

Meeting of Church Teachers' College Alumni Association Inc. CTCAAi Annual General Meeting held Saturday September 6, 2025, via Zoom Call

1. Call to Order

The meeting was called to order by President Michael Andrews at 2:53/1:53 p.m. with a quorum of 19 present.

Housekeeping Rules established:

Keep Mics muted. Be respectful in voicing an opinion. Be concise in making points and always approach the chair.

2. Prayer

Reverend Clement Clarke of the Jamaica Baptist Union (Batch 14, Church Teachers College, retired teacher and ordained minister), offered a prayer to open the meeting, expressing gratitude for the opportunity to gather as alumni and asking for blessings on the meeting and its participants

3. Welcome

A warm welcome was extended to all participants, acknowledging the importance of the annual meeting.

4. Apologies for Absence

Tendered on behalf of Dr. Garth Anderson and Aggett Crosbie

5. Reading, Corrections and Confirmation of Minutes

The minutes from the previous meeting were presented on the website and taken as read. – The following corrections were made.:

- ✓ Diane last name missing corrected- Reece-King
- ✓ Primrose Barnett- Primrose Monfries
- ✓ Crouse Campbell added to list of attendees

Motion for Adoption of the minutes was proposed by John Lawrence and seconded by Hepburn Davis.

6. Matters Arising from the Minutes

Scholarships: The number of scholarships has increased to eight, with efforts to acknowledge donors on the website. The website itself was praised, with suggestions for a guest book and blog.

Membership and Dues: A need to clarify how to identify paid-up members for engagement and voting rights need to be established.

Sixtieth Anniversary Celebration: Updates were provided on past events for the college's 60th anniversary.

"*Rally of the Batches*" initiative aims to raise fifteen million dollars \$15,000,000.00 for the STEM center. Each batch is expected to contribute one hundred and twenty thousand dollars. Batch 10 contributed three hundred and fifty thousand dollars \$350,000.00, and Batch 14 contributed one hundred and seventy-five thousand dollars \$175,000.00. Contributions should be reported to the Alumni Association to maintain a record of the contributions. There was a request for batches who have not yet contributed to do so as it is an ongoing project.

Principal's Involvement

The continued noninvolvement of the principal of the college who is also an alum was a matter of concern, the President indicated that he has made several attempts to reach out to Dr. Anderson to ascertain the reasons for his lack of interest, without success. Crouse Campbell also reported that he met with Dr Anderson and Rev. Franklin Jackson Chairman of the College board, and both committed to bridging the gap between the Alumni Association and the college, still nothing positive have come of it. Dr. Jacqueline Goffe- McNeish suggested formalizing the principal's involvement by changing the bylaws to link it to donations and participation.

. Discussion about the importance of this report to maintain communication between alumni and the college. Suggestions to address this with the principal were made, expressing disappointment over the lack of communication. –

Website Updates and Content Suggestions:

Members were encouraged to visit the website at least once a month to stay informed and utilize it as a communication tool. A suggestion was made to include a guest book on the website. The development of a registration form for a private database to collect member information is in progress and may be available from early to mid-next year.

A blog feature is also being considered. The website uses WordPress and Elementor, and those with skills in these areas are invited to share credentials. A suggestion was made to add an "In Memoriam" section to the website, like the Jamaican Gleaner, to communicate the passing of past students and loved ones, with the caveat that family consent is required

The website address is ***ctcalumniinc.org***. Currently, the website has read-only access for all users. Suggestions for additional content include "milestones" and achievements

of members, such as promotions or significant accomplishments. A streamlined process for submitting information (deaths, celebrations, milestones) is needed.

It was suggested that batch representatives could share this information. Information submitted via the "Contact Us" page goes to an email address monitored by Michael Andrews. This information can then be collaborated with David (membership director) and the reporting person. Pictures and descriptions of events are welcome.

The "Contact Us" page is a good starting point for information submission. Information posted on the Facebook page can also be extracted and put on the website, as it is public knowledge. However, there is still a preference for family authorization before publishing information

7. Reports

This was chaired by Hepburn Davis First Vice President

Principal's Report

The report was submitted in writing by the principal and was read by Juley Wynter-Robertson. No specific points from the report were flagged for discussion or clarification by the attendees. Due to the principal's absence, detailed discussion was limited. There is optimism that the college is moving in the right direction and may soon achieve university college status, though legal ramifications are acknowledged. A significant project of fifty million dollars for the building of the STEM Center was mentioned as being in the principal's report and publicly announced.

Adopted by: Mike Andrews, seconded by: Eulalee Bartley.

Financial Report (CTCAAI):

The financial report was prepared by Barry Farquharson and presented by John Lawrence. The report covers the period from July 2024 to April 2025.

- **July 2024:** Started with \$5,589.65, received deposits in scholarships and dues, ended with \$6,889.92.
- **August 2024:** No deposits, balance remained \$6,889.92.
- **September 2024:** Started with \$6,889.92, received a \$500 scholarship deposit, ended with \$7,389.92.
- **October 2024:** Started with \$7,389.92, received scholarship deposit of \$1,000, ended with \$8,590.54.

- **November 2024:** Started with \$8,590.54, received additional funds due to people transfer, ended with \$9,613.70.
- **December 2024:** Started with \$9,613.70, received \$2,500 deposit, ended with \$12,113.70.
- **January 2025:** Started with \$12,113.70, received \$1,000 scholarship deposit, ended with \$13,113.70.
- **February 2025:** Started with \$13,113.70, received additional funds, spent \$146.28 on park rental, ended with \$13,319.70.
- **March 2025:** Started with \$13,319.70, no earnings, spent some money, ended with \$12,889.35.
- **April 2025:** Started with \$12,889.35, received \$600 in additional funds.
- **Overall income is \$17, 911.70, expenditure \$1591.70. Balance \$16, 372.51. There was a discrepancy with the net income being \$10, 782.86 for 2025. The information needs to be modified and reposted by September 11, 2025**

The Financial report was accepted pending the modification was adopted on a motion moved by Ale Wilson and seconded by Barbara Cousins

Membership Report:

The report presented by David Edwards was taken as read, with discussions on building the alumni association from the college level and the importance of the principal and board chairman's active role. Concerns were raised about the college's perceived lack of interest and support for the alumni association. Strategies for enhancing engagement, including integrating alumni into school events and creating associate memberships, were discussed

There was a recommendation to clarify how to identify paid-up members to improve member engagement and voting right. There is the need to get personal contact information for members. The number of paid-up members should be indicated prior to the meeting. All paid up member where local or overseas have voting rights.

Mandeville Chapter Report:

This report presented by Juley Wynter-Robertson (president) detailed new executive members, condolences for departed members, fundraising, student awards, and upcoming activities. A correction was requested regarding the "Alumni Star Committee" versus the "Florida-based CTCAA Star Committee." Questions were also raised about whether alumni day and homecoming are alumni or college activities were successful.

Adopted by Crouse Campbell, seconded by Mike Andrews

Financial Report Mandeville Chapter - Submitted by Aggett Crosbie, Income and expenses were presented, with a profit of \$108,000 realized on lapel pins. The purpose of a stipend was explained. The chapter was congratulated on breaking even but encouraged to increase revenue. Signatories to the accounts were listed. However, there was no discussion due to the Treasurer's absence

STAR Committee Report:

STAR (Student Teachers Assistance to Reciprocation) reported on accountability for over \$600 USD. It was requested that the monetary value of each scholarship be outlined in the report. Appreciation was expressed to donors like John Lawrence and Hetty Powell. Concerns were raised about recipients not actively participating in alumni activities, not sending thank you letters, and the college failing to return receipts.

The need for institutionalizing alumni activities and involving Dudley McLean was emphasized. A generational gap was suggested as a reason for the divide. It was recommended to incorporate mentorship, the attitude of giving back into personal development courses. John Lawrence expressed interest in increasing allocations but requires college input on highlighting alumni contributions.

President's Report

The President Michael Andrews presented a comprehensive report outlining the activities undertaken by the Executive Committee during the reporting period.

Highlights of the report included:

- Continued efforts to strengthen alumni engagement locally and internationally.
- Expansion of communication channels to improve member participation.
- Support provided towards scholarships and grants for deserving students.
- Collaboration with the College administration in support of institutional initiatives.
- Continued strengthening of relationships with regional chapters and overseas alumni groups.
- Planning and execution of activities aimed at increasing membership and improving financial sustainability.

The President expressed sincere appreciation to the Executive Committee, chapter leaders, volunteers, and members for their unwavering commitment and dedicated service throughout the year. Members were encouraged to become more actively

involved in the work of the Association as it continues to advance the mission of supporting Church Teachers' College.

On a motion moved by John Lawrence and seconded by Michael Andrews, the President's Report was adopted unanimously.

8. Election of Officers

This was conducted using verified nominations, eligibility requirements (paid-up members only). Election results are as follows:

President: Michael Andrews (reelected unopposed)

First Vice President: Hepburn Davis nominated by David Edwards and seconded by ale Wilson

Secretary: Juley Wynter-Robertson nominated by Ale Wilson and seconded by David Edwards

Treasurer: John Lawrence nominated by Mike Andrews and seconded by Hepburn Davis.

All directors were returned embloc.

David Edwards 2nd Vice President welcome the returned executive and indicated that he was looking forward to a productive year. These officers will assume responsibilities effective January 2026

9. New Business

Increase Membership Dues

John Lawrence indicated that there should be an increase in the membership dues currently being paid as he opines it's too miniscule and has very little value. This will be discussed at the next Board of Directors Meeting.

There was also a proposal that meetings should be held quarterly so that the AGM can be shorter.

Congratulations

Congratulations were extended to Delphine Williams on receipt of her Doctorate.

Obituaries

A moment of silence was observed for our fallen brothers and sisters: Hortense Forester, Lucetta Samuels, Marcia Brown- Reid, Donna Nicholas. Prayer for the souls of the departed was done by Dr Jacqueline Goffe- McNeish

Global Chat

Security concerns were raised re the expansion of the CTC Link WhatsApp group to persons outside of Jamaica

10. Closing Remarks

President Mike Andrews closed the meeting with gratitude and a call to action for ongoing alumni engagement, emphasizing that a stronger alumni association leads to a stronger college. He reiterated that a stronger alumni base leads to a stronger college.

11. Next Meeting Date: Tentatively scheduled for July 25, 2026

12. Adjournment: A motion for adjournment was made by David Edwards and seconded by Hepburn Davis at 6:54/ 5:54 PM.

Action Items

Task: Acknowledge scholarship donors on the website.

Person Responsible: Not specified, related to website management.

Deadline: Not specified.

Task: Clarify how to identify paid-up members to improve member engagement and voting rights.

Person Responsible: Not specified

Deadline: Not specified.

Task: Address the absence of the principal's involvement with the principal to improve communication.

Person Responsible: the BOD

Deadline: Not specified.

Task: Investigate incorporating the attitude of giving back into the personal development course for students

Person Responsible: Not specified.

Deadline: Not specified.

Task: Obtain college input on highlighting the contributions of the alumni association before increasing allocations.

Person Responsible: John Lawrence. Deadline: Not specified.

Task: Ensure consistency in naming persons and use standard first and last name conventions in all official communications

Person Responsible: All members, particularly those preparing reports.

Deadline: Ongoing.

Task: Secure sponsorship for the 60th-anniversary Rally of the Batches

Person Responsible: Mandeville Chapter, BOD and Batch Representatives

Deadline: Not specified.

Task: Initiate a dialogue between the President and another executive member to determine how to proceed regarding the principal's involvement.

Person Responsible: Not specified.

Deadline: Not specified.

Task: Discuss Jackie's suggestion to formalize the principal's involvement by changing bylaws.

Person Responsible: Board of Directors.

Deadline: Not specified.

Task: Utilize the alumnus representative on the college board more effectively.

Person Responsible: Not specified

Deadline: Not specified

Task: Encourage members to visit the website monthly.

Person Responsible: David Edwards/ All members

Deadline: Ongoing.

Task: Develop a registration form for a private database.

Person Responsible: Not specified.

Deadline: Early to mid-next year.

Task: Explore adding a guest book and blog to the website.

Person Responsible: David Edwards and Hepburn Davis

Deadline: Not specified.

Task: Share credentials for WordPress and Elementor with interested individuals.

Person Responsible: Mike Andrews

Deadline: Not specified.

Task: Develop an "In Memoriam" section on the website, requiring family consent.

Person Responsible: Mike Andrews/ David Edwards

Deadline: Not specified.

Task: Streamline the process for submitting information (deaths, celebrations, milestones) via the "Contact Us" page.

Person Responsible: Mike Andrews and David Edwards (Membership Director).

Deadline: To be tested and refined.

Task: Publish information about the "Contact Us" page and the need for information on Facebook, email distribution lists, and WhatsApp

Person Responsible: David Edwards/Ale Wilson.

Deadline: Not specified.

Task: Extract information from the Facebook page for the website, with family authorization.

Person Responsible: Person managing the Facebook page.

Deadline: Not specified.

Task: Follow up on the total pledges and collected amounts for the fifteen-million-dollar STEM center goal.

Person Responsible: Juley Wynter-Robertson

Deadline: Ongoing

Task: Ensure contributions to the "Rally of the Batches" are reported to Speaker 2 with receipts.

Person Responsible: All attendees/batch representatives.

Deadline: Ongoing.

Electronic recording by: Michael Andrews

Prepared by: Juley Wynter-Robertson

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Juley Wynter-Robertson

Secretary

Michael Andrews

President