

## **Haiti Partnership Committee**

### **Conference Call Meeting**

**August 30, 2017**

**Committee Members present:** The Rev. Pierre Gasner Damus (co-chair), The Rev. Canon Rosemari G. Sullivan (co-chair), Dr. Marise Bayard-McNeeley, The Rt. Rev. Mark Bourlakas, Mr. William G. Robison, The Rev. Yvan Francois, The Rev. MacDonald Jean, The Rev. Roldano Auguste.

**Staff Present:** Mr. Douglas Anning, Chief Legal Officer (CLO) of DFMS, Mr. Kurt Barnes, Treasurer of DFMS, Ms. Margareth Crosnier de Bellaistre, Assistant Treasurer of DFMS, Ms. Tara Holley, Director of Development of DFMS, Mr. Paul Nix, Legal Officer of DFMS, The Rev. Geoff Smith, COO of DFMS, Ms. Nancy Caparulo, Treasurer's Office Assistant, Mr. Brian Murray, Technical Assistant, General Convention Office.

The meeting was convened at 10:40 AM EDT with Prayer offered by Fr. Yvan Francois after some technical difficulties were solved with Zoom connections.

Nancy Caparulo was welcomed as minutes-taker.

The Minutes of the June 15-16, 2017, meeting were considered and approved without objection.

Rev. Sullivan proposed copying long reports at the GCO to be sent to Haiti owing to the cost and inconvenience of asking a parish in Haiti to produce them. Development took on that responsibility. Two sets of everything will be produced and sent to the diocese for distribution.

#### Update on Matters concerning Holy Trinity Cathedral

Mr. Robison provided an update concerning Cathedral project. As paperwork collects, a separate Extranet location was suggested as a better way to organize documents specific to a project. Several videoconference meetings were held, one with Al and Laura looking at contract issues. Project insurance relating to the Cathedral project was reviewed. No liability insurance is available for a project of this scale in Port au Prince. Mr. Robison is looking into the idea of an overall umbrella liability policy that would be held jointly between the DFMS and the diocese. Mr. Barnes observed the contractor might be held holding all of the insurance. This matter remains an ongoing conversation.

A long phone conversation took place with the Kerns Group (Brian and Shawn) that resulted in a pdf of the slides they had showed the diocese and how the current Cathedral design was developed. Cost containment was discussed but no changes will be made until there is a project committee in place and a signed contract. Hopefully the design dialogue can begin as soon as a committee is formalized and in place. Clarification was made that the design is not a finished one and that changes will need to be made. A contract for the first phase was executed. In order

to continue the work with MSAADA, the architectural firm, a contract needs to be finalized. Rev. Sullivan was present in the Kerns Group office for this meeting.

After the two phone calls, Mr. Robison prepared a document that spells out the tasks that the Cathedral project committee will have to take on. Mr. Robison said that when the list is shared on the Extranet, the enormity of the task(s) becomes clear. One staff member will have to carry the burden and be compensated appropriately for it. Someone will have to be responsible for keeping up the momentum to get the work done. Mr. Barnes agreed that this position is part of the expense of construction and should be included in the budget as Staff Assistance.

#### Position Description for Project Committee

The job descriptions for project committee members was posted. Rev. Sullivan asked for comments to be sent to Mr. Robison. Committee members will include those appointed by Bishop Duracin: Patrick Delatour (engineer), Ary Theodore (Chancellor of the Diocese of Haiti), and Kerwin Delicat, Dean of the Cathedral. Fr. Gasner suggested the committee be populated after the job description(s) are made clear. An engineer is needed. The focus now is to see who will carry out the work.

Questions: Have we looked at a company that can provide proper insurance? Can we compare with insurance that was provided for the Catholic Church? It is necessary to have full coverage? Mr. Robison pointed out that liability issues come to the fore when construction plans are in place. He noted that in a prior complex project that he was involved in the municipality purchased the risk insurance and that this might be a model for the HTC project. DFMS will need an understanding about the length of commitment for the policies in order to protect all entities involved. His conversations with different agencies are ongoing. Mr. Smith spoke with Al and provided a contact for him, who referred him to a company in Haiti. They are trying to find carriers who can provide the coverage needed.

Ms. Holley asked about discussion concerning a time line, next steps with Kerns, and their awareness of budget. The budget ceiling was established at \$7.5 million, all inclusive. They understand that there is some distance to cover to move in a downward direction. When there is more forward movement, there will be restrictions on the budget. No timeline was discussed since there was no project committee in place at the time. Kerns is eager to get going, however. Discussion included the need to bring the new project committee members up to speed about how the design arrived at its current iteration. Rev. Sullivan suggested a follow-up to aid Ms. Holley in the fund-raising aspect of the project. She also observed the need for the project committee to be well-educated about the work that has taken place thus far.

Rev. Sullivan had spoken with the three suggested Episcopal Church members of the project committee: Susan Walter, a civil engineer with extensive experience in infrastructure, currently with Stantec Corporation; Gary Overbay, specializes in civil/site design; William Mincey, architect, retired Charlotte Worthy Architectural firm.

Fr. Francois (?) was concerned that the Haitian members of the committee know of, and agree to, their appointments. All were spoken with and agreed to serve. They will work on the job tasks and expectations for carrying them out. **It was moved:** The HPC accept the six nominations for the project Committee. **Seconded and carried** without opposition. Mr. Robison will be the liaison to that group.

#### Update on Matters at St. Vincent's

Bp. Bourlakas said in October there would be dedication of the new space. He will attend that event and a board meeting that follows it two days later. Students are moving into the school

Finally completed are letters of recommendation from the Presiding Bishop and his committee concerning the MOU and the ongoing work to raise money. The school was looking for two letters to add to their materials. They knew they were free to move forward and start raising money, but the letter from the PB was an important addition to their dossier.

They were trying to finish up the fund-raising with bishops that the PB had begun. A commitment has been made to raising \$100,000 that began with a letter to 15 bishops. That yielded \$60K and a return letter asked consideration of increased gifts, which brought the total to \$68.5. Development began a month ago going to high-level donors in California. Proposals were sent and a small gift promised. The Cathedral in San Francisco has agreed to tithe to Haiti as they raise capital funds. Ms. Holley is now seeking a foundation or an individual to raise the balance of the pledge. This is the last piece of TEC's formal fund-raising for St. Vincent's. They will now take on their own fund-raising, which they are looking forward to doing.

The school is under way with a tuition gap program where people are being solicited to sponsor a student. The board is looking for ways to get the word out about that program. There will be additional news about that after the October 16 meeting. Ms. Holley asked that referrals be made to her office of possible donors. Mr. Barnes asked whether the builders had been paid, relative to the \$100K funding. An immediate answer was not available. Mr. Barnes will look into that.

#### Update on Matters related to St. Barnabas Agricultural College (CASB)

There was a great deal of information posted to the Extranet. Dr. Kesner Ajax reported that Mr. David Alexander Carroll has been appointed director. Ms. Holley expanded on the appointment, and the need to get up to speed on the various plans that are in place. A new board of directors is to have oversight of CASB and a project committee will be established to work with them on long-term and short-term goals. Rev. Sullivan has been working on this and suggested a visit to more thoroughly understand the site and the project. Once the definition of the board of trustees is made, this Committee should understand how that new group will work with the HPC. The Director's salary will be covered by the Diocese of California. Rev. Sullivan explained that the

Diocese of Haiti representatives interviewed 9 candidates for the Director position before selecting Mr. Carroll who has been approved by Bishop Duracin.

Fr. Gasner asserted that the HPC should be aware of everything that is taking place in Haiti. His understanding was that the HPC should have oversight on such appointments and be able to approve them. He was uncomfortable with the way this was handled. Rev. Sullivan's understanding is that the bishop, the diocese, and the Institute were the responsible parties. Ms. Holley noted the financial component that should be made available to the HPC. Rev. Sullivan said that an objection will be made if there is reason to do so after obtaining full information about the process. Fr. Francois was concerned about how the Bishop would interact with the people carrying the work forward on site. Fr. Gasner might lead the group meeting with the Bishop and let the HPC know the result of the meeting. He would like the HPC to provide a goal for the projects and keep communication flowing so that everyone will know what is going on.

Returning to conversation about HTC, concern was raised by the Haiti Partners regarding setting a date to begin work on the Cathedral. It was explained that this is related to the ongoing work with the architectural firm. Communication with prospective donors will provide a challenge for giving. Development is engaged in campaign readiness, work that precedes a first phase of a fund-raising campaign. They will be ready by the end of October to talk about who the campaign committee will be. Those people will go out to help raise the dollars. Fr. Gasner would like to have something in his hands by the beginning of November when the Diocese of Long Island's convention will be held. Rev. Marise needed to leave the call at 11:46.

Rev. Sullivan suggested another phone call on a day in October for updates from the project committees and a fund-raising update. Anything learned about St. Barnabas or St. Vincent's will be provided to the committee on the Extranet in the meantime. October 24 was arrived at for a follow-up call at 10:30 AM.

The insurance matter was raised again. Mr. Robison's ideal solution would be an insurer in Haiti and payment for it taken from the project funds.

The meeting was adjourned with prayer offered by Fr. Gasner at 11:52 AM.

Respectfully submitted,

Nancy Caparulo