



Anna15

Meeting Information

Purpose of Meeting:	Annual Business Meeting		
Date/Time:	October 13, 2013 11 AM - 6 PM	Location:	Guyana High Commission 3 Palace Court, Bayswater Road London, UK W2 4LP

Meeting Participants

Chair:	Eden Gajraj, Chris Chunnillall		
Attendees:	Alfred Granger (NY) Brian Woodroffe (GUY) Bruce Nobrega (UK) Chris Chunnillall (UK) Claire Carballo (UK) David Pollard (UK)	Donald Trotman (GUY) Eden Gajraj (TOR) Ian Wishart (UK) Ivor Ying (UK) John Campbell (NY) Leila Persaud (UK) Lester Fernandes (TOR)	Mark Adamson (UK) Neville Linton (UK) Pat Brewster (UK) Terrence Blackman (NY) Victor Moses (TOR) Wayne King (NY)

Meeting Agenda

Item No.	Agenda Item Description
[1]	Welcome Delegates
[2]	Identification of Delegates
[3]	Election of Non-Affiliated Delegates under By-law 8.2
[4]	Adoption of the Agenda
[5]	Apologies for Absence
[6]	2012 – 2013 President's Report
[7]	Outgoing President Relinquishes Chair to Incoming President
[8]	Adoption of the Minutes of the 2012 Annual Business meeting held in Toronto, Canada
[9]	Matters Arising from the Minutes
[10]	Chapter Reports
[11]	Discussion Items
[12]	Election of Officers
[13]	Any Other Business
[14]	Carmen Collegii Reginae



Meeting Minutes – Prepared By Victor R. Moses (Recording Secretary)

Item No.	Discussion Points / Decisions Reached
[1]	<p><u>Welcome</u></p> <p>1.1 Called to order at 1145.</p> <p>1.2 Eden Gajraj, ICQC President, welcomed all and indicated that Lloyd Houston (current Executive Secretary) could not attend and that he (Eden) would be handing over to the incoming President later in the agenda.</p>
[2]	<p><u>Identification of Delegates</u></p> <p>2.1 The following were recognized as delegates for their respective Chapters:</p> <ul style="list-style-type: none"> - Guyana: Brian Woodroffe - Toronto: Eden Gajraj & Victor Moses - New York: John Campbell & Terrence Amegah Blackman - UK: Chris Chunnillall & Ian Wishart - South Florida: No delegates - Central Florida: No delegates
[3]	<p><u>Election of Non-Affiliated Delegates</u></p> <p>3.1 Donald Trotman, who was visiting the UK from Guyana, was the only eligible candidate and was appointed a non-affiliated delegate.</p>
[4]	<p><u>Adoption of Agenda</u></p> <p>4.1 Following a request from Brian Woodroffe, all agreed that a Presentation from the QC Principal would be added to the Agenda and would be discussed as item 10b.</p>
[5]	<p><u>Apologies for Absence</u></p> <p>5.1 Apologies were offered for Lloyd Houston, Gordon Wilson, and Laurence Clarke.</p> <p>5.2 Chris Chunnillall reported that Laurence was unable to attend due to illness.</p>
[6]	<p><u>2012 – 2013 President's Report</u></p> <p>6.1 Eden requested members to take a few minutes to read the report.</p> <p>Eden reviewed his report and highlighted the following:</p> <p>6.2 The "Whither Physics" paper, which was prepared by Clarence Trotz, was discussed at the last ABM and no response was received from Chapters.</p> <p>6.3 There was a need for better coordination and communication.</p> <p>6.4 We needed to have 4-6 ICQC teleconferences per year.</p> <p>6.5 We should involve key players such as the QC Principal, QC Board, and the student population in our deliberations.</p>



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	<p>6.6 The Toronto Chapter was involved with 4 other Toronto-based Alumni Associations in an initiative to increase membership and to attract young members.</p> <p>6.7 We needed to develop strategies to attract young membership and to foster a spirit of volunteerism among them.</p> <p>6.8 Those who sought positions on the ICQC Board should commit to making ICQC work.</p> <p>The following comments were made by attendees:</p> <p>6.9 Regarding Clarence Trotz travelling to Guyana to discuss the “Teaching of Physics at QC” problem - Alfred Granger pointed out that the NY Chapter had indicated that they were willing to assist with funding the fact-finding trip to Guyana.</p> <p>6.10 Ian Wishart indicated that UK-based Neville Beharry was interested in assisting with the “Teaching of Physics at QC” problem. Victor Moses promised to discuss Neville’s involvement with Clarence Trotz.</p> <p>6.11 Brian Woodroffe indicated that we needed a Project Document. Victor explained that QCAA Toronto was first seeking agreement on the concept from the School and the Board.</p> <p>6.12 Eden indicated that 2012 ABM had requested QC-OSA to discuss the idea with the QC Board and Principal.</p> <p>David Pollard congratulated Eden on his Report and indicated that:</p> <p>6.13 It reflected the current situation.</p> <p>6.14 We (alumni associations) needed to be more visible and let people know that we care about the students and let them have more confidence in us.</p> <p>6.15 We are supposed to be able to get things done.</p> <p>Brian Woodroffe indicated that:</p> <p>6.16 QCOSA tried to make the school aware of our work.</p> <p>6.17 Input was lacking from the teachers and that not too many teachers were from the school (alumni).</p> <p>6.18 Donald Trotman indicated that someone from the UK Chapter should accompany Clarence Trotz to Guyana and that we should discuss the issues with Prime Minister Sam Hinds who is an alumnus.</p>
[7]	<p><u>Outgoing President Relinquishes Chair to Incoming President</u></p> <p>7.1 Eden handed over the chairing of the meeting to Chris Chunnillal as Mark Dalgety, current Chair of the UK Chapter, was away on business and could not attend the Meeting.</p>
[8]	<p><u>Adoption of the Minutes of the 2012 ABM in Toronto, Canada</u></p> <p>The Minutes were approved with a motion from Brian Woodroffe and seconded by Eden Gajraj, with the</p>



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	<p>following amendments:</p> <p>8.1 Ian Wishart indicated that all references to “London” should be changed to “UK”.</p> <p>8.2 Donald Trotman pointed out that “Colegii” at agenda item 14 should be changed to “Collegii”.</p>
[9]	<p><u>Matters Arising from the Minutes</u></p> <p>9.1 Chris Chunnillall requested that project related matters be discussed under Project Status Updates at agenda item #11.</p>
[10]	<p><u>Chapter Reports</u></p> <p><u>Guyana</u></p> <p>Brian Woodroffe provided the following highlights:</p> <p>10.1 The passing of notables: Laurie Lewis and Aubrey Bishop.</p> <p>10.2 The school had a new Headmistress, Jackie Benn, who was going through a learning curve and was being guided by the teachers. Brian provided an overview of Ms. Benn’s background.</p> <p>10.3 The BBQ and Fish-Fry fund-raising events raised approximately GUY \$1M and another BBQ was planned for the end of this year. The funds would be allocated to the Special Awardees Program (SAP) and to refurbishing of the chairs in the QC auditorium (@GUY\$3K).</p> <p>10.4 The overseas Chapters continued to make contributions to the SAP.</p> <p>10.5 The school was currently enrolling students (online) to access the school computer network and server.</p> <p>10.6 He found a contractor who provided a quote for the installation for the Intercom project.</p> <p>10.7 Neville Linton congratulated QCOSA on their fund-raising effort and indicated that they needed to engage the large alumni base in Guyana.</p> <p>10.8 Eden Gajraj added that we should direct alumni to QC-OSA as they needed assistance.</p> <p>10.9 Attendees agreed with Chris Chunnillall that QC-OSA should make some effort to improve their database.</p> <p>10.10 Donald Trotman indicated that the QC-OSA meetings were advertised in the newspapers and that the perception was that QC-OSA was an Old Boys Club.</p> <p>10.11 Alfred Granger remarked that it was unrealistic to expect young people to want to join the Chapter as they had different interests and priorities at that stage of their lives.</p> <p>10.12 Eden Gajraj suggested that we should make use of the social media to improve communication.</p> <p>10.13 In response to a query from Neville Linton, Brian Woodroffe indicated that the relationship with the Board was never better and that he (Brian) sat on the QC Board.</p>



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	<p><u>Central Florida</u></p> <p>Chris Chunnillall provided the following overview as Central Florida was not represented at the meeting:</p> <p>10.14 Membership was about 12.</p> <p>10.15 The Chapter donated \$1,000 to the SAP and would make additional donations.</p> <p>10.16 Alfred Granger informed the group that Central Florida was planning a golf tournament in May 2014 and was requesting Chapters to send representatives for an inter-house competition.</p> <p><u>Toronto</u></p> <p>Victor Moses provided the following highlights:</p> <p>10.17 Clarence Trotz was now on the Executive.</p> <p>10.18 22 computers in the QC lab were repaired; the computers were acquired some years ago under a previous project.</p> <p>10.19 Continued collaboration with the Bishops Chapter to host the annual 12th Night Dance.</p> <p>10.20 Bursaries were awarded to 3 students under the Lynette Dolphin Memorial Scholarship.</p> <ul style="list-style-type: none">- Only 2 Guyanese students and 1 male applied for and were awarded bursaries since its inception in 1990. <p>10.21 Continued support for the SAP with donations from the Chapter, a US-based member, and the funding of 15 backpacks (with stationery, health items, etc.) for deserving students. Plans were also in the making for our US-based member to sponsor a West Demerara-based QC student while attending QC.</p> <p>10.22 An annual support contract (US\$6K) was signed with a Guyana-based company to support the equipment that were installed under the Library Upgrade project; a total of CAN\$26K was spent on the project to date.</p> <p>10.23 Currently aiming to get 3 bids from 3 contractors to install the equipment for the Intercom Project:</p> <ul style="list-style-type: none">- Speakers would be installed in the corridors and external walls, and in the house in the compound that was used as class rooms. The project would also acquire a Control Unit to allow bi-directional communication between the class-rooms and the office.- Secured donations of speakers and some cabling.- Brian Woodroffe recently secured a bid from 1 contractor. <p>10.24 Currently involved in a Membership Development initiative with our Last Lap Lime alumni partners – Bishops, St. Stanislaus, St. Roses, and St. Joseph – aimed at increasing membership and attracting young membership.</p> <ul style="list-style-type: none">- Victor to send the Press Release and Joint Action Plan to all Chapters.



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10.25	The Chapter was in the process of registering a corporation that would be used to apply for charitable status. This would allow QCAA Toronto to issue tax receipts for donations.
10.26	The Chapter intended to sponsor a Health Seminar and would co-opt alumni in the medical and health profession and drug companies.
10.27	QCAA Toronto wrote to the school and board offering (i) to assist with the implementation of any Action Plan from their recently held retreat, and; (ii) the services of Clarence Trotz to review and attend to issues relating to the delivery of the CXC Physics curriculum.
10.28	Claire Caballo suggested that QCAA Toronto contact Toronto-based Faye Rohee re co-opting her (Faye's) sister to assist with the Health Fair.
	<u>New York</u>
	John Campbell, NY Chapter President, presented the following highlights:
10.29	A new Executive was elected last September.
10.30	Implemented an incentive scheme whereby a discount would be granted if a 3-year membership was taken.
10.31	Awarded 2 bursaries (@\$2K) under the Vernley Ward Scholarship.
10.32	Awarded bursaries totaling US\$400,000 to 25 students under the Norris Jones Memorial Scholarship.
10.33	Donated \$1000 to the SAP and an additional \$2,000 was committed to the fund annually.
10.34	Paid \$1075 (annual cost) for internet service to the school.
10.35	Reserved \$4200 for the first year salary for a Social Worker / Counselor for the school.
10.36	Reserved \$5418 for the Grounds/Pavilion project.
10.37	Neville Linton inquired why the NY Chapter was able to get scholarship applicants from Guyana. - Alfred Granger explained that the school selected the students for the awards.
10.38	Following an inquiry from Donald Trotman, Brian Woodroffe explained that a Social Worker / Counselor was required for those issues which the teachers could not handle. QC was in the process of interviewing for the post.
	<u>South Florida</u>
	Chris Chunnillall read the report and provided the following highlights as South Florida was not represented at the meeting:
10.39	The Chapter was facing the challenge of recruiting new members.



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10.40	Held 2 Brunches – Father's Day and one before Thanksgiving – with 150 in attendance at each event.
10.41	Contemplating using the social media to increase awareness of their organization and to increase membership.
10.42	Donated \$4K to the SAP from Sept 2012 - July 2013.
10.43	Donated \$340 to the purchasing of tickets for the QC-OSA Brunch.
10.44	Upcoming events included a Thanksgiving Brunch (Nov 17) and a New Year's Eve Dance with the Bishops Association (Dec 31).
	<u>UK</u>
	Ian Wishart provided the following highlights:
10.45	An itemization of the profits made from 3 fund-raising events since the last ABM.
10.46	Provided 36 bulbs at a cost of £303.13 for the 18 microscopes that were previously donated to the school by the UK Chapter.
10.47	A web site was being developed by an alumna – aimed at attracting donations to and interest in the Association.
10.48	In response to a query from Wayne King, Ian explained that the non-Executive Officers consisted of prominent persons who could attract attention to the Chapter.
	<u>Presentation from QC Principal</u>
	Brian Woodroffe provided the following highlights of a Powerpoint Presentation that was prepared by the QC Principal, Ms Jackie Benn:
10.49	The current state of Queen's College: lack of air-conditioning in several rooms and labs, inadequate equipment and furniture in labs, shortage of book shelves, lack of storage facilities in staff room, labs, library, etc.; insufficient sports equipment.
10.50	A developmental plan was being prepared that would allow Chapters to adopt sections of the school. The plan was also included element to modernize the labs, to provide adequate furnishing, and an incentive program for teachers and employees, etc.
10.51	A draft Needs List.
10.52	Brian explained that the final version would be submitted to the Ministry of Education.
10.53	David Pollard expressed satisfaction in seeing sports equipment in the Presentation and indicated that it would be a very visible contribution and would aid in the building of character of students coming from the school.
10.54	Leila Persaud inquired if there were requirements in other areas such as English, History,



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	<p>Geography, and Music.</p> <ul style="list-style-type: none"> - Brian explained that there were teachers in these areas but there would soon be a shortage of Geography teachers as there were only 2 for the 100 students. <p>10.55 Ian Wishart pointed out that the lack of participation in sports has been an issue for the last 25 years and that the UK Chapter had contributed a bicycle for a Sports Coordinator, a lawn mower, etc.</p> <p>10.56 Brian reported that the school was trying to make some changes – e.g. making it compulsory for students to join at least 2 clubs.</p> <p>10.57 Claire Caballo suggested that the school should contact Dr. Janice Jackson re setting up a Mentorship Program.</p> <p>10.58 Alfred Granger reported that he was assisting the Principal in the capacity of ICQC Fund-raising Coordinator to prepare the Needs List.</p> <p>10.59 Brian indicated that the school did not have any funds remaining in the Government's subvention to cover anything other than salaries.</p>
[11]	<p><u>Discussion Items - Projects</u></p> <p><u>Teaching of Physics at QC</u></p> <p>Victor Moses provided the following report:</p> <p>11.1 Following the 2012 ABM in Toronto, QCAA Toronto was expecting feedback from other Chapters indicating if they supported the proposed initiative. The UK Chapter indicated that they would be unable to participate in the project.</p> <p>11.2 QC-OSA was requested to discuss the concept with and get feedback from the Principal and the QC Board.</p> <p>11.3 A QCAA Toronto sub-committee consulted with Clarence Trotz and came to the conclusion that it was better to get acceptance from the school and the Board before Clarence made a trip to Guyana.</p> <p>11.4 QCAA Toronto learned about a Retreat that the Principal had with the Minister of Education, QC Board, and other stakeholders and decided to use the opportunity to write the Principal and the Board offering</p> <ul style="list-style-type: none"> - Assistance to implement any follow-up action plan from the retreat. - The services of Clarence Trotz for the delivery of the CXC Physics curriculum. <p>11.5 QCAA Toronto was waiting for a response from the Principal.</p> <p>11.6 If the school and Board agreed to meet with Clarence, QCAA Toronto was willing to fund Clarence's trip to Guyana.</p>



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	<p><u>Grounds/Pavilion Project</u></p> <p>Alfred Granger provided the following update:</p> <p>11.7 The following commitments were made to the project</p> <ul style="list-style-type: none">- The Government of Guyana committed GUY\$3M;- The PTA donated GUY\$1M;- The private sector, via Frank D'Abreu committed GUY\$1M but Frank fell sick. <p>11.8 The NY Chapter had reserved a contribution for the project but wanted to see a more detailed plan before committing further.</p> <p>11.9 The current thinking was to implement the project in phases – starting with covered stands and then acquiring Change Rooms.</p> <p>11.10 Victor Moses indicated that he had only seen schemata for the stands and a plan needs to be developed to cater to other aspects such as the grading of the ground and drainage. Victor also indicated that there were several perspectives of what would be done under this project and a project document should to be developed describing all the activities and related costs.</p> <p>11.11 Alfred explained that there was a possibility that the grounds, if sufficiently developed, could be leased to other clubs that needed a ground and pavilion.</p> <p>11.12 Brian Woodroffe explained that every cricket club needed a venue but QC needed to be careful not to enter into a lease arrangement that excluded or restricted the school's access to the ground.</p> <p>11.13 The meeting accepted Chris Chunnillall's suggestion that ICQC undertake to articulate a Vision for the project.</p> <p><u>Intercom Project</u></p> <p>Victor Moses provided the following update:</p> <p>11.14 The project would install speakers in each class room, in the corridors, external walls facing the playing field, in the house in the QC Compound that is being used by the school, and a Control Unit to allow the Principal to communicate with the classrooms and to emit an alarm for change in lecture periods.</p> <p>11.15 QCAA Toronto secured donations of the speakers and some cabling.</p> <p>11.16 QCAA Toronto needed to purchase additional cabling and the Control Unit.</p> <p>11.17 QCAA Toronto was looking for quotes from 3 contractors and that Brian Woodroffe recently secured one from a contractor.</p> <p>11.18 QCAA Toronto was surprised that Guyanese contractors were not responsive.</p> <p>11.19 Alfred Granger remarked that the Guyana situation sometimes required that we do not wait for 3 quotes and that the job be given to a reliable contractor.</p>



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	<p>11.20 Alfred agreed to assist with getting quotes from 2 other contractors.</p> <p><u>Library Project in HM Presentation</u></p> <p>11.21 Alfred Granger clarified that this project was not related to the Library Upgrade Project that was funded by QCAA Toronto.</p> <p>11.22 Donald Trotman suggested that we assist with the training of the QC library staff – e.g. via an attachment to a library so that their skills can be improved.</p> <p>11.23 Brian Woodroffe indicated that QC recently hired a qualified Librarian who was requesting the upgrades included in the HM's Presentation.</p> <p><u>Project - Other</u></p> <p>11.24 Ian Wishart inquired about the project to upgrade the P.A System in the QC Auditorium. Ian indicated that the UK donors (Masonic Temple) wanted a plaque installed in the school to recognize the donation that they made to this project.</p> <p>11.25 In response to a query, Victor indicated that he would seek confirmation that the equipment for the forthcoming Intercom Project could not be used to upgrade the P.A System in the auditorium.</p> <p><u>Format and Locations of Future ABMs</u></p> <p>11.26 Eden indicated that at the last ICQC teleconference, it was suggested that ABMs will be held biennially and that we explore options to meet electronically.</p> <p>11.27 The meeting accepted the suggestion from Wayne King that the issue be deferred for the 2014 ABM as constitutional amendments will be required for the change.</p> <p><u>170th Anniversary & Reunion</u></p> <p>11.28 Brian Woodroffe indicated that we needed to do something to honor the 170th Anniversary of the school.</p> <p>11.29 Brian indicated that he would take the idea to the Board, that QC-OSA was fully prepared to organize and host the ABM, and that QC-OSA would draft a Program for the event.</p> <p>11.30 Mark Adamson suggested that we undertake to refurbish the tomb of Bishop Percy Austin (QC's founder) at the St. James the Less Church Yard in Georgetown.</p> <p>11.31 The meeting agreed that it would be a good idea to have the Reunion when the school is in session and accepted Eden's suggestion that we plan it for week 1 of December 2014 to coincide with QC's Speech Night. Brian will discuss the timing with the QC Board.</p>
[12]	<u>Elections</u>



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12.1	The meeting agreed that Chris Chunnillall would be the Retuning Officer, and that Mrs. Pat Brewster would be the teller.
12.2	Nominations for Executive Secretary: <ul style="list-style-type: none"> - Alfred Granger: nominated by Eden Gajraj; seconded by Victor Moses. - Result: Alfred Granger the sole nominee.
12.3	Nominations for Deputy Executive Secretary: <ul style="list-style-type: none"> - Gordon Wilson: nominated (in absentia) by Victor Moses; seconded by Bruce Nobrega. - Victor explained that Gordon had indicated that he was willing to serve if nominated. - Result: Gordon Wilson the sole nominee.
12.4	Nominations for Recording Secretary: <ul style="list-style-type: none"> - Victor Moses: nominated by Amegah Blackman; seconded by Alfred Granger. - Result: Victor Moses the sole nominee.
12.5	Nominations for Fund-raising Coordinator: <ul style="list-style-type: none"> - Eden Gajraj: nominated by Alfred Granger; seconded by John Campbell. - Result: Eden Gajraj the sole nominee.
12.6	Chris Chunnillall offered congratulations to the new ICQC Board.
[13]	<u>Any Other Business</u> <ul style="list-style-type: none"> 13.1 Ian Wishart requested that the Minutes be issued promptly and that at least the Action Items at least be quickly circulated. 13.2 Eden congratulated the new Board members and encouraged them to adopt the recommendations that he made to involve the Principal and the QC Board. 13.3 Alfred Granger thanked members for showing confidence in him and indicated that he was attracted to the responsibility of managing the affairs of ICQC. 13.4 Victor Moses indicated that Mark Dalgety, Chair of UK Chapter, was part of the ICQC Board and was the President of ICQC. Victor clarified that the ICQC Constitution allowed Mark to delegate the ICQC Presidency to the new UK Chair if someone else was elected to that position in the upcoming UK elections. 13.5 Donald Trotman informed the meeting that his forthcoming book, which details his experiences in the UK, would be launched later this month. He indicated that he was currently offering the book at a concessionary price of £10. 13.6 Chris Chunnillall informed the meeting that there would be a Briefing at the Guyana High Commissioner's office on Monday Oct 14 (tomorrow).



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Item No.	Discussion Points / Decisions Reached
[14]	<u>Carmen Collegii Reginae</u> 14.1 Ian Wishart led in the singing of the school song. 14.2 Meeting adjourned: 3:53 PM.



Action Items		
#	Required Action	Assigned To
1.	Discuss Neville Beharry's involvement in the Teaching of Physics at QC project with Clarence Trotz	Victor Moses
2.	Inform membership that Central Florida was planning a golf tournament in May 2014 and was requesting Chapters to send representatives for an inter-house competition	All Chapters
3.	Send the Press Release and Joint Action Plan for the Membership Development Project to all Chapters	Victor Moses
4.	Contact Toronto-based Faye Rohee re coopting her (Faye's) sister to assist with the Health Fair.	Eden Gajraj
5.	Assisting the QC Principal to prepare the Needs List	Alfred Granger
6.	Follow-up with QC re correspondence that was sent by QCAA Toronto offering: - Assistance to implement any follow-up action plan from the retreat. - The services of Clarence Trotz for the delivery of the CXC Physics curriculum.	Victor Moses
7.	Prepare a Vision Statement for the Grounds/Pavilion Project.	ICQC
8.	Assist with getting quotes from 2 other contractors for the Intercom Project	Alfred Granger
9.	Follow-up on the project to upgrade the P.A System in the QC Auditorium	Brian Woodroffe
10.	Seek confirmation that the equipment for forthcoming Intercom Project could not be used to upgrade the P.A System in the auditorium	Victor Moses
11.	Draft Constitutional Amendments for submission to the 2014 ABM - having ICQC ABMs biennially.	ICQC
12.	Discuss with the QC Board - a Program to honor the 170 th Anniversary of the school	Brian Woodroffe
13.	Draft a Program to honor the 170 th Anniversary of the school	Brian Woodroffe
14.	Discuss the timing of the 2014 Reunion with the QC Board – week 1 of December 2014 to coincide with QC's Speech Night. .	Brian Woodroffe