

**The Liberia Timber Association's Monthly Meeting**  
**held in the Conference Room at its Headquarters on 12<sup>th</sup> Street**  
**on November 18, 2015 @ 2:17PM**  
**Meeting Agenda & Minutes**

Subject:	November 18, 2015 Monthly Meeting	Date:	11/18/15																								
		Time:	2:17pm – 4:15pm																								
Attendees:	<table style="width: 100%; border: none;"> <tr><td style="width: 50%;">1) Mr. Rudolph J. Merab</td><td style="width: 50%;">- President</td></tr> <tr><td>2) Mr. John M. Baxter</td><td>- 1<sup>st</sup> Vice President</td></tr> <tr><td>3) Mr. John S. Deah</td><td>- 2<sup>nd</sup> Vice President</td></tr> <tr><td>4) Mrs. Eliza D.J. Kronyanh</td><td>- Treasurer</td></tr> <tr><td>5) Mr. T-BB Dweh Saybeh</td><td>- D. C. Wilson</td></tr> <tr><td>6) Mr. Isaac F. Mannah</td><td>- BODECO</td></tr> <tr><td>7) Mr. Emmanuel Erskine, Jr.</td><td>- Atlantic Resource</td></tr> <tr><td>8) Mr. Jihad Akkari</td><td>- Euro Liberia Logging</td></tr> <tr><td>9) Mr. Joseph P. Garkorlor</td><td>- Liberia Hardwood Corp.</td></tr> <tr><td>10) Mr. Anthony Nyarku</td><td>- Global Timber Company</td></tr> <tr><td>11) Mr. Colombo Cesare</td><td>- International Consultant Capital</td></tr> <tr><td>12) Mr. E. Ekema A. Witherspoon, I,</td><td>- Head of Secretariat</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) Mrs. Eliza D.J. Kronyanh	- Treasurer	5) Mr. T-BB Dweh Saybeh	- D. C. Wilson	6) Mr. Isaac F. Mannah	- BODECO	7) Mr. Emmanuel Erskine, Jr.	- Atlantic Resource	8) Mr. Jihad Akkari	- Euro Liberia Logging	9) Mr. Joseph P. Garkorlor	- Liberia Hardwood Corp.	10) Mr. Anthony Nyarku	- Global Timber Company	11) Mr. Colombo Cesare	- International Consultant Capital	12) Mr. E. Ekema A. Witherspoon, I,	- Head of Secretariat
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<i>Agenda/Meeting Notes</i>																											
#	Agenda Items	Notes/Decisions																									
1	Meeting Call to Order	The meeting was called to order by the Presiding, Mr. Rudolph J. Merab at 2:17 pm.																									
2	Opening Prayer	Opening prayer was said by Mr. John S. Deah.																									
3	Welcome Remarks	The Presiding welcomed everyone to the meeting.																									
4	Adoption of Agenda	Mrs. Kronyanh moved that the agenda, following all adjustment, be used as the working tool for the meetings and placed in our archive and was seconded by Mr. Saybeh.																									
5	Reading and adoption of past meeting minutes	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. It was noted by the body that quorum for meeting is nine (9) members and it is based on per company and not per individuals.																									
7	Business Session	<p><b>Secretariat 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 and encouraged him to continue his good work based on a motion made by Mr. Mannah and seconded by Mr. Saybeh. Based on a motion made by Mrs. Kronyahn and seconded by Mr. Saybeh, it was agreed that henceforth only those members that have paid their registration fee and have a payment plan with the LTA regarding the payment of their monthly due will have voting rights while those who don't will have voice without voting right during meetings. It was also agreed that henceforth the Secretariat Update contains a true financial update as regards to the actual funds that the LTA has and not only with regards to the amount received and expended during the period under review.</p>																									

**Conclusion on the Communication Strategy:** The Head of Secretariat informed the body that the deadline passed without anyone commenting on the said document. The body then agreed that in keeping with its decision during the last monthly meeting that the communication strategy now stands adopted.

**Conclusion on the Training & Field Study Documentary Proposal:** The Head of Secretariat informed the body that the said document was presented to the VPA-SU requesting its financial support for the execution of same and that the VPA-SU has given its commitment in principal to support same but has insisted that the Head of Secretariat meets with its team to trash out a few things. The Head of Secretariat was given the go ahead to meet with the team from the VPA-SU to sought things out regarding the hosting of the Training & Field Study Documentary.

**Presentation and Discussion on draft Article of Incorporation:** A draft Article of Incorporation was presented by the Head of Secretariat for the revision, possible correction, and adoption of same. After a lengthy discussion the body adopted the draft Article of Incorporation with few minor changes and instructed the Head of Secretariat to proceed with the notarization of same. Major highlights of the Article of Incorporation are that there will be three incorporators, namely the President, the Secretary, and the Treasurer among others.

**Presentation and Discussion on Company Operations Disclosure Form:** The President informed the body that he had requested the Secretariat to develop such a form in order to put the Association in readiness for compliance with a requirement of the New Forest Reform Law of 2006 that required each company to publish in a renowned newspaper twice a year certain basic information. He stated that all of such information had been captured on the Company Operations Disclosure Form. After a brief discussion, it was unanimously agreed that all members were encouraged to fill out these forms and return it as soon as possible to the Secretariat. It was also agreed that there will be a joint publication of all company information and that such effort will be coordinated by the Secretariat. The Head of Secretariat then reminded the body that as of the date of the meeting many companies haven't fill out and return the Company Profile Form that was previously submitted by the Secretariat. He stressed the need for all company to compile with the filing of the duly filled out Company Profile Form. This statement was buttressed by the President and there was a general consensus for same to be done immediately.

**Presentation and Endorsement of the Local Travel Policy:** The Head of Secretariat presented the draft Local Travel Policy, which included associated per diem rates with regards to position, to the

		<p>body for review and endorsement. After a brief discussion, the Local Travel Policy was approved and ordered to take immediate effect. Per diem rates approved are as followed: Officers of the LTA – 125US\$ per night; Members of the LTA – 100US\$ per night; Head of Secretariat – 100US\$ per night; All Managers (Training &amp; Communication Manager, etc.) – 75US\$ per night; All Officers (Administrative and Finance Officer, etc.) – 60US\$ per night; and All Support Staff – 50US\$ per night.</p> <p><b>Company’s Financial Obligation (Statement of Account):</b> A Statement of Account regarding the financial obligation of each and every member was presented by the Head of Secretariat. After said presentation, the President called on everyone to see it fit to see how they can become current with their respective payment to the LTA. Said request was accepted by all.</p> <p><b>LEITI/LTA Workshop/Retreat:</b> The Head of Secretariat informed the body that the LTA has received from the LEITI the amount of Four Thousand United States Dollars for the sponsoring of a two-day workshop/retreat for LTA’s members. He also informed the body that everything was now set for the hosting of the workshop/retreat on the 3<sup>rd</sup> and 4<sup>th</sup> of December 2015. The venue of said workshop/retreat will be the YMCA building on Board Street. The body was also informed that the cost of hosting such event was a little more than what has been given by the LEITI. After a brief discussion, it was agreed that the LTA will support the upcoming event with an additional funding of up to 700US\$.</p>
8	Correspondence	<p>The President informed the body of a correspondence that he had received from Mr. John M. Baxter, the 1st Vice President, informing him that after a successful tenure of duty in Liberia he has been recalled to his parent company and therefore will be leaving Liberia by the end of the month. Mr. Baxter informed that body that even though he was leaving the companies that he represented at the LTA, Atlantic Resources and Alpha Logging companies, will continue to be active with the LTA. He also informed the body that he was leaving with heavy heart and fond memories of his tenure in Liberia as well as his interaction with members of the LTA. After a brief discussion it was unanimously agreed that the body endorse a decision taken by the Executive Committee to have Mr. Jihad Akkari serve the unexpired term of Mr. Baxter. Mr. Akkari thereby requested a letter from the President officially informing him of the body decision which the body agreed should be done.</p>
9	Any Other Business	<p>There was no other business to claim the attention of the members of the Association at this time.</p>
7	Adjournment and Closing prayer	<p>There been no business to attract the attention of the body, the meeting adjourned by 4pm and closing prayer was offer by Mrs. Kronyahn</p>

**Decision Items List**

#	Decisions Reached During the Meeting
1	That quorum for meeting is nine (9) members and it is based on per company and not per individuals.
2	That henceforth only those members that have paid their registration fee and have a payment plan with the LTA regarding the payment of their monthly due will have voting rights while those who don't will have voice without voting right during meetings.
3	That henceforth the Secretariat Update contains a true financial update as regards to the actual funds that the LTA has and not only with regards to the amount received and expended during the period under review.
4	That the Communication Strategy, as presented by the Secretariat during the October Monthly Meeting, now stands adopted.
5	That the Head of Secretariat go ahead to meet with the team from the VPA-SU to sought things out regarding the hosting of the Training & Field Study Documentary.
6	That the draft Article of Incorporation stands adopted with the three incorporators being the President, the Secretary and the Treasurer while the President serves as the Register Agent.
7	That the Secretariat moves ahead with the notarization of the Article of Incorporation.
8	That all member company fill out and return to the Secretariat as soon as possible the Company Profile Form as well as the Company Operations Disclosure Form.
9	That the draft Local Travel Policy stands adopted.
10	That all members try to become current in the payment of their monthly meeting due.
11	That the LTA will support the LEITI/LTA workshop/retreat of December 3 <sup>rd</sup> and 4 <sup>th</sup> with additional funding up to 700US\$ and that all members will do all that they can to be present and full participate.
12	That Mr. Jihad Akkari serves the unexpired term of Mr. John M. Baxter.
13	That Mr. Jihad Akkari be served a letter by the President informing him of the decision of the body.

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