

Nana Foundation Committee Annual Meeting

11/04/2020

Held Virtually

Chair:

Kinnari Naik (KN).

Present:

Fiona Clark (FC), Tom Conway (TC), Sandhya Naik (SN), Jona Ng'oma (JN). Sachin Khurjekar (SK), Paul Wilson (PW), Amelia Campbell, Grace Dooley, Nutan Naik, Tim Ryan, Sonia Parmar,

Apologies:

Hitesh Mashru (HM).

1. Committee members

- 1.1. HM has decided to step down as a trustee but would like to continue to be involved in the charity. We thank him for all his work as a trustee and look forward to a continued working relationship with him in a less formal capacity.
- 1.2. Future meetings:
 - 1.2.1. Regular trustee meetings throughout the year will need to be online due to Covid.
 - 1.2.2. There will be general meetings for a wider audience invited by trustees to engage new ideas according to projects discussed.
- 1.3. Any volunteer who has been associated with Nana Foundation, according to charter and terms of reference is automatically by default a committee member.
- 1.4. Discussions ongoing for potential replacement seventh trustee.

2. Review of Chikwawa Medical Camp 2019

- 2.1. Overall a very successful camp with donations of medicines and medical supplies given. There was positive feedback from local staff who have implemented practices previously taught by the Nana Foundation team.
- 2.2. It was worthwhile returning to the same camp location to recognise changes previously suggested and to re-enforce practices.
- 2.3. With a bigger team we were able to split the team and visit rural health centres to provide care more easily hence giving people different experience and increasing our team's teaching and learning experience. The local teams selected and saved patients for us.
- 2.4. The charity was able to fund transport from the rural health centres to Chikwawa District Hospital for patients seen by team members and needing transfer.
- 2.5. In future it would be good to explore opportunities to spend more time in rural health centres.
- 2.6. From group feedback despite several pre camp meetings it was apparent that some team members felt they were not sure exactly what their job roles were initially and how to structure interaction with the local teams.
- 2.7. There is a preference to have group accommodation in one place rather than split between different lodges although in practice will be dependent on local facilities – e.g. Chikwawa was not possible.
- 2.8. There was a single feedback that this camp had paediatric bias. This was due to more team members being paed trained but in future we need to clarify that this bias exists because of the higher disease burden in children with high neonatal and infant mortality and child deaths.
- 2.9. Aims and objectives updated, and 4 current key goals are on the website.
- 2.10. The Nana foundation takes good practice from UK and any hierarchical practice seen particularly in Adult medicine should be avoided with holistic MDT approach
- 2.11. Two team members have given grand round talks in 2 different UK hospitals which has led to significant interest in the charity.

3. Medical Camp 2020 May be Deferred

- 3.1. This year's medical camp in October is planned for Rural Zambia. The exact location is TBC but it will centre around Livingstone.
- 3.2. Dates will be 12th October 2020 for 2 weeks but will depend on whether there will be travel restrictions due to recent COVID
- 3.3. Dr. Bvulani (head of Paediatric surgery in Lusaka) is looking into medical registration and venue.
- 3.4. The charity has been invited to southern district of Sierra Leone. We have asked for a formal invite in writing although explained a Sierra Leone medical camp will not be possible this year but would be considered from 2021 onwards.
- 3.5. The charity has also had an invite from the DHO in Chikwawa to return in the future.

4. Feedback

- 4.1. It has been recognised that feedback and surveys did not work well amongst participants in the Chikwawa 2019 camp and there was a poor uptake.
- 4.2. FC made a suggestion that a pre-printed feedback questionnaire be given out during the next medical camp at dinner on the final Wednesday of the camp to promote a higher feedback uptake.

5. Focus Group

- 5.1. KN suggested to hold more focussed groups in an informal environment open to all to gather ideas.

6. Fundraising ball 2020

- 6.1. The previous fundraising ball contributed towards the funding of 2 camps so is considered a very successful event.
- 6.2. May 15th is the plan for next ball – Due to Covid we will monitor and see if still feasible or need to push date back
- 6.3. Posters to be made and put up in hospitals and work places. All trustees will use personal contacts to increase ticket sales. HM has kindly agreed to help with ticket sales.
- 6.4. Entertainment: KN has organised a live band who will play for free. A sponsor for African Dancers is needed. A DJ is needed. It was agreed that a payment of £200-300 can be made to a DJ if no one found who will perform for free. This money will either be raised or SN has kindly agreed to sponsor this. Donations are needed to cover additional ball running costs.
- 6.5. Peter Josephs has kindly agreed to be MC for the event.
- 6.6. There is an option for either table service or a buffet food service. It was felt that table service would add more of a sense of occasion.
- 6.7. TC will contact restaurants/businesses to organise prize donations for the raffle.
- 6.8. It was agreed that a welcome drink of Prosecco and fruit juices would be organised. TC will contact supermarkets to sponsor supply of these drinks.

7. Finances

- 7.1. JN has researched the cost of building a larger brick house for the family of the twins so the whole family may be accommodated under one roof. The approximate cost is put at £500. A motion to provide this financial support was unanimously carried. This can be listed as a project on the website.
- 7.2. A recap on how financial support has progressed Chikondi Orphanage; a secure surrounding wall has been completed built. Classrooms are built but need plastering. Toilets have been built.
- 7.3. As discussed at a previous trustees meeting changes have ensued since Mama Margaret passed and we are exploring how to retain staff for the Orphanage
- 7.4. JN stated that he will approach Lynda to visit the Orphanage each month although this needs to be formalised in an agreement with roles and responsibilities made clear.
- 7.5. Annual accounts discussed and no queries.

8. AOB

- 8.1. The website should detail special projects such as the building of the twins house, the salary for the teachers. This will help charity supporters understand exactly where donations and funds go and how they are used.
- 8.2. Several people have messaged via website who are keen to participate in future camps. People from previous years are also keen to continue working on the medical camps.
- 8.3. Sam (Malawian medical officer) has completed medical school successfully following sponsorship by the Nana Foundation and returned to Machinga to work. We extend our heartfelt congratulations.

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Statement Date: 20/06/2021
 Date Due: 20/07/2021

STATEMENT OF ACCOUNT

Nana Foundation
 01May 2020-31April 2021

DATE	DESCRIPTION	CHARGES	CREDITS	ACCOUNT BALANCE
01/05/2020	Balance brought forward			£701.69
08/05/2020	Virgin giving Donation	£82.50		£784.19
26/05/2020	Event Brite refund for ball tickets	£1,050.00		£1,834.19
01/06/2020	direct donation ball ticket refund	£40.00		£1,874.19
17/06/2020	Virgin giving Donation	£765.00		£2,639.19
22/06/2020	direct donation ball ticket refund	£50.00		£2,689.19
15/07/2020	Virgin giving Donation	£191.25		£2,880.44
08/09/2020	sponsor school fees malawi		£205.00	£2,675.44
23/09/2020	Virgin giving Donation	£23.87		£2,699.31
22/10/2020	in memory Sachin just giving		£250.00	£2,449.31
04/11/2020	Virgin giving Donation	£6.25		£2,455.56
23/12/2020	sponsor school fees malawi		£120.00	£2,335.56
18/01/2021	direct donation SN	£500.00		£2,835.56
22/01/2021	HMRC REFUND	£200.00		£3,035.56
24/02/2021	Virgin giving Donation	£191.00		£3,226.56
15/03/2021	DR rawat charity package Zambia Transport cost		£275.00	£2,951.56
31/01/2021	Virgin giving Donation	£50.00		£3,001.56