

2021

ANNUAL GENERAL MEETING BOOKLET

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CTLPA Prayer:

May all religions find a common ground of unity.

May all beings be happy.

May all beings love one another.

May all our students benefit from our experiences at CTLPA.

May all of us at CTLPA be enlightened so that we can continue to serve our students, staff and members of the public who need our services.

May all be blessed by the continued relationship with our parent body ACPA – (American College Personnel Association).

Bless the proceedings of this meeting so that it will be beneficial to all concerned.



CTLPA Pledge:

We the members of the C.T.L.P.A. promise to promote the well-being of students.

To engage, involve and develop both students and our fellow membership to appreciate diversity.

To facilitate the merging of both in-class and out-of-classroom learning that would create greater student satisfaction and Caribbean leaders.



NOTICE OF MEETING

Notice is hereby given that the Annual General Meeting of the Caribbean Tertiary Level Personnel Association (CTLPA) (T&T Chapter) will be held on **Thursday 15th July, 2021** at 6:00pm via Zoom.

AGENDA

1. Prayer
2. Welcome
3. Greetings
 - a. Ms. Don-Marie Holder, President of CTLPA Barbados Chapter
 - b. Dr. Deirdre Charles, Director, Division of Student Services and Development, The UWI, St. Augustine Campus
4. Review of Minutes from AGM 2020
5. Correction and Confirmation of Minutes
6. Reports: -
 - a. President's Report
 - b. Treasurer's Report
 - c. Membership Coordinator's Report
 - d. Public Relations Officer's Report
 - e. Secretary's Report
7. Returning Officer Report – (Election Process & Results)
8. Introduction of New Executive
9. Incoming President's Message
10. Any Other Business
11. Adjournment

The following positions are open for elections:

- President Elect
- Secretary
- Assistant secretary
- Treasurer
- Assistant Treasurer
- Public Relations Officer (PRO)
- Assistant PRO
- Membership Coordinator
- Assistant Membership Coordinator
- Members at Large (4 positions)

You are reminded that membership dues of US\$50 or TT\$340 must be paid to enable eligibility for positions on the Executive.

Looking forward to meeting with you all and having you serve on the Executive.



Caribbean Tertiary Level Personnel Association (CTLPA)
Trinidad and Tobago Chapter
Minutes of CTLPA Annual General Meeting held on Tuesday 27th October, 2020
Via Zoom

Present Members:

President	–	Mrs. Beverley Ellis
President Elect	-	Jacqueline Huggins
Immediate Past President	-	Mrs. Lisa-Ann Robinson-Nelson
Secretary	-	Mrs. Roxanne Bartholomew
Assistant Secretary	-	Mrs. Amanda Best-Noel
Treasurer	-	Mrs. Margaret Sylvester-Lawrence
Assistant Treasurer	-	Ms. Pamela Townsend
Public Relations Officer	-	Robert Baird
Asst. Public Relations Officer	-	Vijaya Persad
Membership Coordinator	–	Ms. Julie-Ann Guy
Asst. Membership Coordinator	-	Mrs. Sarika Moonian-McCoon
Member at Large	-	Onesi La Fleur
Member at Large	-	Anil Maharaj
Member at Large	-	Chandra Ragoonath
Member at Large	-	Ms. N'tasha Carew

Absent:

Member at Large	-	Ms. Aduke Williams
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OTHER MEMBERS PRESENT:

Chandar Gupta Supersad
Paula Inniss
Del Phillips

1. Call to Order

The Meeting started at 6:20 p.m. with a Prayer by Mr. Onesi La Fleur.

2. Welcome and Apologies

The President of the (CTLPA) Trinidad and Tobago Chapter welcomed the CTLPA members to the first ever Annual General Meeting (AGM) via zoom. The President, stated all the apologies for absence from this meeting.

3. Review of Minutes from AGM 2019

The Secretary presented a recap of the minutes of the 2019 AGM.

4. Reports

A. President's Report

The President, Mrs. Beverley Ellis, began her report by stating that The CTLPA Trinidad and Tobago Chapter was established in 2010, and consisted of members across various tertiary institutions in Trinidad and Tobago. She stated that she was thankful to the University of the West Indies, St. Augustine Campus for providing the CTLPA with an office on their compound where monthly meetings can be hosted. The President stated that we existed in a higher education landscape in which there are over 40 institutions of higher learning and indicated that this presented many opportunities for us as an Association to make an impact in Higher Education and Student Services.

Mrs. Ellis further reported that for the year 2020, the Chapter hosted a series of lunch and learn workshops during the months of February and March 2020. The title of which was '*Academic Advising: Beyond Course Selection and Registration*'.

The workshops were held as follows:

- February 28th - University of the Southern Caribbean
- March 6th - Cipriani College of Labour and Cooperative Studies
- March 10th - UWI Roytec.

These workshops were held at various tertiary institutions in Trinidad. One of the results of the Lunch and Learn series was increased awareness of our Association which also resulted in an increase in our membership.

The Association offered membership at a reduced rate- 3 members for the price of 2, in an effort to further increase our membership.

In an effort to assist persons desirous of attending CTLPA's Regional conference, the Association began a fundraising drive which had to be curtailed due to the Covid 19 pandemic. However, the CTLPA successfully held a fundraiser in the month of February by having a Valentine's Snack box sale.

Again due to the pandemic, the proposed November (1 day) Student Affairs Workshop had to be cancelled. In its place, a virtual webinar is being planned titled: "*Student Learning and Success in the Virtual Space*". This webinar will target faculty, students and staff of higher education institutions, and will also increase knowledge of our Association.

Mrs. Ellis indicated that in an era where higher education is facing an uncertain future, we are challenged with the task of equipping ourselves with strategic tools so that we can continue to thrive in our profession.

Mrs. Ellis thanked the outgoing Executive Members and stated her pleasure in working with the members to impact Student Affairs in Trinidad and Tobago. She encouraged the Incoming President, and new Executive members to continue the work of making a difference as Higher Ed and Student Affairs professionals by impacting the lives of our students, and moving our tertiary institutions forward in terms of the co-curricular as we navigate this 21st century.

B. Treasurer's Report

The Treasurer's Report was presented by Mrs. Margaret Sylvester-Lawrence. (*See attached statement*). A motion to accept the report was moved by Mrs. Sylvester-Lawrence and seconded by Ms. Vijaya Persad.

C. Membership Coordinator's Report

Mrs. Julie Guy, Membership Coordinator reported that the current membership of the CTLPA Trinidad and Tobago Chapter is composed mainly of members from three institutions, the University of the West Indies, University of the Southern Caribbean and UWI-ROYTEC.

● Membership Changes

A draft membership list, a working document, was created to populate the current membership list. The list contains a number of inactive members.

● Membership Listing

Individuals on our current list have been placed into 4 categories. These are:

- 1. Executive**
- 2. Active**
- 3. Inactive**
- 4. Prospect**

Breakdown of persons on current List

There are 139 members on the current membership list.

- 1. Executive - 10**
- 2. Active - 6 (Includes new and returning members)**
- 3. Inactive - 119**
- 4. Prospect - 4**

New Members for the 2020-21 period are:

- George-Mitchell, Marlene --UWI-ROYTEC
- Antoine, Ayanna--University of the Southern Caribbean
- Aguilera-Corridus, Latoya--University of the Southern Caribbean
- Pierre, Le-Roy--University of the Southern Caribbean
- Roach, Marlene--University of the Southern Caribbean

Three of these individuals took advantage of the membership promotion special of "Three for the price of two"

- Move from Inactive to Active
 - Del Phillips--University of the Southern Caribbean
- Initiative to Increase Membership

A fillable online form was created. This form will be emailed to current and prospective members who would be required to submit via email.

- Promotional flier

A flier was created to advertise the steps to join and the benefits of joining CTLPA TT chapter. This would be used to generate interest and awareness of the association.

Steps to Join the Association

- 1. Complete Membership form**
- 2. Pay annual membership dues**
- 3. Submit form via email to: ctlpachapter@gmail.com**

- Benefits
 - Reduced fees for CTLPA sponsored events
 - Notification of all CTLPA and ACPA sponsored conferences and workshops.
 - Network with colleagues in student services across institutions
 - Access to consulting services and speakers provided by ACPA
 - Information on literature and training available in the field

- Proposals Going forward

The goal is to target 20 tertiary institutions with the aim to increase the membership and involve as many Student Services personnel to join the association. Personnel from these institutions will be invited to CTLPA events such as workshops and seminars.

Executive Members will be asked to assist with populating the list. Names will be assigned to members from the targeted institutions. Members will be required to contact inactive members to ascertain their willingness to move from inactive to active.

To formulate a drive to get more faculty to join the association.

A motion to accept the report was moved by Mrs. Julie Ann Guy and seconded by Mrs. Pamela Townsend.

D. Public Relations Officer's Report

Mr. Robert Baird, Public Relations Officer, presented his report on the activities of the Chapter. He noted that due to the COVID-19 pandemic many activities were curtailed. Mr. Baird highlighted the promotional activities for the following events:

- (i) Valentine's Day Fundraiser – Sweet Box Sale
- (ii) CTLPA Lunch & Learn Seminars
- (iii) Membership Drive – Two members for the price of three.

A motion to accept the report was moved by Mr. Robert Baird and seconded by Mrs. Margaret Sylvester-Lawrence.

E. Secretary's Report

The Secretary reported that the chapter held six (6) executive meetings during the period November 19th to September 2020 with an attendance record of 65%.

The first executive meeting was held on 19th November 2019 and the President outlined the following goals:

1. To grow membership;
2. To adopt a tiered approach to include the option to add students as members of the association;
3. To update membership benefits;
4. To continue with lunch & learn series at tertiary institutions;
5. To execute a successful workshop in November 2020;
6. To establish quarterly financial reports;
7. To have fundraisers to help fund executive members attendance at regional conference;
8. To host a successful December social;
9. To meet regularly with executive members via Zoom

The Secretary also reported on some of the agenda items covered in executive meetings. This include:

- Fundraisers – Valentine's Day Fundraisers
- Lunch & Learn Series
- CTLPA Month – Promotions (Ctlpa Cookies, Membership Promotion 3 Persons For The Price Of 2)
- Sponsorship at Academic Advising Symposium
- November Workshop

Mrs. Bartholomew also noted that the covid-19 pandemic forced the executive to move to virtual meetings. The secretary reported that webinars and workshops had also been moved to online.

A motion to accept the report was moved by Mrs. Roxanne Bartholomew and seconded by Mr. Robert Baird.

5. Elections of Officers

Mrs. Lisa-Ann Robinson-Nelson was elected as Returning Officer and conducted the electoral process. The election process started at 7:00pm with a total of eighteen (18) participants logged on. The following positions were being contested and nominations were open up until the election time:

- President Elect
- Assistant Treasurer
- Assistant Secretary
- Assistant Public Relations Officer
- Assistant Membership Coordinator

The nominations list was posted by the returning officer and members were asked to private message the returning officer to cast their votes. The Returning Officer called the Elections of Officers to an end at 7:20pm.

The results of the elections were as follows:

President Elect	Sarika Moonian-McCoon
Assistant Secretary	Lisa-Ann Robinson-Nelson
Assistant Treasurer	Pamela Townsend
Assistant Public Relations Officer	Vijaya Persad
Assistant Membership Coordinator	Onesi La Fleur
Members at Large	N'tasha Carew
	Anil Maharaj
	Paula Inness
	Del Phillips
	Amanda Best-Noel
	Chandra Ragoonath

9. Incoming President's Message

Dr. Jacqueline Huggins thanked the last Executive for staying the course and expressed her vision for the way forward for the Association. She hopes to build the team spirit and comradry amongst the members and ensure that CTLPA remained relevant.

Dr. Huggins stated that the current economic climate presented much uncertainty at the various tertiary institutions, however she believes that once persons pool together resources and knowledge the Association can achieve its goals.

Dr. Huggins ended by thanking everyone for attending and expressed her interest in working with the new Executive team.

10. Any Other Business

Dr. Huggins informed the members of the upcoming November webinar dated Nov 20th, 2020 under the theme “*Student Learning and Success in the Virtual Space*”. Dr. Broslin from the USA and Dr. Joy Cox of Antigua were identified as presenters for the workshop. The 1st Executive meeting will be announced at a later date and members would be informed of their various roles in the planning and execution of the November webinar.

The meeting ended at 7:45pm with special thanks to Mrs. Pamela Townsend for use of the Zoom account.

CARRIBBEAN TERTIARY LEVEL PERSONNEL ASSOCIATION
ANNUAL GENERAL MEETING OCTOBER 23rd 2020

CTLPA – TRINIDAD CHAPTER INCOME/EXPENDITURE STATEMENT 2019-2020

Bank Balance as at 23rd October 2020 (TT\$) \$34,404.27

Bank Balance as at 23rd October 2020 (US) \$3,543.20

INCOME:

**Deposits
TT\$**

Membership Dues for 2019/2020

Chandar Gupta Supersad	320
Pamela Townsend	340
Margaret Sylvester Lawrence	340
Chantal Nelson	340
Anil Maharaj	340
Vijaya Persad	340
Sarika Moonian-Mc-Coon	340
Beverley Ellis	340
Julie-Ann Guy	340
Onesi La Fleur	<u>340</u>
	3,380.00

Membership Dues for 2020/2021

Marlene George-Mitchell	340
Pamela Townsend	340
Margaret Sylvester Lawrence	340
Amanda Best Noel	340
Anil Maharaj	<u>340</u>
	1,700.00

Fundraiser Contributions for CTLPA as of October 2020

5,050.00

TOTAL INCOME

10,130.00

EXPENDITURE: (TT\$)

Reimbursement to:

Lisa-Ann Robinson-Nelson

Cheque #0221 Refreshments AGM October 2019 975.00

Pamela Townsend

Cheque #0222 Town Restaurant – CTLPA Social – January 2020 1,375.00

Cheque #0224 Floral Arrangement & Sympathy Card:
Dr. Jacqueline Huggins 320.00

Soogandaye Moonian

Cheque #0223 Valentine’s Day Fundraiser Supplies 2,590.00

Kevin Snaggs

Cheque #0225 Cookies for CTLPA Lunch & Learn Workshop
ROYTEC – 10-03-2020 500.00

Roxanne Bartholomew

Cheque #0226 Snacks for CTLPA Lunch & Learn Workshop
Cipriani Labour College – 06-03-2020 100.00

Beverly Ellis

Cheque #0228 Snacks for CTLPA Lunch & Learn Workshop
University of the Southern Caribbean – 28-02-2020 69.75

Roxanne Bartholomew

Cheque #0229 Fruit Basket for Condolences for Pamela Townsend 360.00

TOTAL EXPENDITURE 6,289.75

NOTES:

1. All monies received as Membership Fees and from the Valentine's Day 2020 Fundraiser have been deposited in the CTLPA Bank Account at the Republic Bank, UWI branch.
2. Some members of the Executive have paid their Membership Fees to CTLPA, Jamaica at the Regional Annual General Meeting for 2020/2021. They are Dr. Jacqueline Huggins and Mrs. Roxanne Bartholomew.
3. An invoice for payment of membership fees was sent to USC for the following new CTLPA members Ayana Antoine, La Toya Aguilera-Corridus and Marlene Roach. Also for the continuing members Beverly Ellis, Julie-Ann Guy, Onesi La Fleur and Leroy Pierre.
4. An invoice for payment of membership fees was sent to ROYTEC for the following CTLPA members Sarika Moonian-Mc Coon and Vijaya Persad.
5. The CTLPA fundraiser realised a total profit of \$2,460.00 from the 2020 Valentine's Day Sweet Box Project.
6. All membership fees from Executive members are due. We must lead by example.
7. Those members who have paid fees to the Republic Bank, please inform us, as soon as possible via your bank receipt.

Prepared by Margaret Sylvester Lawrence, Treasurer, Trinidad Chapter October 27, 2020

TRINIDAD & TOBAGO'S CHAPTER REPORT

President's Report for the Period 2020-2021

By Dr. Jacqueline Huggins



PRESIDENT'S NOTE

By Dr. Jacqueline Huggins

It certainly has been a pleasure, an honour and one of the milestones in my career as a Student Services Professional to have served as the President of the CTLPA Trinidad and Tobago Chapter for the past 10 months.

The Annual General Meeting of the CTLPA T&T Chapter was held on October 23rd, 2020, with a full team of Executive Members being voted in with Dr. Jacqueline Huggins, Manager, Student Life and Development Department, The University of the West Indies, St. Augustine Campus leading the charge. Over the past year, we have attracted members from The UWI, University of the Southern Caribbean, UWI Roytec and Cipriani Labour College.

Based on a review of the Association's operational strategies, the President decided to utilize the year to focus on the reengineering of the operations of the organization to ensure that there was a marked development of the Association and the professional development of its members. To this end, the following activities were planned and/or successfully implemented:

OPERATIONAL AND ADMINISTRATIVE MANAGEMENT

One immediate activity of the Chapter was to start the process of officially registering the CTLPA T&T Chapter as an NGO as required under the new FIU Laws instituted by the Government of Trinidad and Tobago. This process is almost completed.

To improve on the overall management of the organization, key Committees were formed related to positions on the Executive team ensuring that all members especially Members-at-Large were given opportunities to participate and contribute to the overall work of the organization (see attached). This format greatly assisted in the ease of implementation of tasks as well as, increasing the benefits to the organization from the sum total of talents and experience of members.

VISIBILITY

In an attempt to increase the visibility of the Trinidad and Tobago Chapter, one of the key tasks of the organization was to ensure that its PR systems were tailored and focused. A number of new initiatives were done and ranged from as simple as a change in the look of the organization's letterhead to a heightened use of social media, thanks to the work of the Public Relations Team headed by Mr. Robert Baird.

1. For the first time there was an Executive Spotlight initiative to feature all new Executive members starting in CTLPA month.
2. As is customary, CTLPA month was celebrated in February 2021 and the organization created a poster which highlighted past celebrations as well as, the history of CTLPA Month was shared on social media and with all its members.
3. For the first time, social media was used to introduce all new members to the general membership and to the public.
4. We also liaised with ACPA to successfully create a sticker as a Chapter promotional item for distribution.
5. We also purchased other promotional items including pens, pencils, and water bottles to increase visibility while increasing organizational funding.

MEMBERSHIP

Great emphasis was placed on not only seeking to recruit new members but also in the institution of several new processes by which members were incorporated into the Association and supported during the initial months of membership.

The following steps were instituted to welcome new members to the organization:

1. A new member received a welcome letter from the Membership Coordinator (new letter created by the President) in addition to a welcome package consisting of promotional items, By-Laws and other key information on the Chapter and Regional organization.
2. The President welcomed new members by personal telephone contact.
3. New members were introduced to the general membership via the circulation of a flyer with a short bio by email as well as, via our social media sites.

Thanks to Ms. Julie-Ann Guy and her team, with effect from 2020, the Chapter began using an Access Database to streamline the gathering and storage data on membership. This has allowed us to efficiently store and manage membership records. Additionally, it affords quick retrieval of information and ease of access for data sharing and communication of membership information. This database was created by Mr. Anil Maharaj, UWI, St. Augustine, Member at Large. There was also a drive to reach out to both old and prospective members from several Universities.

New Members

The following five persons joined CTLPA:

1. Derrick, Whitney, Coordinator - Student Life at the Tobago Hospitality and Tourism Institute. She joined in January, 2021.
2. Roberts, Ronnie - Associate Professor at the University of the Southern Caribbean. He joined March, 2021.
3. Bullard-Roberts, Angel - Associate Professor at the University of the Southern Caribbean. He joined March, 2021.
4. Niles, Kenneth - Adjunct Professor at the University of the Southern Caribbean. He joined March, 2021.
5. Adler, Jarrell - Programme Coordinator at The University of the West Indies. He joined April, 2021.

The following two members returned to the organization:

1. Snaggs, Kevin - Residence Manager, The University of the West Indies - March, 2021
2. Mannette Smith, Kristy - Manager, Financial Advisory Services, The University of the West Indies - April, 2021

Over the years, there have been many members who have served the Chapter with distinction and have not been recognized in a concrete way for their contributions. These members may or may not have been successful in receiving awards on a regional level. A decision was made to establish the following two awards which will be awarded at the upcoming Chapter's AGM.

i) CTLPA T&T Chapter Participation Award – This will be given to the member who was most involved and participated in the operations of the Association.

ii) CTLPA T&T Chapter Innovation award – This will be given to a member who has contributed to the development of an idea/project/ initiative that will assist the association to achieve its goals.

PROFESSIONAL DEVELOPMENT

Another major goal of the CTLPA was to focus on the professional development of members given the changes facing the field of Student Services. It therefore became necessary to place greater emphasis on the professional development of members through research, leadership, increased access to knowledge, materials, conferences, and webinars locally, regionally and internationally. Mrs. Beverley Ellis continually provided information and advertisements to members on professional development opportunities during the year. The organization also took advantage of the virtual mode of delivery of professional development activities. Members were encouraged to attend webinars offered by the CTLPA Regional body, ACPA, ACHEA and the two webinars which were hosted by the Chapter:

1. Student Learning and Success in the Virtual Environment.

Date: November 20, 2020.

The facilitators were: Dr. Joy Cox, Education Learning Specialist, University of Louisville, School of Medicine; Dr. James Breslin, Asst. Provost for Assessment, Accreditation and institutional effectiveness Bellamine University in Louisville KY and Dr. Keitha Perryman, Director, Student Affairs, UWI School of Business and Applied Studies Ltd. UWI-Roytec.

2. Winning Ways for Faculty

Date: February 26, 2021

Facilitator: Dr. Tamara Bertrand Jones

Assistant Professor of Higher Education in the department of Educational Leadership and Policy Studies at Florida State University.

The Chapter had a noted presence at the ACPA 2021 Convention, March 2021, as several members attended the activities, including Dr. Huggins, President, Pamela Townsend, Assistant Treasurer, Anil Maharaj, Member at Large, Amanda Best-Noel, Member at Large and Beverley Ellis, IPP. Members also did us proud as they won awards and enlisted as members of Commissions and Directorate Boards. It is hoped that the organization will benefit in the long term from the knowledge and skills that were gained:

- Mr. Anil Maharaj was awarded a one-year scholarship membership from the ACPA Commission of Global Dimensions and Student Development (CGDSD). Since winning the scholarship, he has contributed to a Blog of the CGDSD's Blog and currently joined the Directorate Board as a Member-at-Large for the 2021-2022 (one-year) term. Mr. Maharaj is also a member of the recently formed ACPA Task Force for Online Experiences and Engagement which addresses the issues faced by students and staff related to ICT in Teaching and Learning.

- Ms. Amanda Best-Noel was awarded the ACPA's Commission for Student Involvement's Outstanding New Professional Award and serves as Membership Engagement Coordinator on the ACPA's Commission for Global Dimensions in Student Development.

- Mrs. Beverley Ellis and Ms. Julie-Ann Guy were also encouraged by the President, Executive member of IASAS to attend the IASAS Global Forum 2021. They were also able to assist the North American and Caribbean Team. It is hoped that the knowledge gained as it relate to Sustainable Development Goals will be used to guide individual and organizational practice in the future.

- Mrs. Sarika Moonian-Mc Coon and Ms. Vijaya Persad, also attended the UWI St. Augustine Academic Advising and Mentoring Conference. Mrs. Moonian-Mc Coon did us proud by winning the Most Engaged Participant.

- Ms. N'Tasha Carew was a recipient of a sponsorship to attend the session.

LIBRARY INITIATIVE

Dr. Kenneth Niles and Mrs. Beverley Ellis have been given the task to establish a Library initiative, where the Association can start to build a Library virtually while keeping and physical copies of books, newsletters, journals from past conferences etc. The President encouraged persons who have access to materials to share. This initiative would help to build knowledge capacity and to enhance professional development of members and is also in keeping with the future anticipation of developing and supporting the research agenda of members of organisation.

FINANCIAL MATTERS

The Finance Committee headed by Mrs. Margaret Sylvester-Lawrence and ably assisted by Mrs. Pamela Townsend provided critical guidance to the organization during the year, as we grappled, like the wider society with a reduction of income. We were able to manage the finances and after much discussion were able to develop a fund-raising initiative as we purchased a number of items which will be sold to earn revenue. A strategy for raising funds was created as the organization purchased several promotional items to be sold as packages. Unfortunately, just as we received the items Trinidad and Tobago underwent another COVID -19 lockdown. It is expected that the venture will be successful when we reopen. Several fund-raising ventures were discussed, and it is expected that these will be pursued in the upcoming year.

VIRTUAL CTLPA LIME

Members also found time to relax and enjoy time together amid the pandemic as members attended the Regional Virtual end of year Lime. It was a joyous occasion and on 28th February, the Chapter successfully held a virtual lime in an effort to encourage camaraderie among members. This activity will be one of our annual events as members appreciated the time when we were able to relax and get to know each other on a different level.

CONCLUSION

Though this has been a successful year, it has not been without its challenges. As Student Services professionals we are well aware of our reality of long days, many meetings and the great demands that are made on our lives on personal and professional levels. Our operations were not spared by the effects of the COVID-19 pandemic as at times physical mobility was affected and delayed the completion of tasks. While fund raising and visibility continue to be future goals, it is with pride in the CTLPA T&T team that I conclude my term knowing that most of what was planned was achieved though the period was less than a year. There was always a high level of attendance at meetings and events and the job always got done. I do hope that I have left the state of the organization better than I would have met it and will be handing over an organization that is poised for further greatness.

SUB COMMITTEES OF THE CTLPA TRINIDAD CHAPTER

Policy & Administration – Mrs. Sarika Moonian-Mc Coon, Mrs. Amanda Best-Noel, Dr. Jacqueline Huggins, Mrs. Roxanne Bartholomew, Ms. Chandra Ragoonath, Mrs. Beverley Ellis, Mrs. Sarika Moonian-McCoon

Membership/Awards - Mrs. Julie Guy, Mr. Onesi La Fleur, Mr. Anil Maharaj, Ms. Natasha Carew

Finance and Fundraising – Mrs. Margaret Sylvester Lawrence, Mrs. Pamela Townsend, Mrs. Amanda Best-Noel, Mrs. Lisa Ann Robinson-Nelson, Dr. Jacqueline Huggins

Outreach/Training/Professional Development – Mrs. Beverley Ellis, Mrs. Del Phillips, Ms. Paula Inniss, Mrs. Roxanne Bartholomew

Public Relations – Mr. Robert Baird, Ms. Vijaya Persad, Mrs. Lisa-Ann Robinson-Nelson, Ms. Sarika Moonian/McCoon

Operations & Communications – Mrs. Amanda Best-Noel, Mrs. Beverley Ellis, Dr. Jacqueline Huggins

Meet THE EXECUTIVE

NAME	POSITION
Jacqueline Huggins	President
Sarika Moonian-Mc Coon	President Elect
Beverley Ellis	Immediate Past President
Roxanne Bartholomew	Secretary
Lisa-Ann Robinson-Nelson	Asst. Secretary
Margaret Sylvester	Treasurer
Pamela Townsend	Asst. Treasurer
Robert Baird	Public Relations Officer
Vijaya Persad	Asst. Public Relations Officer
Julie Guy	Membership Co-ordinator
Onesi La Fleur	Asst. Membership Co-ordinator
Anil Maharaj	Members At Large
Paula Inniss	
Natasha Carew	
Chandra Ragoonath	
Del Phillips	
Amanda Best-Noel	

CARRIBBEAN TERTIARY LEVEL PERSONNEL ASSOCIATION

ANNUAL GENERAL MEETING

CTLPA – TRINIDAD CHAPTER INCOME/EXPENDITURE STATEMENT

November 1st 2020 – July 10th 2021

Bank Balance as at 10th July 2021	(TT\$) \$49,501.19
Bank Balance as at 10th July 2021	(US\$) 3,543.20

INCOME: TT\$

Membership Dues for 2020/2021

Mr. Adesh Lutchman	340
Mrs. Amanda Best Noel	340
Dr. Angelle Bullard-Roberts	227
Mr. Anil Maharaj	340
Mrs. Beverley Ellis	340
Mr. Chandar Gupta Supersad	340
Ms. Del Phillips	340
Ms. Genai Simpson	340
Dr. Jacqueline Huggins	340
Mr. Jarell Adler	340
Mrs. Julie Ann Guy	340
Mrs. Keitha Perryman	340
Dr. Kenneth Niles	277
Mr. Kevin Snaggs	340
Mrs. Lisa Ann Robinson Nelson	340
Mrs. Margaret Sylvester Lawrence	340
Mr. Onesi La Fleur	340
Ms. Pamela Townsend	340
Ms. Paula Inniss	340
Mr. Robert Baird	340
Dr. Ronnie Roberts	227
Mrs. Roxanne Bartholomew	340
Mrs. Sarika Moonian Mc Coon	340
Ms. Vijaya Persad	340
Mrs. Whitney Derrick Jacobs	<u>340</u>

TOTAL \$8,161

EXPENDITURE (TT\$)

Reimbursement to:

Jacqueline Huggins

Cheque #0231	Cleaning of the CTLPA Office on 27/02/2021 by Mrs. Leela Ramdass Seebaran	250.00
Cheque #0232	Purchasing CTLPA Promotional Items from KRL Designs Limited on 17-04-2021	2,725.00
Cheque #0233	Zoom Payments for May and June 2021	<u>200.00</u>
	TOTAL	<u>\$3,175.00</u>

NOTES:

1. Three new members paid the membership and registration dues using the three for two option.
2. Due to the Covid 19 pandemic and public health restrictions, fundraising activities did not take place in the 2020-2021 term.
3. The Membership Fees and the Registration Fees to be sent to Jamaica total
US\$1150. + US\$360. = US\$1510. [1510 x 6.8 = TT\$10,268.00].
4. The true Bank Balance will be TT\$49,501.19 – TT\$10,268.00. = TT\$39,233.19

Prepared by Margaret Sylvester Lawrence, Treasurer, Trinidad Chapter July 10, 2021



SECRETARY'S REPORT

Annual General Meeting

July 15, 2021

2020/2021

The calendar year 2020 would forever be etched in the memory of members of the CTLPA organization. Not only was year marked by a global pandemic which significantly affected lives and livelihoods, it was also a year which impacted modalities of administrations and governance at the Association, an impact which has shaped the future existence of the organization.

The President would have met with the Secretarial team, which comprises the Secretary and Assistant Secretary, on November 10, 2020 to understand the amended duties of the post of Secretary as well as to explore the necessary resources to ensure the effectiveness and efficiency of these duties. It was agreed that the Secretary, with the assistance of the Assistant Secretary, would assist in minute-taking for meetings, preparing and circulating meeting agendas to Executive members but more importantly ensuring the Executive can fulfill its functions, all through capacities involving the online modality. Support would also be provided to the Public Relations and Membership team in disseminating information about events and activities throughout the Executive's term.

Notably, all Executive Meetings were held via the online platform ZOOM, as operations had to be adjusted due to COVID 19 pandemic. It was agreed that the Secretariat have the responsibility of scheduling and distributing the online meeting information to Committee members until the Association was able to invest in a platform account of its own. The President also charged the Secretarial team with assisting in the gathering of documentation toward the completion of the Association's registration as a Non-Profit Organization within Trinidad and Tobago. This included the collection of material such as past AGM minutes and submission of the registration information of the CTLPA Office Headquarters at the UWI, St Augustine Campus. The Secretariat was also co-opted into a Committee to review the Policies, Bye laws and structure of the Association.

The Secretariat provided a report of the inaugural CTLPA Virtual webinar, "*Student Learning in the Virtual Environment*" held on November 20, 2021. The report included summaries of presentations delivered by esteemed panelists Mr. Jim Breslin, Dr. Joy Cox and Ms. Keitha Perryman and carefully noted that 169 participants were pre-registered for the webinar, but 79 persons were actually in

attendance. The feedback was excellent by all those who attended, making this inaugural Virtual Workshop a resounding success.

2020 / 2021 Meetings

Five (5) Executive Meetings were held for the year and one (1) General Meeting of all Members. Statuary meetings were held on the first Thursday of each month.

The First meeting of the Executive was held on November 26, 2020 and the President would have outlined her Plans for the upcoming year which included:

- i. Introduction of Committees to have the involvement of the Members at Large.
- ii. Recognition and Awarding Executive members at the end of the Year
- iii. Membership Drive to increase Membership
- iv. Registration of the Association
- v. Fundraising
- vi. Professional Development
- vii. Local Headquarters – Inventory & Maintenance

Further, the Executive established meeting dates for the rest of the term as follows:

- i. February 4, 2021
- ii. March 4, 2021
- iii. April 1, 2021 – (General Meeting)
- iv. June 11, 2021
- v. July 1, 2021

Executive meetings were usually structured to include:

- Updates by the President
- Committee Updates: Finance, Membership, PRO, Professional Development
- Regional Updates (Webinars and Regional Conference 2021)

The Secretariat also assisted with promoting Webinars and Workshops held by the Local & Regional Chapters, and Regional Conference to Members.

It was a pleasure to have held the position of Secretary for the past two (2) years and worked with the Executive Team members. Special mention and thanks to my Assistant Secretary, Mrs. Lisa-Ann Robinson-Nelson for all her hard work, patience and dedication to all tasks presented to the Secretariat.

Roxanne Bartholomew

C.T.L.P.A Secretary (2019-2021)



Caribbean Tertiary Level Personnel Association- 2020-2021

Executive Report

Public Relations Officer- Robert Baird (2019-2021)

Assistant Public Relations Officer- Vijaya Persad (2019-2021)

General Comments

The continuing global pandemic curtailed many of the usual activities and moved all events to online platforms. The Public Relations Team assisted the Executive with its many online initiatives as we aimed to increase our social media presence and to foster a greater sense of community within the CTLPA.

Initiatives

INCREASED SOCIAL MEDIA PRESENCE

The team endeavored to ensure all CTLPA, cultural and national events were posted and promoted on social media by setting up its official Instagram account (@ctlpatrinidad.tobago) and revamping the Facebook page. We continue to ask that the members of the Executive like and share our page and its posts. This will ensure the widest reach possible without paid promotion.

CTLPA EVENTS PROMOTED

1. CTLPA TT Chapter Live Webinar: Student Learning and Success in the Virtual Environment- 20th November 2020.
2. CTLPA Regional Webinar Series: Administrative Mindset- Managing Staff | Managing Students and the Online Space| Mental Health as a Student Affairs Imperative - 02nd & 23rd February, 23rd April, 2021.

3. CTLPA TT Chapter Live Webinar: A Faculty Forum- Winning Ways for Faculty- 26th February 2021.
4. CTLPA Jamaica Chapter: Student Services Amidst COVID-19: Motivating Students and Practitioners to Stay Afloat- 24th February, 2021.
5. CTLPA Regional Annual Conference: 20th – 25th June.
6. CTLPA Jamaica Chapter Live Webinar: Methodologies to Engage Students in an Online/Blended Learning Environment- 10th June 2021.

NEW SERIES- EXECUTIVE FEATURE OF THE MONTH AND WELCOME POSTER FOR NEW MEMBERS

The PR Team sought to highlight current and new members monthly on our social media platforms. Though participation was difficult, we did manage to highlight eight (8) of our Executive members as well as the following initiatives for new members:

- Welcome poster for new members.
- Welcome to CTLPA introduction poster which is included in the welcome package.

MISCELLANEOUS PROJECTS

- A new design was created for the prayer and pledge.
- Creation of a CTLPA TT chapter letterhead.
- CTLPA 2020/21 Executive poster.
- CTLPA month posters.
- CTLPA elections posters.

Membership Coordinator's Report

Caribbean Tertiary Level Personnel Association (CTLPA)

Trinidad and Tobago Chapter

July 15, 2021, 2020

It was a pleasure for The membership team to serve CTLPA during the 2020 -2021 Period.

The current membership consists of individuals who work at the following tertiary education institutions:

1. The University of the West Indies
2. The University of the Southern Caribbean
3. UWI-Roytec
4. Cipriani College of Labour and Cooperative Studies
5. Tobago Hospitality and Tourism Institute (THTI)

Current Membership

We were able to achieve the following objectives:

1. **Increase the membership**--We began the year with 22 members we now have an active list of 33 members.
2. **Target Faculty members.** Through our webinar, Winning Ways for Faculty which was held in the month of February, we were able to attract three new Faculty who are now members.
3. **Promotion at other Tertiary institutions**—We were able to email, send promotional flyers and invitations to personnel from the following institutions to our events. They are now aware that CTLPA exists:

1. Arthur Lok Jack School of Business
2. University of Trinidad and Tobago
3. Caribbean Nazarene College
4. College of Science, Technology and Applied Arts of T&T (COSTATT)
5. MIC Institute of Technology
6. West Indies School of Theology
7. Sam Caribbean Limited
8. School of Business and Computer Science (SBCS)
9. Academy of Tertiary Studies (ATS)
10. CTS College of Business and Computer Science Ltd.
11. Institute of Law and Academic Studies (ILAS)
12. College of Legal Studies (CLS)
13. Sital College of Tertiary Education
14. Student Accountancy Center (SAC)

Membership

Current membership	33
New Members over the period	9
Member who returned	2

The following nine persons joined CTLPA:

Member	Position	Institution	Date of Membership
1. Derrick, Whitney	Coordinator— Student Life	Tobago Hospitality and Tourism Institute	January, 2021
2. Roberts, Ronnie	Associate Professor	University of the Southern Caribbean	March, 2021
3. Bullard-Roberts, Angel	Associate Professor	University of the Southern Caribbean	March, 2021
4. Niles, Kenneth	Adjunct Professor	University of the Southern Caribbean	March, 2021
5. Adler, Jarrell	Programme Coordinator	University of the West Indies	April, 2021
6. Latchman, Adesh	Manager, Academic Services	UWI-Roytec	June, 2021
7. Perryman, Keitha	Director, Student Services	UWI-Roytec	June, 2021
8. Simpson, Genai	Registrar	UWI-Roytec	June, 2021
9. Phillip, Edwina		University of the West Indies	June 2021

The following two members returned to the association:

Member	Position	Institution	Date of Membership
1. Snaggs, Kevin	Residence Manager	University of the West Indies	March 2021

2. Mannette Smith, Kristy	Manager Financial Advisory Services	University of the West Indies	April, 2021

Use of Access Database for Membership Records

During the latter part of 2020, Access database was utilized for the storage of membership information. This has allowed us to efficiently store and manage membership records. Additionally, it affords quick retrieval of information and ease of access for data sharing and communication of membership information. Committee Member, Anil Maharaj, was responsible for setting up the database.

Steps for Welcoming New Members

The following steps were instituted to welcome new members to the organization:

1. New member receives welcome letter from Membership Coordinator
2. President of the organization telephones new member to welcome him/her
3. Flyer with picture of new member is circulated via email to membership informing of the new addition to the organization
4. Flyer with short bio of new member is placed on social media sites

I wish to thank the members of the Membership Committee for their support throughout the year:

- Assistant Membership Coordinator, Ps. Onesi LaFleur
- Anil Maharaj
- N'tasha Carew

Special thanks to Ms. Vijaya Persad and the PRO team who supplied our needs for promotional material and flyer in a timely and efficient manner.

Membership Coordinator

.....

Julie-Ann Guy

CTLPA Incoming President's Message (2021-22)

What a year! Andy Gilman once said "The secret of crisis management is not good vs. bad, it's preventing the bad from getting worse." The global pandemic has caused so much upheaval and loss in our world and even made in-roads in our "sweet sweet TnT". The pandemic has been a defining factor over the last year which we have all shown grit and perseverance; rising above the crisis, to evolve and find opportunities when there seemingly were none.

Let us take a moment to applaud those who have helped bring the CTLPA Trinidad and Tobago Chapter to where we are today. To the Outgoing executive members, thank you for your service for 2020-21. Without your continued efforts, loyalty and passion for the field of Student Affairs, the association could not have survived over the years.



Sarika Moonian-Mc Coon

As the incoming President, I am committed to working with the new Executive. I would even dare to say that I am committed to challenging you, to raise the bar higher, to help us strengthen the work of the association, to share of your expertise and skills. No man is an island, so we need the idiosyncrasies of everyone, focused, and involved on quality, to take the association forward and upward.

To the incoming executives, consider a few some simple ideas along these questions:

- How do we create a more meaningful experience for our members?
- How do we utilize our resources most effectively?
- And how does our work integrate fully with that of the key stakeholders: CTLPA Regional body and ACPA?

I urge each member to get involved in the Association's activities – strengthening the local chapter and establishing a greater footprint among the Higher Education landscape in Trinidad and Tobago. We can only raise the profession to a higher standard together.

I look forward to working alongside you all.

Thank you.

Sarika Moonian-Mc Coon



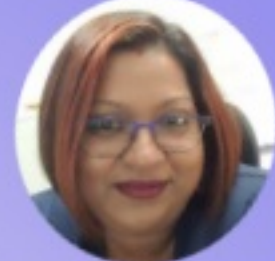
**Caribbean Tertiary Level Personnel Association
Trinidad & Tobago Chapter
EXECUTIVE 2020/2021**



Jacqueline Huggins
President



Beverley Ellis
Immediate Past President



Sarika Moonian-Mc Coon
President Elect



Margaret Sylvester
Lawrence
Treasurer



Roxanne Bartholomew
Secretary



Robert Baird
Public Relations Officer



Julie-Ann Guy
Membership
Coordinator



Pamela Townsend
Assistant Treasurer



Lisa-Ann Robinson-Nelson
Assistant Secretary



Vijaya Persad
Assistant Public
Relations Officer



Onesi La Fleur
Assistant Membership
Coordinator



Amanda Best-Noel
Member at Large



Anil Maharaj
Member at Large



Del Phillips
Member at Large



Paula Inniss
Member at Large



N'Tasha Carew
Member at Large



Chandra Ragoonath
Member at Large

Reflections

CTLPA
Month
FEB. 2020



"CTLPA custom made cookies!"



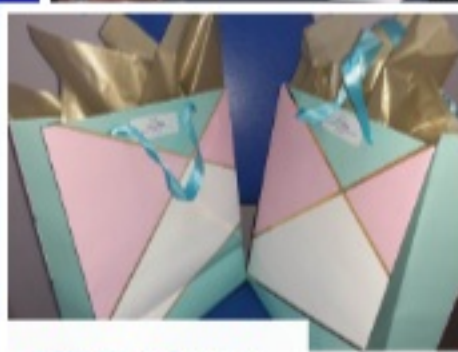
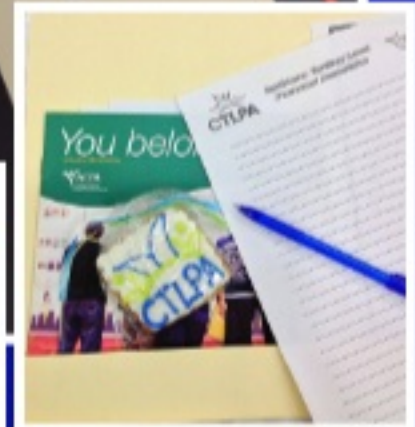
"Members at CTLPA workshop held at UWI-ROYTEC"



"Members at CTLPA workshop held at Cipriani"



"Members at CTLPA workshop held at USC"



"CTLPA tokens to workshop facilitators"



"CTLPA fundraiser 2020"





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