

The Liberia Timber Association's Monthly Meeting
held in the Conference Room at its Headquarters on 12th Street
on September 11, 2015 @ 2:23PM
Meeting Agenda & Minutes

Subject:	September 11, 2015 Monthly Meeting	Date:	09/11/15																												
		Time:	2:23pm – 4:35pm																												
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>- 1st Vice President</td></tr> <tr><td>3) Mr. John S. Deah</td><td>- 2nd Vice President</td></tr> <tr><td>4) Mrs. Augustine Johnson</td><td>- Secretary</td></tr> <tr><td>5) Mr. Jin S. Kyung</td><td>- U.F.C</td></tr> <tr><td>6) Mr. Sylvester S. Rogers</td><td>- Redwood Enterprise</td></tr> <tr><td>7) Mr. Naran Vanish</td><td>- United Forest Corporation</td></tr> <tr><td>8) Mr. T-BB Dweh Saybeh</td><td>- D. C. Wilson</td></tr> <tr><td>9) Mr. Josephus S. Banks</td><td>- Sun Yeun Corporation</td></tr> <tr><td>10) Mr. Janjay Tarpeh</td><td>- Global Timber Company</td></tr> <tr><td>11) Mr. Clarence Massaquoi</td><td>- Bassa Logging Company</td></tr> <tr><td>12) Mr. Isaac F. Mannah</td><td>- BODECO</td></tr> <tr><td>13) Mr. Emmanuel Erskine, Jr.</td><td>- Atlantic Resources Ltd.</td></tr> <tr><td>14) 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 st Vice President	3) Mr. John S. Deah	- 2 nd Vice President	4) Mrs. Augustine Johnson	- Secretary	5) Mr. Jin S. Kyung	- U.F.C	6) Mr. Sylvester S. Rogers	- Redwood Enterprise	7) Mr. Naran Vanish	- United Forest Corporation	8) Mr. T-BB Dweh Saybeh	- D. C. Wilson	9) Mr. Josephus S. Banks	- Sun Yeun Corporation	10) Mr. Janjay Tarpeh	- Global Timber Company	11) Mr. Clarence Massaquoi	- Bassa Logging Company	12) Mr. Isaac F. Mannah	- BODECO	13) Mr. Emmanuel Erskine, Jr.	- Atlantic Resources Ltd.	14) Mr. E. Ekema A. Witherspoon, I,	- Head of Secretariat
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Agenda/Meeting Notes

#	Agenda Items	Notes/Decisions
1	Meeting Call to Order	The meeting was called to order by the Presiding and 1 st Vice President, Mr. John M Baxter, who had also been serving as Acting President due the travel of the President, Mr. Rudolph J. Merab, at 2:23 pm.
2	Opening Prayer	Opening prayer was said by Mr. Erskine.
3	Welcome Remarks	The Presiding welcomed everyone to the meeting, especially the President who had been away for about a month attending to personal matters. During this time the Head of Secretariat informed the body of excuses placed in by Mrs. Kronyahn and Mr. Kwabo. According to the Head of Secretariat Mrs. Kronyahn had experienced two deaths in her family and was participating in the removal of one of the body at this very time. For Mr. Kwabo, the Head of Secretariat informed the body that he had called stating that he couldn't attend the meeting because he was currently in one of the leeward counties.
4	Adoption of Agenda	The agenda was read and adopted to be used as the working tool for the day.
5	Reading and adoption of past meeting minutes	The Head of Secretariat presented both the regular monthly and emergency meeting minutes for revision and adoption. The body reviewed, corrected and adopted the meeting minutes as the right recording of what transpired during the two meetings and ordered that they be placed in LTA's Archive. It was also agreed by the body that henceforth, the Head of Secretariat and the Secretary of

		the LTA signed all minutes prior to presenting it to any meeting.
7	Business Session	<p>Secretariat Update: The Head of Secretariat updated the body on the day-to-day activities of the LTA Technical Secretariat for the period under review. The body thanked the Head of Secretariat and encouraged him to continue his good work.</p> <p>Discussion on Memorandum of Understanding: This agenda line item was postponed until the next monthly meeting.</p> <p>Discussion of Concept Note for FAO FLEGT: The Head of Secretariat briefed the body about information he had received from Mr. Gustav Adu of the Global Timber Forum (GTF) regarding a Call for Concept Note from the FAO FLEGT that the GTF had placed on its website. He also informed the body that Mr. Adu had extended an invitation to the LTA to attend and participate in the upcoming West and Central Africa Exchange Meeting which was due to be held in Douala, Cameroon on the 28th and 29th of September. After a brief discussion the body endorsed the decision for the Secretariat to go ahead and persuade this course of action of submitting concept note to the FAO FLEGT for possible funding. It was also agreed that the LTA accepts the invitation extended by Mr. Adu to attend the Exchange Meeting.</p> <p>Update on action taken with regards to the FOB Taxes & Port Charges: After a lengthy discussion about the way forward, the body agreed that LTA writes a letter to the President of the Republic of Liberia, H. E. Ellen Johnson Sirleaf, seeking an audience in order to discuss issues surrounding the forest sector. It was also agreed that the honorable Speaker of House of Representatives and the President Protem-pore of the Senate be written similar letter along with the Chairs of Committee on Forestry of both House.</p> <p>Budgetary Performance: This agenda line item was postponed until the next monthly meeting.</p> <p>Report from the ITTO's Meeting: Mr. Deah informed the body that he wasn't aware that he was required to present a report at the meeting and therefore requested that he be allowed to make it at the next meeting</p> <p>Presentation of Proposal for Training & Documentary Activities: This agenda line item was postponed until the next monthly meeting.</p>
6	Any Other Business	<p>Presentation by IBI International: Due to time factor, the Presiding suggested and the body agreed that the LTA's guest from the IBI International who had been accompanied by staff from the National Bureau of Concession (NBC) be allowed to make his</p>

		<p>presentation. Mr. R. Jerome Anderson, Concessions Advisor at IBI International, made a presentation on the fillable PDF Concession Reporting Template (CRT) that the IBI International had assisted the NBC to develop for usage by concessions. After a lengthy engagement with members present, Mr. Anderson assured the body that this was a work in progress and that the LTA was free to submit its reaction to it. In closing Mr. Anderson extended an invitation to members of the LTA to witness the official launching of the CRT as well as the Concessions Information Management System (CIMS) which was due to be held on September 17, 2015 at the Monrovia City Hall. The body accepted said invitation and promised to be in attendance.</p> <p>Others: The body mandated the Head of Secretariat to ensure that the LTA was fully represented at the burial of the sister of Mrs. Kronyahn. The Presiding also encouraged any and all members that could make it to kindly be in attendance.</p>
7	Adjournment and Closing prayer	There being no other business to claim the attention of the body, the meeting was adjourned at 4:35pm. The mipzah was said as the closing prayer.

Decision Items List	
#	Decisions Reached During the Meeting
1	That henceforth it become mandatory that the Head of Secretariat signed all minutes prior to presenting it to the body and that he seeks to get the Secretary of the LTA to sign along with him prior to the presentation.
2	That a letter be written to the President of the Republic of Liberia seeking an audience with her to discuss issues of relevant to the development of the sector.
3	That similar letter as that written to the President also be written to the Speaker of the National Legislature and the President Protem-pore of the Senate as well as the Chairs of Committee on Forestry of both House.
4	That the Secretariat develop and submit Concept Notes to the FAO FLEGT for possible funding in line with the Call for Concept Note published by the FAO FLEGT.
5	That the LTA takes advantage of the invitation extended it by the GTF to attend and participate in the Upcoming West and Central Africa Exchange Meeting.
6	That the LTA takes advantage of the invitation extended it by the NBC to attend and participate in the Launching of the CRT and CIMS.
7	That the Secretariat ensure that the LTA presence be felt at the burial of the sister of Mrs. Kronyahn.

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