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| **TITLE** | **MINUTE FOR 2019 AWARDS COMMITTEE MEETING** |
| **DATE** | 12th April 2019 |
| **LOCATION** | **Board Room Head Office** |
| **PARTICIPANTS/PRESENT** | Mr. Emmanuel Borbor, Mr. Morrison Conteh,  Mr. Prince Williams, Mrs. Wiletta Thomas,  Mr. Claude Bhamee Davies, Mrs. WinstonaMansaray and  Mrs. Helen Morgan |
| **CHAIRMAN** | **Human Resources Manager** |

The Human resources Manager – MrsWillette Thomas called the meeting to order at 10:55 am withsilent prayers by all in attendance.

She welcome all and highlighted the purpose of the meeting which was to discuss criteria and rewards for the forthcoming staff award 2019. Issues discussed with possible suggestions are noted below:

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| **ISSUES DISCUSSED** | **SUGGESTIONS** |
| Best Marketer  Criteria for Best Marketer should be based on:   * Quantum of deposits * Quantum of Customers * Type of deposits | * Best Marketer award should be limited to the Marketing Department * For all awards, the MD, DMD and Directors should be exempted. |
| Best Manager  Criteria for Best Manager should be based on:   * Administrative Skills * Debt Recovery * Audit Queries * Staff motivation | * Umaru Shyllon, Manger Bo Branch was strongly recommend by the DMD for his outstanding performance. * Bhamee Davies recommended that the best Manager should not be limited to branches only but to include departments and units within the Bank (IT, Audit etc.). |
| Best Driver  Criteria set for Best Driver includes but not limited to:   * Appearance * Alertness * Efficiency and effectiveness | * Mr. Morrison Conteh RMD recommended Dunstant Reignant for the award |
| Best Office Assistant  Criteria for Best Office Assistant   * Turnaround time * Experience | * Mrs. Wiletta Thomas recommended Sylvanus Dauphine for the award as he has vast experience on the job. |
| Good for Gold Award |  |
| Financial Reward:   * It was resolved that the HR Manager prepare and present Budget for the Awards Committee as against the next meeting. * This will guide the Committee as to how much should be rewarded to Awardees. |  |

**Since there were no further issue to discuss, the meeting was called to an end for a date to be communicated by the Human Resources Manager/Chairman.**

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**Faithfully Submitted**

**Mrs. Helen Morgan**