**DUNBLANE – LIKHUBULA PARTNERSHIP**

**A Scotland-Malawi Partnership - Scottish Charity Number SCO 38877**

**Steering Committee Minutes - 10th November 2014**

**1) Present:**

Iain Smith (Chair), Stuart Brown, Tom Smith,Jenni Barr, Christy Cunningham, Alba Escala**,** George Bond**,** Neil Kitching, Ivor Butchart, Audrey Cooper, Ian Brown, Anne McKewan, Ann Hale, Colin Renwick, Fiona Anderson, John Kilby

Apologies: Tom Smith, Neil Kitching, Jean Rutherford

**2**) **Minutes** of the meeting held on 1st October 2014 were approved with one amendment –

Dates of Next Meetings – delete ‘12th Nov’ insert ‘10th Nov’

**3)** **Matters Arising**:

All covered under the relevant Agenda item below.

**4) High School Activities**

DHS reported on plans for the Coffee Morning on Saturday 15th and invited committee members to donate home-baking for sale and to notify if they were available to assist on the day.

DHS also advised on their meeting with Ann Gloag and discussions with nurse Christina Mbiza about their plans to provide a nursing support in Malawi. Advice had been given on the elements of a support ‘package’ such as basic drug kits, annual costs and awareness- raising. Some differing approaches on the best means to establish and maintain this support were proposed –such as using the Government Hospital or Mulanje Mission Hospital – and further consideration needed to be given to the financial management arrangements in-country.

In response to a Committee suggestion DHS would put together a draft Plan for review and comment. Iain and Jenni would also give some consideration to the best communication plans for contacting relevant people in Malawi for assistance with the project.

**Action: DHS to prepare draft Plan for establishing and maintaining nursing support in Malawi**

**Iain and Jenni to review communication plans with Malawi**

DHS advised they planned to give a presentation to the School Chaplains tomorrow (11th Nov) to encourage their involvement and volunteered also to give a talk to Rotary. Iain advised that he would be pleased to arrange a Rotary talk in due course.

**4) Finance:**

**a) Tertiary Education**

The Committee agreed to continue the action from the last meeting inviting comments on the draft policy statement on Tertiary Education (copy attached) noting the intention remain as an internal document for Committee future guidance.

**Action: All to send comments to Fiona on the draft Tertiary Education Policy statement**

**b) Fundraising Strategy**

The committee discussed fundraising options and requirements but agreed that this important topic merited a separate session which was agreed for Tuesday 13th January.

**Action: George to arrange room for Fundraising discussion on Tuesday 13th January**

No objections were raised to the preferred date of April 25th for a coffee morning to be held in aid of the Committee activities. Further discussion would be held at the next meeting on the detailed plans for this coffee morning**.**

**Action: George to confirm booking (currently provisional) for the Cathedral Halls on 25th April.**

**c) Small Grants Application**

George advised that no proposals had been received to define the ‘Healthy Home’ project beyond the idea of solar lamps and mosquito nets. With also no partner identified as yet it was now unlikely that the deadline for this year’s application could be met. The Committee agreed it was worth pursuing the ‘Healthy Home ‘ idea to try and define what it would comprise in detail for a possible application next year or via another funding route.

The Committee agreed that this topic could be considered as part of the Fundraising Strategy discussion on the 13th January.

**Action: George to include on Agenda for 13th January**

**d) Mary’s Meals Collections**

Jenni described the best procedure for transferring funds from the Cathedral collections to Mary’s meals on a Wednesday afternoon and asked for a volunteer to undertake this task as and when required. Iain advised that he was willing to do this.

**Action: Iain to arrange transfer of Cathedral collections to Mary’s Meals**

**5) Bursars and Further Education.**

Nothing further to report except that pen-profiles of the new Bursars were still awaited.

**Action: Jenni to chase pen-profiles of the new Bursars**

**6))** **2015 Visit to Malawi**

The Committee discussed the pros and cons of a further visit to Malawi in 2015. It was noted that this would be the first time that no bi-annual visit had been made to Malawi and that this topic would be discussed again with DHS (Mr Lennon) early in the New Year. The committee agreed to leave this topic on the Agenda to monitor developments.

**7) Link with Mvano:**

Nothing further to report. Action continued with the Guild to contact Likhubula CCAP and to consider transferring monies to the Dunblane-Likhubula general fund

**8) Projects Update:**

a) **Fistula.** Iain updated the Committee on the latest position within Malawi. Clarification was still awaited from the new Government on their policy towards this work.

b) **Goats**. The Committee noted that there were now a total of 18 goats and discussed options for the next steps on this project. Iain undertook to summarise the discussions with a draft letter for the Committee’s consideration.

**Action: Iain to draft letter to Malawi on the Goat project**

**9) Publicity and Communications**

**a) Dunblane-Likhubula Web-site**

Ian advised that Facebook (72 links) and Twitter (21 followers) were progressing satisfactorily and he encouraged committee members to keep promoting the ‘connections’. He also asked for new articles to put on the web-site – Jenni proposed to include articles telling the story of the past ten years.

**b) New Brochure**

Jenni described the proposed changes for the re-print of the Dunblane-Likhubula Brochure for the Committee’s endorsement. She would arrange for a re-print of the same quantity as the first run.

**Action: Jenni to arrange re-print of the Dunblane-Likhubula Brochure.**

**c) Briefing to Cathedral**

Fiona circulated a draft of the proposed brief to the Cathedral for comment with the intention that this will also form the basis of a brief to our sponsors in due course. (see para 9d below)

**Action: Fiona and Jenni to brief the Cathedral on the Committee’s activities.**

**Stuart to follow-up with brief to sponsors**

Jenni noted that she had been asked to provide a brief to the Session at short notice. This was not a problem but some advance notice or a regular annual time would be preferable.

**d) Partnership 10th Anniversary**

Colin proposed that a Likhubula Service might be an appropriate event to mark 10 years of the Partnership - with the possibility that this become an annual service. The Committee welcomed this proposal and a date of Sunday 1st March was agreed for the service with a suitable article to be included the February issue of the Cathedral magazine. It was also agreed that the Committee should meet on Monday 26th January to plan the service.

**Action: Colin to reserve Sunday 1st March for a Likhubula Service**

**George to book room for 26th January.**

**10) Any Other Business:**

Fiona updated the Committee on a recent discussion with Peter Ludgrove of Morrison’s Academy concerning their activities and recent visits to Likhubula. It appeared that there was a degree of cross-over between Morrison’s and our Committee’s interests. The Committee noted that a meeting with Morrison’s could be useful and asked Fiona to follow-up in due course.

**Action: Fiona to arrange meeting with Morrison’s Academy**

**11) Dates of next meetings – all to commence at 7.30pm**

* Wed 7th Jan, Leighton Room – Tom to Chair
* Tues 13th Jan, Leighton Room - Fundraising Strategy
* Mon 26th Jan, Helen Lamb Room – Likhubula Service planning mtg
* Wed 4th March, Leighton Room