



**MEETING OF THE CAYMAN ISLANDS
NATIONAL ATTRACTIONS AUTHORITY BOARD
FRIDAY, SEPTEMBER 12, 2025 @ 10:00 AM
AT THE MINISTRY OF TOURISM AND TRADE DEVELOPMENT'S
PRIDE TRAINING ROOM (CANNON PLACE)**

MINUTES

1. Attendees:

Mr. Charles Clifford - Chairman
Mrs. Judy Powery - Member
Mrs. Sharon Hinds - Member
Mr. Alex Hennings - Member
Mr. Stran Bodden - CO, Ministry of Tourism and Trade Development
Ms. Watoya Stewart - SHRM, Ministry of Tourism and Trade Development
Mr. David Fawcitt - Ministry of Lands Representative
Ms. Tunisia Barnes - Ministry of Culture Representative
Mr. Patrick Thompson - Secretary/Director, CINAA

2. Welcome and Introductions:

The meeting was called to order at 10:18 a.m. The Chairman welcomed all, introduced himself, and invited everyone to introduce themselves.

3. Absent:

None

4. **Apologies:**

None

5. **Remarks from the Chief Officer (or Nominee):**

The Chief Officer offered greetings and expressed that he looked forward to working with the new Board. He noted that he would not be present at all meetings, but his nominee, Ms. Stewart, would attend in his place.

6. **Remarks from the Chairman:**

The Chairman expressed gratitude to the Deputy Premier and the Ministry of Tourism and Trade Development for selecting him to chair the Board. He noted that the entire Board was new, with the exception of the public servants who were previously members, and that the position of Deputy Chairman had recently been vacated, with the appointment of a deputy pending. He indicated that he was present to lead discussions and moderate debate, and that all decisions would be made by consensus. He also informed new members that training on Board Governance was available and requested that the representatives from the Ministry of Tourism and Trade Development make the necessary arrangements for members.

7. **Presentation by the CINAA Management Team:**

The group was joined by the General Manager of the Botanic Park, the Operations Manager of Pedro St. James, the Financial Controller, and the Human Resources Managers, whom the Director introduced to the Board members, and vice versa. Following the introductions, the Director led the management team in delivering a PowerPoint presentation to the Board, a copy of which is attached to these minutes.

The subject areas covered were as follows:

- *Overview of CINAA's Strategic Plan*
- *Organisational Structure*
- *HR Details, Vacancies and the Authority's Salary Scale*
- *Financial update for the current FY and projections for the next FY*
- *Product Details for each Attraction*
- *Fee Schedule for each Attraction*
- *Condition of the Physical Plant of each Attraction*
- *Critical/Urgent Issues for Resolution*
- *Primary Risks*
- *Visitor Statistics*
- *Marketing Strategy*
- *Outstanding action items from previous Auditor General's reports*
- *Highlights & Achievements*

8. Appointment of Sub-Committees:

It was decided that an Audit and Risks Sub-Committee be established, to be chaired by Mr. Hennings. Mrs. Hinds was also appointed to the committee at the meeting.

9. Tour of CINAA Attractions:

- i. It was decided that members would tour the Queen Elizabeth II Botanic Park and Pedro St. James on Monday, September 15, 2025, during which the Chairman would hold a brief staff meeting at each site. The tour was scheduled to commence at 9:00 a.m. at the Botanic Park, however, members had the option of parking at Pedro St. James by 8:30 a.m. and traveling together by shuttle to the Park.

- ii. It was decided that members would tour the Hell Geological Site and the Cayman Craft Market on Thursday, September 18, 2025. Members agreed to meet at the Craft Market at 9:00 a.m.

10. Standing Agenda for Board Meetings:

Consideration of the draft Standing Agenda was deferred because of time constraints and members agreed to finalise it by round robin.

11. Timing and Location of Monthly Meetings:

It was decided that meetings would be held on the second Friday of each month at 10:00 a.m. in the Ministry of Tourism and Trade Development's Pride Training Room (Cannon Place).

12. Any other business:

i. Negative Publicity

The Director advised that he had consulted the CINAA's legal counsel regarding recent negative publicity involving the Authority and its attractions and had received preliminary guidance on the matter. He further noted that this advice had been shared with the Chairman, who recommended that the issue be discussed at the inaugural Board meeting. The Board subsequently requested that the Director take no action based on the legal advice received because such action could prejudice the independent investigation/audit into the allegations which was about to be undertaken.

Members agreed that it was best to limit comments at this time and decided to meet with staff to convey that the Board was there to support them, and that decisions would not be based on media reports but on established facts.

ii. *Creation of WhatsApp Group for Members*

It was decided that a WhatsApp group be created for members.

13. Action Items Summary:


- i. Director to provide the following to members via email:
 - Minutes of the two previous board meetings
 - Copies of marketing contracts
 - Salary grade and point for each post
 - Current vacation policy
 - Copy of the Pedro Castle Café lease
 - Code of Conduct for Cayman Craft Market
 - Visitation statistics from cruise line contracts
- ii. Chairman to establish WhatsApp group for members.
- iii. CO or the Ministry of Tourism & Trade Development representative to arrange Board Governance Training for new members.
- iv. CO or the Ministry of T&TD representative to provide NOI for all members to the Director for the OAG.
- v. Mr. Hennings to confirm if he could chair the Audit and Risk Sub-Committee.

14. Adjournment:

The meeting was adjourned at 3:30 p.m. The next meeting was scheduled for October 10, 2025, at 10:00 a.m.



Mr. Charles Clifford
Chairman



Patrick Thompson
Secretary