

2021 ANNUAL GENERAL MEETING MATTERS ARISING

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| MEETING DATE | 6 th March 2021 |
| TIME | 1300 Hrs |
| CHAIR | Prescot Kaliati |
| EXECUTIVE COMMITTEE | Prescot Kaliati; Rhodrick Kalumpha; Mac Banda, Brian Kubwalo; Ken Kasambara; Ken Bowazi; Watipaso Mkandawire Janine Sankhani, Aaron Katemba, Yendamo Kapalamula, Saidi Phiri |
| VENUE | The Malawi High Commission 36 John Street Holborn, London, WC1N 2AT |
| ATTENDANCE 2020 AGM | 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 |
| APOLOGIES | Mike Kachere; Mac Banda; Elizabeth Mkandawire; Dominic Mkandawire, Francisca Mkandawire, Luso Matiti; Trens Kasakula, Joe Nankhonya, Frank Luhana, Rudo, Evelyn Kalonga |

| PARA | PROPOSED ACTION | STATUS |
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| 1 | <ul style="list-style-type: none"> The Chairperson to sit down and discuss with the High Commissioner on the available opportunities of working with the Consuls | <ul style="list-style-type: none"> In view of covid-19 and lockdown this was de-prioritized |
| 3.1 | <ul style="list-style-type: none"> 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. | <ul style="list-style-type: none"> Confirmation and TORs sent to Coordinators |
| 3.3 | <ul style="list-style-type: none"> 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; | <ul style="list-style-type: none"> EC has acquired Xero accounting package and a person was identified to offer pro-bono services in certification of accounts |
| 3.4 | <ul style="list-style-type: none"> (MAHECAS Patron The EC to discuss and take a decision on way forward | <ul style="list-style-type: none"> EC decided to continue engaging Lord Steel until another patron is identified Process for identifying of Patron will continue |
| 3.5 | <ul style="list-style-type: none"> 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; | <ul style="list-style-type: none"> Outstanding |
| 4.1 | <ul style="list-style-type: none"> 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 | This was done |
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| PARA | PROPOSED ACTION | STATUS |
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| 4.2 | <ul style="list-style-type: none"> 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; | <ul style="list-style-type: none"> Discussions will continue with recipient of all donations on how best to look after donations Bed and mattresses were donated and delivered in Malawi in December 2020. All costs were met by Medstrom |
| 5 | <ul style="list-style-type: none"> EC to send Standing Order Forms to all those that attended the AGM | <ul style="list-style-type: none"> This was done |
| 7 | <ul style="list-style-type: none"> EC to identify beneficiary hospital in Malawi to receive the items donated by Maria Rosa Ibrahim and Susan Lander and Dr Lizzi; 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 | <ul style="list-style-type: none"> Items will soon be delivered to Kangolwa hospital in Ntchisi London Big walk did not take place because of c-19 |
| 8.1 | <ul style="list-style-type: none"> EC to circulate Big Walk forms early to enable would-be walkers to seek sponsorship before the actual day of the walk | <ul style="list-style-type: none"> Big Walk did not take place |
| 8.4 | <ul style="list-style-type: none"> The EC should provide MAHECAS Event Guidelines to all who have been identified or have volunteered to coordinate an event in the coming year. | <ul style="list-style-type: none"> Event Guidelines available but no event took place |
| 9.1 | <ul style="list-style-type: none"> 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. | <ul style="list-style-type: none"> EC made a decision to retain the current address after consultation with the family of the late Dr Kadzombe |
| 9.3 | <ul style="list-style-type: none"> 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 | This has been finalized |
| 9.3 | <ul style="list-style-type: none"> The EC to advise the Cyclist on the cause for which the money will be raised | The event was cancelled |