



## Trustees Meeting Minutes

Tuesday 27 July 2010

London

7.30pm

### Attendees:

- Sacha DeVelle (SDeV)
- Jenny Grewcock (JG)
- Chris Andreou (CA)
- Anshul Misra (AM)- meeting minutes

### Agendas:

#### 1. Outstanding action points from 30 April meeting

##### a. Appointment of New Trustees-

CA mentioned some possible trustees and will chase up. JG suggested adding an African perspective, probably approach the editor of UK based Ugandan magazine. SDeV also mentioned two possible trustees and will follow up.

##### *Action:*

- CA, JG and SDeV to follow up with possible new trustees.

##### b. Accounts for year 2011-

SDeV nominated Marcello Consonni as the new treasurer. CA agreed and JG seconded.

##### *Action:*

- AM to send accounts information to CA and JG.

#### 2. Charity Commission status update

Cambridge to Africa is now a registered charity. New bank account as a registered charity has been opened with HSBC. The account has three signatories with at least two signatures as mandatory.

Marcello is working on registration for Gift Aid and setting up the Just Giving page for Cambridge to Africa.

### **3. Membership update**

CA mentioned that the production department would print 500 of the final version membership forms. SDeV and JG reviewed the form and said they looked fantastic and were good to go for printing.

CA suggested sending flowers/wine for Jo along with an email from SDeV to show the appreciation for the help. SDeV added that the final PDF version of the membership form needs to be uploaded on the website and sent out to the C2A team and email list (followed by membership campaign).

#### ***Action:***

- SDeV to present flowers/wine to Jo, along with an email with a word of appreciation.
- AM to send out the membership form to C2A team and email list.

### **4. Grants Steering Group update**

SDeV updated that grants steering has been very successful in terms of achieving weekly outcomes. DFID Global Community Links is the top priority grant at present. We are currently waiting for answers from 7 pending grants. AM will be short-listing the possible grants over August and building up the database as well.

Also, CA must be sent the high priority drafts for feedback on the proposals for the grants.

### **5. Projects update**

#### **a. Recycling Ink Cartridge Project-**

This project needs to be carried forward.

#### **b. Singing for Africa-**

The project has been rejected as the overheads are too high and there are too many projects being run currently.

#### **c. Latin Fusion Dance Classes for Kids-**

There was not enough interest and feedback for the Latin Fusion Dance Classes for kids as it is a holiday season here. Therefore the project has been called off for the season and will be reconsidered later.

#### **d. Itupale Volume III-**

SDeV and JG will be presenting a paper at the ASAUK conference, Oxford University on the 17<sup>th</sup> September 2010, highlighting the Mobile Phone Project in Uganda. Itupale is also hosting a panel, SDeV will be chairing.

#### **e. Enoch Mukiibi Project-**

The art project needs to be taken to London. Focus on:

- Galleries in London to promote the work

- Prints for the paintings
- Approach SOAS

*Action:*

- CA to approach the Serpentine Gallery in London.
- JG to follow up on the prints.
- SDeV to approach SOAS.

**f. BC Twinning Project-**

Mayfield School, Cambridge has a deaf unit and might be a possible school for twinning. JG to contact the head teacher in September 2010. CA suggested mapping the project to unit teacher who may have more time and motivation.

*Action:*

- JG to contact the Mayfield School Head teacher in September 2010.

**g. Africa/UK Project-**

JG has done the research and has sent the report to all trustees.

CA suggested prioritising the projects and ranking them using the Harvey Ball Concept (HBC)

*Action:*

- CA to send project overview slide explaining HBC
- AM to send CA an outline of all projects.

**h. Mobile Phone Project-**

A Project Manager would need to be hired in Kabale, Uganda before the project is scaled up by the end of year 2010.

**6. Events 2010**

Upcoming events discussed were:

- ASAUK Conference-** September 17, 2010
- Chariots of Fire-** September 19, 2010
- Black History Month Event-** October 30, 2010

**7. AOB**

**a. Employing AM-**

SDeV put forward a request to apply for funding for part time employment of AM. JG agreed and CA seconded the motion.

**b. New Volunteers-**

Anglia Ruskin Mentoring Scheme has been very successful for C2A and would be carried out again in October.

Also, St Edmonds College has many African students and should be approached for new volunteers in October.

**c. Annual General Meeting** on the 26 October 2010.

**8. Next Trustee meeting 30 November 2010**