



THE OLD HILARIANS ASSOCIATION

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

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OLD HILARIANS ASSOCIATION Thursday 19 April 2007 New Anstey Staff Lounge B.A.H.S.

1.0 Welcome and Opening Remarks

- 1.1 The meeting started at 5:45 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 Wilsa Hezekiah, Daphne Solomon, Moy Hosang

2.0 Minutes of the Old Hilarians Association Annual General Meeting held on Thursday 28 April 2005

- 2.1 The minutes of the 2006 Joint Foundation and Old Hilarians' Association AGM were read by the participants and were proposed for confirmation by Ms. Abigail Bynoe and were accepted by Ms. Marguerite Moore.

3.0 Presentation of Hilarians' Reports

- 3.1 All members present were given copies of the President's report and the SHIP report.
 - 3.1.1 Charmaine St. Louis moved to have the President's report accepted and Nneka Luke confirmed after the following correction was made
 - Paragraph 3 line 2 ... there was no theme... should be deleted.
- 3.2 Abigail Bynoe asked when we would be honouring Diane Shurland who had submitted her resignation as Chairman of the Fete Committee. M. Moore explained that Diane's schedule and the lack of time before she migrated meant that it was not possible to have a function for her.
- 3.3 M. Moore informed the members that the association was being registered as a non-profit organization and introduced Petal Furlonge-Walker as the person who was responsible for the registration.
 - 3.3.1 Mrs. Furlonge-Walker informed the members that the name can be officially used three months after approval granted. We also needed to register the

official address. It was unclear if the address was Abercromby Street or Chancery Lane. This was to be checked at City Hall by the executive.

3.3.2 The origin of the logo now used on letterheads was unknown. Mrs. Turpin suggested that it may have originated with the fete committee. It was decided that a different logo, the school shield with Old Hilarians Association and the motto inscribed would be registered as the association's logo.

3.4.0 A. Bynoe inquired about standing committees and was told that the only committee that was active was the fete committee. Ms. Moore explained that the association had at one time many years ago vibrant committees, that would be responsible for different events, but this had fallen by the wayside. It was now very difficult to get members to commit to a committee, people would be enthusiastic and give money to support many causes, but to actually recruit people to work on a committee was extremely difficult. The executive had mentioned that it was interested in reviving some committees, but although there was verbal interest, there were no firm commitments.

3.4.1 Ms. Moore brought up the ninetieth (90th) anniversary of the school in 2011 and mentioned that a full year of activities would be planned and mentioned that volunteers would be required to make it happen.

3.4.2 Ms. Moore mentioned that she was unable to get hold of the electronic database which was made for the Vision 2000 project. Mrs. Turpin mentioned that she had had at one time hard copies of school membership by year database which had been circulated for members in different year groups to update. However, she had no idea what had happened to it and where it was at this time.

3.4.3 Mrs. St. Louis mentioned that she was interested in starting a membership drive and asked for volunteers to form a committee or suggestions. She received no volunteers at the meeting

3.4.4 Charlene Modeste inquired about joining the Fete Committee and was told at this point in time there were no openings on the committee.

3.5.0 Mrs. Turpin inquired about informing Life Members about upcoming events and was told that once their names were on a database, with up to date contact information, they were informed about the AGM. She also requested that Life Members who were not able to attend the AGM be sent reports. The executive agreed that this would be something that they would do in the future.

3.5.1 Ms. Moore suggested that the date for the AGM be fixed and it would therefore be easier for members to remember the date and mark it on their calendars as many people did not see the advertisements in the newspapers.

3.5.2 The membership agreed that a fixed date was a good idea and the members unanimously agreed and chose the third Thursday in April.

3.6.0 Mrs. Turpin moved to have The SHIP report adopted and Nneka Luke seconded after the following correction was made.

- Last line ... *to extent should read to extend...*

4.0 Presentation of Audited Accounts

4.1 The audited accounts were presented and Ms. Jill Padmore proposed adoption and Ms. Natalie Best seconded.

5.0 Appointment of an Auditor

5.1 It was agreed that Bertran Haddaway be retained as Auditor.

6.0 Other Business

6.1 The acting principal was asked to give a short report on school matters.

6.1.1 She reported that the building committee and Canon Berkeley had requested four (4) temporary classrooms (2 for SHIP) from the Ministry of Education and they had agreed. Canon Berkeley had also requested \$3.6M for the new building and after a site visit by the permanent secretary a MOA was to be signed.

6.2 Madame Justice Barnes mentioned that she had previously asked Ms. Patsy-Ann Rudder in a Foundation meeting to indicate a space to place a container. Ms. Rudder replied that this is a matter for the board to decide. To which Ms. Barnes replied that the Foundation had written to the board offering \$70,000 to purchase a container to be used as a temporary classroom, but to-date had received no reply. The matter was raised at the board meeting held after the earthquake on Tuesday 11 September 2006, but to-date the Foundation had received no reply.

6.3 Mrs. Petal Furlonge-Walker informed the members of the 5K Walkathon that would be held on 5 May from 7:00 – 9:00 am. It would start and end at Keate Street. The intention is for this to become an annual event. It is hoped that the event would raise \$70,000. Ms. Baptiste asked Ms. Moore to raise the issue at the next board meeting.

6.3.1 Ms. Moore mentioned that there was a lack of communication with the executive with regard to fund-raising for the school choir's trip to Wales. Many of the events were not publicized and interested parties were hearing by word of mouth. A schedule of events which could be posted on the website was needed.

Their being no other business the meeting adjourned at 7:05 pm.



Valerie Bowrin
Secretary
April 2007



THE OLD HILARIANS ASSOCIATION

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

**MINUTES OF THE JOINT BIENNIAL GENERAL MEETING OF THE FOUNDATION
AND THE OLD HILARIANS ASSOCIATION
Thursday 27 April 2006
New Anstey Staff Lounge
B.A.H.S.**

1.0 Welcome and Opening Remarks

- 1.1 The meeting started at 5:30 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 Wilsa Hezekiah, Esla Ferguson, Rosemary Mathurin, Pamela Ganteame, Daphne Solomon, Marina Piper, Stephanie Shurland and Rose Byam.

2.0 Foundation Business

- 2.1 Justice Barnes, chairman of the foundation, brought the attendees up to date on Foundation affairs.
 - 2.1.1 Jacqueline Quamina no longer on Board of Trustees, she is replaced by Elena Araujo.
 - 2.1.2 Foundation gave \$50,000 in 2004 to furnish the Staff Lounge.
 - 2.1.3 She thanked the Fete Committee for the \$20,000 per annum and invited individual hilarians' to donate to the Foundation to build the capital investment. She informed the meeting that the capital was now being used as a tax shelter as money was just being funneled in and out without any growth in the capital.
 - 2.1.4 She also strongly suggested that the address of the school should be changed from 145 Abercromby Street to 2 Chancery Lane.
- 2.2 Mrs. Hosang secretary/treasurer of the foundation, presented the 2 year Financial Report. The foundation showed a deficit in 2004 and a small surplus in 2005.
 - 2.2.1 She reported that the foundation assisted with the salary of the counselor Mrs. Bynoe (\$2,000 per month).
 - 2.2.2 The foundation had donated 45,000 in 2005 to pay for a new phone system. Mrs. Turpin asked about the status of the telephone system and was informed that the contract had been awarded to TSTT but as yet it had not been installed.

2.2.3 Mrs. Hosang reported that the Foundation also gave the principal of the school, Patsy-Ann Rudder \$2000 per year to use at her discretion in helping needy students

3.0 Minutes of the Old Hilarians Association Annual General Meeting held on Thursday 28 April 2005

3.1 The minutes of the 2005 Old Hilarians' Association AGM were read by the participants and were proposed for confirmation by Ms. Natalie Best and were accepted by Ms. Jill Padmore.

4.0 Presentation of Hilarians' Reports

4.1 All members present were given copies of the President's report and the SHIP report.

4.1.1 Nneka Luke moved to have the President's report accepted and Jill Padmore confirmed.

4.1.2 Abigail Bynoe moved to adopt Ship's report and it was seconded by Gail Cambridge after the following corrections were made.

- Paragraph 6 line 1 should be \$36,263 and not \$436,263.

4.1.3 The secretary of SHIP Camille Ford asked the attendees to donate contributions in the amount of \$1200 per annum ~ \$100/month.

4.1.4 M. Barnes reported that the room used to feed the girls was unsafe and asked for a new room. Marguerite Moore replied that the building housing that room and the library was supposed to be razed in the next phase of the rebuilding, but the building committee was short of funds, so there was no progress. The acting principal reported that Mrs. J. Chang had asked the Min of Education for a container to be used for temporary housing but she was unsure if the request was denied or just not acknowledged.

4.1.5 Mrs. Hosang informed the meeting that the floor and stairs were unsafe though the latter was supposed to be strengthened.

5.0 Presentation of Audited Accounts

5.1 The audited accounts were presented.

5.2 Debra Paul-Burgess wanted to know why the auditors did not receive accounts for fete 2005 and was informed by Diane Shurland, chairman of the fete committee, that it was a matter of time. Outstanding bills and deposits were not collected until long past deadline date to be included in the next year's AGM.

5.2.1 Diane explained the financial arrangements for the fete as follows: the fete committee produced a budget with six categories, each category had a ceiling and all bills collected post fete were first sent to her and then to Marguerite (president of OHA) to issue cheques. Deposits were collected both pre and post fete and sent to the treasurer of the fete committee. There were several checks and balances involved which also added to the time required to account for all credits and debits. All invoices, monies had to be checked by Diane, Marguerite and the treasurer before being sent to the OHA's treasure, who then presented them to the auditors.

- 5.2.2 Diane also informed the meeting that the fete treasurer was away and as soon as she returns the invoices would be presented to the association's treasurer with outstanding deposits as all expenditures were in. She also mentioned that there were great delays in getting invoices for fete 2006 and also great delays in collecting outstanding monies from corporations.
- 5.2.3 Mrs. Hosang suggested an independent accountant because of the large amounts of money involved and also suggested a subcommittee comparable to a collection agency to go after delinquent payers. Diane informed her that the treasurer of the fete committee was only on the committee for that purpose and a decision was made by the committee not to nag corporations as they always paid even if very late and it would not be worthwhile harming the good relationships to collect the money sooner. Mrs. Hosang however, suggested that a gentle reminder would not be amiss.
- 5.3 Marguerite moved to adopt the report and this was seconded by Jill.

6.0 Election of Officers

- 6.1 Diane proposed that all the members of the executive be re-elected and Abigail accepted the proposal. The full committee was reinstated. The committee however was one member short and a volunteer from the audience was solicited. Ms. Luke volunteered and this was accepted by the members.

7.0 Appointment of an Auditor

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

8.0 Other Business

- 8.1 The proposal to amend the Rules of The Association was put forward and this was unanimously adopted by the members. A proposal to change the fee structure was also put forward and similarly adopted.
- 8.2 Ms. Turpin asked for Life Members to get notification of upcoming events and minutes from meetings etc., and this was noted by the executive for further discussion.
- 8.3 Charmaine St. Louis asked for volunteers for a membership drive and Abigail Bynoe volunteered.
- 8.4 Diane asked about the meeting of stakeholders which was mentioned in the President's Report and the acting principal said that she was awaiting the chairman of the Board, Mrs. J. Chang to set the date.
- 8.5 L. Granderson, the music teacher announced that a concert will be held in Queen's Hall on 28 April at 8:00 pm to celebrate two feats of accomplishment, firstly the success at the recently concluded Music Festival and the success at Wales in 2005, where the choir placed fourth. The cost of tickets was \$100 and the start was 8:00pm. The concert will be recorded and if the sound quality is good a CD will be produced from the event. A parent was willing to sponsor financial cost of 700 CDs.
- 8.6 The acting principal was asked to give a short report on school matters.

- 8.6.1** She reported that the school had received \$250,000 for the procurement of CAPE resources and this money was used to buy textbooks, 5 laptops, DVD player, 5 multi-media projectors, printers and photocopying machine for the office, television, videos and CDs. The school also received a minor equipment note \$200,000 of which \$90,000 was used for purchase of 20 computers (15 for media room, 5 for Tech Ed Room)
- 8.6.2** Mr. & Mrs. King (president of Parent Support Group) donated 19 computers to the school.
- 8.6.3** The old science lab was now converted into 3 Form 4 classrooms.
- 8.6.4** The interior of the new science building was painted. Paint has been bought for the exterior, but there is no money for labour. 50 students volunteered to paint the new building. The executive offered to help with this expense and asked her to solicit quotations.
- 8.65** She announced that in addition to the concert on Friday 27, the Staff Fundraising Committee will also be hosting a Curry-Q the following Friday to raise money, and invited all present to participate.

Their being no other business the meeting adjourned at 7:00 pm.

Valerie Bowrin
Secretary
April 2006