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**Trustee Meeting  
Minutes  
Monday 25 July 2011**

**20 Stafford Mansions London  
7pm – 9pm**

**Attended:**

Sacha DeVelle, Chris Andreou, Alim Abubakre

**1. Outstanding action points from Trustee meeting held on 22 March 2011**

- Just Giving website to be taken forward.

**2. Charity Commission objects**

All trustees agree to changing the language in Object 2 so that the Child Africa International School is removed.

- **Action Point:** SDeV to take forward with the Charity Commission

**3. Trustee board**

Approach Business Council for Africa, CARA, PLOS Medicine and Chattam House for potential trustees.

- **Action Point:** All to take forward after summer break

**4. DFID funding**

SDeV reported that the grant report has been signed off and the file is now closed. C2A was congratulated on a job well done and extensive reports on all our activities were appreciated.

**5. Draft business plan**

Our current administration officer has been working on the business plan over the summer and submitted a first draft for comment to trustees on 20 July 2011.

- **Action Point:** SDeV to feedback comments to Lelde Libeka
- **Action Point:** CA to submit track change comments on 30 July
- **Action Point:** Feedback to be integrated into the Business Plan



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## 6. Funding applications

SDeV reported on current funding applications for 6 projects and core funding. SA is now our grants and fundraising officer and has been actively writing and submitting applications from May onwards.

**Action Point:** SDeV to organise an updated list of funding applications for trustees

**Action Point:** Interns to add a calendar of project events on website

**Action Point:** interns to design a 'project wins' section that flags successful project bids

## 7. Current project focus

We are currently applying for funding for the following projects: DMHEP (Ethiopia), mobile phone social integration project (Uganda), sign language workshops (UNAD – Uganda), teacher training (Uganda), Itupale Online Journal of African Studies (UK), socially disadvantaged black youth literacy project (London) plus core funding to cover administration costs and a part-time project manager.

**Action Point:** Interns to develop a risk register of project challenges.

## 8. London presence

We are now carrying out research within the Stockwell and Wandsworth areas of South London that will equip us with more knowledge on the best type of literacy programme to offer to disadvantaged black youth, the targeted age group and space possibilities to run training and support. We have a Nigerian volunteer who lives in South London and is contributing to this research.

**Action point:** All to approach churches and companies to raise our profile in London

**Action Point:** AA to send details of UKTI to Sundeep Athwal

## 9. Humanitarian centre update

We have office space at the HC for another year and will continue to use this as our main base for volunteer and intern work.

## 10. Intern update

Lelde Libeka will finish with us on 14 August, and we are now recruiting for a replacement administration officer. Sundeep Athwal will continue with us as grants and fundraising officer over the continuing summer period.

## 11. HSBC overdraft facility

Trustees were reminded that our temporary overdraft facility expires in November 2011.

## 12. Next trustee meeting:

29th November in London