

**The Liberia Timber Association's Monthly Meeting**  
**held in the Conference Room at its Headquarters on 12<sup>th</sup> Street**  
**on October 21, 2015 @ 2:20PM**  
**Meeting Agenda & Minutes**

<b>Subject:</b>	October 21, 2015 Monthly Meeting	<b>Date:</b>	10/21/15																																	
		<b>Time:</b>	2:20pm – 4:15pm																																	
<b>Attendees:</b>	<table style="width: 100%; border: none;"> <tr><td style="width: 5%;">1)</td><td style="width: 45%;">Mr. Rudolph J. Merab</td><td style="width: 50%;">- President</td></tr> <tr><td>2)</td><td>Mr. John M. Baxter</td><td>- 1<sup>st</sup> Vice President</td></tr> <tr><td>3)</td><td>Mr. John S. Deah</td><td>- 2<sup>nd</sup> Vice President</td></tr> <tr><td>4)</td><td>Mr. T-BB Dweh Saybeh</td><td>- D. C. Wilson</td></tr> <tr><td>5)</td><td>Mr. Isaac F. Mannah</td><td>- BODECO</td></tr> <tr><td>6)</td><td>Mr. Daniel P.M. Kwabo</td><td>- LCM</td></tr> <tr><td>7)</td><td>Mr. Jihad Akkari</td><td>- Euro Liberia Logging</td></tr> <tr><td>8)</td><td>Mr. E. Ekema A. Witherspoon, I,</td><td>- Head of Secretariat</td></tr> <tr><td>9)</td><td>Mr. Charles K. Miller</td><td>- VPA-SU (Observer)</td></tr> <tr><td>10)</td><td>Mr. Abraham Guillen</td><td>- VPA-SU (Observer)</td></tr> <tr><td>11)</td><td>Mr. Dixon P. Gblah</td><td>- VPA-SU (Observer)</td></tr> </table>			1)	Mr. Rudolph J. Merab	- President	2)	Mr. John M. Baxter	- 1 <sup>st</sup> Vice President	3)	Mr. John S. Deah	- 2 <sup>nd</sup> Vice President	4)	Mr. T-BB Dweh Saybeh	- D. C. Wilson	5)	Mr. Isaac F. Mannah	- BODECO	6)	Mr. Daniel P.M. Kwabo	- LCM	7)	Mr. Jihad Akkari	- Euro Liberia Logging	8)	Mr. E. Ekema A. Witherspoon, I,	- Head of Secretariat	9)	Mr. Charles K. Miller	- VPA-SU (Observer)	10)	Mr. Abraham Guillen	- VPA-SU (Observer)	11)	Mr. Dixon P. Gblah	- VPA-SU (Observer)
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<b>Agenda/Meeting Notes</b>																																				
<b>#</b>	<b>Agenda Items</b>	<b>Notes/Decisions</b>																																		
1	<b>Meeting Call to Order</b>	The meeting was called to order by the Presiding, Mr. Rudolph J. Merab at 2:20 pm.																																		
2	<b>Opening Prayer</b>	Opening prayer was said by Mr. John S. Deah.																																		
3	<b>Welcome Remarks</b>	The Presiding welcomed everyone to the meeting.																																		
4	<b>Adoption of Agenda</b>	It was moved by Mr. Deah and seconded by Mr. Saybeh that the agenda be used as our working tool for the meeting.																																		
5	<b>Reading and adoption of past meeting minutes</b>	The minutes was read by the Head of Secretariat after which all necessary corrections was made prior to it being accepted to form part of the Association's archive.																																		
7	<b>Business Session</b>	<p><b>Secretariat Monthly Update:</b> The Head of Secretariat updated the body on the day-to-day activities of the LTA's Technical Secretariat for the period under review. The body thanked the Head of Secretariat for a job well done and encouraged him and his team to continue their good work based on a motion made by Mr. Kwabo &amp; seconded by Mr. Mannah.</p> <p><b>Approval of Membership Directory:</b> The directory was passed with very few corrections being made.</p> <p><b>Resubmission and Approval of Memorandum of Understanding:</b> The MOU was resubmitted by the Head of Secretariat and reviewed by everyone and it was agreed that the Secretariat would once again send a soft copy to all members requesting them to submit their respective comment on or before the 30<sup>th</sup> of October and that the signing of the MOU be done on the 4<sup>th</sup> of November.</p> <p><b>Presentation and Approval of Communication Strategy:</b> The Communication Strategy was presented by the Head of Secretariat. It was agreed that everyone would take the document home to study</p>																																		

and that the deadline for the submission of comments and/or feedbacks would be the 27<sup>th</sup> of October after which final decision will be taken.

**Presentation & Endorsement of Training & Field Study Documentary Proposal:** A proposal to conduct training and a field study documentary was presented to the body by the Head of Secretariat. After a lengthy discussion, it was agreed that everyone take the document home for study and that those who have comments should submit same to the Secretariat on or before the 5<sup>th</sup> of November.

**Presentation & Endorsement of Company Export Information Form & Company Profile Form:** Have a brief discussion, the President encouraged all members to fill out these forms and return them as soon as possible to the Secretariat.

**Review of LTA's Position Statement on the Letter of Intent:** After a brief discussion, it was agreed that a committee be set up to work with Mr. Deah and the Head of Secretariat in order to develop a position statement on behalf of the LTA. Mr. Kwabo volunteered to head said committee since he stated that he had few documents relating to the issue on hand. This was unanimously accepted by all present. The committee was scheduled to meet the next day in the office of the Secretariat.

**Verbal Invitation from the VPA-SU's to LTA to participate in the upcoming Forest Governance Capacity Building Workshop:** The Head of Secretariat informed the body that he had received a verbal invitation from the VPA-SU through its Deputy Team Leader, Mr. Charles Miller, requesting the LTA to attend the above workshop from the 9<sup>th</sup> thru 12<sup>th</sup> of November with two persons. After a brief discussion it was decided that the Head of Secretariat and Mr. Akkari will represent the LTA while Mr. Baxter and Mr. Deah will serve as first and second alternative to Mr. Akkari.

**Rehabilitation Project Proposal from UL:** Mr. Deah briefed the body on a proposal that had been submitted to the LTA by Mr. John T. Woods, Chairman of Forestry Department of the University of Liberia. During this briefing, Mr. Deah also gave a report on the ITTO's Conference that he had attended in early June.

**Statement of Accounts:** This agenda item was noted and members were requested to review.

**Budget Performance:** This agenda line item was postponed.

**Correspondence:** A draft letter to the Chief Justice of the Republic of Liberia requesting the honorable court to render decision in the case of the PUP was presented to the body by Mr. Deah. After a lengthy discussion, the President prevailed on the body to allow him time to see if he could handle this unofficially before the body takes an official stand. Said request was granted.

6	<b>Any Other Business</b>	<p><b>Remarks from the Team Leader of VPA-SU:</b> Mr. Abraham Guillen, Team Leader of the VPA-SU, stated that the hindrances of the LTA as stated in the Update of the Head of Secretariat have been noted. He also said he's not aware of any country that completely stops commercial logging and assure the members of the LTA that the VPA-SU will do all that it can in promoting the business of the LTA. In closing, he informed the body that the VPA-SU is currently doing some desk review.</p> <p><b>Others:</b> Mr. Kwabo requested that LTA check on the statement made during the Rethinking Liberia Forest Meeting regarding the Land Reform Act.</p>
7	<b>Adjournment and Closing prayer</b>	There being no other business to claim the attention of the body, the meeting was adjourned at 4:15pm.

Decision Items List	
#	Decisions Reached During the Meeting
1	That comments be submitted by LTA members with regards to the Communication Strategy. The agreed deadline for doing so is October 27, 2015.
2	That the deadline to submit comment with regards to the Training and Field Study Documentary be the 5 <sup>th</sup> of November.
3	That all members fill out their Company Export and Company Profile forms and return it as soon as possible.
4	That a committee be set up to finalize the LTA's position on the Letter of Intent between the Government of the Liberia and Norway.
5	That all members make comment with regards to the MOU on or before the 30 <sup>th</sup> of October and that the signing of MOU will take place on the 4 <sup>th</sup> of November.
6	That draft letter presented by Mr. Deah be placed on hold while the President tries to settle things with the Chief Justice informally.
7	That Mr. Witherspoon and Mr. Akkari represent the LTA at the Forest Governance Capacity Building Workshop while Mr. Baxter and Mr. Deah serve as first and second alternative respectively to Mr. Akkari.

Document Attached To This Minutes	
Attached Document	
1	Agenda of Meeting
2	Attendance of Meeting

Recorded and Prepared by,

E. Ekema A. Witherspoon, I.  
Head of Secretariat  
LTA's Technical Secretariat

Approved and Presented by:

Augustine B. M. Johnson  
Secretary/Board of Directors