

## **MINUTES OF THE GENERAL MEETING OF THE NATIONAL TRUST OF TRINIDAD AND TOBAGO**

**HELD VIRTUALLY ON WEDNESDAY 24<sup>TH</sup> NOVEMBER 2021.**

The National Trust of Trinidad and Tobago ('National Trust', NTTT) held its second virtual General Meeting (GM) streamed live on the Zoom platform.

### **1.0 Call to order**

The second virtual General Meeting of the National Trust was called to order by Secretary Candice Ramsaran upon confirmation of a quorum of at least fifty (50) financial members of the Trust pursuant to Rule 8(3) as amended.

At the time the meeting was called to order at 3:05pm, there were 54 financial members of the NTTT logged into the virtual General Meeting. (See complete registration list at Appendix 1)

### **2.0 National Anthem**

The National Anthem of the Republic of Trinidad and Tobago was streamed online at 3:06pm.

### **3.0 Opening and Chairman's Welcome**

Chairman Margaret McDowall opened the meeting and welcomed all in attendance. She acknowledged representation of the auditors Aegis & Co. in the person of Angela Lee Loy. Ms. McDowall also conveyed greetings from the Honourable Camille Robinson-Regis, Minister of Planning and Development and Permanent Secretary Joanne Deoraj of the Ministry of Planning and Development (MPD, client Ministry).

### **4.0 Appointment of Presiding Member**

The chairman raised the matter of the appointment of a member to preside at the 2021 GM and she moved to nominate NTTT member Mr. Joseph Bertrand as the presiding member; this motion was seconded by council member Marie Abdulah. There being no further nominations or objections, Joseph Bertrand proceeded to act as the presiding member at the meeting.

#### **4.1 Guidelines for the virtual meeting**

The presiding member provided guidelines for the virtual GM prior to the conduct of agenda items and presented slides for the use of the Zoom platform for the benefit of all in attendance. The presiding officer:

- advised that the meeting was being recorded for the purpose of taking minutes.
- requested that microphones remain muted to ensure a smooth transaction of the agenda during the allotted time for the meeting.
- informed that only the speakers' videos will be activated to avoid any connectivity issues during the GM arising from bandwidth issues.
- asked that comments and questions be directed to the Zoom chat addressed to 'Everyone'.
- advised that the 'hand raising' icon should be used for raising and seconding motions,
- asked that persons used their real names as their identification on Zoom for the record.

The presiding member invited secretary Candice Ramsaran to read the notice of the General Meeting and the agenda for the 2021 General Meeting of the National Trust issued on October 22<sup>nd</sup>, 2021.

## **5.0 Adoption of the Notice and (Amended) Agenda for the 2021 GM**

The secretary reminded the membership that the Notice of the General Meeting of the NTTT dated 2nd October 2021 was circulated via email and posted to its website. She then requested a motion from among members in attendance to confirm that the Notice of the GM was duly provided to the membership a minimum of 28 days prior to the 2021 GM. Member Irma Burkett moved this motion which was seconded by Member Peter Chandler, with no objection raised by the wider membership.

The secretary then shared the following detailed agenda of the GM that included the substantive agenda items identified in the Notice, as follows:

1. Call to order
2. National Anthem of the Republic of Trinidad and Tobago
3. Opening and Welcome
4. Appointment of Presiding member
5. Adoption of Notice and Amended Agenda for GM 2021
6. Confirmation of minutes of GM 2020
7. Presentation of Annual Report 2019-2020
8. Audited Accounts 2019-2020
9. Treasurer's Report 2019-2020
10. Adoption of Audited Accounts 2019-2020
11. Reappointment of Auditors 2020-2021 Financial Year
12. Any other matters

At this point the secretary recommended that in the interest of the smooth and timely conduct of all agenda items at the GM all matters arising be addressed after the laying of the Annual Report, the Auditor's Report, and the Treasurer's Report, as had been done at earlier GMs. Members were invited to consider this and present a motion if they agreed; member Jalaludin Khan moved in support of this recommendation and elected council member Mark Franco seconded with no objections raised.

The secretary further invited members to consider a motion to adopt the amended agenda for the virtual GM 2021. Member Peter Chandler moved a motion in support of the amended agenda as presented by the secretary and Member Jalaludin Khan seconded this motion and no objections were raised by the membership.

## **6.0 Confirmation of Minutes of 2020 GM**

The secretary indicated that an electronic copy of the minutes of the first virtual GM held on November 25, 2020, had been circulated via email and posted on the website of the National Trust prior to the meeting inviting members to post their comments by November 23, 2021. Since no comments or observations were provided, the secretary invited members to accept the minutes of the 2020 GM as read and adopted. Elected Council member Marie Abdulah moved to adopt the minutes of the 2020 GM and this motion was seconded by member Neisha Ghany and was carried forward as adopted by the membership. The secretary returned the meeting to the presiding member.

## 7.0 Annual Report 2019-2020

The presiding member then invited the chairman of the National Trust to transact agenda item 7, the Annual Report for the preceding year, viz. October 2019- September 2020.

The chairman highlighted the National Trust activities and achievements over the reporting period which had been marked by the outbreak of the COVID-19 pandemic:

### Pre-pandemic period (pre-March 2020)

- Listing ceremony (October 2019) held at Audrey Jeffers House where 30 properties of interest were identified as being approved for listing. Among the attendants included the Honourable Minister of Planning and Development Senator the Honourable Camille Robinson-Regis and the Permanent Secretary of the client Ministry Joanne Deoraj.
- Ponche a Crème and Parang event on Nelson Island in December 2019.
- INTO partnership which resulted in the visit of the General Manager of the National Trust of Scotland (Clea Warner) who provided recommendations to further realise the potential of Nelson Island as a major heritage property.
- Successful interaction with the Improving Forest and Protected Area Management in Trinidad and Tobago (IFPAMTT) committee of the Ministry of Agriculture and the MPD where the Trust produced a short story and colouring activity that is part of the toolkit for students for social studies for secondary schools.
- Partnership with the THA Forestry Department and the Environmental Research Institute of Charlotteville (ERIC) for the submission of the Main Ridge for *Man in the Biosphere* designation by UNESCO.
- Tours were sold out and expanded school tours had the effect of increasing NTTT membership.
- Outreach was expanded through the use of the NTTT's social media, emails, and website.
- Largest turnout recorded for the Vintage Carnival celebrations at Nelson Island.
- Presentation by one of the University of Florida co-consultants on sea level rise in early March 2020.

### Response to COVID-19

In response to the COVID-19 pandemic the National Trust was forced to make critical changes to its operations such as:

- Created printable worksheets for children who no longer attended presential school.
- Increased the production of blogs.
- Produced additional dossiers on potential properties of interest
- Developed virtual tours to keep interest in heritage alive.
- Launched more bespoke tours such as the 'Friends and Family Tours' to comply with restrictions on public gatherings.
- Improved online transactions.
- Nelson Island infrastructure upgrade:
  - increased the capacity of the solar energy system
  - procured and installed a desalination plant
  - upgraded air-conditioning
  - installed security cameras
  - installed Wi-Fi throughout the island.
- Regular Council and subcommittee meetings on Zoom.
- Held handover ceremony of Mille Fleurs to the National Trust in 2020 which prompted the eventual relocation of the headquarters of the Trust to that venue on 1<sup>st</sup> November 2021.
- 'Toute Bagai' lecture series which started in September 2020.
- Continued production of dossiers and *Trusted Articles*.
- Trust Shop established an enhance online presence.
- Nelson Island became energy self-sufficient.
- Expanded relationships with local and international entities attracting funding for assistance on many projects.
- Continued relationships with several community-based organisations.
- Continued improving organisational procedures and processes.

The chairman praised the Council members for their service and reminded the membership of their names and positions. The table below reflects the NTTT Council members for the period under review:

Appointed Members	Elected Members
Margaret Mc Dowall - Chairman	Roma Wong Sang (Nov 2017-Nov 2020)
Geoffrey McLean - Deputy Chairman (Nov 2016-Nov 2019)	Avril Belfon (Nov 2017-Nov 2020)
Neisha Ghany – Treasurer	Marie Abdulah
Candice Ramsaran - Secretary	Tavernelle Wells (Nov 2017-Nov 2020)
Aduke Williams (Nov 2016-Nov 2019)	
Louis Vilain (in representation of the THA)	

The chairman informed that 3 new members were elected to the Council at the GM (outside the 2019-2020 reporting period) and that there were 2 new appointed members and 1 member appointed in a different position as follows:

Newly Appointed Members	New Position on Council	Newly Elected Members
Dominic Romain - Treasurer	Neisha Ghany - Deputy Chairman (former Treasurer)	Dr. Ryan Mohammed
Jacqueline Weekes- Penco		Mark Franco
		Cezanne Chang

The chairman pointed out that even though Avril Belfon and Roma Wong Sang were no longer Council members after November 2020, they continued to provide yeoman service. In addition to regular monthly council meetings, the Tenders sub-committee meetings and Landmarks Subcommittee convened regular meetings during the period under review. These are constituted as follows:

Tenders sub-committee members (2019-2020)	Landmarks sub-committee members (2019-2020)
Margaret McDowall-Thompson chair-TS	Rudylynn Roberts (non-council member)- chair of LS
Neisha Ghany (council)	Geoffrey Maclean (council member)
Candice Ramsaran (council)	Avril Siung-Chang (non-council member)
Marie Abdulah (council)	Roma Wong Sang (council member)
<i>Kumi de Souza (staff)- support</i>	

The chairman also thanked the National Trust staff for their hard work:

<b>Staff, contractors of National Trust (For the reporting period Oct. 2019-Sept.2020)</b>
Shamila Ramcharan (CEO)
Pauline Philip (Operations Coordinator) Graeme Suite (Business Development and Marketing Coordinator)
Safiya Da Silva (OJT)
<b>Outreach and Education Team:</b> Marlon Green Joseph Bertrand Tiy Cross Lovelace Cheryl Ali Carlene Philip
<b>Heritage Preservation and Research Unit:</b> Kara Roopsingh (Senior HPRO) Ashleigh Morris Leslie-Ann Paul Karishma Nanhu Maya Doyle Catherine Serrant - OJT
<b>Facilities Unit</b> Kumi de Souza (Senior Project and Facilities Manager) Sean Austin
<b>Accounting Support</b> Kathleen Kanhai-Bujhawan (Consultant) Margaret Harewood
Custodians and cleaners at Nelson Island, Banwari site and Mille Fleurs and the former Sackville Street office

Upon completing her presentation, the chairman asked the membership to adopt the Annual Report on the work of the Trust for the period October 2019 to September 2020 as laid before and adopted by the membership at the General Meeting 2021; Member Kathleen Lewis-Garcia so moved, and this motion was seconded by Denise Stempfle and was carried forwarded as adopted.

#### **8.0 Audited Accounts for the year ending September 30th, 2020**

The presiding member then moved to transact agenda item 8, viz. to receive and adopt the Audited Accounts for the year ending September 30th, 2020, and then invited Chairman of Aegis Business Solutions/Aegis &Co. Angela Lee Loy to read the Auditor's Report. A copy of the Audited Financial Statement for 2019-2020 had been provided to the membership via email and the Trust website prior to the GM 2021. Following the reading of the opinion on the independent Auditor's Report by Angela Lee Loy in respect of the IFRS and the use of ISAs for small and medium-sized entities using the going concern basis. There were no questions posed by the membership to the auditor.

#### **9.0 Treasurer's Report 2019-2020**

With leave of the presiding member, Dominic Romain, treasurer, then addressed the membership and thanked the Council and staff of the Trust for its support as well as Aegis Business Solutions/Aegis & Co. for delivering the audited financials and for their attendance at the 2021 General Meeting.

The treasurer reported that fiscal 2020 ended with a much lower deficit of \$42, 214 compared with fiscal 2019 with a deficit of \$204,978. There was a significant improvement in the General Reserve Fund from a deficit of \$801,583 in 2019 to an accumulated surplus of \$1,189,000 in 2020.

Mr. Romain informed that the Trust would have delivered a stronger revenue performance had it not been for the interruptions caused by the pandemic. The Trust suffered a substantive decrease in income due to its inability to continue with its regular large in-person tours and events. A net income for 2020 was recorded at \$3,591,521 as opposed to \$3,097,309 for the prior year showing an increase of \$494,000.

The treasurer reported that the Trust depended on four major sources of income, most significantly government subvention and revenue generated from Trust activities such as tours and lectures.

In 2020, government subvention increased by \$517,000 for operations and \$297,000 for Public Sector Investment Programme funding for Nelson Island and Banwari Trace. However, Trust-generated income declined by 40% after March 2020 attributed in no small way to the health restrictions in force that prohibited large group activities.

To mitigate the impact of the pandemic, the Trust instituted the following:

- Virtual tours
- Online payment
- Virtual membership outreach
- 'Family and Friends' tours

Notwithstanding the increase in net income, the Trust still posted a deficit for 2020 in the amount of \$42,214 which resulted from the combination of an increase in total expenditure of \$331,000 compared to 2019 and the implementation of a cost management culture which resulted in the reduction in the cost of administrative expenses by about 54% compared to 2019. However, the recruitment of new personnel early in the fiscal year (prior to the pandemic) led to an increase in staff costs of 47.6%.

The treasurer also informed that there was a notable turnaround in the General Reserve Fund from a deficit of \$801,583 in 2019 to an accumulated surplus of \$1.18 million in 2020. This resulted from adjustments for deferred income in prior years for Nelson Island and Operation Reboot, both of which were appropriately adjusted for the fiscal year ending 2020. Additionally, the increased government subvention coupled with prudent management of the Trust's expenses through the pandemic led to a situation where it did not need to lean as heavily on the General Reserve Fund to meet the income shortfall.

Mr. Romain reminded the membership that at a ceremony on August 6<sup>th</sup>, 2020, the Government gifted Mille Fleurs to the NTTT as its official headquarters. He reported that the NTTT management had already begun to capitalise on the potential of this property since relocating there on November 1<sup>st</sup>, 2021.

The treasurer closed by reiterating the need to adapt the operations of the Trust to ensure that it remains a fully functioning and profit-generating entity capable of gaining financial self-sufficiency despite the pandemic and its associated measures.

#### **10.0 Adoption of Audited Accounts**

Dominic Romain invited a motion to accept that the report of the Audited Accounts of the National Trust for the period October 2019 to September 2020, as laid before and adopted by the membership;

Member Neisha Ghany so moved, and Member Rudylynn Roberts seconded this motion, and the Audited Accounts 2019-2020 were adopted.

The treasurer thanked Aegis & Co. for their services in the preparation of the Audited Accounts 2019-2020 and thanked Mrs. Lee Loy.

#### **11.0 Reappointment of Auditors for Fiscal 2020-2021**

When Ms Lee Loy exited the GM, the treasurer then addressed the reappointment of the Auditors for the fiscal period 2020-2021 and recommended that Aegis & Co. be reappointed as auditors given their commendable work for the 2020-2021 financial year and invited a motion from the membership to reappoint Aegis & Co. as auditors for the next period. Elected member Marie Abdullah moved that Aegis & Co. be reappointed as auditors for the 2020-2021 period, and this motion was seconded by the elected member Marc Franco. There being no objections, Aegis & Co. was reappointed as the auditor for the fiscal year 2020-2021.

The Treasurer thanked the membership for their attention and returned the meeting to the presiding member.

#### **12.0 Matters Arising & Other Matters**

The presiding member reminded that members were asked to submit their concerns or questions about the annual report, audited accounts, or minutes of the 2020 GM to the National Trust by 23<sup>rd</sup> November 2021 and via the Zoom chat function on this occasion. Mr. Bertrand also raised questions submitted in the chat on the Zoom platform so that they could be addressed by the Council.

In response to a question submitted previously by Member Roma Wong Sang on the 23<sup>rd</sup> of November concerning availability of the business plan for Nelson Island to the membership, the secretary referred to a broader plan for Trust properties, namely *Adaptive Re-Use: Preserving, Developing and Marketing Our Heritage Assets (Business Plans for Nelson Island, Mille Fleurs and Bawari)*. While still in draft form, it included plans to develop the Five Islands to be showcased as renewable energy as well as heritage spaces. The secretary stated that the Trust recognised 5 pillars in the business plan, namely, to promote:

- heritage preservation
- environmental (and marine life) conservation
- renewable energy
- public engagement
- financial self-sufficiency

She also revealed that the products for Nelson Island and the other sites are:

- education
- ecotourism
- recreation

In terms of the Trust's draft marketing plan, the aim would be to promote:

- Third Party management rentals – retreats, tours etc organised by third party bodies
- Activities directly managed by the National Trust (at a fee)



The draft business plan is contingent on available (PSIP) infrastructure which were at the time of reporting at various stages of completion, e.g., the jetty, bollards, the desalination plant, AC units, guttering works, solar infrastructure, improvements to the 'Jail cells' and other areas at Nelson Island.

She also indicated that partnerships were being pursued to evolve and finalise the business plan including the US Ambassador's fund.

The presiding member then proceeded to read the questions from the chat:

**Q1. There has been increasing collaboration through the INTO. Given the remit of UNESCO, are there any plans to engage the Trinidad and Tobago National Commission for UNESCO in furtherance of the National Trust's objectives?**

**Response:** The chairman answered in the affirmative confirming that The Trust had attempted to get some properties identified for UNESCO designation, but the focus had been shifted to assisting Tobago in getting the *Man in the Biosphere* designation for the Main Ridge.

She also noted that The Trust had initially identified several properties for UNESCO designation, but she underscored that such assets must first be recognised nationally. The work continues in this regard as the Trust has continued to look to UNESCO which offered training available via links on their website.

**Q2. What are the costs savings to be achieved from the installation of the solar power generation system and the desalination unit?**

**Response:** The chairman responded that the Trust used to spend around \$20,000 to barge supplies to Nelson Island such as water and diesel for the generator. With the implementation of the solar power system, a more reliable and cost-effective energy supply is available for events and other activities on the Island.

**Q3. How successful has the monitoring programme been?**

**Response:** The chairman shared that in terms of the monitoring of Nelson Island, the Trust has put in a system of trained custodians who live on the island on a rotational basis. All the different aspects of both the solar energy system and the desalination plant are monitored monthly. The Trust also monitored for issues such as corrosion, repair of buildings and plant, etc.

With respect to the monitoring of listed sites, the chairman indicated that The Trust had a complete system of monitoring for all listed sites; this is executed by Heritage Preservation and Research Officers. Further, monitoring is enhanced by providing training sessions to property owners to explain matters concerning their properties and the maintenance work needed. The chairman indicated that in addition to the listed sites the Trust hoped to embark on a process or system of monitoring other sites of significance in the country.

**Q4. Is the filing system also digitized and if not, are there plans to do so?**

**Response:** The chairman informed that the digitization of the filing system was in progress. For the period 2020 and 2021 the Trust intended to use ARCHES software to digitize all of properties in the Heritage Asset Inventory.

**Q5. Government policy: Has the NT reviewed and working to discuss the [following:]**

**a. The national protected areas policy excluding the NT?**

**b. the Culture policy?**

**c. the National planning policy?**

**Response:** The chairman informed that The National Trust was working with different committees involved in policy formulation in view of its mandate to identify and list properties of interest, but it was focussing on public education and awareness to promote the beauty and value of all heritage.

**Q6. Has the NT reviewed and working with the Ministry of Planning for a national archaeology policy?**

**Response:** The chairman indicated that the Ministry of Planning and Development was formally assigned responsibility for the Archaeology Committee as gazetted on September 9th, 2020. Given that there are no trained archaeologists resident in Trinidad and Tobago, the National Trust had written to the MPD to suggest several possibilities in this regard. She noted that two experts in this field visit Tobago regularly and have indicated their willingness to assist. She also pointed out that the Trust had signed a Memorandum of Academic Cooperation with Leiden University (Netherlands) addressing collaboration through professional archaeological advice and expertise. Given this, the Trust was urging the Ministry to agree to have an archaeological committee that utilises professionals who are currently external to the region. Further, the chairman reported that the NTTT had offered to be the secretariat for the Archaeological Committee. Regarding fossil research, the National Trust had been engaging with sponsors and various companies and was in collaboration with the La Brea Tar Pit Museum of Los Angeles (USA).

**Q7. On the implementation of the NTTT strategic plan and can this be reported as a standard item yearly in the annual report?**

**Updating and review of the NTTT Act especially the low penalties for impacting on a listed NT site**

**Response:** The secretary indicated that the Strategic plan was being updated and that although there was no increase in the penalties under the National Trust of Trinidad and Tobago Act ('Act'), it was engaged in informing and incentivizing heritage preservation and conservation. For example, one of the achievements that the Trust was able to achieve was the formal introduction of the 150% for heritage properties tax allowance effective January 1<sup>st</sup>, 2022, as announced by the Minister of Finance in the 2022 Budget speech.

She added that the NTTT collaborated with the Town and Country Planning Division of the client Ministry regarding applications on the DevelopTT platform for information and feedback on proposed development applications pertinent to the mandate of the Trust.

The secretary informed that the Trust was taking steps to formally constitute the legal sub-committee, stating that a legal officer position was provided on the organizational chart but there had been not enough funds to recruit an attorney on staff.

The secretary informed that the Trust had written the legal department of the client Ministry and the Office of the Attorney General and Ministry of Legal Affairs seeking some form of representation on the legal subcommittee but was so far unsuccessful. However, the Trust had decided to engage the membership on this issue and has been able to have smaller working committee-type meetings concerning legal issues.

Among the issues raised with the Ministry of Legal Affairs were:

1 The value of membership fee for ordinary members (\$25 dollars). The Trust has worked around that by using the special resolution mechanism in the rules and was able to introduce in different categories of membership.

2. Membership is now opened to international members.

3. Expanding categories of protection of heritage properties to go beyond the listed properties.

**Q8. Status report of listed NT sites: Can we get a yearly formal technical status check on listed NT sites e.g., some sites are very damaged e.g., the Mayaro post office?**

The secretary indicated that pursuant to the Act for a site to be legally listed, a dossier is required to determine it could or should be listed. At the time of the GM 2021, there were 43 listed properties, but over 400 properties on the NTTT's Heritage Asset Inventory. By elevating unlisted sites on the inventory, these gain recognition. She pointed out that the NTTT was moving in the direction of restoration and protection action using conservation management plans for each listed site.

**Q9. What in the enacted law is the core legal mandate of the NT?**

**a. Can the NT report where we are in a clear NT listed policy to fit each heritage site?**

**b. The NT listed areas are more than buildings what are the natural, historical items paintings etc.?**

**c. Who, how and what is the NT enforcement action record and who are its professional qualified agent?**

**Response:** The secretary responded indicating that the mandate of the Trust is a statutory one. The Listing Policy (which was placed on the website last year) highlights the process as well as the criteria for listing. She noted that built and natural properties are also considered as heritage properties and referred to examples of the natural environment that have been listed, i.e., Pointe-a-Pierre Wildfowl Trust, Caurita petroglyphs and The Main Ridge in Tobago.

In terms of the enforcement capabilities of the National Trust, the secretary reminded the Trust of its status as a type of organisation akin to a QUANGO (a quasi-autonomous non-governmental organization), and that essentially the Trust was a Non-profit Organisation with a statutory mandate. She stated that it was important that institutional capacity and strategic partnerships be developed, particularly with the client ministry and its division, i.e., the Town & Country Division which had resources and more robust institutional powers in matters of enforcement.

The chairman added that to be successful in its mandate, the NTTT needed to focus more on persuasion, education, and outreach rather than prosecution. She indicated that the NTTT can support in fund raising to support repair. Further, training was deemed critical, particularly in building and repair techniques such as treating walls made of limestone mortar. She referred to support for ONGs such as CFC (Citizens for Conservation) as well as the expertise of many of the Council members who routinely support, explain, and advise property owners on how to handle any issues that arise. The chairman also referred to support from other government ministries such as the Ministry of Energy and Energy Industries which had provided preliminary advice for the solar energy system on Nelson Island as well as guidance from INTO and the University of Florida (US Ambassador's Fund).

The chairman raised the recently introduced 150% tax allowance for persons who incur expenditure in the preservation and conservation of heritage properties. She urged the membership to continue to assist with monitoring and reporting as well as volunteering their expertise.

**Q10. With the East POS and Woodbrook redevelopments, any possibility for the NT [to] have and input, guidance, advice on these projects?**

**Response:** The chairman responded saying that the NTTT has been very involved in these redevelopments and had been liaising with the East Port of Spain Company concerning Fort Picton and with the CFC and the University of the West Indies (UWI) as pertains to heritage assets in East Port of Spain. She also reported that the NTTT had been working with community group such as the Woodbrook Residents Committee (WRC) as well as diverse groups and regional corporations in Rio Caro, Princes Town, Moruga and Siparia to encourage cultural and heritage tourism.

**Q11. Where can I find a formal checklist and procedure that is used for monitoring and evaluating the 'preservation' status of designated sites, based on which maintenance priority is accorded?**

The secretary indicated that the listing policy provides a guide on listing procedures and requirements provided in the National Trust of Trinidad and Tobago Act. The Heritage Preservation and Research Unit developed a standardised checklist to conduct the monitoring procedure in accordance with this Policy.

**Q12. Separation of roles of NT and the Ministry of Planning and Development to have wider powers to manage heritage sites. Can the NT recommend to the Ministry of Planning and Development to set up a heritage unit in the Ministry of Planning to deal with the wider national heritage management rather than the limited NT Act to list specific individual sites.**

**Q13. With respect to Mille Fleurs is there a plan to let the flowers bloom again?**

(Questions 12 and 13 answered below)

**Response:** The chairman responded saying that the client Ministry is responsible for the NTTT and through this institutional framework, the Trust can work with other ministries such as the Ministry of Community Development and Culture, the Ministry of Tourism, and the Ministry of Agriculture with the Commissioner of State Lands and the Director of Surveys. The chairman also indicated that the NTTT has been in discussions with the Ministry of Agriculture to provide flowers at Mille Fleurs.

Ms. McDowall also shared that Tobago had an enthusiastic group of people who are going around and identifying heritage assets on the island, noting that the number of heritage assets on the inventory had expanded to close to 600 in light of the efforts of the public in identifying heritage assets in the country.

The secretary responded to the question about the separation of roles between the National Trust and its client Ministry indicating that there is a good working relationship with the Ministry of Planning and Development that goes beyond just the disbursement of a statutory allocation. She indicated that in the Act the Ministerial approval is required for listing a property and expressed the view that there is no National Trust without and outside of the client ministry though the Trust is not part of the public service. This is relationship, the NTTT has been able to partner and strike various strategic alliances and that the NTTT was now a registered Non-Profit Organisation.

**Q14. How is the NT in law using this tax financial resources guided by professional and technical heritage management systems for this tax to be used even at the regional and local area planning level**

**Response:** Deputy Chairman Neisha Ghany indicated that the NTTT was in the planning process for the implementation of the recently-announced heritage tax allowance and had engaged both the Ministry of Finance and the MPD to ensure that policies are put in place in a timely manner. She indicated that several companies had indicated interest in applying for this corporate tax allowance.

**Q15. Implementation of the NT Trust strategic plan to be reported on as a yearly report?**

**Response:** Regarding the strategic plan, the deputy chairman informed that it was under review with updates provided to the Council twice a year. She reminded the membership that the Plan can be found on the Trust's website and indicated that given the changes brought about by COVID-19, the Plan had to evolve to suit this new normal.

**Q.16 In addition to the Head Office of the Trust, what other uses are planned for Mille Fleurs?**

**Response:** The deputy chairman indicated that the NTTT had many ideas to encourage persons to visit and use the property and pointed to the response in the chat which stated that the Trust has a robust plan of activities for the property. Mille Fleurs was already being made available for event rentals (within COVID-19 regulations), filming, photography, workshops, and other activities.

**Vote of Thanks and Conclusion**

At the end of the Q&A session, the presiding member thanked the membership for their questions as well as the officers of the council for addressing matters raised by the membership. With no further questions, the presiding member declared that all matters of the agenda had been transacted and returned the meeting to the chairman.

The chairman thanked the presiding officer for his outstanding efforts, the secretary, and all the other staff and council members who had been working behind the scenes to make the meeting a success. She also recognised the attendance of the Permanent Secretary of the Ministry of Agriculture and the chief archivist Avril Belfon of the National Archives and handed the meeting to the deputy chairman to deliver closing remarks.

**Closing Remarks**

The deputy chairman, Ms. Neisha Ghany, noted that the National Trust has succeeded in showing resilience in this pandemic. She thanked the members for their voluntarism, questions, and comments, recognised the participation of auditors Aegis & Co. She saluted members of the National Trust council for their commitment, drive and willingness to serve. The chairman then formally closed the General Meeting of the National Trust of Trinidad and Tobago at 5.02pm.

Appendix I

**Registration of attendees**

Last Name	First Name
<b>ABDULAH</b>	Frank
<b>ABDULAH</b>	Marie
<b>Abraham</b>	Juliet
<b>Aleong</b>	Kamlan
<b>Aleong-Thomas</b>	Denise
<b>Alexis</b>	Anna
<b>Ali</b>	Cheryl
<b>Ali</b>	Maria
<b>Babb</b>	Stephen
<b>Bachan</b>	Curtis
<b>Baptiste</b>	Doreen
<b>Batson</b>	Yvette
<b>Battoo</b>	Karen
<b>Belfon</b>	Avril
<b>Benjamin</b>	Judith
<b>Benjamin</b>	Ethan
<b>Benjamin</b>	Lisa
<b>Bernard</b>	Helen
<b>Bertrand</b>	Angela
<b>Bisram</b>	Vanessa
<b>Bobb-Smith</b>	Yvonne
<b>Bonaparte</b>	Lyea
<b>Brathwaite</b>	Tamara
<b>Brathwaite</b>	Hayzel
<b>BRERETON</b>	BRIDGET
<b>Burkett</b>	Irma
<b>Carr</b>	Giselle
<b>Carrington</b>	Joanne
<b>Castro</b>	Gloria
<b>Chan-A- Shing</b>	Christine
<b>Chandler</b>	Peter
<b>Chang</b>	Cezanne
<b>Chanko</b>	Nalini
<b>Chong</b>	Donna
<b>Clarke</b>	Stephen
<b>Claxton</b>	Ava
<b>Coker</b>	Roslyn
<b>Cook</b>	Lana
<b>Corbin</b>	Brenda

<b>Cox - Williams</b>	Jennifer
<b>Crawford</b>	Elizabeth
<b>Daniel</b>	Crista
<b>Darceuil</b>	Peggy Ann
<b>David</b>	Celestine
<b>Davidson</b>	Valerie
<b>DE LA ROSA</b>	DENNIS
<b>de Merieux</b>	Carol
<b>des Vignes</b>	Andre
<b>DI MAGGIO</b>	COSIMO
<b>Drakes-Brown</b>	Lynette
<b>Eccles</b>	Karen
<b>Ferraz</b>	Donna
<b>Fonrose</b>	Mariella
<b>Forbes</b>	Marielle
<b>Franco</b>	Mark J.H.
<b>Frederick</b>	Danielle
<b>Furlonge</b>	Ria
<b>Garib</b>	Marcia
<b>Gay</b>	Avion
<b>Ghany</b>	Neisha
<b>Gittens</b>	Allan
<b>Goodman</b>	Vilma
<b>Goodman-Francoud</b>	Velva
<b>Gordon</b>	Rainier
<b>Griffith</b>	Steven
<b>Harewood</b>	Wynette
<b>Haynes</b>	Sheryl-Anne
<b>Hezekiah</b>	Jocelyn
<b>Hinds</b>	Patricia
<b>Hunte</b>	Kimberley
<b>Husain</b>	Haroon
<b>Jagan</b>	Antoni
<b>Jaimungalsingh</b>	Rishi
<b>Jones</b>	Beverly
<b>Joseph</b>	Cassandra
<b>Joseph</b>	Helen
<b>KENNEDY</b>	SELVYN
<b>Khan</b>	Amy
<b>Khan</b>	Jalaludin
<b>King</b>	Jacqueline
<b>King-Rousseau</b>	Margaret Allison
<b>Laban</b>	Shafena
<b>Lee Loy</b>	Angela
<b>Lewis-Garcia</b>	Kathleen
<b>Lucky</b>	Antonia

<b>Lynch</b>	Cheryl
<b>Maharaj</b>	Deosaran
<b>Manzano</b>	Dorwin
<b>Martin-John</b>	Diane
<b>Mc Kenzie</b>	Greta Joy
<b>Mcallister</b>	Marilyn
<b>McDonald</b>	Chad
<b>McDowall</b>	Margaret
<b>McDowall</b>	Audrey
<b>Mohammed</b>	Tracey
<b>Morean</b>	Yolanda
<b>Moreau</b>	Magella
<b>Morris</b>	Ava
<b>Mungal</b>	Yolande
<b>Nanhu</b>	Karishma
<b>Nurse</b>	Susan
<b>O'Connor</b>	Lorraine
<b>Otway-Charles</b>	Susan
<b>Paul</b>	Leslie-Ann
<b>Peters</b>	Anthony
<b>Phillip</b>	Lisa
<b>Pierre Smith</b>	Daphne
<b>Proudfoot</b>	Brent
<b>Providence</b>	Caroline
<b>PUNCH</b>	ALISON
<b>Quentrall-Thomas</b>	Lara
<b>Ramcharan</b>	Shamila
<b>Ramdath</b>	Hemraj
<b>RAMDEEN-MOOTOO</b>	GLORIA
<b>Ramharack</b>	Daryl
<b>Ramkhalawansingh</b>	Luna
<b>Ramlakhan</b>	Dhanraji
<b>Ramnath</b>	Lisa
<b>Ramrattan</b>	Nigel
<b>Ramsaran</b>	Candice
<b>Ramsingh</b>	Hema
<b>Reddock</b>	Rhoda
<b>Reid</b>	Avril
<b>Remy</b>	Lionel
<b>Richards</b>	Maryam
<b>Roberts</b>	Lilliette
<b>Roberts</b>	Carol
<b>Roberts</b>	Rudylynn
<b>Roberts</b>	Bernadette
<b>Romain</b>	Dominic
<b>Roseman</b>	Ayodele



<b>Sadaphal</b>	Shelly
<b>Samuel</b>	Carol
<b>Sealy</b>	Wendy
<b>Sheen</b>	Jean
<b>Shurland</b>	Susan
<b>Sifontis</b>	Cynthia
<b>Simon</b>	Ingrid
<b>Siung Chang</b>	Avril
<b>Skinner Rocke</b>	Natasha
<b>Smith-Labodie</b>	Paula
<b>Sserunkuma</b>	Michael
<b>St Bernard</b>	Alexia
<b>St. Louis-Ottley</b>	Glenda
<b>Stuempfle</b>	Stephen
<b>Suite</b>	Graeme
<b>Surtees</b>	Joshua
<b>Taylor</b>	Joanne
<b>Telfer</b>	James
<b>Thompson</b>	Ariann
<b>Todd</b>	Neila
<b>Townsend</b>	Trevor
<b>Townsend</b>	Pamela
<b>Valentine-Charles</b>	Ifabunmi Rhonda
<b>Vilain</b>	Louis
<b>Weekes-Penco</b>	Jacqueline
<b>Williams</b>	Gwendoline
<b>Wong Sang</b>	Jeffrey
<b>Wong Sang</b>	Roma
<b>Wood</b>	Suzanne
<b>Yates</b>	Tammy