



Minutes
Trustee Meeting
The Humanitarian Centre
30 April 2010

Attendees: Sacha DeVelle, Jenny Grewcock, Chris Andreou, Marcello Consonni, Parminder Summon, Cathy Faithfull, Ivana Vidakovic.

1. Introductions

2. Charity Commission Status

SDV gave an update on where Cambridge to Africa is with its Charity Commission status. Cambridge to Africa applied for charity status in October 2009 and is awaiting the final decision from the Charity Commission. The organisation became a registered company in October 2009 (limited by guarantee) and SDV explained that the existing bank account will be closed down to reopen under the new registered status. JG, SDV and CA will be signatories for this.

SDV requested opinions from the trustees as to whether the account should be opened with a debit and/or a credit card. The consensus was to open an account with a debit and credit card but to keep the credit card limit to £500.

Action: SDV to get JG and CA signatures on bank documents and open bank account with debit and credit card facility.

3. Appointment of Trustees

At present Cambridge to Africa has three trustees: SDV, JG and CA. The proposal was made to increase the trustee numbers to 6 or more. For the purposes of decision making a larger base of trustees would allow for more input and combined decision making and cover for those that are away. CF suggested the role of a patron and high-profile person to be part of the trustee board. CF also put forward her interest in becoming a trustee. She is a trained photographer and artist.

There were several suggestions of ideas for other potential trustees:

- CF suggested a lady who has private sector experience and is very active in Africa through sponsorship and promised to provide contact details.
- IA suggested some of the Cambridge Trusts as possible leads to see whether there would be potential trustees there. This raised the question of whether a trustee could exist in a role for more than one organisation and PC confirmed that this was possible if there were no conflicts of interest.
- PC also suggested the Cambridge-African network as a possible connection to look for individuals.
- CF suggested Enoch Mukiibi as a trustee but it was thought that his role as an honorary patron would be more appropriate.
- CA also has several African possibilities and other suitable people in Cambridge. He also suggested the Alumni networks.

Action: SDV to approach the Humanitarian Centre to obtain a template for what is required of a trustee

Action: All information on potential trustees to be returned to SDV by first week in June 2010 for a decision to be taken on additional trustees by the Board.

4. Membership Form

JG circulated a membership proposal and accompanying Membership Form to the group. The membership is an important area that Cambridge to Africa wants to take forward. CA has a graphics department and would be happy to get input from them regarding design. PC suggested swapping images of the child studying on the front with the dancers on the back page. PC also suggested sending out to email lists and linking through to the membership form.

Suggestions were to start with a limited print run as Charity Commission registration is pending. SDV requested that the group should decide on a final date for sign off and print.

Action: JG to send copy to CA to consult with graphics contacts for input on the membership form and confirm if printing would be possible by Fri 7 May 2010.

Action: All attendees to comment on text and photos and return comments to JG/SDV by Fri 7 May 2010.

5. Rebranding of website

SDV explained that the website had been revamped to make the information clearer and more user-friendly. The proposal is to include the membership form on the website with the option to pay online via PAYPAL or to download and send by post with a cheque.

Action: SDV to design the online membership form for the website following the agreed model by end of May 2010

6. Plans for next year

Grants and fundraising are the key element at this point of the organisation's expansion.

Mobile Phone Project in Uganda set up with deaf and speaking children at the Child Africa International School in Uganda. A pilot project has been set up and will run during May-August with results to be presented by SDV and JG at ASUK conference in Sept 2010 at Oxford University, UK.

Children's Latin Fusion classes over the summer 2010. There would be a minimum class number and would create links with both parents and into the school sector.

Enoch Mukiibi project: Cambridge to Africa is working with this Ugandan based artist and has rights to a range of his designs to use for merchandising purposes. One of our volunteers has been briefed to research into possible eCommerce solutions in order to sell the artwork online and also through a possible retail outlet and will come back with a business plan by the end of May 2010.

BC Twinning Project between Child Africa International and Cambridge to Africa: JG is working on this.

Cambridge to Africa has applied for 3 additional volunteer positions through the Humanitarian Centre: Admin Assistant, Research Assistant and Fundraising Assistant.

The group agreed that there was a need to set up more projects in Cambridge that focus on issues relating to Africa, Africans and around the area of English language.

CA asked if there was the possibility to come forward with ideas for activities and projects. SDV confirmed that suggestions should come from all sides. CF suggested that the possible funding avenues would be good to help direct possible ideas.

Action: To raise the Enoch Mukiibi project again at the next Trustee meeting as to whether the selling of the artwork and merchandising should be done separately or as part of Cambridge to Africa.

Action: JG to put together the proposal for the BC Twinning Project.

Action: The group to come forward with any other ideas for projects

7. Grants/fundraising

CA offered to help with the grants/fundraising list research. SDV, MC and JG are currently also researching.

It was suggested that a Steering Group for Grants/Fundraising should be set up to coordinate and move this forward. CA mentioned that it would be good to get an A-Z of fundraising. PC explained that the Charity Commission and other charities have this on their websites.

Action: To set up a Steering Group for Grants and Fundraising by June 2010. SDV and JG will find members for this Steering Group.

Action: SDV to send CA a list of funds/grants to research to assist with work already being done with JG and MC.

8. Accounts 2009/2010

The accounts are not due until 30 Sept 2011 and SDV proposed to find an accountant to do this for Cambridge to Africa in the next month. The trustees agreed and asked to be sent details of the accountants to help in the selection process.

Action: SDV to send the details of the accountants to the Trustees for this. A decision will be made by end May 2010.

9. AGM

Date for the AGM. The group suggested that the summer should be discounted. The suggestion was for Friday 15th October 2010.

10. AOB

Rental space: SDV updated that the property is not available anymore so the search is ongoing.

11. Date of next trustee meeting: 30 July 2010