

Minutes of Thrive Africa Trustees' Meeting, 21st August 2010-08-21

Present: Annie Medcalf, Richard Long, Daniel Bates

1. Apologies: T Chadwick, Chairman. In the absence of the Chairman, the Vice-Chairman, Daniel Bates, took the Chair.
2. Minutes of the last meeting were proposed as an accurate record by Annie Medcalf and seconded by Richard Long. DB signed the minutes as a correct record.
3. Matters Arising – there were no matters arising not covered in the agenda.
4. Nominations for Treasurer. Bryn Bates had been approached and was considering the position. Robert Lyle had agreed that he would not be able to take on the position. Annie Medcalf agreed to carry on as temporary Treasurer.
5. Number of Trustees – MC proposed that the number of Trustees be increased and selected on the basis of specific relevant knowledge, such as finance/administration, water/engineering, education and health. Proposed by Annie Medcalf, seconded by Richard Long.
6. Charitable status update – application has been accepted. James Reddish from the Charities Commission will help with stating objectives. Points to address are:- a) How do the Trustees select the projects and areas they undertake? b) What services will the organisation provide to community businesses, how will they be selected and how will the organisation ensure that any private benefit to the business is balanced with the benefit to the wider community? c) How will the organisation raise public awareness on issues facing developing communities across Africa. What does the organisation aim to achieve through this activity? How will the information be presented and disseminated to the public? The Trustees agreed to determine how we deal with these issues under Business Planning.
7. Insurance for volunteers – students to be responsible for providing their own travel insurance, and this will be checked by Thrive before allowing the student to participate in Thrive projects. MC to reinforce the Health and Safety section of the volunteering policy to be explicit about the risks involved. MC to provide a waiver of liability for each participant to sign. MC will contact the Charity Commission to establish the responsibilities of the trustees in the event of any accident befalling a participant. MC will also produce at the next meeting details of any liability insurance quotations which may be relevant to the trustees of Thrive Africa.
8. Liability for work carried out under Thrive Africa – covered above.

9. Draft expenses policy – MC would modify the expenses policy to include – an overall statement about the need to minimise costs; expectations of employees that they should firstly try to stay with friends/colleagues, then use B & B, and finally use hotels if the first two options were not available; add a paragraph stating that abuse of the policy could lead to disciplinary action being taken.

10. MC to add periods of validity to the business plan.

Timescales to be given for short and long term aims

Contingency fund – it was agreed the aim was to have a contingency fund of £5,000 to be achieved by March 2012, with an interim target of £2,500 by April 2011.

Establish permanent office – to be established in 2013.

Offer internships – maximum of 4 internships for 6 months each once office established – to be reviewed.

Contact more universities about trips – number to be determined by experience in 2011

Maxwell Management training – Maxwell is involved in school build and will be in charge of volunteers in Ghana. Type of training TBD. He will become an employee in January 2011.

Short term aim – to establish Maxwell Yaw Donkor and Mark Cambridge as employees of Thrive Africa.

Partner with more charities – MC to bring specific proposals to the Board for agreement.

MC will continue to research costs and planning process for school build.

All budgets to be accompanied by a scenario with income down from 48 to 30 sales.

The Board will review the school build project at each Board meeting, and will decide whether to continue with this project after the research trip

Teacher Q & A – RL and AM to research the concept with local teachers. MC to research set up and running costs in single and multiple schools, and also review the project with Ghanaian headmasters and the Ghanaian Education Minister.

11. AOB

Child Protection Policy – suspicions or allegations of abuse should be investigated by the appropriate paid member of staff or Trustee.

MC to forward a copy of the Charity Commission notes on charities working internationally to the Trustees.

Child Protection Policy - Section on vetting – replace “reference” with “referee” as appropriate. MC to and Maxwell to undergo local training in what is appropriate behaviour towards children in Ghana, then provide notes and training to volunteers on this.

Data protection policy – add that this refers to the UK DPP.

Commitments for reporting to Charity Commission - MC stated that Thrive Africa would have to provide a report to the Charity Commission in March each year, including a Trustees' report and information on serious incidents.

Selection of Projects – last year the projects were picked by the Education Minister. Criteria for further projects would be that the infrastructure would be in place to support the project, that the projects were locally nominated, were within the capacity of students and Thrive Africa to do. The Board would decide which projects to run on the basis of sustainability, budget, most closely fitting the ethics of Thrive Africa. A proposal would be presented to the Board, which would decide on the basis of, among other things, input required, outputs and outcomes appropriate to the organisational capacity of the charity.

What services will the organisation provide to community businesses, how will they be selected and how will the organisation ensure that any private benefit to the business is balanced with the benefit to the wider community? This will be part of the criteria for Board selection as above. One of the checks will be to ensure that no individual or entity will receive a disproportionate benefit. Proposals will include regular reviews to ensure the project is being carried out as agreed. Each project plan will include a stakeholder analysis.

How will the organisation raise public awareness on issues facing developing communities across Africa? What does the organisation aim to achieve through this activity? How will the information be presented and disseminated to the public? Public awareness will be raised through the website, events, encouraging volunteers to raise awareness of their fund-raising, experience of the project etc. through local and national media. The organisation hopes to achieve interest in becoming volunteers, donations, increasing awareness and knowledge levels of the situations in the countries involved and raising awareness of what individuals in the UK can do to help in these situations.

AM proposed that Thrive Africa appoint Mark Cambridge as CEO of Thrive Africa from October 2010 on a salary of £6,000 per annum. AM proposed in principle that Maxwell Yaw Donkor be appointed an employee of Thrive Africa on a salary of the equivalent of £2,400 per annum, pending investigation into Ghanaian employment law. RL seconded both proposals. RL will provide a contract of employment for MC.

MC to set up a calendar on the website for Trustees and employees.

12. Date of next meeting

11am, Saturday 13th November at 31 Bewlay Street, York.