

## MOU Partnership Committee Meeting

Thursday, February 16, 2017

Sheraton Miami Hotel, Miami FL

### Development Office Notes

#### 1. Attendees

Rev. Gasner Damus#*	Canon of The Holy Trinity Cathedral, Port-au-Prince
Rev. Roldano Auguste#	Priest In-Charge, Gros Morne, Haiti
Rev. Yvan Francois#	Retired Priest, Diocese of Haiti
Rev. Jean Macdonald#	Retired Priest, Diocese of Haiti
Rev. Rosemari Sullivan#*	Retired priest Virginia
Rt. Rev. Mark Bourlakas#	Bishop Southwestern Virginia
Dr. Marise McNeeley#	Pathologist New Jersey
Sikhumbozo Vundla	Episcopal Diocese of Haiti C.O.O.
Paul Nix	TEC Legal Office
Margarethe Crosnier de Bellaistre	TEC Finance Office
Dan Tootle	TEC Development Office
*Co-Chairperson      #Partnership Committee Member	

#### 2. Notes

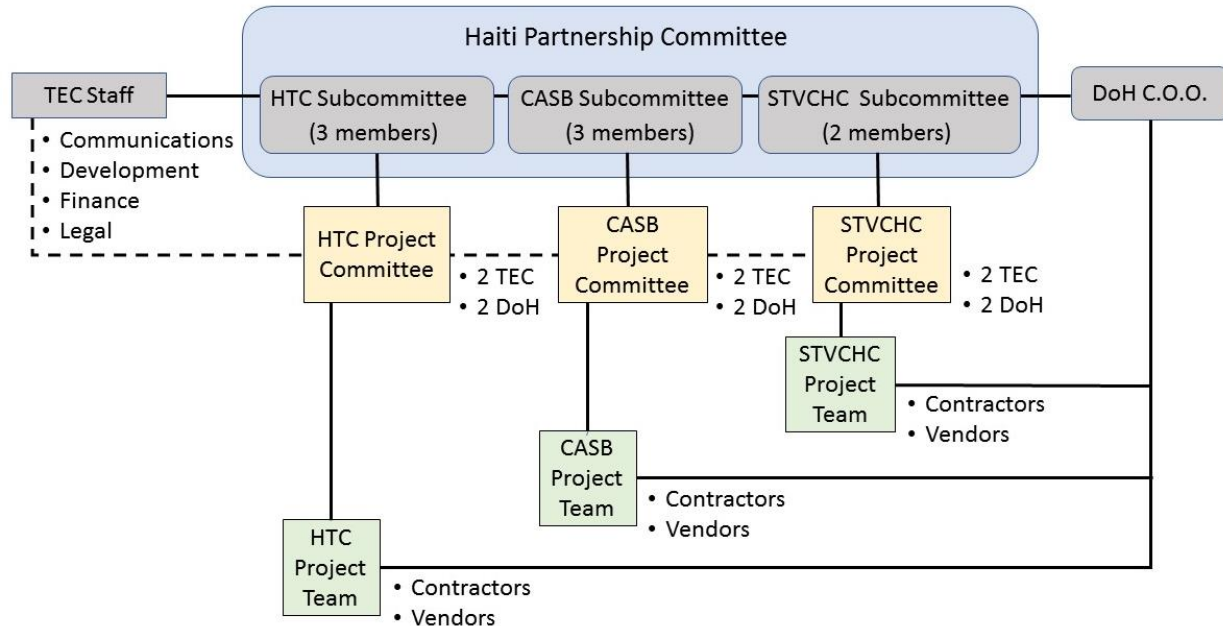
- a. Rev. Sullivan informed the Haiti Partnership Committee (HPC) that Rev. Bob Brooks, retired priest Rhode Island, had declined appointment to the PC due to family health issue. Rev. Sullivan is looking for a replacement member who has a background in architecture and engineering.
- b. The meeting, which was held for the PC to commence operations under the MOU, was successful in that their operational organization was defined, roles within the HPC by individual members were accepted, and norms to be observed were established. The PC established the operations structure shown in the following illustration.

The HPC will operate with members forming Subcommittees for each project to be implemented in Haiti within the MOU. The primary responsibilities of the Subcommittees are to establish:

- Project scope
- Project budget

- Project schedule

Each HPC member will select which subcommittee to participate within. The subcommittees will select the volunteers who will make up the Project Committees; each Project Committee to be equitably made up of TEC and DoH representatives who are expected to be volunteers not to be paid for their participation. The Project Committees will establish the Project Teams that will implement the project itself. The Project Teams are expected to be made up of the contractor and vendor members required for the project.



The HPC members divided themselves into the three (3) subcommittees needed for the three currently identified projects to be implemented within the MOU. Rev. Sullivan has recorded that information within the newly established Partnership Committee Extranet for the Committee's use.

Participation within the MOU process by TEC Staff offices has been defined as a support role to both the HPC (and its subcommittees), and to the Project Committees.

The Project Teams will operate under the guidance of the Project Committees (who will form the Teams) and the DoH C.O.O. who will direct project(s) implementation.

- The Partnership Committee Extranet will be used by all members of the HPC, the DoH C.O.O., and the TEC support office members for all PC operations. It will be both a depository and the communications means for PC operations.
- The documents established for HPC operations will be available in both the English and French language. An inexpensive means to provide the necessary translation service is needed.

- e. Both The Very Reverend Michael Curry and The Right Reverend Zache Duracin are to be informed of the work of the HPC.
- f. Meetings of the HPC will be both actual meetings and virtual meetings by teleconferencing. There will be both meetings of the PC of the whole, and Subcommittee meetings as needed. Alternate locations will be used for PC meetings in both the U.S. and in Haiti.
- g. The MOU was reviewed by Paul Nix who is a member of the team that developed the MOU that was established in September 2106. For most of the PC members, this was their first opportunity to review the MOU in depth.
- h. Dan Tootle provided a presentation about the MOU and the present status of the three (3) projects within the MOU's governance. The HPC members were very appreciative of the information provided in the presentation which is essentially the same information about the MOU and the projects provided to the 2017 DoH Synod (by Dan Tootle) and to the Executive Council committees (by Tara Holley).
- i. The HPC and the CASB Subcommittee members are interested in managing the CASB Revitalization Project within the MOU, and do not expect the currently ongoing CASB stabilization work to be under their purview.
- j. The HPC prioritized the three (3) TEC/DoH projects regarding immediacy of effort within the MOU as:
  - First Priority – The capital infrastructure development at Santo 17 in order to relocate the St. Vincent's Centre for Handicapped Children (STVCHC) residents from the center of Port au Prince by September, 2017.
  - Second Priority – The restoration of the Holy Trinity Cathedral (HTC). Specifically, determining how the project work that has been done to date can be brought under the MOU and HPC oversight with the view of continuing as much of that work under the Project Committee structure.
  - Third Priority – The Centre d'Agriculture Saint Barnabas (CASB) Project will start with the establishment of the CASB Project Committee and is expected to be the project that will take the longest time to define and implement. It is also the least well-known project to the HPC members.
- k. Rev. Sullivan and Rev. Damus recognized that the HPC is currently not supported by an operations budget, identified specific areas of HPC operations that will require financial support, and establish the need to develop a budget for HPC operations; to be presented to the upcoming Executive Council meeting for support in June, 2017. A motion to establish the PC operations budget requirements was approved.

### 3. Identified Actions

- a. Establishment of the HPC operations budget. - Rev. Sullivan and Rev. Damus to prepare a budget to be submitted to Executive Council in June, 2017
- b. Bishop Bourlakas to communicate with Bill Craddock (STVCHC Board President) about STVCHC Board operations and planning for the Centre.
- c. Bishop Bourlakas to schedule a meeting with Al Phillips in Atlanta for the HTC Subcommittee to be informed of the status of HTC planning and contracts.
- d. The TEC Development Office to start the HTC Restoration “silent phase” for funding campaign development.
- e. The HPC to establish the vetting process for prospective Project Committee members.
- f. All HPC members, DoH C.O.O. and TEC support office members to use the Partnership Committee extranet for communications and document repository.
- g. Information about HPC operations to remain restricted to HPC members, DoH C.O.O. and TEC support office members until the Co-Chairs release such information for public access. Such access to normally be through Episcopal News Service releases.
- h. A lawyer who is experienced with construction projects may have to be hired to replace Al Phillips who has been providing this support for the HTC restoration.
- i. Clarification is needed for the Subcommittee and TEC support office liaison process.
- j. Clarification is needed for the Project Committee formation process.
- k. A translator for English-to-French and French-to-English needs to be identified.

Respectfully submitted,

Dan Tootle

TEC Development Officer for Haiti