



## THE OLD HILARIANS' ASSOCIATION

Bishop Anstey High School,  
145 Abercromby Street,  
Port of Spain,  
Trinidad, W.I.

### MINUTES OF THE ANNUAL GENERAL MEETING Thursday 28 April 2005 New Anstey Staff Lounge B.A.H.S.

#### 1.0 Welcome and Opening Remarks

- 1.1 The meeting started at 6:00 pm and was chaired by the secretary, Valerie Bowrin who thanked everyone for coming. The Acting Principal, Ms. Patsy-Ann Rudder said a short prayer.
- 1.2 Apologies were received from

#### 2.0 Minutes of the Annual General Meeting held on Wednesday 28 April 2004

- 2.1 The minutes of the 2004 St. Hilary's Foundation and Old Hilarians' Association Joint GM were read by the participants and were proposed for confirmation by Ms. Jill Padmore and were accepted by Ms. Marguerite Moore.

#### 3.0 Matters Arising Out of The Minutes Acting Principal's Report

- 3.1 The acting Principal took this opportunity to inform the attendees of recent happenings at the school with respect to the infrastructure and new buildings.
  - 3.1.1 She informed the gathering that the science laboratories 2 Biology, 2 Chemistry, 2 Physics and 1 Integrated Science, had been furnished with equipment and that the labs would be fully operational by September 2005.
  - 3.1.2 The old science labs had been turned into classrooms, and the 2 Chemistry labs into Form 5 classrooms. The old Staffroom A had been converted to a Form 5 classroom and the old staffroom B had been converted into a Textile Lab. The old Office was now a Music Room and the open classroom was now being used as a Storeroom as it required renovations.

- 3.1.3 The New Anstey Multi-purpose Room was now air conditioned.
- 3.1.4 She also informed us that the school was now spending \$20,000/month on security and \$15,000 on cleaning.

#### 4.0 Presentation of Reports

- 4.1 All members present were given copies of the President's report and the SHIP report.
- 4.2 Ms. Molly Maraj wondered whether the need for an Administrative Assistant for the Association was addressed. She wanted to know if the association was maximizing its contacts and networks and whether the association was functioning as effectively as it could.
- 4.2.1 The president explained that finances did not allow us to employ anyone as a professional full-time and that we needed volunteers. We also needed office and storage space. Ms. Maraj suggested that our fees should be structured to gain more capital to finance some kind of support staff.
- 4.2.2 Ms. Dianne Douglas suggested that we needed to aggressively welcome and help new members. As she had recently returned to Trinidad she had been hearing all these stories about the Association and its accomplishments and she was disappointed at the low-keyed welcome and recruitment of new members. Ms. Douglas suggested that we have different on-going functions to build interest and enthusiasm among our alumnae. The outgoing executive agreed in principle with what was suggested by both Ms Maraj and Douglas, but explained that we just did not have the staff to really undertake these tasks.
- 4.2.3 Ms. Maraj suggested that we abolish Life-time memberships and Camille Forde suggested instead that we structure our membership fees so that the yearly dues would be much more attractive. The outgoing executive raised the issue of what members would receive for these higher dues and whether they would be willing to pay it. At this point in time dues do not entitle members to anything but voting rights at the annual AGM. At this point several persons had suggestions for programmes and perks that would be free to due-paying members.
- 4.2.4 Beverly Harry-Emmanuel suggested that we host some developmental programmes, at which point the outgoing president explained that this happened in the past when there were ad hoc committees, like the fete committee, that had different responsibilities, like membership drives, fundraising events, and even educational programmes. These committees were self-functioning but had representatives from the executive. The executive committee could not undertake all these different activities alone. Marguerite explained that on many occasions past students would make verbal promises and express interest but would not be able to physically help and all the work then fell on the executive. Ms. St. Louis explained that recruiting alumnae for one-time or on-going commitments was a very time-consuming task, though phone contact was much more effective than email.
- 4.2.5 Ms. Douglas suggested that we pay a student a stipend to man the office. The outgoing executive explained that as soon as we could establish an office full-time, we would look into this, as we really did need a central

point of contact for interested parties, and a place where people could get information on association activities, as right now it depended on people contacting individual members of the executive.

- 4.2.6 Ms. Harry-Emmanuel suggested that we ask people to volunteer to be in committees, and Ms. Maraj suggested small-scale quarterly educational programmes, at which point Ms. Harry-Emmanuel volunteered to put some ideas together and get these to the executive at a later date.
- 4.3 Ms. St. Louis explained SHIP to new members, informing them that SHIP fed breakfast and lunch to the girls on the programme, in addition to assisting with eyeglasses and any problems, which would bar their success in schools. SHIP had even enabled some girls to attend their graduation parties.
- 4.3.1 They were funded mainly by the association and by old girls who would write cheques, or provide them with food items, etc. Teachers were responsible for identifying the students who need help. She also mentioned that the UTC had made a promise of a yearly lump sum for five years, but to date they had only received this lump sum for 2003.
- 4.3.2 Ms. Douglas suggested that girls who had been helped by SHIP should have their testimonials placed on the website.

## **5.0 Presentation of Audited Accounts**

- 5.1 Ms. Harry proposed acceptance of audited reports and Ms. Hemmings accepted.

## **6.0 Election of Officers**

- 6.1 Ms. Harry-Emmanuel proposed that all the members of the executive be re-elected and Ms. Esdelle accepted the proposal. The full committee was reinstated.

## **7.0 Appointment of an Auditor**

- 7.1 It was agreed that Bertran Haddaway be retained as Auditor.

## **8.0 Other Business**

- 8.1 Ms. Maraj then informed the gathering that she would like to set up a scholarship and name it after Mrs. MacGregor for a needy year one student who was performing well in school but was in financial need. Mrs. MacGregor had been very kind and helpful to Ms. Maraj as a student and she wished to help students as Mrs. MacGregor had helped her. Ms. Maraj would work out the details, ie how the student would be chosen and how much money would be given, etc., and then approach the school.
- 8.1.1 Ms. Maraj was informed at this time that the executive also wanted to give a scholarship to a student or two leaving to assist with tertiary education. She however, wanted to do this on her own as her target was helping a

student through their school years as opposed to when they were leaving school.

- 8.2** At this point there were not enough of a quorum to vote on the changes to the Amendment and it was felt that we should call a special meeting to address this.

Their being no other business the meeting adjourned at 7:45 pm.

Valerie Bowrin  
Secretary  
April 2005