

## 2020 ANNUAL GENERAL MEETING MINUTES

<b>MEETING DATE</b>	7 <sup>th</sup> March 2020
<b>TIME</b>	14.20 Hours
<b>DATE OF ISSUE</b>	11 <sup>th</sup> March 2020
<b>CHAIR</b>	Prescot Kaliati
<b>MEETING SECRETARY</b>	Watipaso Mkandawire
<b>EXECUTIVE COMMITTEE</b>	Prescot Kaliati; Rhodrick Kalumpha; Mac Banda, Brian Kubwalo; Ken Kasambara; Ken Bowazi; Watipaso Mkandawire Janine Sankhani, Aaron Katemba, Yendamo Kapalamula, Saidi Phiri
<b>VENUE</b>	The Malawi High Commission 36 John Street Holborn, London, WC1N 2AT
<b>PRESENT</b>	Prescot Kaliati; Rhodrick Kalumpha; Brian Kubwalo; Ken Kasambara; Ken Bowazi; Milika Matiti; Dr Henry Matiti; Mrs Janet Kabambe; Kenna Mphonda; Willes Kabambe, ; Janine Sankhani; Richard Maganga; Hannington Gondwe; Saidi Phiri; Cecilia Matsikidze; Julius Chitseko; Ben Harte; Mwayi Dausi; Yendamo Kapalamula; Watipaso Mkandawire, Aaron Katemba; Dr Lizi; Mrs. Derrie Lizi; Martin Guga; Maria Ibrahim; Khama Matiti, Dorothy Mabaso; Sam Chibambo; Pierre Chiwona; Emily Kasakula, Angela Chimpololo Yamikani Chimpololo; Elvin Kamwendo; Alex Sukali
<b>APOLOGIES</b>	Mike Kachere; Mac Banda; Elizabeth Mkandawire; Dominic Mkandawire, Francisca Mkandawire, Luso Matiti; Trens Kasakula, Joe Nankhonya, Frank Luhana, Rudo, Evelyn Kalonga

## 1. OPENING REMARKS

1.1 The High Commissioner, Mr. Kena Mphonda welcomed members of the AGM. He indicated that the Malawi High Commission was always happy to host the MAHECAS AGM. He encouraged MAHECAS to strive to start meetings on time.

1.2 The AGM noted that Malawi Government has appointed Honorary Counsellors in Northern Ireland and Republic of Ireland and if MAHECAS would like to benefit from the existence of the two Counsellors should contact the MHC.

1.3 In his opening remarks, the Chairman welcomed the High Commissioner and thanked him for opening the doors of the High Commission once again for the AGM. He reminded the AGM that this year MAHECAS will be celebrating 25 years of existence and as such, the theme for the year will be '25 Years of MAHECAS'. He commended the founders of MAHECAS for their vision.

**ACTION:** The Chairperson to sit down and discuss with the High Commissioner on the available opportunities of working with the Counsellors.

## 2. ADOPTION OF MINUTES

2.1 The minutes of the 2019 AGM were adopted with minor changes and signed as a correct record. The minutes were seconded by Mrs. Derrie Lizi

## 3 2019 AGM MINUTES - MATTERS ARISING

### 3.1 MAHECAS COORDINATORS PROJECT:

3.1.1 AGM noted that several people were approached to become MAHECAS coordinators and were provided with TORs for their role. The following have acknowledged and accepted the role:

- Edward Chinkumbanji
- Bester Chinkwende
- Emilia Phillips
- Evelyn Madalunga
- Shenton Banda

3.1.2 AGM noted that these are additional Coordinators.

### **ACTION:**

- The EC to send confirmation of the appointment and the TORs;
- Mrs. Emily Kasakula to discuss further with one of the targeted Coordinators (Veronica Barratt) who was willing to serve but was not sure whether her skills set were relevant.

### 3.2 MAHECAS POINT OF SALE MACHINES

- AGM noted the status of the discussions with PayPal and that soon MAHECAS will be using Point of Sale (POS) machines minimizing the handling of cash especially at events.

### 3.3 MAHECAS ACCOUNTING SYSTEM

- AGM noted that the EC had decided to subscribe to XERO accounting software which would assist in producing accounts at any giving point in time. MAHECAS will be paying £25 per month;
- AGM noted that this would also assist in having accounts that can be used when soliciting donations or applying for grants.
- The accounting package was the preferred option instead of identifying an individual Accountant who may cost slightly cheaper but would not be able to provide all MAHECAS needs on time.
- The AGM noted that irrespective of which option is selected, the accounts will still need services of an Accountant to certify once prepared.
- AGM suggested that the EC should also investigate the possibility of getting a free accounting package to avoid the £25 per month payment

### DECISION/ACTION

- The EC to explore possibility of identifying free accounting package if possible
- The members to help the EC in identifying Certified Accounting willing to offer pro-bono certification services;
- The EC should make it as a matter of good practice to have accounts certify whether the revenue is above or below the recommended threshold (in this year £10,000);
- The Treasurer to contact Mrs. Jane Kabambe on contacts for a Certified Accountant who had previously accepted to provide pro-bono services;
- EC to check on whether XERO can offer a payment system in addition to the accounting package;

### 3.4 MAHECAS PATRON

- The AGM noted that the EC has drafted guidelines and criteria for identifying a Patron.
- AGM expressed concern and noted that this has taken a longtime as the issue has been under discussion since 2017;
- The AGM advised that EC cannot identify another Patron before terminating the services of the previous Patron, Lord Sir, David Steel.
- The AGM noted that no plan has been drawn on how and who will notify Lord Sir David Steel on the separation;

### ACTION/DECISION:

- The EC to discuss and take a decision on way forward

### 3.5 MAHECAS Communication

- AGM noted that a number of people had raised concerns regarding MAHECAS not acknowledging donations that had been given to the charity. Several examples were given when there was no official communication acknowledging support received;
- The AGM therefore wanted to know whether MAHECAS has a policy, strategy and systems that assists or guides the EC when it comes to dealing with MAHECAS donors, especially in thanking and acknowledging receipt of their donation;
- AGM noted that EC has adhoc arrangements where Event coordinators are expected to acknowledge and thank all donors. However event organisers are not given templates that can be used to acknowledge the various donations and assistance;
- AGM also noted that the chairperson takes responsibility of sending letters of acknowledgement and thanking most of those that donate funds to MAHECAS
- AGM advised EC to come up with templates that should be used as a guide and tool for capturing information of all sponsors and donors as well as for acknowledging and thanking donors/sponsors.
- AGM also advised EC to reach out to membership to assist in undertaking some of these roles
- AGM noted that Yamikani Chimpololo was available to assist in communicating with MAHECAS sponsors and donors

#### **DECISION/ACTION:**

- Khama Matiti offered to draft a spreadsheet for capturing information of all MAHECAS sponsors and donors;
- Fund Raising Event Guidelines to be circulated to all MAHECAS Co-ordinators and event organisers
- EC to reach out to Yamikani Chimpololo to discuss the proposed role;

## **4. ON-GOING PROJECTS**

The AGM noted the status of the following projects

### *4.1 The Cancer project – Status*

- MAHECAS has signed an MOU with Chatinkha Maternity Care Support (CHAMACA) and College of Medicine respectively, the two partners in the project
- Project implementation starts on 2<sup>nd</sup> April 2020 when the team of Doctors and nurses will travel and start work in Chikwawa District;
- This is phase one of the project and is estimated to cost £15,000;
- MAHECAS has adequate funds for this phase;
- In total MAHECAS has already raised £35,000 for the cancer project

- The phase 2 project is likely to take place in Nkhota-kota

**ACTION:**

- EC to update the website in terms of the changes in resources raised for the Cancer project
- EC to update membership on project implementation through the website

*4.2 The Hospital Beds Project – Status The AGM Noted:*

- The beds were identified through Dr. Unyolo who has working relationship with Medstron
- A total of 600 beds and 400 mattresses were shipped to Malawi at a cost of approximately £60,000
- The cost was met through the following donations
  - Malawi Government - £41,000
  - Medstron - £15,000
  - MAHECAS Fund Raising - £3,600
- That the High Commissioner should be commended for negotiating through the Government system to convince Ministries of Health, Foreign Affairs and Finance to release the money for the shipment of beds;
- That the Government through the Minister of Health, received the beds at a handover ceremony in Lilongwe in November 2019
- That Government further requested additional beds if they became available
- The beds have since been distributed to various hospitals in some but not all districts in Malawi according to communication from the Secretary of Health. The following districts were missing on the distribution list: Karonga, Dowa, Dedza, Zomba and Chikwawa.
- The Chairperson was following up with Government to confirm as to the actual allocation of the beds for our records and information to those that made donations;
- That the members were concerned about the ability of the hospitals to carry out regular maintenance of the beds as well as the ability to practice hygiene to ensure that the beds do not become the source of cross infections if not properly cleaned and disinfected.
- The HC was given a resounding acknowledgement and thanks for convincing Government to contribute towards the project;

**DECISION/ACTION:**

- The EC should review its strategy on provision of support to ensure that there is always an attempt to have a package of support rather than just a one-off transactional support. For example, the bed project should have included support structure for spare parts, effective usage and maintenance;
- That for the additional beds and mattresses, the Government should take care of all the expenses and should be advised on the need to make quick decisions as once beds have been donated, the company starts incurring storage costs;

*4.3 Kangolwa Health Centre – Ntchisi*

- The initial partner Lincoln University will not be funding the project mainly because the contact person – Milika Matiti has since left the University
- The EC will be looking at other source of funding

## 5 FINANCIAL REPORT

The Treasurer presented the 2019 end of year financial report. Refer to Annex 1 for the Financial Report.

- The AGM noted the financial report for the year and the bank balances
- The AGM advised the EC that Standing Orders forms should always be brought to the AGM and from time to time members reminded of the importance of considering arranging a direct debit;

### ACTION:

- EC to send Standing Order Forms to all those that attended the AGM

## 6. NEW/PROPOSEDPROJECTS

The AGM noted the following new/proposed projects

- Zomba Central Hospital – Request for various small tools and equipment for a Neuro Surgeon who works both at the Army and the Central Hospital. Estimated project cost is US\$10,000
- Zomba Mental Hospital – Request for ECT Equipment and redecoration of rooms for the juvenile wards;
- Mzuzu St John’s Hospital – Request for various equipment and supplies
- Partnering with Nation Newspaper Holdings - Requests to support Chitipa and Likoma hospitals

## 7. 2019 FUND RAISING EVENTS

The AGM noted as follows:

- A total of 9 (nine) fund-raising events took place in 2019;
- The Annual Dinner dance held in Derby recorded the highest net income which was over £5,000. The AGM noted that the event was well organized and the MC played a big role in fund raising during the night;
- The AGM acknowledged and thanked all those that led the fund-raising events during 2019;

- The AGM paid special recognition to Dr. Matiti's grandchildren Dziko and Tumbi who raised £160 in Oman where they reside. The AGM noted that the two children will be raising further funds this year in April and requested the EC to create a small project in Malawi. The Children will be going to Malawi this year in July and will make the presentation in person;
- The AGM also acknowledge special donation made by Maria Ibrahim and Susan Lander comprising small hospital items and supplies. The first lot has since been donated to Ndirande Health Centre and the second lot will be sent to Malawi and has not be allocated.
- Dr Lizi indicated that he also has a collection of hospital supplies that he would like to donate for distribution in Malawi
- The AGM made the following observations on the events:
  - That patrons came late for the Derby dinner dance and EC should try to find a strategy to ensure that we keep time for our events
  - The route in the London walk in 2019 held in Watford was rather too short and there is need to have a longer route;

**ACTION:**

- EC to identify beneficiary hospital in Malawi to receive the items donated by Maria Ibrahim and Susan Lander and Dr Lizi;
- EC to set up strategy for next Dinner dance to ensure that late-coming is minimized and that in the event of lateness, the hotel should not be inconvenienced;
- EC to review the distance on the London Big Walk

**8. 2020 FUND RAISING EVENTS UPDATE**

8.1 The AGM noted the following Fund Raising Event for 2020

- 2020 Annual Dinner Dance – to be held in Liverpool on 24<sup>th</sup> October 2020. The event is being Coordinated by EC members Saidi Phiri and Ken Kasambara
- Great Bristol 10km Run – To be held in Bristol on 3<sup>rd</sup> May 2020
- Celebration of the 25<sup>th</sup> Anniversary of MAHECAS: This will be a special event and it will be in the summer. EC to agree on the date and type of activities;
- MAHECAS Open Golf Tournament – To be held in Leicester on 30<sup>th</sup> August 2020
- London Big Walk: - To held in London along Thames in September 2020;
- Fancy Dress – To be held in Essex and organized by Cecilia and Elizabeth
- Coffee Morning; and Curry Night – Dates and venues to be advised
- Food Tasting Event – EC asked any members that may be interested to lead on the event to come forward;

**ACTION:**

- EC to circulate Big Walk forms early to enable would-be walkers to seek sponsorship before the actual day of the walk

8.2 In addition to the above events, members proposed the following additional events for the year:

- Malawi Gin and Tea – To be arranged and coordinated by Alex Sukali
- Young MAHECAS Night -
- Mahecas on the Beach - Organised by Janine
- Valentines Dinner Dance – Organised by Emily Kasakula in February 2021

8.3 The AGM noted that some members who wanted to organize event last year were left frustrated as the EC refused at the last minute to support the event. The case in point was the Valentines Dinner dance.

8.4 The AGM further noted that the EC cancelled the event because there was not adequate information on the event and as such in their own assessment the event would have led MAHECAS to lose money

**DECISION/ACTION:**

- The EC should provide MAHECAS Event Guidelines to all who have been identified or have volunteered to coordinate an event in the coming year.

**9. ANY OTHER BUSINESS - DISCUSSIONS**

9.1 AGM noted that the owners of the address that MAHECAS uses as its registration address have requested MAHECAS

**DECISION/ACTION:**

- AGM agreed that the EC should change the address and advised EC to find the best possible way of making changes whilst ensuring that we do not lose out of any communications

9.2 AGM was briefed on request from Dr. Joe Nankonya – who was the first MAHECAS Treasurer - for MAHECAS EC to amend the information provided on the website in terms of the history of the Charity. The AGM noted that Dr Nankonya claims that the formation of MAHECAS was the brain child of the late Dr Kadzombe rather than ideas coming from a brain-storming discussion of several Doctors as reported on the MAHECAS;

9.3 The AGM was briefed by the other founding members present (Dr Kabambe, Dr Matiti and Dr Lizi) on the genesis of MAHECAS.

**DECISION/ACTION:**



- EC to send the website text to the remaining founding members
- The remaining founding members to review the text as per website posting and after review will advise EC as to whether there is any need to amend the text or not. EC to send the summary of the

9.3 The AGM noted that the Manchester cyclist led by Mr Gondwe have offered to ride from Manchester to Liverpool during the Annual Dinner Dance to raise funds for MAHECAS

**ACTION/DECISION:**

- The EC to advise the Cyclist on the cause for which the money will be raised I

9.4 The AGM noted that MAHECAS is not a charity for only Malawians but rather Malawians and friends of Malawi. It was thus important for all members and the EC to note as many who are non-Malawians do raise funds for MAHECAS and are supporters of MAHECAS

9.5 The AGM noted that Yamikani Chimpololo has offered to host the MAHECAS website for free if we are currently paying for the hosting

## **10 CLOSE OF THE MEETING**

The Chairperson closed the meeting and once again thanked the High Commissioner and the Malawi High Commission for hosting the meeting and thanked everyone who made time to come and participate in the meeting.