



Macedonian Vision Africa UK

AGM meeting agenda 30th May 2020 (online)

Present: Rachel Muter (RM), Nigel Harris (NH), Paula Gabbott (PG)

Apologies:

1 – Minutes of the last AGM

We agreed the minutes from the meeting on the 7th June 2019 were a true record.

2 – Matters Arising

Bank account – Nigel now on-line and has checked the statement. We will book a quarterly finance meeting. **Action RM to set dates**

Data Privacy Policy – outstanding. **Action NH**

We are registered with NCVO

We may need to set up a new bank account once we are registered with the Charity Commission. MVA's bank was Barclays, they have changed their name to ABSA Uganda LTD.

Following receipt of our letter to Pastor Alfred expressing concerns and our visit in Oct, we now have an MOU in place with MVA (Uganda) setting out mutual expectations. We have noticed a significant improvement in communications over the last few months.

3 - Finance Report

This year we need to raise £1464 to cover children's school fees and the co-ordinator salary, it was noted that does not include MCOP administrative costs. However, the increase in sponsorship costs that we put in place last year has been sufficient to cover this.

It was noted that the line referring to the gap in funding of £504 is not correct, as this does not include administrative support. The items that we agreed to covered were listed in an email to Alfred. Rachel will locate the email and include the information on this, in the report.

Action RM.

Review of sponsorship

From each child sponsored, there is a £15 contribution to MCOP coordinator salary, then 5% for administrative costs. This will rise to £25 as people move to the higher costs.

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We have not contacted sponsors over the last few months, as the children are not in school. This can be done when the children are back. It would be easier if we could synchronise the giving at the start of the school year. Rachel will review sponsors who are outstanding and decide.

Alfred has reserved places for 5 students from MCOP so they could attend MVI at minimum cost. We discussed how to manage this, as children in S4 do go into MVI and they continue to receive support from the project. We agreed to contact Alfred and ask if he could put in place policy to communicate the fact that the sponsorship ends when the student leaves school. A template letter could be used to thank the sponsor for their support over how ever many years. **Action RM**

Summary. There needs to be a statement in the report about whether we have increased or decreased the number of sponsors. **Rachel will add this.**

4 – Sponsorship

We have lost one and gained two sponsors. Most people want to renew their sponsorship or sponsor another child if they drop out.

We have not been actively promoting sponsorship while we have been pursuing charity registration and while we have no co-ordinator in place.

It was agreed that we do need to put a strategy in place to attract new sponsors. **Action: review once registration in place.**

5 – Trustees and registration as a charity

Constitution – we reviewed this. It was unanimously agreed to accept this. **Rachel will submit the application.**

We do need to put in place the necessary policies and procedures for the new charity. NH to review and recommend, then set up a meeting.

6 - Management / operational team

If we are going to recruit people to the operation team, there should be a clear job description and interview before they are appointed.

We considered names of individuals who might be interested in operational roles. It was agreed that we would discuss this again when we meet to consider our strategy on recruiting donors.

7 – Communication

Has improved since November. MVA do need to recruit ad co-ordinator once COVID restrictions are lifted.

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8 - Fundraising

Quiz sheets did go out and raised £30. NH and JH continue to do ad hoc fundraising.

The Senga pots appeal was tremendously successfully.

We will arrange a fundraising strategy meeting once we have registration in place. **Action NH**

ABC missions lead has asked why the profile of our work was not higher.

AOB

We will arrange a follow up meeting in 8 weeks.