**DUNBLANE – LIKHUBULA PARTNERSHIP**

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

 **Steering Committee Minutes - 27th February 2023**

**Attendees**: Fraser Boyd (Chair), Ann Hale (Minutes), Jenni Barr, Ivor Butchart, Sheila MacLeod, Christine Patterson, Janine Mitchell, Ian Brown

**Apologies:** Paul Christmas, George Bond, Neil Kitching

**Minutes of meeting held 23rd January 2023**: - Approved

**Matters Arising:**

Christine attended a recent SMP meeting and provided an update on the cholera situation in Malawi, including numbers of cases in different areas, supply and distribution of vaccines, training in health care and safety and the need for clean water. There is hope for a decline in numbers at the end of the rainy season.

There have been NO cases of cholera in Likhubula. The provision of piped clean water and sanitation to the villages by our Partnership will have helped to keep cholera at bay.

**Finance:**

Neil to update at the next meeting.

**Bursars:**

Term 3 fees are due to be paid in April. The amount of MKW 1,395,000 has already been approved but the amount may be less.

**Action:** Ian will inform Neil when to send and of any change in the value of fees.

**Action:** WhatsApp reminder to Likhubula to send Mr Nyambalo’s Term 1 reports. Also to think diplomatically about succession planning for Mr Nyambalo.

**BB 2024 Visit to Malawi:**

Following further information from Classrooms for Malawi and from Orbis, there has been a re-think and after all it may be possible for the BB to go out to Malawi next year. Classrooms for Malawi are abandoning large-scale building and infrastructure projects in favour of smaller scale projects with an educational focus. This will make it less costly for participants.

**Action:** Fraser will keep us updated.

**Coffee Morning Saturday 11th March:**

Fraser has provided tickets to sell and posters have been placed in key places. Additional posters to go up in Doune, Bridge of Allan and Kinbuck.

Volunteers are required for baking scones, pancakes and cakes for the stall. **Action:** Each committee member to provide at least 1 doz scones or pancakes. List of ingredients must be provided.

Ivor and John will provide bacon rolls.

Tasks were allocated. Volunteers to arrive at 9am for setting up.

Ian and Fraser to communicate/present during the morning.

A tombola was suggested and agreed. Gifts to be provided.

Janine can provide calico bags with the Partnership logo to sell on the day.

(a list of tasks and shopping has been added as an appendix to the minutes.)

**Jenni and Janine’s Visit to Likhubula:**

Jenni provided an update on their WhatsApp discussion, including news of past participants. Janine was introduced and her role explained. There was chat about interviews and how they can be conducted. Also programme planning. Mvano to be involved. Programme to include Committee meeting on arrival, visits to schools not previously visited, a meeting with bursars and tertiary beneficiaries, a final meal and celebration.

The chiefs’ request for T-shirts was re-iterated and is being considered. Janine supplied examples of T-shirts with the new logo, embroidered by herself. These were greeted with enthusiasm.

**Action**: Investigate source of plain T-shirts (white and yellow?)

**Janine’s work and archiving:**

Janine has started collecting archive material and distributed an update on work done so far. (Appendix provided)

The new logo design was agreed and admired.

Janine brought samples of bags and T-shirts with the new logo. Bags cost £1 and it was suggested that they can be sold at £5 each. She also brought a prototype A4 letterhead which can be used in Partnership communications.

**Action:** Committee is encouraged to complete Janine’s forms for interviews and committee were asked to contact previous committee members.

**Action:** Janine to send out letterhead for use in Partnership documents.

**Mvano:** Likhubula letter pending.

**Publicity and Communications:**

Fraser has sent an item for the Observer advertising our Coffee Morning.

**Action:** Janine will prepare leaflets for tables.

Ian or Fraser will put regular posts on our Facebook page.

Jenni suggested making a date for a celebration gathering in September, at the end of Janine’s project. The Victoria Hall or the Dunblane Centre would be the preferred venue**. Action:** Jenni will check out availability and cost. Fraser to advertise it on Facebook page nearer the time.

Display boards – available and updated for display at Coffee Morning.

BofA church can take one of our display boards to publicise the Partnership in BofA.

**Safeguarding Policy:** Ongoing. No Issues.

**Trustee Decisions:** Pre- approval of Term 3 fees transfer noted. Ian to notify of exact value at the time of transfer.

**AOB:**

Fundraising: Fraser has identified Just Giving as a way of donating to the Partnership via Standing Orders. Suggested amounts were agreed - £5, £10, £20, £50. Website to be updated showing standing order information.

**Dates of next meetings:** 17th April 2023

 29th May 2023

 19th June 2023 Christine has kindly offered hospitality at her home to receive feedback from the Likhubula visit from Jenni and Janine.

Please keep these dates free if possible.

**Appendix:**

**Allocated Tasks for Coffee Morning**

**Provisions:**

Rolls, eggs and bacon **– Ivor**

Butter, milk,orange juice, tea bags, cafetiere coffee **- Ann**

Paper plates and napkins **– Fraser, Sheila**

**Baking:**

Cakes and biscuits, Scones and pancakes **– All**

**Change** for door and stalls**- Fraser**

**Tombola gifts - All**

**Door and welcome – Jenni**

**Manning Cake Stall – BB boys and Ann**

**Bags with new logo - Janine**