

Interim Advisory Council Meeting

of the Caribbean Heritage Institute and Network

Dover, Christchurch, Barbados

May 6-8, 2015

AGENDA

WEDNESDAY, MAY 6

Institutional Needs, Goals & Guiding Principles

9:00–10:00	Welcome remarks from Sabrina Rampersad, UWI Cave Hill Campus Mr. Francis McBarnette, OAS Representative Barbados
	Introductions of the project team and interim advisory council (Neil Silberman)
10:00–10:45	Overview of the mission of the Caribbean Heritage Institute and the regional needs it addresses (Neil Silberman & Angela Labrador)
10:45–11:00	Break
11:00–11:20	Overview of the UWI Cave Hill Campus Heritage Studies Program (Sabrina Rampersad)
11:20–12:00	Overview of how UWI Cave Hill Campus institutes are established and operated (Sabrina Rampersad or UWI representative)
12:00–12:30	Goals of the workshop, Activities and timeline of Interim Advisory Council 2015-2017 (Neil Silberman & Angela Labrador)
Lunch 12:30–1:45	
2:00–3:00	Introduction to TakeTwo Services and their process (Bix Gabriel & Stephanie Arcella via teleconference)
3:00–5:00	Visioning Exercise
<i>on own time</i>	Core Values assignment (due Friday afternoon)

THURSDAY, MAY 7

Programming and Membership

9:00–9:30	Identification of target beneficiaries from visioning exercise
9:30–10:45	Identification of target beneficiaries' needs
10:45–11:00	Break
11:00–12:30	Identification of other organizations, institutions, and firms that try to serve beneficiaries' needs
Lunch 12:30–1:45	
2:00–4:00	Three Circles Exercise
4:00–5:00	Identification of membership categories, criteria, and recruitment channels

FRIDAY, MAY 8

Funding and Public Relations

9:00–10:45	Environmental/Future Scan Exercise
10:45–11:00	Break
11:00–11:45	Identification of potential collaborators, funders, and donors
11:45–12:30	Discussion of financial needs and sustainability challenges
Lunch 12:30–1:45	
2:00–2:30	Core Values Discussion
2:30–3:30	Identification of potential antagonists, decision-makers, and influencers
3:30–4:00	Discussion of outreach tactics
4:00–5:00	Summary of workshop outputs and next steps

PARTICIPANTS

Sabrina Rampersad	Director, Caribbean Heritage Institute Director, UWI Cave Hill Campus Heritage Studies Program (Barbados)
Bishnu Tulsie <i>via teleconference</i>	Chair, Interim Advisory Council of Caribbean Heritage Institute Director, St. Lucia National Trust
Janice Lindsay	Vice-Chair, Interim Advisory Council of Caribbean Heritage Institute University of Technology, Jamaica
Sheron Johnson	Secretary, Interim Advisory Council of Caribbean Heritage Institute Senior Cultural Policy Officer in the Ministry of Culture, Sports and Youth (Barbados)
Harold Sjibling	Treasurer, Interim Advisory Council of Caribbean Heritage Institute Chair, Jodensavanne Foundation (Suriname)
Celia Toppin	Project Manager (Cultural Heritage), OAS (USA)
Neil Silberman	Technical Coordinator, Coherit Associates (USA)
Angela Labrador	Technical Coordinator, Coherit Associates (USA)
Stephanie Arcella <i>via teleconference</i>	NGO consultants, TakeTwo Services (USA)
Bix Gabriel <i>via teleconference</i>	NGO consultants, TakeTwo Services (USA)