**DUNBLANE – LIKHUBULA PARTNERSHIP**

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

**Steering Committee Minutes - 1st October 2014**

**1) Present:**

Stuart Brown (Chair) Tom Smith **,** Jenni Barr, Christy Cunningham, Alba Escala**,** George Bond**,** Neil Kitching, Ivor Butchart, Audrey Cooper, Ian Brown, Iain Smith, Catriona Glen, Alba Escala, Laura Patch

Apologies: Fiona Anderson, Anne McKewan, Ann Hale, Colin Renwick

**2**)  **Minutes** of the meeting held on 27th August 2014 were approved.

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

The committee noted the intention to provide a brief to the Cathedral congregation on recent developments and plans - Fiona Anderson would take the lead. This would be followed by a letter to the regular donors to update them on activities.

**Action: Fiona to brief Cathedral congregation on Dunblane-Likhubula activities.**

**Stuart to write to donors to update them on activities**

**4) Finance:**

**a) Funding -**

£1600 had been sent to Malawi to cover Bursars and general expenses. This represented approx. two-thirds of the total requirement this year with the remaining balance to be sent early in the New Year.

Current bank balance stood at £2,000 - DHA would be asked for their contribution (£480).

OSCR and Companies House have accepted the 2013 accounts and annual reports.

**b) Tertiary Education**

The Working Group on Tertiary Education presented their proposed policy statement together with a summary spreadsheet of Bursar exam results (see attached). The Committee welcomed the ‘visibility’ now available of the Bursar performances and agreed to review and provide comments on the Policy statement to the Working Group. The working document is *at this stage* for the visibility of the Dunblane Committee only.

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

**c) Fundraising Strategy**

Stuart recapped on the current funding expectations and possible new fundraising activities including a coffee morning in the New Year. The Committee also discussed the merits of attracting new regular donors and increasing the awareness of the Dunblane-Likhubula activities with a possible three-year fundraising plan.

**Action: All to comment on preferred dates of March 7th, 21st, or April 25th for a coffee morning.**

**d) Small Grants Application**

George advised that two key elements for a successful application – identification of a suitable partner organization and definition of the ‘Healthy Home’ requirements – were still needed. Further work would be done on these aspects but unless clarified soon George advised that the application might need to wait until next year.

**Action: George to follow-up application requirements**

**5) High School Activities:**

DHS advised that the Likhubula Day held on 25th which included a ten minute talk to each year group was very successful.

The 15th November Coffee Morning in the Cathedral Halls was still on schedule - arrangements had been made with Bennetts to provide bacon and Tesco the rolls.

DHS had replied to the Girl Guides thanking them for the £800 contribution to the Likhubula Nursing project. Current funds for this Project now stood at approx. £2K and consideration was now being given to how best to secure nursing support, possibly using volunteers or gap year nurses.

Jenni advised that it was intended to meet Christine (visiting from Malawi) on 8th October and she will seek her views about nursing support.

**6) Bursars and Further Education.**

See Item 4b above

**7)** **2015 Visit to Malawi**

Although no plans were in place for a visit in 2015 the committee agreed to leave this topic on the Agenda to monitor developments.

**8) Light Up Malawi**

It was agreed that actions under this this topic (eg solar lights) would be included in other Project work

**9) 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

**10) Projects Update:**

a) Fistula. Iain updated the Committee on the latest position within Malawi. Ann Gloag was determined to provide the required support to midwives but clarification was awaited from the new Government on their policy towards this work.

b) Goats. It was agreed that a further update on this Project would be requested from Likhubula.

**Action: Jenni to seek update on the Goats project.**

**11) Publicity and Communications**

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

Ian advised that he had adjusted the donating ‘button’ on the web-site to make it more prominent. He proposed to include updates from DHS and photographs of Bursars if he could be supplied with the basic material he would update the site.

**b) New Brochure**

Jenni agreed to arrange a re-print of the Dunblane-Likhubula Brochure and asked for proposed amendments/updates in time to allow a draft to be prepared for the next meeting

**Action: All to propose Brochure amendments to Jenni by mid-October**

**12) Any Other Business:**

Ian updated the Committee on the recent SMP AGM and outlined the benefits of maintaining close links with this growing organisation. The Malawi-Scotland Partnership also existed and could be a useful link for advice and information

**13) Dates of next meetings:**

* 12th Nov – Iain to Chair
* 7th Jan – Tom to Chair
* 4th March