

**The Liberia Timber Association's Extraordinary Called Meeting  
held in the Conference Room at its Headquarters on 12<sup>th</sup> Street  
on Wednesday, July 15, 2015, @ 2PM  
Meeting Agenda & Minutes**

|                             |   |  |                 |
|-----------------------------|---|--|-----------------|
| <b>Subject:</b>             | July 15 2015 Extraordinary Called Meeting   | <b>Date:</b>   | 07/15/015p      |
|                             |   | <b>Time:</b>   | 2:23pm – 4:13pm |
| <b>Attendees:</b>           | <ul style="list-style-type: none"> <li>1) Mr. Rudolph J. Merab - President</li> <li>2) Mr. John M. Baxter - 1<sup>st</sup> Vice President</li> <li>3) Mrs. Eliza D. J. Kronyahn - Treasurer</li> <li>4) Mrs. Nyunyun J. Toweh - LTTC Inc.</li> <li>5) Mr. Jihad. Akkari - Liberia Hardwood Corp.</li> <li>6) Mrs. Augustine Johnson - Mandra Forestry</li> <li>7) Mr. Jin S. Kyung - U.F.C</li> <li>8) Mr. Naran Vanish - United Forest Coop.</li> <li>9) Mr. Samuel H. Kolison - Forest Venture</li> <li>10) Mr. T-BB Dweh Saybeh - D. C. Wilson</li> <li>11) Mrs. Funkye Obebenme - Akewa Group of Companies</li> <li>12) Mr. Isaac F. Mannah - BODECO</li> <li>13) Mr. Colombo Cesare - ICC</li> <li>14) Mr. E. Ekema A. Witherspoon, I, - Head of Secretariat</li> <li>15) Mr. Emmette S. Dixon - LCM</li> <li>16) Mr. Sam A. Ricks - ICC</li> <li>17) Mr. Fedrick S. Davis - LTTC</li> </ul> |  |                 |
| <b>Agenda/Meeting Notes</b> |   |  |                 |
| <b>#</b>                    | <b>Agenda Items</b>   | <b>Notes/Decisions</b>   |                 |
| 1                           | Meeting Call to Order   | The meeting was called to order by the Presiding and the President, Mr. Rudolph J. Merab at 2:23pm.  |                 |
| 2                           | Opening Prayer  | Opening prayer was said by Mrs. Y. Toweh   |                 |
| 3                           | Welcome Remarks   | The Presiding welcome everyone   |                 |
| 4                           | Adoption of Agenda  | The agenda was adopted and used as the working tools for the day.  |                 |
| 5                           | Reading and adoption of past meeting minutes  | Mrs. Kronyahn moved that the minutes be adopted, corrected and accepted as our working tools; it was seconded.   |                 |
| 7                           | Business Session  | <p><b>Work Plan:</b> The work plan was presented by the Head of Secretariat</p> <p><b>Secretariat Update:</b> Mr. E. Ekema Witherspoon up dated the body on the day-to-day activities and the LTA Technical Secretariat. The body thanked the Secretariat and encouraged him to continue his good work.</p> <p><b>Budget:</b> The budget was also presented by the Head of Secretariat and it was approved with the amount of _____. Mr. S. Kolomoe inquired about the payment of contribution; “what will be the penalty for companies who will ne make payment”? He also advised that a code of conduct be written for all stakeholders.</p> |                 |

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|---|--------------------------------|---|
|   |                                | <p><b>Directory:</b> The Stakeholders directory was submitted and D.C. Wilson made correction about his company.</p> <p><b>ITTO Report:</b> Mr. John S. Deah, 2<sup>nd</sup> Vice President was unable to deliver the ITTO meeting report held in Germany due to his illness.</p> |
| 6 | Any Other Business             | That the association speak with one voice   |
| 7 | Adjournment and Closing prayer | There being no other business to claim the attention of the body, the meeting was adjourned at 4:15pm. The Treasurer gave the closing prayer.   |

| Decision Items List |  |
|---------------------|--|
| #                   | Decisions Reached During the Meeting   |
| 1                   | Planned to engage government on issues affecting the sector under governance of management.            |
| 2                   | That media outreach be done on a regular monthly basic but also on as a need basic.                    |
| 3                   | Quarterly publication of newspaper of the various payment made by each company.                        |
| 4                   | That LTA meet with FDA.  |
| 5                   | That LTA invite CAFC.  |
| 6                   | That LTA hold a press conference.  |
| 7                   | That all administrative fees (US\$ 1,000 per year) areas plus current will be paid within thirty days. |

| Document Attached To This Minutes |  |
|-----------------------------------|--|
| Attached Document                 |  |
| 1                                 |  |
| 2                                 |  |
| 3                                 |  |

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**