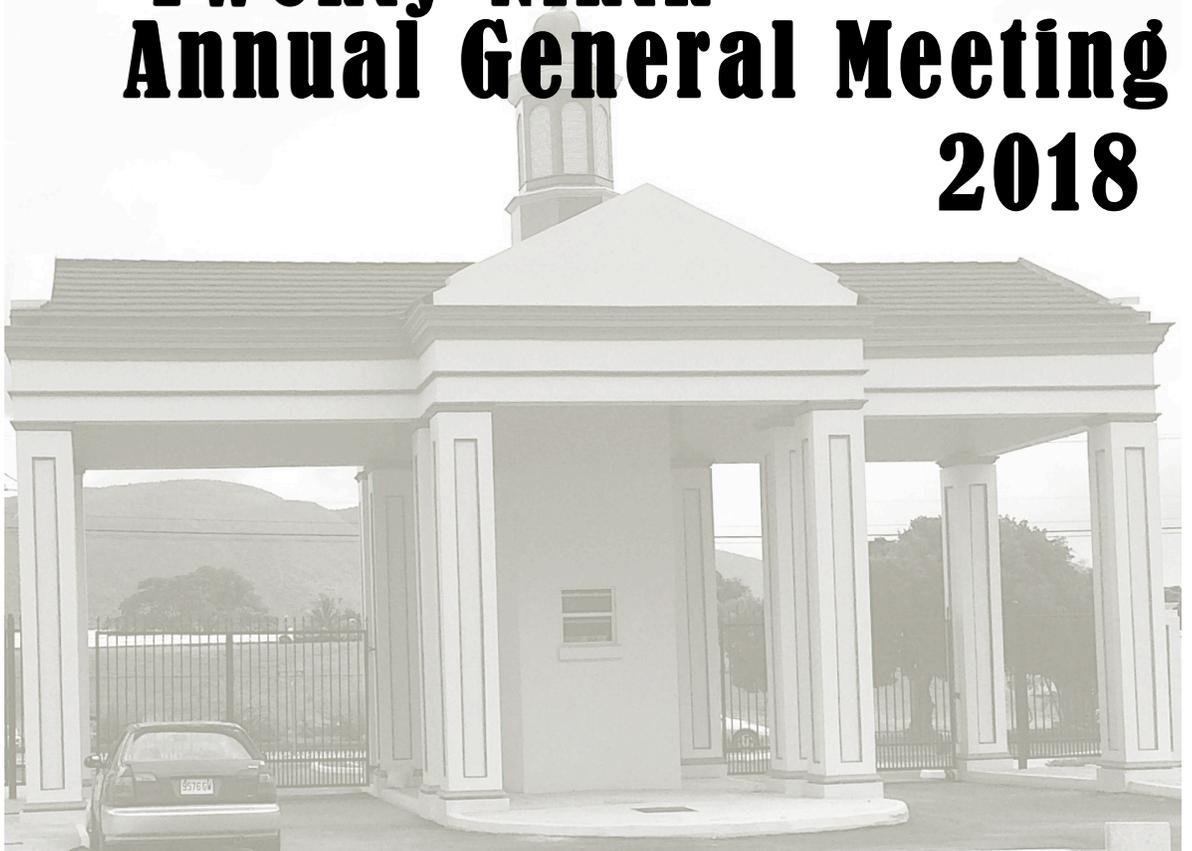




The
MICO
FOUNDATION

Twenty-Ninth Annual General Meeting 2018



**December 13, 2018
4:30 P.M.**

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The Lady Mico Trustees.

Rev. Rachel Benson
Chairman



Mr. Henry Buxton



Mr. Nicholas Buxton



Mr. Joe Barclay



Prof. Errol L. Miller

Miss Patricia Day is Secretary of the Lady Mico Trust

The Trustees of the Lady Mico Trust send their greetings to the directors and members of The Mico Foundation on the occasion of its 29th Annual General Meeting.

The Lady Mico Trust is proud to continue to support The Mico Foundation in the operation of the Mico University College. We recognize the continuing requirement to assist the University College in providing a high standard of tertiary education in Jamaica. We are pleased that our support underpins, in a material way, the provision and running of the campus of this educational establishment. We recognize the need constantly to develop the facilities and maintain the existing buildings, many of which are of historical significance. We welcome the regular reports, which we receive on the progress of new projects and the issues with which you have to grapple on a day-to-day basis. We noted recently that the long-standing matter relating to the transfer of part of the Mico land to Woolmer's Trust has been completed.

The partnership of the Lady Mico Trust and The Mico Foundation, established on firm Christian principles, works, we believe, very well and we hope it will continue, so that students of the University College benefit from our shared interest in providing them with the opportunities to gain world-class qualifications. We wish you all well for the forthcoming year and look forward to assisting you with meeting your objectives in the future.

Vision Statement

The vision of The Mico Foundation is;

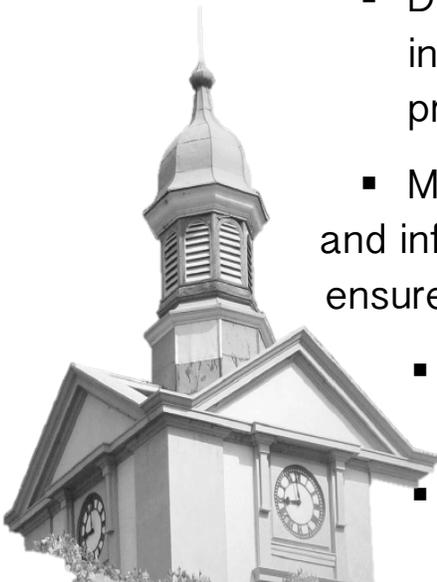
To be an active, dependable and viable source for endowment, economic enterprises, assets preservation and an enabling environment for the development of social capital.



Mission Statement:

It is the Mission of The Mico Foundation to:

- Develop, expand and manage the tangible and intangible assets of the Foundation and preserve the heritage of the Lady Mico Trust.
- Maintain an efficient system of estates and infrastructure management that will ensure optimal use by The Mico University College.
- Create and encourage opportunities for maximizing entrepreneurship.
- Provide avenues of support for the wellbeing and interest of students and employees.





Chairman
Dr. Sylvester Tulloch, CD.



Trustee of The Lady Mico Trust.
The Hon. Errol L. Miller, OJ, CD



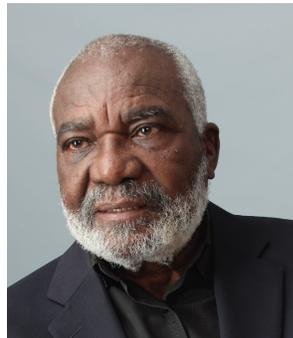
Dr. R. Karl James, CD
Rep. Lady Mico Trust



Dr. Asburn Kinnock, J.P.
President M.U.C



Dr. Peter John Gordon
Rep. The Lady Mico Trust



Dr. Arthur Geddes, CD
Rep. MOSA



Dr. The Hon Glen Christian, OJ, OD, JP.
Rep. MUC Board



Dr. Pansy Hamilton.
Rep. MUC Board



Dr. Kofi Nkrumah Young J.P.
Rep. Lady Mico Trust



Mrs. Audrey Williams
Rep. MUC Board



Mr. Burchell Duhaney, J.P.
Rep. MOSA

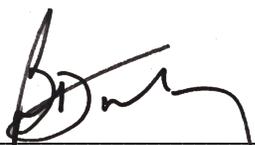
Notice of the 29th Annual General Meeting

NOTICE is hereby given that the Annual General Meeting of The Mico Foundation will be held at the Projects Board Room, 1A Marescaux Road Kingston 5, on Tuesday December 13, 2018 at 4:00 p.m. for the following purposes:

1. To confirm the Minutes of the twenty eighth Annual General Meeting held on Thursday December 15, 2017
2. To present for consideration and adoption, the Financial Statements for the year ending December 2017.
3. To present for consideration and adoption, the Directors report for 2017.
4. To elect new Directors and Members in accordance with the Articles of Association 35 – 36 (g)
5. To deal with the appointment of Auditors.
6. To deal with any other business that may arise.

Members are reminded of section 26 and 27 of the Articles of Association relating to the appointment of proxy, in the event you are unable to attend the meeting. A proxy form is enclosed which, if necessary should be completed by you, and deposited at the Registered Office of the Foundation at least 48 hours before the time appointed for holding the meeting. Your attendance will be greatly appreciated.

Yours truly,



Burchell Duhaney J.R
Secretary, The Mico Foundation

The Mico Foundation

Form of Proxy

I/We _____

of _____

being a Member/Members of The Mico Foundation, hereby appoint

or failing him/her _____

of _____

as my/our Proxy to vote for me /us on my/our behalf at the Annual General Meeting of the Foundation to be held on

and at any adjournment thereof

Signature _____

Address _____

Date _____

The Mico Foundation

29th Annual General Meeting

Tuesday December 18, 2018 at 4:30 p.m.

AGENDA.

1. Notice convening the Meeting
2. Prayer –
3. Chairman's welcome and opening remarks
4. Apologies for Absence
5. Congratulation & Obituaries
6. Minutes of the twenty Eight Annual General Meeting
 - Matters Arising
7. Directors' Report
8. Presentation of Financial Statements and Auditors' Report
9. Appointment of Auditors
10. Election of Directors.
11. Resolutions
12. Any other Business
13. Closure of Meeting.

Minutes For the 28th Annual General Meeting

THE MICO FOUNDATION HELD ON THURSDAY, DECEMBER 15, 2017 AT 4:00 P.M. IN THE PROJECT OFFICE CONFERENCE BOARD ROOM.

In Attendance

Mr. Sylvester Tulloch, CD	-	Chairman, The Mico Foundation
Dr. R. Karl James, CD	-	Chancellor, The Mico University College
Dr. Arthur Geddes, CD	-	Board Member, MOSA Representative
Dr. Peter John Gordon	-	Board Member, The Lady Mico Representative
Dr. Asburn Pinnock JP	-	President, The Mico University College
Mr. Burchell Duhaney JP	-	Board Member, MOSA Representative
Mr. Uraldo Clarke	-	Member, MOSA Representative
Mr. Edward Nugent	-	Member, MOSA Representative
Mr. Cherton DaCosta	-	Member, MOSA Representative
Dr. Pansy Hamilton	-	Board Member, The Mico University Rep.
Mr. Laban Roomes JP	-	Secretary, The Mico Foundation
Mrs. Lorna Foster	-	Accountant, The Mico Foundation
Mr. Leighton McKnight	-	Auditor, PWC
Mrs. Sharon Heslop-Brown	-	Recording Secretary

Called to Order and Welcome

The meeting was called to order by Mr. Sylvester Tulloch, Chairman of The Mico Foundation. Welcome was extended to all present by the Chairman. Special welcome was extended to Messrs.' Uraldo Clarke, Cherton DaCosta, and to Dr. Pansy Hamilton.

Apologies for Absence

Apologies were received from Dr. Glen Christian and Mr. Hugh Morris. Mr. Roomes informed the meeting that he has not been able to contact Ms. Audrey Williams, Representative of The Mico University College.

Congratulations

Congratulations were extended to Mr. Sylvester Tulloch – Chairman on receiving the National Award - Order of Distinction (CD) and Dr. Arthur Geddes for receiving the MOSA Gold Medal award.

Obituaries for the following were noted:-

1. Professor Claude Montgomery Packer – Former President of The Mico University College and Managing Director of The Mico Foundation, and a member of The Mico graduating Class of 1966.
2. Mr. Irvin Montaque – Former Secretary of The Mico Foundation.

Reading and Confirmation of the Minutes of the Twenty-Eight Annual General Meeting held on Thursday, December 8, 2016.

The minutes of the meeting were read with the corrections as listed below:

- Page 1. 'Author' should read 'Arthur'
- Page 2. Should read 'Dr. Pinnock was attending a conference in St. James'
- Page 3. Should read 'supply' instead of 'supplied'

With these corrections made, minutes were confirmed on a motion moved by Dr. R. Karl James and seconded by Dr. Kofi Nkrumah Young.

Matters Arising from Minutes

Electricity Upgrade

There were no further development regarding the matter with LS Duhaney and the transformers purchased. The transformers were still at The Mico and our electrical advisor said he would help us to sell same. Mr. Roomes was advised by the meeting to try to dispose of these transformers.

The Gate

The completed drawing of the gate was received which was approved by the Kingston and St. Andrew Corporation (KSAC). A contractor was identified and he had signed the contract for work to commence in January 2018. This project will be financed by (a) \$12 million from CHASE Funds, (b) \$5 million from Kemtek Development Company and leaving a shortfall of \$4.3 million. Total contracted cost is \$21.3 million. Queries were made about Gore Development contribution to the gate. The meeting was informed that they were interested in the renovation of the Eli Matalon gymnasium. Additional funding was being sought to cover the shortfall.

Articles of Association of The Mico Foundation

The final draft amendments were submitted to our lawyers for review. Mr. Roomes was asked, by the lawyer to provide details on the change of name of The Mico to The Mico University College. Clarification was also sought as to the correct name of MOSA.

The National Water Commission Lands (NWC)

The Mico Foundation wrote to the NWC but nothing new has happened and it is understood that the NWC are currently making plans to build their head offices on this site.

To present of the 2017 report, for consideration and adoption, the Directors.

The Chairman asked Mr. Roomes to guide the meeting through the report. Mr. Roomes informed the meeting that the amount \$19.8 million was owed to the National Housing Trust (NHT) moving from a loan amount of \$52.6 million Property Insurance for the Georgian buildings at 1A Marescaux Road and the buildings at the Errol Miller Hall were done. There was a public liability clause of \$20 million covering wherever The Mico operates. This Liability clause is attached to the insurance

on Arnold Road.. The Mico Care Centre building at Royes Street, St. Ann, is also insured. This insurance is attached to the Georgian buildings. The Chairman asked about the risk of not having the other building insured and said we should look at the cost of insuring the other buildings. It was noted that the National Heritage Trust considers the Georgian buildings protected.

The Lady Mico Trust

Mr. Roomes reported on the retirement of Mr. David Scott, who served as secretary of The Lady Mico Trust for over 20 years. He will demit office at the end of March 2017 and will be succeeded by Ms. Patricia Day, effective April 1, 2017. The meeting instructed Mr. Roomes to send a letter of thanks to Mr. Scott.

Properties

The National Land Agency has agreed to the exchange of 1 & 1 ½ Manhattan Road for the land encroached on by The Wolmers' Trust. The adjustments to the title – 1 and 1½ Manhattan Road and 1A Marescaux Road - were being adjusted to reflect these changes. Mr. Roomes told the meeting that this was the culmination of a long negotiation with various ministries, the NLA, The Mico Foundation and The Mico University College. He expressed special thanks to the Chairman who was timely in his intervention in seeing to the completion of this process.

Mico Care Centre – Roye Street, St. Ann's Bay

Mr. Roomes moved a resolution that the building Roye Street building be named in honour of Dr. R. Karl James. All members were in favour of the motion. Mr. Roomes was instructed to prepare a more detailed resolution so that this could be implemented quickly.

The Well

The well depth originally proposed was 250 ft, but based on the water quality observed at this depth, it was dug to 310ft. Some material did not arrive as scheduled due to 2 hurricanes in Florida. Dr. Geddes agreed to arrange a meeting with Jamaica Wells and The Foundation to speedily complete the project.

Property improvements

Mr. Roomes shared the proposal to build a second floor on the Bonhan Carter Building. He informed the meeting that the current building was constructed to take a second floor. Mr. DaCosta thinks the Mico could build a lounge for Micoians to mingle, play dominos and have a drink and it should be included in the master development plan. Mr. Roomes asked if the NHT could help in this development plan. Dr. Pinnock said he will seek sources so that the development centre could be built. The adoption of the Director's report was confirmed on a motion moved by Dr. Geddes and seconded by Mr. DaCosta.

Auditor's Report

To present, for consideration and adoption, the Financial Statements for the years ending December 31, 2015 and December 31, 2016

The Chairman, Mr. Tulloch, introduced Mr. Leighton McKnight of PricewaterhouseCoopers and invited him to present the Audited Financial Statements of The Mico Foundation, at the meeting. Mr McKnight guided the meeting through the Income Statement for 2015, noting a reduction in income due largely to the rental arrangement with the College and the forgiveness/write-off of a large portion of rental debt. There was also a reduction in activities in the Central Connecticut State University Programmes, increase in administrative costs,

He shared on the balance sheet about our major asset being land and building. He pointed to the Investment repurchase agreement, accruals which was mainly vacation leave. He said Long term liability was mainly a loan from National Housing Trust, which was being serviced as scheduled.

He also guided members through the report for 2016 sharing there was a reduction in income with no activities from CCSU. Administrative expenses had decreases however, the deficit was reduced to \$23 million compared to \$47 million in the previous year.

He informed the meeting of changes with The Company Act and the IFRS which state that the Auditor's report should be read. He read the report which states the Financial statement give a true and fair view of the financial position of The Mico Foundation at a point in time.

The adoption of the Financial Statements was confirmed on a motion moved by Dr. Kofi Nkumah Young and seconded by Dr. Authur Geddes. Congratulations were offered to Mr. McKnight on receiving the ICAJ Distinguished Member Award for 2017.

Appointment of Auditors

The motion to confirm the appointment of the current auditors was moved by Dr. Geddes and seconded by Mr. Clarke.

To elect new Directors and members in accordance with the Articles of Association

Dr. Geddes is the only Director whose second three-year term will expire on December 31, 2018. He is however, eligible for re-election to a final three-year term.

With no other matters to be discussed, The Chairman thanked all for attending and special thanks was given to Mr. Roomes for his hard work during the last year just completed. He then called for the termination of the meeting, which was moved by Dr. James and seconded by Mr. Clarke. This Annual General Meeting ended at 5:30 p.m.

Signed _____
Chairman - Mr. Sylvester Tulloch C D.

Actg. Secretary: Mr. Burchell Duhaney JP.

Date _____



Chairman's Statement

The past year was characterized by some significant achievements as well as some major challenges. In spite of some difficulties, the Foundation continues to keep faith with its objectives of supporting the University College, preserving the heritage of the Lady Mico Trust and of offering support to the staff and students of The Mico Community. I am indeed grateful to have had the privilege of leading the Board of Directors for the year under review. My sincere gratitude to all the hardworking members whose unwavering support and expert knowledge accounts for the successes we have had during the year.

The accomplishments of the past year are a testament to the staff of the Foundation who worked tirelessly to ensure the success of all its undertakings. I must recognised The Lady Mico Trust whose annual financial contributions were significant in facilitating the completion of some of our projects.

On behalf of the Board of Directors, I wish to pay special tribute to Mr. Laban Roomes who retired during the year under review. Mr. Roomes gave 17 years of sterling service in conducting the affairs of the Foundation for which we are most grateful. We welcome with much gratitude Mr. Burchell Duhaney the new Acting Secretary Manager who has been doing a tremendous job in continuing the work of the Foundation.

We take seriously our responsibilities to answer the call of those who aspire for a better future. Transitioning to full University status comes with the need for major infrastructural development. The Foundation is committed to support the developmental needs of the University as we move forward. The drilling of the well to improve the water supply on the campus and the construction of the new entrance are two major infrastructural developments that the Foundation has already undertaken to enhance the campus in moving to this new status.

As we contemplate the future, the great challenge is how to improve the income streams of the Foundation to meet the needs and to fulfill the mission to which we are called. This must be our focus for the coming year. For this, I call on the membership and the Board to coalesce around new and innovative income generating ideas that will propel us confidently into the years ahead. I need to rely on the resolve of the entire team to strengthen our commitment to this challenging matter of income generation.

Let me again express my sincere appreciation to the Board and the staff of the Foundation for a successful year as together we look forward to an even more successful 2019.

Dr. Sylvester Tulloch, CD
Chairman, The Mico Foundation.

Directors' Report

Introduction

The Foundation started the year with great expectations for the completion of two major projects, which started in 2017, and also with much anticipation of the proposed projects for the ensuing year. The funding for these projects presented some challenge. This was however, partially alleviated through generous contributions from three benevolent donors and a loan from our bankers.

Of major concern during the year was the reduced level of income occasioned by the lack of new income earning projects. This deficiency resulted in the inability of the Foundation to respond to some of the urgent infrastructure needs of the University College. In spite of this, however, there were some accomplishments for which we can be justly proud.

The business of the Foundation was conducted with the support of three standing committees of the Board of Directors, namely:

- 1) Projects Design and Management, chaired by Dr. Arthur Geddes
- 2) Governance, chaired by Professor Errol Miller
- 3) Finance, chaired by Dr. Kofi Nkrumah Young.

These committees gave oversight to the implementations of policies and supported major operational decisions.



Much gratitude must be extended to the Members of Staff led by Mr. Laban Roomes, and later by Mr. Burchell Duhaney after Mr. Roomes retirement in April 2018.

Laban Roomes
Secretary Manager
(Retired)



Burchell Duhaney
Actg. Sec/Manager

Staff Members



Lorna Foster
Accountant



Sharon Heslop Brown
Assistant Accountant



Jennifer Lynch
Accounts Payables



Christine Edwards
Junior Accountant



Judith Palmer
Admin. Assistant



Suzette Campbell - Rose
Bookshop Supervisor



Sasheen Dyer
Accounting Clerk



Tiffany Small
Sales Clerk

FINANCIAL SUMMARY

The funding of the Foundation came primarily from rentals, bookshop sales, donations, grants from The Lady Mico Trust, and project management fees. The following table gives an indication of income and expenses for the period January to November 30, 2018. Our Auditors PriceWaterhouse Coopers will present the audited financial statement for year ending December 2017.

Total Income		2017/2018 as at Nov. 30,2018	
a) Rental		54,078,360.00	
b) Book shop sales		9,356,143.40	
c) Donations		13,632,353.82	
d) Lady Mico Trust Grants		6,638,752.00	
e) Projects fees		1,814,700.00	
f) Other Income NCB Loan		6,143,883.16 10,500,000.00	
	Total	91,664,194.38	
Expenditures		2017/2018 as at Nov. 20 2018	
1) Capital projects		31,432,874.75	
2) Maintenance		12,709,675.93	
3) Salaries		21,500,719.00	
4) Grants/Scholarships		30,000.00	
5) Office supplies/Bookshop purchases		5,556,371.01	
6. Staff Loans		4,335,000.00	
7. Other expenses (include depreciation, & unlisted items for repairs and infrastructure developments)		42, 587,095.41	
	Total	\$118,151,736.79	
Investments		2016/2017	2017/2018
Foundation		38,808,179.00	44,490,746.48
Others		10,396,857.00	10,239,182.95
Loans		Monthly Payments	Balances as at Nov. 30, 2018
NHT Mortgage		359,571.17	16,521,914.37
NCB Loan		465,537.36	16,662,857.21

MANAGEMENT OF ESTATE.

The Foundation owns and manages The Mico Estates with the assurance that The Mico University College, as primary occupant will assume responsibilities for all routine maintenance, while the Foundation maintains interest and responsibility for capital development.

In this regard, the Board implements a policy that approves expenditures in excess of \$100,000.00 to be capital cost, which may require the Foundation's attention and input. Maintenance cost up to \$60,000.00 for each service area are routine and should be the responsibility of the University College. Maintenance cost between \$60,000.00 and \$100,000.00 is negotiable and may be paid by either entity depending on the nature for which such expenditure is committed.

PROJECTS DESIGN AND MANAGEMENT.

The two capital projects managed by the Foundation during the year under review were:

- I. The Drilling of a Well to augment the public water supply and to reduce the high cost of water usage;
- II. The construction of the new entry/exit gateway befitting that of a university

The Well:

I am pleased to inform the meeting that Jamaica Wells limited successfully completed the drilling of the Well in May 2018. A constant rate test showed a yield of 70 imperial gallons of water per minute or approximately 100,700 gallons per day. Environmental, Technical and Analytical Services Limited conducted the water quality test and found all aspects except for the coliform to be within range of the World Health Organization (WHO) standards. In August 2018, Jamaica Water Authority issued a license for the operation of the well. Addition water quality test will be conducted after commissioning, and before the well is put into service.

This aspect of the project was completed at a cost of US\$183,962.80. Drilling of the well was funded through an NCB loan of JA\$21 million dollars and remittance of £30,000.00 from the Lady Mico Trust.

Commissioning of Well

The second phase of the Well development was to bring water to ground level. Conserve It Limited undertook this at a cost of US\$19,782.26. This includes the purchasing and installation of a deep well pump and its controls, and commissioning. This exercise was completed on October 26, 2018. (See appendix 1)

The pictures below show the final stage of bringing water to the ground level.



Deep well Pump



Pump Head With Control Switch



Pump in Operation

The final phase in the external development of the well, includes:

1. Providing one Pressure Pump System and Discharge Head to interconnect to existing water line;
2. Supply and install one 30,000 - Gallon storage tank
3. Installing mechanical piping for interconnectivity of all the above;
4. Supplying and installing controls and measuring equipment; and
5. Supplying filtration and chlorination system to include civil work for safe handling of chlorine gas.

This phase is estimated to cost 10-12 Million Dollars. Efforts are now being made to have this started in January 2019.

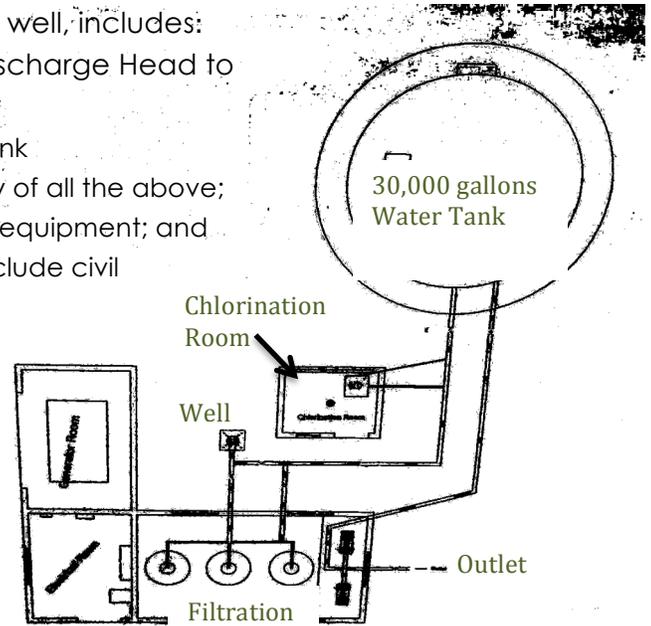


Diagram for water purification & Distribution

Currently, the University College pays an annual water bill of approximately \$55,000,000.00. It is anticipated that when the well is in full operation, it would reduce the cost from the public supply by approximately 80%. This savings would allow the University College to invest in other areas of development,

CONSTRUCTION OF THE ENTRY/EXIT GATE

R.S. Construction and Metal Works Limited was contracted to build the new entry/exit gate to The Mico University College campus. Ground was broken for this project in February 2018, and was scheduled for completed by April 30, 2018; Unfortunately, it was not completed until December 2018.



Ground Braking for the gate: in photo are Pro Chancellor Prof.Neville Ying, Mrs. Paulette Mitchell from CHASE Fund, Foundation Director-Mr. Burchell Duhaney, Mr. Sylvester Tulloch- Chairman, The Mico Foundation, Foundation Director Dr. Arthur Geddes.

The projected construction cost was 21.3 million dollars. This was funded through the generosity of three donors.

1. CHASE Fund grant of \$12 Million
2. Donation by Kemtek Development & Construction Limited of \$5 Million and
3. Donation by Cari-Med Foundation of \$4 Million



Mr. Sylvester Tulloch of Kemtek, presents cheque to Mr. Laban Rooms Secretary Manager of the Foundation. Looking on are Chancellor Dr. R. Karl James and President Dr. Asburn Pinnock.



Mrs. Marva Christian of Cari-Med presents cheque to Chairman of the Foundation Mr. Sylvester Tulloch looking on are, President Asburn Pinnock and Chancellor Dr. R. Karl James.

There were variations in cost for additional works, which were not included in the original bill of quantities completion. The completion cost including the variations was estimated to be approximately \$23,500,000.00.

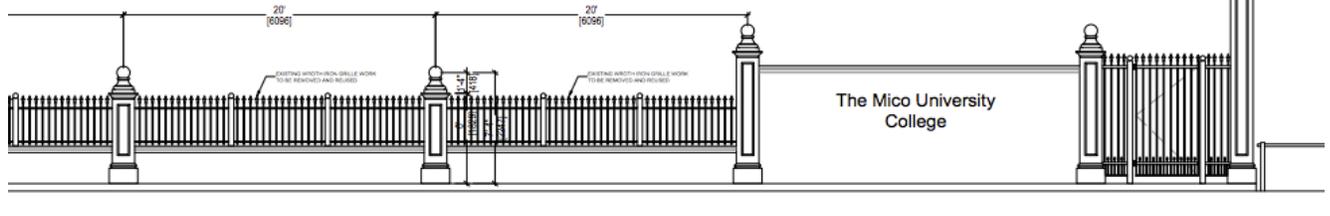
Because of the significant delays in construction, the Foundation was forced to apply liquidating charges of \$100, 000.00 per day for 30 days effective August 20, 2018. These charges did not include the extra workdays, which had to be done based on observation from the Special Projects Committee of the Board. A charge of \$3,000,000.00 was levied at RS Construction and Metals for liquidating damage.

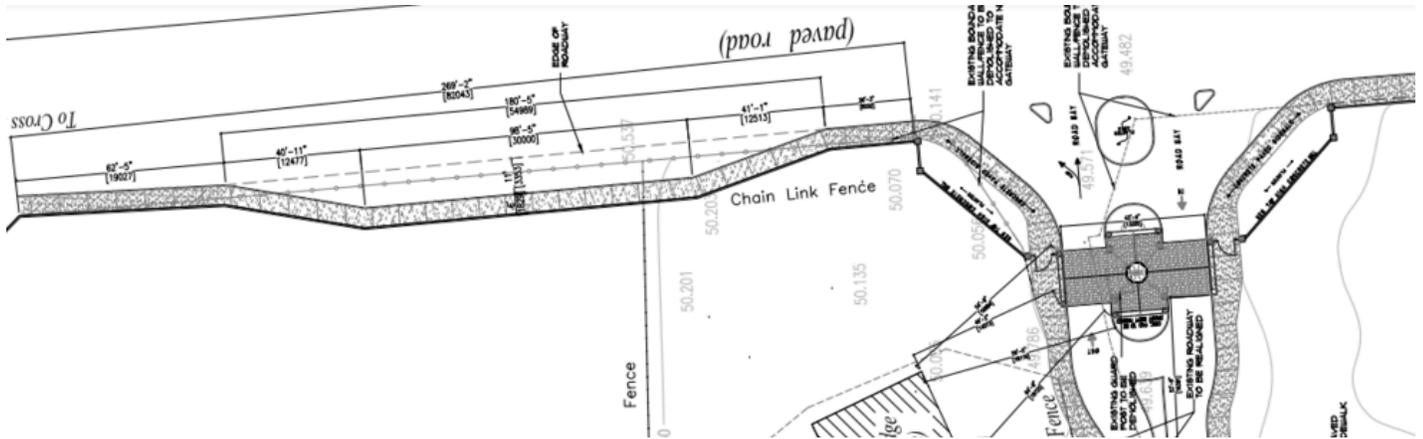


The final phases of the gate project will be to erect a fence to complement the architecture of the gate, installing a bus and taxi bay to the northern side of the gate and landscaping the surrounding areas.

The following diagram gives an idea of the fence to be erected.

Additional funds must now be sought to complete these phases of the project, which are likely to cost between 15 and 20 Million Dollars.





Proposed sidewalk and Bus bay on northern side of gate to be erected

TRANSFER OF LAND TO WOLMER'S TRUST

The long awaited matter of the transfer of 7,185.832 square metres of The Mico land to the Wolmer's Trust, occasioned by Wolmer's building encroachment on The Mico premises is now in the final stage of completion. The last enquiry from the National Land Agency was on November 2, 2018. We were advised that the documents to complete the process were with the Stamp Office for the transfer to be endorsed, after which the title would be prepared and issued. This should be completed by early January 2019.

To date, the Foundation has paid \$768,000.00 to ensure the completion of the land transfer. In an effort to recover this cost, Wolmer's Trust was written to outlining details of all transactions and requesting reimbursement of payments. We are awaiting a response.

ROOFING REPAIRS OF BLOCK 'G' ERROL MILLER HOSTEL.

Block 'G' at the Errol Miller Hostel was out of use for approximately two years, due mainly to a leaking roof, but also to reduced numbers in students intake. An evaluation of the roofing problem revealed that there was a need to seal the entire 4061square feet of the roof. This was done in September 2018 at a cost of \$1,116,775.00 Additionally, minor repairs had to be done to bring the block to a reasonable level for occupancy. Although the block is now occupied there is need for additional infrastructure repairs and repainting. Estimates are now being prepared with the hope of effecting all repairs to that block in the first quarter of 2019.

It should be noted however, that all the buildings at 64 Arnold Road including block "G" are in poor condition and require serious internal and external repairs. Every effort should be made to refurbish those buildings to keep them in the best possible living condition, particularly given the fact that mortgage is still being paid for those buildings.

NAMING OF ROYE STREET BUILDING

A resolution moved in the 2017 Annual General Meeting to name the Roye Street CARE Centre building in St. Ann's Bay in honour of Dr. R. Karl James was implemented on Thursday July 5, 2018. In a ceremony planned by the Foundation in collaboration with the CARE Centre, the Roye street building was duly named the "Roderick Karl James Building"



Dr. R. Karl James unveiling his name on the Roye Street CARE Centre Building.

AMENDMENTS TO THE ARTICLES OF ASSOCIATION

The verification of the correct names of The Mico University College and that of The Mico Old Students Association resulted in the delay in completing the amendments to the Foundation's Articles and Memorandum of Association.

In a letter dated November 8, 2018, the lawyer at Pickersgill, Dowding and Bayley-Williams was referred to the Jamaica Gazette of Thursday May 12, 2011 that carried the approval for the name and Scheme Order of The Mico University College. The Gazette also references the name of The Mico Old Students Association.

We are anticipating that the clarification of the registered names of the two entities cited in the Gazette will hasten the completion of the amendments to the Articles and Memorandum of Association.

THE LADY MICO TRUST

The Lady Mico Trust continues to maintain strong interest in the welfare of the Mico Foundation and the University College. In a meeting of the Trust held on August 21, 2018, the Trustees expressed concern about the deteriorating condition of the Buxton building and enquired if there were any immediate plans for restoration.

The Foundation is mindful of the need to preserve all three Georgian buildings on the Campus and will make every effort to carry out the necessary restorations to keep the buildings in the best possible conditions.

For the period under review the Foundation received remittance of £48,000.00 from the Lady Mico Trust to assist with the drilling and development of the well. The Foundation is grateful for the support as we continue to honour the memory of our founders.

STUDENTS WELFARE - GRANTS AND SCHOLARSHIP SUPPORT

The Foundation continued to be custodian of scholarships and grant funds from various donors. Disbursements are made to students from these funds through the Office of Alumni Affairs. Additionally, the Foundation also offered financial grants from its own resources in keeping with its objective of support for needy students.

During the year under review only \$248,000.00 was disbursed from these resources to assist students. This may be due to the fact that grants and scholarship funds were now being received by the Office of Alumni Affairs rather than by the Foundation as it was originally intended.

JAMALCO A.C.E.P. PROJECT

The Mico University College in collaboration with JAMALCO, United Way in Jamaica and the Early Childhood Education Commission undertook the training of Early Childhood Education practitioners in Clarendon and Manchester. Four cohorts have already been trained and 5th cohort of 25 teachers is currently undergoing training.

The Foundation managed the project from a budget of \$26,951,000.00. To date, expenses have amounted to \$24,696,000.00. The outstanding amount of \$1,655,000.00 will cover the expenses for the 5th cohort, which is due to be complete in February 2019.

CAMPUS BOOKSHOP.

The Campus Bookshop continued to be the only retailing entity of the Foundation. While this entity avail its service to the Mico Community, It is not getting the responses to make the sale of books a viable operation. Currently it is the printing services that are offered, that largely sustain the operation of the bookshop. The significant decline in the sale of books has greatly affected the economic viability of the bookshop's operations.

During the year under review the income of the bookshop, as at November 30, 2018 was \$9,356,143. 40. Operational expenses excluding overheads were approximately \$5,556,371.01. While the current year showed marginal improvements over the previous two years, it is important that a total review of the operations of the campus shop be done to see how best the service and revenue can be improved.

PROPERTY SECURITY

In a meeting of the Board of Directors in July 2018 a decision was made that the Foundation should revert to the employment of the security services for 1A Marescaux Road and 60-64 Arnold Road. After the necessary due-diligence, Quest Security Services was employed and started working on October 1, 2018.

This additional service significantly increased the annual use of premises charges from \$48 Million to approximately \$80 Million. It should be noted, that the increased amount allowed for 24 hours security services on both premises

There is an ongoing discussion regarding the use of electronic security surveillance system for both premises. By all indications this will require a significant initial cost, but which will be recovered through the savings that will be realized over time.

RISK MANAGEMENT

Concerns regarding security risk on the campus has been under discussions. Further to the employment of a new security service provider a decision has been made to installing electronic surveillance camera systems and reducing the number of human interface in the process and subsequently the high cost for security.

The risk of fire, particularly on the Georgian buildings has also been discussed. To this end, suggestions were made to install an electronic sprinkling system along with adequate numbers of fire extinguisher in all buildings. An evaluation on the adequacy and servicing of fire extinguishers was recently carried out at both the campus and the residence at Arnold Road. Efforts are now being made to service all extinguishers and install others where necessary. There will be an audit of the use of the heritage buildings with a view of mitigating threats to the preservation of these buildings.

Insurance the adequacy of insurance coverage has always been a concern because of the high cost of premiums. Currently, insurance coverage provided by Fraser Fontaine and Kong Ltd. is for the Heritage Buildings and the Hostels at Arnold Road. The Board has recommended an evaluation of these buildings including the halls of residence and a review of the insurance to ensure that there is adequate insurance coverage. This will be done to meet the next payment cycle in 2019.

REGISTRATION FOR CHARITIES STATUS

The Foundation application for registration under the 2013 Charities Act was lodged at the Department of Charities of Friday November 23, 2018. In an email response the Foundation was asked to redo some of the documentations since the dates on those submitted had passed the required time limit. Efforts are now being made to satisfy all requirements with the hope that registration would be completed in the first quarter of 2019.

GIFT OF LAND

The family of Dr. Claudia Williams who resides in the United State has bequeathed 47 acres of land in Barland (vol 1056 folio 71) St. Thomas to the Mico Foundation. Ten Acres of land (Vol.1056 folio 62) with a house that is annexed to the 47 acres was bequeathed to Girls Guide. The instructions from the donor to the lawyer were that if Girl Guide does not take up the offer the entire 57 acres should be given to the Foundation.

The Lawyer Ms. Karlene Miller has been in contact with the Foundation. The Chair of Special Projects, Dr. Arthur Geddes and Acting Secretary Manager Burchell Duhaney will visit the premises early in 2019 and give full status report to the Board of the Foundation on the Barland lands.

PLANT MAINTENANCE AND DEVELOPMENT

The aging buildings and infrastructures of the University College require constant maintenance and servicing. This sometimes calls for significant financial outlays, beyond the available resources of the Foundation. Additionally, there is the need to restore, retrofit and erect new buildings to meet the requirements of the new dispensation of The Mico University.

Between 2017 and 2018 approximately \$94,428,933.92 was spent on maintenance, repairs and minor infrastructure development to ensure the plant is sustained at a comfortable level for use. Notwithstanding, there were many areas of maintenance and repair that could not be attended to because of inadequate funds.

As owners of The Mico Estate the Foundation is mindful of the need to modernize the campus infrastructure to support the new status of the institution and also to attract additional financial resources though rentals. To address this, efforts must be made to identify substantial financial resources to begin creating and modernizing the campus and to also reduce the current heavy financial input on maintenance.

Within the context of reimagining and modernizing the campus, the Foundation must lead the charge. It is on this premise that the following recommendations are made.

RECOMMENDATIONS

1. Financing for refurbishing, restoring and building

- a) Consideration should be given to refinance the current NHT loan in an amount that would adequately begin a process of upgrade and retrofitting existing infrastructures, refurbishing buildings and erect new ones.
- b) Establish within the Projects Office a search team for grants and projects. Members on this team would be contracted on the basis of commission, earned from projects and grants they have successfully landed.
- c) Increase the entrepreneurial and fundraising initiatives of the Foundation, either by way of retail trade ventures, short-term workshops, consultancy etc.

2. Revamp the Campus Bookshop and reinvent as Imaging and Documentation Centre.

It has become necessary to rethink the operations of the Campus Bookshop in order to bring it in line with 21st century information and communication expectations. The digital revolution has created a different modality in the acquisition and use of printed text. It is therefore important that every effort is made to reinvent the Campus Bookshop to responds to current needs and services.

To this end it is recommended that the Foundation revamp the Campus Bookshop and create a modern and more economically viable entity that is in keeping with the new trends in information acquisition and dissemination. Efforts must be made to provide the relevant technological devices that would facilitate students learning and give the Foundation opportunities for rentals, digital productions, and varied printing and imaging services along with a more sensitive approach to the sale of printed text.

4. Biannual Members Meeting.

The Membership of the Foundation needs to be strengthened and become more inclusive to the functions and operations of the Foundation. This is important for two reasons.

1. To give the members a greater sense of belonging; and
2. To take advantage of the expertise within the membership that can be of benefit to the work of the Foundation.

In this regard, it is recommended that there be a biannual members meeting in June of each year primarily to update members on the status of the Foundation and to solicit greater participation where it becomes necessary.