
**National Roads Authority
Extra-Ordinary Meeting
Lunch & Learn – Paperless Board Meeting
Minutes of the One-Hundred & Eighty-eighth Meeting
of the Board of Directors
held in
NRA Conference Room,
Thursday 17th March, 2016 at 11:00 a.m.**

In attendance were:

Donovan Ebanks	Chairman
Gary Clarke	Director
Stanley Panton	Director
David Arch	Director
Dane Walton	Director
Kenross Connolly	Director
Stanley Panton	Director
Paul Parchment	Managing Director – NRA
Edward Howard	Deputy Managing Director - NRA
Julie Campbell	HR Manager (Acting Executive Sec.) – NRA
Anita Smith	Senior Executive Assistant - NRA

Invitees:

Mr. Alee Fa'amoe	ICTA
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1. Call to Order

The Lunch & Learn was called to order by the Senior Executive Assistant at 11:10am.

2. Introduction

The Senior Executive Assistant welcomed Board Members and thanked them for their attendance. She introduced Mr. Fa'amoe and explained the reason for the Lunch & Learn session.

3. **Paperless Board Meetings presentation**

Mr. Fa'amoe introduced the presentation and explained the benefits for going paperless. During the presentation Members asked questions relating to editing restrictions, privacy, security and approval of minutes.

Questions pertaining to the ability to make comments on documents and how this would work if several members wanted to make comments on the same document simultaneously were asked by the Chairman.

Mr. Fa'amoe explained back-up systems as well as the how documents could be edited simultaneously, through Google Docs. He further explained when questioned by Director Connolly, about the ability to approve changes and sign documents electronically.

Director Arch made inquiries about persons who are not computer literate and devices which could assist them. Mr. Fa'amoe explained choosing a device that easy to understand would be his advice and suggested an iPad.

Throughout the presentation Mr. Fa'amoe made reference to Dropbox as the system currently being used by ICTA and advised the enterprise to Dropbox subscription was \$1000 per year.

4. **Duct & Utility Pole Discussion**

Mr. Fa'amoe explained that the ICTA was in the process of mapping the ducts and entering the information in Lands & Survey system. He further explained the reason for the discussion was for Board Members to take into consideration the following possible options:

- Obtain a license to install the ducts and charge a reasonable price for right of way or
- Have someone else install the ducts and charge a right away fee or portion of their profit.


The Chairman advised the board would discuss this and advise if they were interested in any of the options presented.

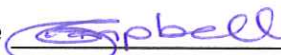
The erection and relocation of poles, pole band allocation to entities and CUC's refusal to move telecom lines were subjects of discussion. Concerns surrounding the erection of more poles because of CUC's refusal to move telecom lines when relocating poles; brought about Mr. Fa'amoe's decision to advise the NRA to inform the ICTA on schedules given to CUC. This he advised was the only way ICTA could fine CUC for not moving the lines.

Director Connolly expressed concerns about the depressed man-hole covers and the extended period of time it was taking for FLOW to rectify the issue. The MD advised they were in discussions with FLOW regarding an agreed schedule. Mr. Fa'amoe advised to keep ICTA abreast of the schedule as ICTA could fine them if they failed to meet the deadlines.

The Chairman thanked Mr. Fa'amoe and Board Members for attending.

The meeting adjourned at 2:00 pm.

Signature 
Chairman of the Board
Confirmation of minutes:
Date: 14 Apr. '16

Signature 
HR Manager (Acting Exec. Secretary)
Seconded: Confirmation of minutes
Date: 14 April 2016

