

AGENDA ITEMS

A meeting of the Board of Directors for The Port Authority of the Cayman Islands, was held in the PACI Administration Building in the Boardroom, 113 Seafarer's Way, Grand Cayman, Cayman Islands on September 8<sup>th</sup>, 2022 at 1:30 PM.

**1. WELCOME AND CALL TO ORDER**

The Chairman, Mr. Cline Glidden welcomed attendees and called the meeting to order at 1:30pm. Mr. A. Bodden opened the meeting with a word of prayer.

**2. ATTENDANCE AND APOLOGIES**

**Members Present:**

- i. Mr. Cline Glidden - Chairman
- ii. Mr. Richard Parchment - Deputy Chairman
- iii. Mr. Ashton Bodden, JP - Board Member
- iv. Mrs. Jackie Scott-Rankine - Board Member
- v. Ms. Irma Arch, JP, - Board Member (By Zoom)
- vi. Mrs. Carilee Bolen - Board Member
- vii. Mr. Michael Nixon – Ministry of Finance (By Zoom)
- viii. Mr. Paul Hurlston – Port Director ("PD")
- ix. Ms. Neyka Webster (attending meeting for Mr. Stran Bodden) Cayman Islands Custom and Border Control

**Apologies for Absence:**

- x. Mr. Matthew Adam – Board Member
- xi. Mr. Stran Bodden – Ministry of Tourism

**Invited Guest:**

Mr. Donovan Hutchinson – Acting Deputy Director of Finance and Facilities ("ADDF")

**3. QUORUM**

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



## 4. REVIEW AND APPROVAL OF MINUTES

The Minutes for Meeting #506, was reviewed and minor amendments were made. There were no objections to the minutes, Mrs. Carilee Bolen moved that minutes #506 be accepted and Mr. Ashton Bodden seconded the motion.

## 5. MATTERS ARISING FROM PREVIOUS MINUTES NIL.

- a) The Chairwoman of the Importer's Subcommittee gave the members an update. She advised that the committee members have expressed their gratitude for an outlet to address any issues and contribute to improving the Port operations.

## 6. NEW BUSINESS

### Medical Marijuana Policy

- a) The members briefly discussed the proposed medical marijuana policy. Ms. N. Webster was asked to inquire of POCS if they have a policy on medical marijuana; she agreed to undertake to do so. She confirmed that POCS had no medical marijuana policy. The Port Director advised that he had sent the policy to the newly appointed Chief Medical Officer, but there was no response. The Port Director advised that he would resend the document to the new appointed Chief Medical Officer.

### Allowance Policy

- b) The Acting Deputy Director of Finance and Facilities spoke about the allowance policy for PACI. This matter was dealt with at the 498<sup>th</sup> meeting, but the minutes of that meeting did not adequately reflect the Board's decision. Members agreed to amend the 498<sup>th</sup> minutes to this effect. Mr. R. Parchment moved a motion that the minutes be amended accordingly, and Mrs. C. Bolen seconded. The motion passed.

### Cay Jam Show

- c) Approval was given for the Cay Jam Show on 23<sup>rd</sup> September 2022 at the Safehaven location. The Port Director advised the members that, to date, two other vendors were seeking approval for the Safe Haven location for October. It was also agreed that any event organizer would be required to notify residents in the immediate area as a part of their contract. **The Board noted that the Port Director is to liaise with the Security team on the matter. All members agreed.**

Chairman Initials CH Recording Secretary Initials JWS



CAYMAN PORT



## PR Update

- d) The Port Director advised that both he and Mr. Adam met with the representative from Tower Marketing. He explained that a proposal was submitted that met the needs of PACI. It was also discussed that PACI should establish a full time P.R staff post. **The Board approved moving forward with the P.R. contract.**

## Update on UK Security Report

- e) The Chairman thanked the Acting Cruise and Security Manager, Mr. R. Moore, for his service in security at the Port. The Acting Cruise and Security Manager briefed the members on the June security inspection by the UK DFT. He spoke briefly about what areas were covered in the inspection and security management at PACI. He advised the members that PACI got an excellent passing grade, but a few minor areas had to be addressed.

## IPADS

- f) The IT Manager gave the members an update on the Board member IPADS. He explained that the IPADS were being worked on and modified, and the members should have them by the next board meeting October 2022.

## Review of the Audit and Risk Meeting

- g) The Chairwoman said she had created a working matrix for the members to keep abreast of all projects and deadlines that the committee is working on.

## Start with Safety Report

- h) The Port Director updated the members on his meetings with "Start with Safety." He explained that a follow-up meeting was held on July 26<sup>th</sup>, 2022. The Board approved moving forward with "Start with Safety," which includes having them update policies as the second part to the Safety Audit report dated April 21<sup>st</sup>, 2022.

## Safe Haven Office Space Lease

- i) The Port Director noted that informal interest has been expressed in leasing the office space at Safe Haven. The members agreed that they would be open to such a proposition.



7. OTHER BUSINESS

Nil.

There being no further business, the meeting concluded and was adjourned at 4:30pm.



Mr. Cline Glidden – Chairman



Ms. Joanna Shaw – Recording Secretary

Date: 22/9/2022

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