Omissions

- (i) Page 1, the venue of the meeting should be recorded.
- (ii) Page 2, Mr André P Mathurin suggested that all absent members should be recorded including those who did not give an apology. The point was noted by the President with a view to further discuss.
- (iii) Page 6: Item (c) (i): the full name of the Ministry of Education should be documented.
- (iv) Page 10, Item 4: the full name of the Ministry of Planning should be documented.
- (v) Page 11, 'Len Holstein' should be corrected to 'Lynn Holstein'.

(b) Matters Arising from the Minutes

- (i) **Professional Indemnity Insurance (PII):** Mr Theobalds was interested in finding out how many members currently have PII. He explained that his interest was for possible exploration of making a joint effort to get the same for all members. Mr Winsbert Felix informed that he had received a letter from United Insurance offering a group policy with a ten percent discount however, he was concerned about the repercussions of having group insurance because “you then become your neighbour’s keeper”. He promised to circulate the letter.

Ms Loctar informed that she is aware that PII is expensive hence she wanted to know if it is a requirement and in the case of Mr Brad Paul who had coverage, how often did he use it. Her major concern however was that the cost would have to be passed onto the clients who are usually unwilling to bear such costs. Individuals are becoming more aware of their risks hence PII is becoming more in demand.

Mr John Cenac added that it was obvious that when sourcing projects which require PII the costs should be spread across all the projects.

Mr Gardner added that one can have PII for specific projects but he was interested in investigating group life and medical insurance whilst Mr Thomas James commented that there is need to investigate obtaining PII as some banks do require it.

- (ii) **Payment of Subscription Fees through PayPal:** Mr Felix informed that this facility is not functioning as yet on the website.
- (iii) **Outstanding Receivables:** Mr St Hill was interested in whether there was any progress in this area. Ms Lambert informed that this area would be covered under the Treasurer’s and Auditor’s reports however she added that measures were put in place to encourage members to comply.

A motion was moved by Mr Celsus Baptiste and seconded by Mr Rufinus Baptiste for the adoption of the Minutes; members voted in favour.

4. AUDITOR’S REPORT: Presented by Mr Winsbert Felix

- a. The Auditor’s Report was presented as at 31st March, 2014 on a cash basis and showed a significant increase in the receipts of subscription fees.

A motion was moved by Mr Tedburt Theobalds and seconded by Mr Lynn Holstein for the adoption and approval of the Auditor's report; members voted in favour.

5. TREASURER'S REPORT: Presented by Ms Kirsten Lambert

- a. Ms Lambert began by commenting on the challenges inherited as Treasurer from her predecessor especially in the collection of subscription fees. She informed that based on that concern she had retrieved a list of the delinquent members who were informed that their names would be taken off the website if they did not comply. As a result 17 members were removed from the list for non payment bringing the membership to 81.
- b. \$11,500 was collected from delinquent members during the period.
- c. Ms Lector who is a new member, wanted to know where she could settle her fees and was informed that the out-going Treasurer was still accepting payments.
- d. Membership cards are being issued upon payment of fees. The card has an assigned member number, the member's status and qualifications.
- e. Apart from subscription fees the only other source of income was the proceeds from the Construction Seminar which was well attended. A few of the attendees have not paid but these are from the Ministry of Infrastructure so this should be rectified in two weeks. Originally the cost of the seminar had been \$250 however the amount was reduced to \$200 hence, Mr André P Mathurin wanted to know if those who paid \$250 were entitled to a \$50 refund. Mr Theobalds was of the view that members who did not attend the seminar should make a contribution.
- f. Mr Hippolyte informed that the Seminar was one of information sharing hence members should have made the effort to attend. Ms Lambert commented that whilst they could not force anyone to attend members should be encouraged to attend the activities planned.
- g. Ms Marissa Justin was concerned on whether the Seminar was advertised properly as she never got the information. Mr Celsus Baptiste commented that notwithstanding the circulation of the information, he would take the blame for the omission as he felt that the onus was on him to inform Ms Justin since they worked in the same building.

- h. Members commended and thanked Ms Kirsten Lambert on a job well done as Treasurer.

A motion was moved by Mr Clive Hippolyte and seconded by Mr Tedburt Theobalds for the adoption of the Treasurer's Report; members voted in favour.

At this point members introduced themselves.

6. EXECUTIVE REPORTS

President's Report: Mr Winsbert Felix

- a. The Out-going President began by informing that he would not be available for the Post of President at this time because he would be focusing on his own personal development. He added that he was willing to provide whatever assistance that he could when available.
- b. He commented on the achievements during the period including the website being in operation which forced some members to pay their subscription fees since they would not be included on the website otherwise.
- c. The Construction Seminar had been a success and the Out-going President congratulated Ms Lucien on her presentation on what the Surveyors' Institute is all about. He also commented on the depth and strength of the available local talent and did a SWOT analysis of the Institute.
- d. St Lucia was well represented at the RICS conference and as a result there was a suggestion to have St Lucia at the forefront of efforts to establish a regional RICS branch.
- e. A Productivity Study is scheduled for Wednesday, 30th April, 2014 and members were asked to submit comments which they would like to share. The following are the comments and questions from members:
 - (i) Mr Celsus Baptiste highlight the need to have appropriate standards and linkages throughout the different areas of the construction process;
 - (ii) Mr St Hill wanted it noted that there seem to be a vast difference between urban and rural development construction practices and sometimes issues such as topography are not considered;

- (iii) Mr John Cenac felt that a number of construction projects are being undertaken without the use of professionals;
- (iv) Mr André P Mathurin commented that standards are important however who is responsible for ‘policing’ what is on the ground. There seem to be a lack of manpower and all stakeholders should be involved including banks, in ensuring that issues such as safety, outputs vis-a-vis man power and standards are addressed;
- (v) Ms Loctar explained that some members seemed to have no standards for themselves as it pertains to deliverables hence there should be a database with acceptable standards and associated costs. Mr St Hill added that perhaps there should be different classes of work associated with different outputs for example a class I carpenter could only do ‘x’ amount of work per day.
- (vi) Mr Montrope suggested that feasibility studies should be done as sometimes banks accept clients’ requests for loans but do not take into consideration the capacity of the contractors to deliver; this is potentially problematic.

Comments/Questions on the President’s Report

1. Mr St Hill informed that he found the Out-going President very inspiring and remembered his dream of seeing St Lucia at the forefront in the OECS in the field of surveying; this seem to be the current direction.
2. Mr Rufinus Baptiste found it fitting to congratulate the Out-going President for a job well done during the years that he served.
3. Mr Theobalds also applauded the Out-going President and informed that he had prepared a documentary on the “St Lucian Surveyor” which would be distributed through the Secretary.

A motion was moved by Mr Tedburt Theobalds and seconded by Mr Rufinus Baptiste for the adoption of the President’s Report; members voted in favour.

Other Reports: Quantity, Valuation and Land Surveyors Reports

- a. In the interest of time Mr Clive Hippolyte suggested that the other Directors’ Reports be circulated to members with a view to discuss at the next meeting.

A motion was moved by Mr Clive Hippolyte for the circulation of the Directors’ Reports which will be discussed at the next meeting. This was seconded by Mr Tedburt Theobalds and members voted in favour.

7. AUDITOR AND LEGAL ADVISOR

Auditor: Llewellyn Gill
Legal Advisor: Vidal Jules

Members voted to retain the Auditor and Legal Advisor.

8. OFFICERS

Members voted in the New Executive as follows:

President : Mr Rufinus Baptiste
Vice President: Mr Tedburt Theobalds
Secretary: Mr Clive Hippolyte
Treasurer: Ms Ulanda Antoine

Directors:
Valuation Surveying: Mr Celsus Baptiste
Quantity Surveying: Ms Kirsten Lambert
Land Surveying: Mr Lynn Holstein

Immediate Past President: Mr Winsbert Felix

Floor Director/
Director without Portfolio: Mr André P Mathurin

Members of the new Board were congratulated.

- a. Mr Theobalds suggested that it was time to have a Director of the Building Surveying discipline. Mr Winsbert Felix explained that the existing By-Laws need to be revised to include a Director for Building Surveying as the recent accident on the Barre de L'Isle highlighted the need for Building Surveyors. Members suggested that Mr Dominic Mathurin should champion that cause whilst Mr Terry Charles suggested that a proposed Director for Building Surveying be allowed to sit on the Board in the meantime.
- b. Mr André P Mathurin reminded members that there had been a suggestion for officers to serve two-year terms. Mr Felix explained that a long-term arrangement could have repercussions for members who may have other personal advancement plans, which could be time consuming or require their

presence overseas. He added that this was a matter to be discussed at the next AGM where the officers could perhaps look at continuing for another year.

- c. The new President thanked members for their vote of confidence and commented that there should be greater collaboration in order for more to be achieved.

9. ANY OTHER BUSINESS

- a. Mr Holstein suggested that considering the healthy state of the Institute's bank account, subscription fees could be reduced to \$350 to attract new members. Mr Felix informed that compared to market prices per day for works done by surveyors, the amount of \$400 seem insignificant hence there should be no change in the fees. Ms Loctor felt that sometimes members are at a loss and explained that often, Land Surveyors are required to carry out works and wait long periods to get paid. Mr Clive Hippolyte informed that there should have been a vote on subscription fees prior whilst Mr Dominic Mathurin suggested looking at other benefits rather than reducing the fees.

A motion was moved by Mr Dominic Mathurin and seconded by Mr Clive Hippolyte for members to look at other benefits rather than reducing subscription fees; members voted in favour.

- b. Mr Hippolyte suggested a membership review at the next AGM.
- c. Mr Celsus Baptiste suggested switching the AGM to another day of the week such as a Wednesday as the customary Saturday puts some members at a disadvantage.
- d. Members discussed the possibility of including their photos on the website however Mr Felix informed that the Data Protection Act may limit what can be shown. He added that members have the option of advertising however there is a cost attached. Mr Celsus Baptiste informed that there is a maximum number of fields which can be added without liability.
- e. Mr Hippolyte asked members who were interested in serving on committees to inform the Secretary however members agreed that all members should make themselves available.
- f. Mr Theobalds commented that he discovered that another member had gained RICS status and felt that members should have been privy to that information. Mr Felix informed that the member does not reside in St Lucia and that at a

previous meeting there was mention that the member had been pursuing RICS status.

The meeting concluded at 1:00pm.

Read and confirmed

Signed by:

President _____

Secretary _____

Date _____