



Nana Foundation

Nana Foundation Meeting Minutes

Feb 5, 2026

Attendees:

Kinnari Naik-Ryan (KNR)
Sandhia Naik (SN)
Fiona Clark (FC)
Jonathan N'goma (JN)
Stephen Warrington
(SW)

Action Items for next meeting

All:

- Send feelers out to contacts and companies to find supporters, venues, or in-kind catering/sponsorship for fundraising events and report back with leads

KNR:

- Draft a roles & responsibilities document for trustees and circulate
- Finalise 'Get Involved' form and publish it on the website so prospective volunteers/supporters can submit required data
- Submit the Stripe verification form to restore online payments and follow up so Stripe is reactivated within two to three days
- Update the website trustees section and add alumni stories, quotes, from sponsored medical officers and beneficiaries.
- Add the fundraising target and orphanage/camp cost breakdown.
- Send next trustee meeting google meet invite.

SN:

- Submit the charity tax return due at the end of this month (summary of income/outgoings) to HMRC
- Complete and submit the Charity Commission annual return (due in May) with required accounts and minutes
- Update Charity commission and company house with trustee names and roles
- Gather and provide data about the target Malawi area (population, district figures, health needs) to support selecting Chikwawa as the prime focus and provide numbers for planning by the next meeting

SW:

- Provide a headshot for the trustees page on the website



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- Contact local fundraising contacts (hospice and charity fundraisers) to learn what fundraising formats and approaches worked and provide recommendations and cost expectations for annual fundraising targets

FC:

- Continue in the secretary role and organise regular trustee meetings (propose quarterly or bi-monthly schedule) and open meetings for wider participants.
- Send next meeting agenda prior to Apr 16, 2026

JN:

- Draft a financial breakdown of ongoing support needs for the orphanage (monthly costs, teacher salary, building improvements).



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Opening Remarks and Attendance

- KNR welcomes everyone to the meeting, noting the absence of previous meetings due to personal commitments.
- Attendees include Fiona Clark, Dr Steve Warrington, Sandhia Naik, and Jonathan N'goma.
- KNR confirms no conflicts of interest and thanks Paul Wilson for his contributions as a trustee.
- Dr Steve Warrington joins as a new trustee, expressing his willingness to learn and contribute.

Financial Report and Trustee Responsibilities

- The foundation has £3179.99 in credit.
- £500 was spent on the Chikandi Orphanage for basic rations, and £175 was allocated for Katie's final year of education.
- Katie is a young lady sponsored by the foundation to empower young women through education.
- KNR discusses the need for new trustee roles, including a treasurer, and will become the formal chair.

Treasurer Role and Tax Returns

- Speaker 1 and Speaker 3 discuss the challenges of maintaining tax returns and the need for a dedicated treasurer.
- SN volunteers to continue handling tax returns, explaining the process and the importance of timely submission.
- The tax return is **due at the end of the month**, and the Charity Commission return is due in May.

Secretary Role and Meeting Organization

- FC expresses a desire to step down as secretary to allow new, energetic members to take on roles.
- KNR values FC experience and suggests she remain a trustee with a reduced role.
- SW, expresses interest in taking on the secretary role, given his experience with another organization. KNR suggests utilising his skill set and experience as fundraiser and counsellor.
- Discussion on the need for regular AGMs and quarterly meetings to maintain momentum and organisation.

Fundraising and Counseling Initiatives

- KNR suggests organising larger meetings to brainstorm and gather ideas from the community.
- SW emphasizes the importance of having regular meetings to ensure the charity stays organized.
- KNR proposes counseling sessions for team members after camps to support their mental well-being, SW agreed to support this initiative.

Website and Data Collection



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- KNR discusses updates to the website, including a revamp and the addition of a "Get Involved" form.
- The form will capture detailed information from potential volunteers, making it easier to manage and respond to expressions of interest.
- Discussion about the importance of data protection and compliance with the Charity Commission's requirements.
- Speaker 1 plans to finalise the website updates and add new trustee profiles, including SW headshot.

Short-Term Objectives and Future Planning

- KNR outlines short-term objectives, including updating the website and organizing regular meetings.
- SW suggests inviting past members and external contributors to open meetings to gather new ideas and support.
- FC expresses a desire to continue supporting education initiatives, specifically for young girls.
- KNR and SN discuss the success of previous education sponsorships, including a medical officer's training and progress in the Malawi health service.

Long-Term Objectives and Lessons from Previous Camps

- KNR discusses the challenges faced in Zambia compared to Malawi, emphasising the need for sustainable giving back. The idea of focusing on one hospital or area for long-term engagement is proposed, with rotating camps to build trust, highlighting the importance of long-term training over short-term interventions.

Data-Driven Decisions and Community Support

- SN mentions reaching out to Samson for data on target areas in Malawi, suggesting the south and Chikwawa as potential locations.
- The district health officer has expressed interest in future investment and sponsorship in education and training.
- KNR suggests focusing on community support in addition to district hospitals, as patients often come from underserved areas.
- SW supports the evidence-based approach, emphasizing the need to understand the specific needs of smaller areas.

Planning for Future Camps and Fundraising

- SN to provide data by the next meeting to discuss plans for the next camp.
- The team agrees to return to Chikwawa in 2027, considering the need for fundraising time.
- Team agreed to move away from bringing medications and supplies . KNR highlights the success of locally sourced medications in Zambia and the need to continue this approach.

Fundraising Strategies and Event Ideas



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- SW reminisces about successful balls in the past and suggests revisiting formal events.
- KNR mentions the financial success of past events and the challenges of organising them.
- Team discuss smaller, decentralised events to make fundraising more accessible -quiz nights and other pub-style events as potential fundraisers - however effort/cost vs reward needs to be explored.
- SW discusses the potential of team members setting up personal challenges for sponsorship.
- KNR shares past successes with marathons and other runs, which have brought in additional funds.
- SW suggests having team members set personal fundraising targets and sharing their plans.

Supporting the Orphanage and Long-Term Goals

- KNR proposes creating a document detailing the costs of supporting the orphanage to appeal to donors and emphasises the need for a permanent teacher or manager for the orphanage.
 - JN agreed to create document.
- The team discusses the financial support required for the orphanage and how to communicate this to donors.
- SW suggests breaking down the financial needs into smaller, more manageable targets.
- Targets to be added to the website and utilised in fundraising materials.

Next Steps and Meeting Schedule

- SW offers to reach out to local fundraisers for advice on effective fundraising strategies.
- KNR confirms the need for ten thousand pounds for a successful two-week camp + expense for Chikondi and sponsorship programmes.
- Team agrees to raise £1,000-£1,200 monthly.
- The team agrees to meet every two months, alternating between trustee meetings and open meetings.

Finalising Meeting Dates and Closing Remarks

- *Next meeting dates: April 16th for a trustee meeting and June 11th for an open meeting.*
- SN mentions a potential discussion about Uganda at the next meeting.
- KNR closes the meeting, thanking everyone for their participation and contributions.

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Statement Date: 23/02/2026
Date Due: 30/04/2026

STATEMENT OF ACCOUNT

Nana Foundation
01May2024-30April 2025

DATE	DESCRIPTION	CHARGES	CREDITS	ACCOUNT BALANCE
01/05/2024	Balance brought forward			£2,463.99
03/07/2024	Fundraise FAA	£1,469.00		£3,932.99
22/07/2024	HMRC		£100.00	£3,832.99
29/08/2024	Sponsor school fees		£200.00	£3,632.99
04/10/2024	school accommodation		£60.00	£3,572.99
15/10/2024	transfer		£2,500.00	£1,072.99
25/10/2024	return transfer	£2,500.00		£3,572.99
13/11/2024	donation	£1,000.00		£4,572.99
29/01/2025	chikondi orphanage		£350.00	£4,222.99
31/01/2025	Sponsor school fees		£350.00	£3,872.99

DATE	DESCRIPTION	CHARGES	CREDITS	ACCOUNT BALANCE
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