



**Board of Directors Meeting of the
Utility Regulation and Competition Office
("OfReg")**

**held on Monday, 16 January 2017,
at its Offices, 3rd Floor Alissta Towers**

Minutes

Duration: 11:30 am to 2:01 pm

Present:

Dr. the Hon. Linford Pierson	Chairman
Mr. Jeffery P. Morgan	CEO
Mr. Alee Fa'amoe	Executive Director ICT (EDICT)
Mr. Charles Farrington	Executive Director Energy & Utilities (EDEU)
Mr. Duke Munroe	Chief Petroleum Inspector/Dir Fuel Markets(CPI)
Mr. Sonji Myles	Deputy Director ICT/Acting Secretary (DDICT)
Mr. Louis Boucher	Deputy Director Energy & (Utilities DDEU)
Alison Maxwell	Legal Analyst (AM)

Apologies

nil

Meeting Called to order: 11:30am

General

Prayer.

After confirming that there were no objections, the Chairman offered a word of prayer over the meeting.

Item 1: Welcome and Introductions

Chairman welcomed all and gave brief background on himself.

He set out protocols for Board meetings and noted that meetings will be guided by Robert's Rules of Order.

Chair gave special thanks to CEO for the hard work done in bringing the Office into existence.

Item 2: To approve the Vision and Mission Statements for the Office

Chair outlined draft Vision and Mission Statement.

CEO Moved motion to accept vision and mission statement as drafted.

EDICT- Seconded

There being no objections the motion was carried.

Action- AM to arrange acquisition of plaques for Vision and Mission Statement.

Item 3: Approve Executive Appointments: *(pursuant to section 29 of The Utility Regulation and Competition Law, 2016 "Law")*

- a) Executive Director of Information (ICT)- **Approved**
- b) Executive Director of Energy (Energy & Utilities)- **Approved**
- c) Acknowledge statutory appointment of Chief Petroleum Inspector (and Director of Fuel Markets)- **Acknowledged**

The Board approved and acknowledged accordingly.

CEO noted that the titles of Executive Directors as passed in the current URCO Law were erroneous as they reflected previous draft of the URCO Bill. CEO will address with Legal Drafting.

Item 4 Board Appointments

4.1 Executive Members *(pursuant to section 14 of the Law)*

- a) Chief Executive Officer – J. Paul Morgan
- b) Executive Director of Information – Alee Fa'amoe
- c) Executive Director of Energy- Charles Farrington
- d) Chief Petroleum Inspector- Duke Munroe

The Board acknowledged the statutory appointments of the four Executive Members to the Board in fulfillment of the Law.

4.2 Secretary *(pursuant to section 31 of the Law)*

- a) Acting Secretary to the Board

The Board appointed Sonji Myles DDICT as Acting Secretary to the Board.

4.3 Advisory Committees *(pursuant to section 27 of the Law)*

- a) ICT Advisory Committee
- b) ER Advisory Committee

Board considered the establishment and appointment of legacy members of the previous Authority boards, to be appointed as members of the respective Advisory Committees. Executive team to consult with individuals accordingly.

4.4 Risk and Audit Subcommittee

- a) To consider appointment of a Chairperson for the Risk and Audit Subcommittee *(pursuant to section 26 of the Law)*

CEO wanted to bring to the fore the statutory requirement that the Board shall appoint a chair for the committee. Chair agreed that considerations are to be made.

Item 5 Office Space

- a) Approval for staff to identify and recommend permanent location for the Office.

CEO/Chair commented that the search for space is ongoing and several locations are being considered.

Resolutions

Item 6 Resolutions

6.1 Banking Resolutions

- a) Resolution 1/2017- "Bank Accounts and Account Signatories"
Approval to open bank accounts with Butterfield Bank
Approve signatories on OfReg bank accounts

Board approved Resolution 1/2017 to open accounts and approve signatories as drafted.

6.2 Internal Cheque Signing Control

- a) Resolution 2/2017- to establish signing authority according to dollar amount.

Board approved signing authority Resolution 2/2017 as drafted.

Item 7: To consider and approve "approval limits for procurement".

Board agreed that anything above \$25K needs Board Approval.

Any Other Business

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8.1 Communications/PR Plan

EDICT- set out thoughts for long, medium and short communications campaigns.

Board agreed- to draft and send note from the Office today.

8.2 Website Development

Executives commented that this is ongoing.

8.3 Employee Handbook & Policy Manual

Executives commented that development is ongoing.

8.4 "OfReg"

8.4.1. To adopt "OfReg" as official trading name of the Office.

Board Approved

8.4.2. Approve "OfReg" Logo

Board Approved

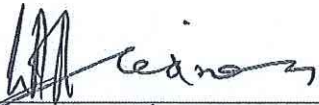
8.4.3. Staff to seek trademark, copyright, for name & logo

Board Approved- DDICT to arrange international and local registration.

Item 14: *Date of Next Meeting*

Next meeting set for 1st February 2017

Certified that these minutes were approved by the Board on 18th February 2017



Chairman, Board of Directors, OfReg