

Umhlatuzana Education Fund

Board Meeting, 6PM SAST, Monday 28 November 2022

Minutes of Meeting

The meeting took place remotely by zoom.

The attendance was as follows:

Directors Present: Dorina Bowes (Chair), Deon Delpont, Thomas Konrad, Richard Naidoo, Laurence Rae

Directors Absent: Lucky Mtungwa

Officers Present: Martin Bucher (Executive Officer), Sinenhlanhla Precious Sikhosana (Chief Operating Officer), Jan Thathiah (Treasurer), Deon Delpont (Secretary, Public Officer, and Representative Tappayer)

Non-Voting Guests Present: Alison Pannell (Rotary Club of Los Alamos), Peggie Naidoo (RCDU)

Dorina Bowes chaired the meeting

The new Officer (Sinenhlanhla Precious Sikhosana) and new Board Member (Laurence Rae) were welcomed.

Reports from Officers

Peggie Naidoo, Lessons Learned from Last Year

See notes on Board Documents webpage.

Sinenhlanhla Precious Sikhosana, Chief Operating Officer, Plans for 2023

Thomas Konard, Lessons Learned from Last Year (cont)

Jan Thathiah, Treasurer's Report on 2022 Finances and Preparations or the audit to be completed by the end of January

Martin Bucher, Executive Officer, Report on Status and Plans for 2023 with an Emphasis on Fundraising and Development

See written report on Board Documents webpage as well as Calendar included as addendum to these minutes.

Alison Pannell, UEF Guest, International Global Grant Partner

Peggie Naidoo, Lessons Learned from Last Year

Sinenhlanhla Precious Sikhosana, Chief Operating Officer, Plans for 2023

Thomas Konard, Lessons Learned from Last Year (cont)

Questions and Discussion

Laurence Rae suggested that we reconsider the financial reporting year of the UEF, possibly to align with the Rotary financial year. Pros and cons were discussed, and Dorina agreed to discuss the issue with Ashvir and report back at the next meeting.

Resolutions

Appointment of Strategic Audit as the UEF auditor for 2022 exercise

Revision of Founding Document in response to SARS requirements

Appointment of Treasurer

Dorina Bowes will become the new Treasurer effective 1 Jan 2023. The Board thanks Jan Thathiah for her service in 2022.

Reappointment of Chair, Executive Officer, and Chief Operating Officer, Secretary

Dorina Bowes was renewed as Chair of the Board. Martin Bucher was renewed as Executive Officer. Sinenhlanhla Precious Sikhosana was renewed as Chief Operating Officer.

Ratification of Policies

As outlined in the reports of the Officer in the earlier part of the meeting.

Ratification of Budget, Fundraising Plan, and Framework for 2023

All the resolutions, which were previously prepared in written form were approved by all the Directors present and thus were adopted.

Public Officer and Representative Tax Payer

Deon Delpont will continue to serve in these two roles until 1 July 2023, at which point he will be replaced by Laurence Rae.

Other matters

Preparation for Annual Report – Timeline and Inputs Required

Martin stressed the importance of issuing the 2022 annual report by the end of January, as this report is a must for attracting future corporate funders, and also reapplying to Atisa. Ashvir said that if his office has the documents by about the second week of January, he should be able to produce the audited financial statements by the end of the month. Doris (and Alison) are willing to help with compiling the data, which has to be obtained from the school.


The financial statements should reflect the totality of the funds spent on the maths project, both from the RCDC ring-fenced maths project account as well as the two UEF bank accounts. The report on the club account should take 1 January 2022 as the starting point.

Archive of Company Documents (Martin to discuss with Deon off-line)

Discussion of Fundraising and Brainstorming (postponed until 5 Dec, 6 pm SAST, zoom)

Next meeting to be held in May.

I, Deon Delpont as Secretary, certify that the above is an accurate account of the Meeting.

A handwritten signature in red ink, appearing to read "D. Delpont", is written over a light yellow rectangular background.

Deon Delpont
28 November 2022

Addendum – Calendar Presented by Martin Bucher on Next Steps

DEC 2022

1. Gather records needed for Annual Report from school.
2. Prepare financial records for auditor

JAN 2023

1. Submit accounts to auditor
2. Compile 2022 Annual Report
3. Complete 2022 filing for CIPC and SARS
4. Set up curriculum committee
5. Fix details of tutor stipend scheme
6. Initiate preliminary discussions with Dassenhoek High School
7. Participate in Mariannridge Orientation for entering 8th graders

FEB 2023

1. Issue 2022 Annual Report
2. Start identifying and contacting prospective corporate sponsors and foundations
3. Prepare for restarting instruction at Mariannridge on or about 25 February
4. Prepare global grant bid targeting submission in late June 2023
5. Set up structure among tutors