



CAYMAN PORT

**BOARD OF DIRECTORS MEETING
Port Authority of the Cayman Islands
45A Harbour Drive
12th December 2019
Meeting No. 458**

A meeting of the Port Authority of the Cayman Islands Board of Directors was held on Thursday, 12th December 2019 at the Port Administration Building, 45A Harbour Drive, Grand Cayman, Cayman Islands.

1. Welcome and Call to Order

Acting Chairman, Arek Joseph, welcomed attendees and called the meeting to order at 1:06pm.

2. Attendance and Apologies

Members Present

Mr. Arek Joseph – Acting Chairman
Mr. Stran Bodden (Ministry of Tourism)
Mr. Ashton Bodden, JP
Mr. Ken Thompson
Mr. Richard Parchment
Mrs. Jacqueline Scott-Rankine
Mr. Joseph Woods – APD

Apologies for Absence(s):

Mr. Charles Clifford – (CBC)
Mr. Robert Foster arrived at 1:40pm
Mr. Michael Nixon – (Ministry of Finance)

Invited Attendees

Mr. David Collier of Ritch & Conolly



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3. Quorum

IT WAS RESOLVED that in accordance with Section 17 (1) (g) of the Public Authorities Law 2017, a quorum of the simple majority of the Members who are entitled to vote were present and that the business would proceed.

4. Review and Approval of Minutes

Minutes 457 was reviewed and accepted. It was moved by Mr. Richard Parchment and seconded by Mrs. Jacqueline Scott, that Minutes 457 be approved. All members voted to approve.

5. Matters Arising from Previous Minutes

a) Appointment of Recorder of Minutes

The Board considered the two options available; an outside recorder vs someone from on staff as suggested by the Chief Officer. Members agreed to decide on the matter in 2020 when a new PD and Chairman were in office.

b) Request for Payment of Outstanding Vacation

The APD presented the request to pay staff for their outstanding vacation that they will not be able to take before year end. Paying staff for the outstanding vacation, which all, but one indicated that they would prefer rather than carrying it forward, would aid productivity. Carrying it forward to 2020 would result in more time off for staff in 2020, which the Port Authority will still have to pay them for, in addition to having to call in and pay other staff to cover for them while they are off on vacation. **The Board considered the matter and voted that staff should carry the days forward to 2020.**

c) Ratification of Letter to Ministry re Aegir's Report

The letter to the Ministry with respect to the Aegir's report was approved by the Board upon a change being made to address it to the Deputy Premier instead of the Chief Officer in the Ministry of Tourism.

d) Proposal for Shop At NT Cabana by RWT Tenant

The Board considered the written proposal from the RWT Tenant and requested that the tenant provide a visual presentation of what the shop would look like.





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e) Land Available For Sale

The APD informed the Board that Lands & Survey Dept. had engaged two valuers to value the property and from there, they would do their own valuation and conduct negotiations on PACI's behalf.

f) Sidewalk at National Trust Property by Royal Watler Terminal

The letter was drafted requesting permission to close the present sidewalk and install a wider sidewalk through the National Trust property connecting with the sidewalk on the southern side of the property.

The Board suggested that a second option be added of widening the current sidewalk, acknowledging that a bottleneck would still occur by the stone wall where the light pole and traffic lights are situated.

6. New Business

a) CFO – Legal Advice

PACI's attorney provided an update on the negotiations.

Members of the Board provided further direction for PACI's attorney who will meet with the CFO's attorney.

b) Request from SALT Wireless

The APD presented a proposal from SALT Wireless who wishes to lease space on PACI's tower for 6 wireless devices.

The Board considered the proposal and agreed to lease the space to them on condition that it does not interfere with the transmissions and current equipment from another provider as well as PACI's on the tower.

c) 2016/2017 & 2018 Audit Report

The Acting Deputy Director of Finance presented the Annual Financial Report for 2018 which included the audited financial statement.

Members voted to approve the report, which will be submitted to the Ministry.

d) Audit & Risk Committee Report

The Chairperson of the Audit & Risk Committee tabled the minutes of the A&R Committee meeting of November 26, 2019. The minutes were accepted by Members.

Also presented was the Charter and Terms of Reference of the Audit & Risk Committee. Mr. Richard Parchment moved and Mr. Ashton Bodden seconded, that the Charter be approved and adopted. All Members voted to approve the Charter and it was signed by the Acting Chairman, Mr. Arek Joseph.



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The Port Procurement Policy manual was amended. Mr. Ken Thompson moved and Mr. Richard Parchment seconded that it be approved and adopted. All Members voted to approve.

The Board requested an update from the HR Manager with respect to the HR Organizational Review at the next meeting in January 2020.

7. Other Business

a) Green Freeze Application.

The APD presented an application from Green Freeze to operate a business on the Port. **Members considered an application by Green Freeze and denied the application as there could be a perception of a conflict of interest, because the owner is a Port employee.**

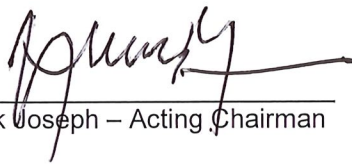
b) Amendment to Org Chart

The APD informed members that with the advent of the Data Protection Law, he had also had to assign the Data Protection role to the Human Resource Officer, as he had done with the FOI Manager role a year ago.

Members asked if the person had been compensated and the APD advised that it had now been done upon the addition of the second role. The Chief Officer stated that he had done likewise in his Ministry.

c) The APD provided Members with an update on the matter concerning a suspended staff member.

The Acting Chairman adjourned the meeting at 3:16pm. The date of the next scheduled meeting is January 30th 2020 at 12:30pm.



Mr. Arek Joseph – Acting Chairman



Mr. Joseph Woods – Recording Secretary