**DUNBLANE – LIKHUBULA PARTNERSHIP**

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

**Steering Committee Minutes - 16th Jan 2019**

1. **Attended by**: George Bond (Chair/Minutes) Fiona Anderson,

Jenni Barr, Stuart Brown, Ian Brown, Alba Escala, Catriona Glen, Christy Cunningham

1. **Apologies:** Ann Hale, Janice Hepburn, Ivor Butchart, Neil Kitching, John Kilby
2. **Minutes:** of 5th Dec 2018 were accepted.
3. **Matters Arising**: Included under relevant Agenda item
4. **Likhubula Visits: a) 2018 Visit to Dunblane**.

The committee discussed the informal commentsmade by World Mission concerning the format of the Partnership visit report and the issue of gifts given to the Likhubula representatives. It was agreed to note these comments for future reference and that no further action was required unless the World Mission formally responded to the Partnership report.

The committee noted the visit feedback from Likhubula, in particular the comments made about Ruth’s phone. It was agreed that there was no need to pursue this matter further but simply acknowledge the comments and offer our regret for this genuine misunderstanding.

**b) 2019 Visit to Likhubula.**

Flight ticket costs for two people had been approved by World Mission and can be claimed when ticket purchases are made.

Ian suggested this visit could be an opportunity to meet one-to-one with the Bursars - it was agreed to review more detailed plans for the visit at the next meeting.

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1. **Finance:**

The committee noted that the Likhubula visit had not resulted in any significant increase in regular income via Standing Orders/Direct Debit. Stuart reminded everyone of the need to ensure that future funding commitments for the Bursars can always be met.

The committee discussed future fundraising opportunities. These included:

* whisky tasting event
* approaching grant - funding organisations
* contact with local primary schools

It was agreed to discuss fundraising plans further at the next meeting.

The committee noted with thanks the funding raised from the recent Likhubula Run and asked for confirmation that this had now been received

**Action: Neil to confirm DHS money (£848) had been received**

1. **Bursars and Tertiary Education:**

Ian noted that Form 4 were performing well. He would update his Performance Spreadsheet when the next set of results were available and the committee would review the overall picture.

The committee noted that Gift’s final exams were due to have completed in Dec and we should ask Likhubula for an update

Ian and Ann would progress the inclusion of sanitary packs in girl Bursar outfits as soon as possible:

1. **High School Activities:**  Alba and Catriona confirmed that they had been in contact with Mr McKay about future support for Likhubula at DHS. They would follow-up with him after the prelim exams were complete. They had also been in touch with Mulanje Mission Hospital and awaited an update on the Nurse Project.
2. **Mvano:**

No further update

 10**) Publicity & Communications:**

* 2018 Report to Sponsors.

George requested inputs to compile a 2018 Report. He would collate inputs and forward a final draft Report for approval before issue.

**Action: Ian (Bursars/Eucation), Neil (Finance), Stuart (Infrastructure), Ann (Support for Girls) to prepare inputs for the 2018 Report and George to collate for endorsement.**

* E-Mail Distribution.

George proposed that to speed communications committee members should forward email correspondence directly to other members rather than routing all messages via the secretary. This was agreed but it was proposed as a first step review our email list and update the standard distribution.

**Action: George to update/prepare standard distribution list**

* New display boards.

Ivor was progressing.

1. **Summary of Trustee Decisions:**

There were no Trustee decisions made at this meeting.

1. **Any Other Business:**

The committee noted John Kilby’s resignation and expressed their heartfelt thanks for his support and efforts over many years. Stuart undertook to formally write a letter of thanks on behalf of the committee

1. **Dates of Next Meetings :** Wednesday: 6th March and 24th April 2019