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## **SUPPORT. PROMOTE. PROTECT.**

The Cayman Islands Chamber of Commerce was established in 1965 and is a non-profit organisation that exists to Support, Promote and Protect Cayman business and the wider community. We proudly represent nearly 700 businesses and associations from every major industry sector.

### **MINUTES OF THE 3<sup>rd</sup> MEETING OF THE 2014 COUNCIL ON 12<sup>th</sup> MARCH 2014, CHAMBER OF COMMERCE CONFERENCE ROOM, GOVERNORS SQUARE, WEST BAY, GRAND CAYMAN, CAYMAN ISLANDS.**

#### **ATTENDING:**

- Mr. Johann Moxam, President and Chairman
- Mr. Colin Reid, Vice President
- Mr. Paul Byles, 1<sup>st</sup> Year Councilor
- Mr. Steve McIntosh, 1<sup>st</sup> Year Councilor
- Mrs. Lucy Tibbetts, 1<sup>st</sup> Year Councilor
- Mr. Paul Pearson, 2<sup>nd</sup> Year, Councilor
- Mr. Wil Pineau, CCE, Chief Executive Officer

#### **1. Call to order and welcome**

President Johann chaired the meeting, welcomed fellow Councilors and called proceedings to order at 3:40 p.m. He confirmed the required quorum of five Councilors as mandated by the Chamber's Memorandum and Articles of Association. CEO Wil Pineau, CCE, recorded the minutes.

#### **2. Apologies**

- Barry Bodden, President-Elect (off island)
- Chris Duggan, Immediate Past President
- Natalie Urquhart, Secretary
- Wayne Cowan, Treasurer (off island)
- Katie O'Neill, Councilor, 2<sup>nd</sup> Year (off island)
- Roger Ponce, Councilor, 2<sup>nd</sup> Year

#### **3. Review/Approval of draft minutes from the 12<sup>th</sup> February 2014 Council meeting**

The draft minutes were distributed to the Council prior to the meeting for review. A motion to accept the draft minutes without amendment was moved by Councilor Paul Byles, seconded by VP Colin Reid and approved unanimously.

#### **4. Action items arising from the Minutes**

##### **a. Council referrals for membership (five referrals for the year)**

The CEO distributed a membership prospect list of 25 businesses to the Council via email as requested at the February meeting. Each Councilor was asked to select three businesses to contact and to report the results of their contacts prior to the next meeting. Another list will be prepared and distributed to the Council for action.



**ACTION ITEM:** Councilors will confirm which businesses they intend to contact and will provide an update before the next Council meeting in March.

**b. Employees' Handbook for Chamber members**

Past Councilor Alan Brady continues to work on developing the booklet. He has hired a professional copywriter to finalise the draft. Councilor Steve asked if bids had been requested from other members for the project. President Johann explained that Past Councilor Alan offered to produce the original employers' booklet in partnership with Appleby at no cost to the Chamber. The past Council accepted his offer and asked him to produce the content for review by the Council, prepare the design and print the booklet in exchange for two advertisements in the publication for each firm. In this instance the past Council felt that this was being offered at no cost to the Chamber and would benefit the membership. It is the policy of the Chamber office to obtain at least three quotes from member firms for the purchase of any product or service. In this instance the Council overruled that policy since it was an offer at no cost to the Chamber.

**c. Resolution to amend bank signatories**

The resolution to amend the bank signatories to reflect the new executive committee members will be submitted to the bank once final signatories are received.

**ACTION ITEM:** CEO will obtain final signatories and submit the paperwork to the bank to amend the signatories on all Chamber bank accounts.

**d. Public policy process for Chamber positions on issues**

A revised draft based on written recommendations received from Council members is being prepared and will be distributed to the Council for further review. The Council agreed that the process should be easy to understand and to implement. Draft position papers will be distributed to the membership for review and final approval. The membership will be given seven days to offer comment. If no substantial comments are received, the draft paper will become final and will be posted to the Chamber website and form part of the Chamber position statements. All positions will be reviewed by the Council annually.

The Council also discussed the process for appointment of Chamber representatives to serve on Government advisory committees, Statutory Authorities and Government owned companies. It has been a common practice for Government to invite the Chamber to identify a list of potential candidates but then to select a Chamber representative who is not included on the approved list. This has occurred with both the Port Authority and Turtle Farm Boards.





The Council opposed these actions in the past but decided to allow the representative to continue even though in some cases the Council was not receiving regular reports from the “Chamber designated” appointee and was unclear on whether the person was expressing the Chamber position or their own. The Council considered this unacceptable and agreed to establish a protocol that mandated the submission of monthly reports and attending at least one Council meeting during the year. The CEO will draft the protocol for consideration by the Executive Committee. President Johann also informed the Council that Past President David Kirkaldy had informed the CEO that he had been asked to remain on the Special Economic Zone Authority even though he had tendered his resignation and the law prohibited reappointment after two years of service. The Council agreed to write to the Minister of Commerce stating these facts and including names of candidates who had been approved as possible Chamber representatives.

**ACTION ITEMS:** CEO is to draft a reporting procedure for Chamber appointed representatives for review by the Executive Committee and draft a letter to the Minister of Commerce informing him of the SEZA matter and listing Chamber Council approved candidates for his consideration.

**e. Minimum Wage survey/position update**

Councilor Steve developed an online survey which was approved by the President and distributed to the membership on 10<sup>th</sup> March. The membership has been given until the middle of April to respond to the survey. A report with the survey results will be prepared for the April Council meeting. Focus groups with industry sectors may be organised to share the results of the survey and to seek their views. Councilor Steve has agreed to prepare a position paper similar to the format for the Sunday Trading paper for review by the Chamber Council.

**ACTION ITEMS:** CEO will prepare a summary report of the findings of the Minimum Wage survey. Focus groups will be organised once the results are completed. Councilor Steve will prepare a position paper once all feedback is received.

**f. Sunday Trading position paper**

Councilor Paul Byles distributed a position paper based on the historic results of past membership surveys. Chamber Councilors offered several amendments which are to be incorporated into a revised draft. Councilor Byles will amend the draft. Once approved by the Council, the draft position paper will be distributed to the Chamber membership for review. Members will be given 14 days to respond.

**ACTION ITEM:** Councilor Byles will amend the position paper to include comments by the Council





and will resubmit the paper to the President for distribution to the Chamber membership.

**g. Chamber Pension Plan update**

The Chamber appointed trustees, Eduardo DaSilva and Rod Waddell, have submitted an action plan for the election of new employer and employee elected Trustees to the Acting Superintendent which was accepted. The Superintendent of Pensions issued an order on 24<sup>th</sup> February 2014 listing six action items to be addressed before 16<sup>th</sup> May. The Trustees confirmed the date to hold a pension plan membership meeting on 15<sup>th</sup> May to elect the required employee and employer Trustees.

**5. Chamber representation** *(All updates submitted are included in the CEO report)*

The Council agreed to write to the Port Authority representative seeking a more detailed report and his attendance at the next Council meeting. The Council will also produce a list of questions for his response.

**ACTION ITEM:** The President will write to the Chamber appointed representative asking him to attend the April Council meeting and instructing him to provide a more detailed response to questions from the Council and warning him to follow the terms of his appointment as signed in August 2013.

**6. CEO Report** (8<sup>th</sup> February – 7<sup>th</sup> March 2014)

Councilor Lucy asked if an agenda for the meeting with Minister Rivers on the 13<sup>th</sup> March had been prepared. The President said the meeting was a follow-up to one held in January to discuss the development of a national apprenticeship programme. Council agreed to discuss the development of a national apprenticeship programme as well as the development of a memorandum of understanding between the Chamber and the Ministry, minimum wage (Chamber survey and Salary and Benefits Survey) and the appointment of a National Minimum Wage Review Committee, challenges with the National Workforce Development Agency (which will be incorporated into the President's speech at the opening of the Careers Expo) and plans for pension reform. Councilors Paul Byles, Lucy Tibbetts and Paul Pearson confirmed that they will attend along with the President and CEO. The Council also asked the CEO to prepare a list of advocacy issues in a table format so the Council can remain up to date on the progress and actions that are being taken on each issue.

**ACTION ITEM:** Council is to meet with Minister Rivers on 13<sup>th</sup> March. CEO is to prepare a list of advocacy issues in a table format for the Council's review.

**7. New Business**

**a. Downtown George Town Revitalisation**





President Johann informed the Council that he had written to various members seeking their views on the revitalization of downtown George Town following the Chamber's meeting with Minister Tibbetts, Deputy Chief Officer Tristan Hydes and Ministry representative Kenneth Ebanks. Several submissions had been received and a summary draft with the recommendations is being prepared for review by the Council before being submitted to the Ministry.

**ACTION ITEM:** CEO is to prepare a summary of the comments received from the membership on plans to revitalize downtown George Town.

**b. Public sector reform initiative**

President Johann informed the Council that a statement is being prepared on public sector reform based on the recent meeting with the Auditor General and the committee that he is serving on to reform Statutory Authorities and Government owned companies. The statement will be distributed for review by the Council with the aim of releasing the statement prior to the start of the discussion on the national budget.

**ACTION ITEM:** A draft public sector reform statement will be prepared for consideration by the Council.

**c. Memorandum of Understanding with Ministry of Commerce**

President Johann distributed a draft MOU that had been submitted to the Ministry of Commerce following recent meetings with the Minister and the Department of Commerce and Investment. The Council recommended that specific deliverables from the Ministry should be included in the draft. There were mixed views about the format for the MOU and everyone agreed to wait to receive feedback from the Ministry before moving to amend the MOU. Once the Ministry accepts the draft then further amendments can be included to incorporate specific deliverables. Councilor Steve offered to provide details of the wording of another MOU that the Ministry had signed with another association for comparison.

**ACTION ITEM:** Councilor Steve is to provide the wording of another MOU for reference purposes. The President will follow up with the Ministry regarding their general feedback on the draft MOU.

**d. Development Agency discussion paper – Councilor Steve**

Councilor Steve distributed the discussion paper to the Council prior to the meeting. Due to time constraints, President Johann was





asked Council members to review the discussion draft and be prepared to ask questions at the April meeting.

**ACTION ITEM:** Council is to review the draft and submit feedback at the April Council meeting.

**8. Any other business**

**9. Next meeting:** Wednesday, 9<sup>th</sup> April 2014, Chamber conference room, Governors Square, 3:00 p.m.

**10. Adjournment**

The meeting adjourned at 6 p.m.

