

The BEACON

US Coast Guard Visits SCASPA

SCASPA had its first International Ship and Port Facility Inspection for the year 2011 on Wednesday 1st June.

This inspection was conducted by Lieutenant Commander, Neil Marcelino of the U.S. Coast Guard, Sgt. Williams of the Designated Authority, Senior employees of the Security Department and the Sea Port Manager, Mr. Loui Hendrickson. The purpose of this inspection was to verify that SCASPA is in compliance with International regulation. During the

inspection, minimum deficiencies were highlighted, this was as a result of the hard work and effort exerted by SCASPA staff in ensuring that SCASPA remains compliant with the regulations.

The areas covered by the inspection included the main access gate and Shed 1 specifically concentrating on the perimeter fence, access control at the centre gate, control and separation of International Ship and Port Security (I.S.P.S) ships from non complaint, I.S.P.S ships and the non-

availability of Closed Circuit Television. (C.C.T.V.)

At the end of the inspection, Mr. Marcelino reported that he was impressed with the improvements put in place since the last inspection, especially the security presence and the perimeter fencing. He emphasized the deficiencies identified should be corrected as soon as possible. He also addressed the issue of Drills and Exercises and Training. He stressed that these should be conducted on a regular basis in order to sensitize and

IN THIS ISSUE

Page 1	US Coastal Guard visit SCASPA	Page 2	SCASPA Staff Update
Page 3	Father's Day Giveaway	Pages 4/5	P.M.A.C. Recap
Page 6	Advertisement	Page 7	Deep Focus
Pages 8/9	Month in Photography	Page 10	Environmental Day
Pages 11/12	English Matters		

familiarize employees with the regulations.

On completion of the inspection, a debriefing was held in the Seaport Manager’s Office with all persons who participated in the inspection. Mr. Loui Hendrickson chaired the briefing and applauded the group on a job well done. He also stated how satisfied he was with the effort exerted by all in achieving this outstanding results.

Some topics discussed and recommendations mentioned were:

1. Amendments to the Port Facility Security Plan in relation to the procedures for separation of non-compliant vessels.
2. Negotiating with Customs to acquire a link from their surveillance system.

3. The manner in which Security Officers should introduce themselves to customers at the gate.
4. Educating Operators on the importance of operating their vehicles in a responsible manner to prevent accidents that could result the company incurring costs.

Security is an integral part of the organization and in order to foster trade with the global community we must be willing to adopt security measures which will enhance and ensure the protection of those who visit our Ports.

The next official inspection is expected to be in the month of October 2011.

Sergeant Wayne Morris

SCASPA STAFF UPDATE

NEW HIRES

Darren Hazel	Security Officer
Jamie Quamina	Security Officer
Rondale Hobson	Security Officer
Marcello Warner	Security Officer

SCASPA UPDATE (FATHERS DAY GIVEAWAY, MUSIC FESTIVAL GIVEAWAY)

It's not everyday that SCASPA's men are honored for their commitment to Fatherhood and excellence. On Friday 17th June, Gift baskets and balloons were given to all the men and Fathers who are employed by SCASPA. The men were excited, surprised and honored! Are you eager to see who received Father's Day giveaways this year? Check out our pictures of some of the men and Fathers who received gifts below:



Mr. Marcellus Phillip



Our men in the Mechanical Engineering Department thankful for their gifts!



Facility II Fathers!



Ian Bolus and Devon Clarke with their Gift baskets and balloons!

P.M.A.C MEETING RECAP BY SEA PORT MANAGER, LOUI HENDRICKSON

The 14th Annual General Meeting of the Port Management Association of the Caribbean (P. M. A.C.) was held during June 22nd to 24th, 2011 in Montserrat.

The St. Christopher Air and Sea Ports Authority was represented by the Chief Executive Officer, Mr. Terrence Crossman, Sea Port Manager, Mr. Loui Hendrickson, Safety Officer, Mr. Kervin (Milo) Freeman, Supervisor of Facility III, Mrs. Techell McClean Warner and Supervisor of Facility I, Mr. Rohan Francis.

The P.M.A.C meeting, which covered all aspects of Ports' business, was a resounding success as agreed by all attendees. Countries in attendance were Barbados, St. Lucia, St. Vincent, BVI, Anguilla, St. Kitts, Nevis and host country Montserrat. Absent were Dominica, Grenada and Antigua.

During the opening ceremony, all the delegates, including Associate members met in an orientation session. Participants made new acquaintances or rekindled old friendships. It was an interesting evening as the laughter and chatter permeated the friendly atmosphere.

On the following day, President of P.M.A.C, Mr. Everton Walters, gave his address and announced his retirement. He emphasized the need for us to unite as a region and highlighted the commonalities among the member countries. He also addressed the importance of the involvement of the Associate members, who over the years have provided meaningful technical support and advice to the PMAC group.

Soon after his address, country reports were presented. These focused on the state of affairs of the individual Port Authorities. The presentation that left an indelible impression on my mind was that of the Port Authority of Montserrat. What impressed me was the way in which the Port Authority of Montserrat was able to re-



Participants in the P.M.A.C. meeting

bound after the ravages of Hurricane Hugo and the volcanic eruptions. Despite the difficulties, major initiatives are being strategically planned to further develop the Authority and the country.

Our Chief Executive Officer, Mr. Terrence Crossman, made a dynamic presentation on the restructuring process that our Port went through approximately six months ago and the changes made in the operations. Mr. Crossman's presentation heightened the interest of all the attendees in the affairs of SCASPA.

A major highlight of the meetings was the election of P.M.A.C. Executive Officers. Person elected to manage the affairs of P.M.A.C. over the next year were Manager of St. Lucia Marine Terminal Ltd., Mr. Lenius Lendor as President, Manager of St. Vincent Port Authority, Mr. Bichen John as Vice President and General Manager of SCASPA, Mr. Terrence Crossman as Treasurer.



Participants greeting each other!

Impactful presentations came from Program Manager of S.A.P Atlantic Region, Mr. Velez Martinez, who talked about the need for information management and effective sharing. Business Development Manager of Klein Systems, Mr. Colin Bengell, aggressively and vividly advertised his company's product, which he claims is capable of meeting the challenging needs of Maritime Ports and Vessel Traffic Region. The Caribbean Maritime Institute (C.M.I) provided technical support as they have been doing throughout the region over the past years. All member countries expressed their gratitude to C.M.I for its continued support in technical training and consultancy.

A bus tour of the Island of Montserrat was a also a highlight in the list of events during the meetings. The tour turned out to be a spectacular event particularly the period when we visited the volcano.

The final event was an Awards Dinner during which the coveted NOVA Port Cup Award was presented to Barbados. This award is presented annually to the Authority with the best operational efficiency and most profitable operations.



NOVA Port Cup Award being presented to a representative from Barbados

The Port Management Association of the Caribbean (P.M.A.C.) conducted its inaugural meeting in Antigua on 26th June 1998 having succeeded the Port Management Association of the Eastern Caribbean (P.M.A.E.C.) established on 16th May 1988.

“TOMORROW’S LEADERS”

GAIN

EXPERIENCE

**THE KNOWLEDGE NETWORK
FOR THE FUTURE**

**BACKPACKS TO
BRIEFCASES**



BUILD YOUR RESUME

Human Resources Department announces its SCASPA 2011 Summer Internship which runs from July 11 until August 31st.

Application forms are available from your Head of Department/Supervisor or at the HRD.

LET US WORK TOGETHER TO MAKE OUR FUTURE LEADERS BECOME GREAT STARS OF TOMORROW.

Deep *focus*

Be RICH in GOD!

1 Timothy 6:17 “Charge them that are rich in this world, that they be not high-minded, nor trust in uncertain riches, but in the living God, who giveth us richly all things to enjoy....”

A sailor who was shipwrecked on a desert island was captured by some of the natives of that island. They carried him off on their shoulders to their village, where he was sure he would end up being the main course. But instead, they put a crown on his head and made him king. He was enjoying all the attention he was receiving but was growing a little suspicious. He started making inquiries and discovered that their custom was to crown a stranger king for a year and at the end of that year the crowned king would be sent to a deserted island where he was allowed to starve to death.

Obviously, this did not appeal to the sailor so he devised a plan. Since he was the king and the natives obeyed his every order, he ordered them to ship supplies to the island where he would be sent when the year was up. He had them clear the land and build him a hut and plant enough vegetables and fruits for quite an adequate garden. When his year was up and was banned to the deserted island, he lived in abundance.

How are we using the good gifts God has graciously given us? Wealth and authority can be a dangerous thing — or it can be a blessing. It can be used to destroy and tear down or to store up good things in heaven. The choice is ours. Let’s ask the Lord to help us to be wise in our attitude toward our material possessions that we might not end up being rich in things and poor with God!

MONTH IN PHOTOGRAPHS



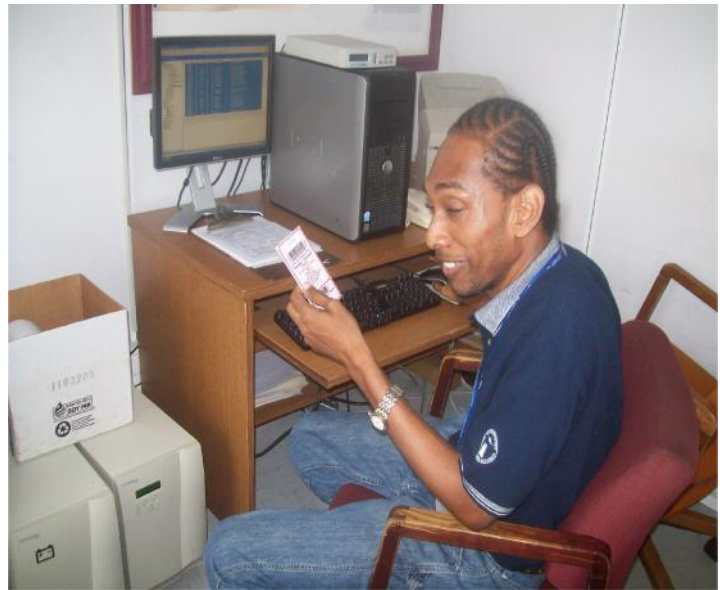
Mr. Kervin Freeman thankful for his gifts



Music Festival Ticket giveaway "Lucky Box"



Mr. Llewellyn Williams with the ticket that he won to attend Music Festival!



Mr. Leon Phillip surprised that he received a free Music Festival ticket from SCASPA!



Mr. Ellenston Hendricks with his Father's Day gifts from SCASPA!



Mr. Askeo Williams choosing the name of the fifth winner in the SCASPA Music Festival ticket giveaway!



Ms. Dentrecia Blanchette on the set of ZIZ making a presentation to the Music Festival Committee on behalf of SCASPA! The presentation was aired on the nightly news!



Mr. Dale Brian picking the tenth winner out of the "Lucky Box" in the SCASPA Music Festival Ticket giveaway!

WORLD ENVIRONMENT DAY



World Environment Day 2011 - let's do our part!

On Sunday 5th June, 2011, individuals across the globe celebrated World Environment Day. We are all encouraged to do our part to save the environment. The following tips were highlighted in this year's celebration on creating a greener home, office and outdoor environment.

Six Environmentally Friendly Tips for a Greener Office:

1. Make sure to power down and turn off computers at the end of the day.
2. Turn off all lights when leaving the office, lunch room and bathroom.
3. Car-pool with co-workers.
4. Reduce the use of paper cups from the water cooler and reuse!
5. Reduce your use of paper by using both sides when photocopying and printing.
6. Reduce your use of paper by encouraging communication via e-mail.

Six Environmentally Friendly Tips for a Greener Home:

1. Choose the coolest water setting when using faucets.
2. Donate items that can be reused.
3. Purchase products that are made from recycled material.
4. Purchase energy-efficient appliances.
5. Unplug appliances that are not being used.
6. Keep your lights off during the day.

Six Environmentally Friendly Tips when Outdoors:

1. Leave grass clippings on the lawn as a natural fertilizer.
2. Buy a squeeze nozzle for your hoses.
3. When watering plants use a watering can.
4. Water plants at night to minimize evaporation.
5. Water house plants with left over or unused water.
6. When outdoors pick up trash.



The theme for this year's World Environment Day was “Forests: Nature At Your Service.” World Environment Day (WED) is an annual event that is aimed at being the biggest and most widely celebrated global day for positive environmental action.

English Matters

The minutes of a meeting are taken by the secretary in a conventional set-up. However, anybody in the team could be asked to do the job and should be equipped with the knowledge of how to do it. Taking written notes is the most commonly used method of taking minutes. However, a recording device could be used if you are not confident at taking everything down fast enough. The minutes can then be written up at a later date.

- **Begin** by making a note of the time of the meeting, number of people present and also a list of absentees. You may wish to circulate an attendance sheet.
- **The introduction** should contain the company name, reason for the meeting and the agenda.
- Since minutes have to be placed in chronological order, **take down the time details**.
- **Make notes immediately** after the meeting when all points and observations are fresh in the mind.
- **Using fewer words** is the best way to improve your business English. It is best to use shorter sentences and simple past tense to write your report. It is important that your report is easy to read and doesn't use unnecessary jargon or complicated words.
- You need to **make a note of all motions** and ideas that have been mentioned in the meeting, giving details of who voted for and against what motion.
- **At the end of the report** note down the date, time and agenda for the next meeting.
- **Run a spell check and grammar check** to ensure all your copy is written in good, clear English. The person who makes the minutes is also expected to **mail it to all concerned persons**. This will include absentees who will need to be updated with the details of the meeting.

When our meeting minutes aren't effective, we waste the time we spent in meetings. Without good meeting notes or minutes, we may not remember or recognize:

- What we decided in the meeting
- What we accomplished in the meeting
- What we agreed to in terms of next steps (action items)

(When we can't remember the items above, we end up going in different directions and then meeting again for the same original purpose!)

To avoid wasting your time spent in meetings, be sure your notes and minutes answer these 10 questions:

1. When was the meeting?
2. Who attended?
3. Who did not attend? (Include this information if it matters.)
4. What topics were discussed?

5. What was decided?
6. What actions were agreed upon?
7. Who is to complete the actions, by when?
8. Were materials distributed at the meeting? If so, are copies or a link available?
9. Is there anything special the reader of the minutes should know or do?
10. Is a follow-up meeting scheduled? If so, when? where? why?

Do's and Don'ts:

Do write minutes soon after the meeting--preferably within 48 hours. That way, those who attended can be reminded of action items, and those who did not attend will promptly know what happened.

Don't skip writing minutes just because everyone attended the meeting and knows what happened. Meeting notes serve as a record of the meeting long after people forget what happened.

Don't describe all the "he said, she said" details unless those details are very important. Record topics discussed, decisions made, and action items.

Don't include any information that will embarrass anyone (for example, "Then Terry left the room in tears").

Do use positive language. Rather than describing the discussion as *heated* or *angry*, use *passionate*, *lively*, or *energetic*--all of which are just as true as the negative words.

Do have a new year filled with productive meetings captured efficiently in crisp, clear meeting notes!