

**ALBED FOUNDATION BOARD OF TRUSTEES MEETING
10 JULY 2001**

09:00h – 12:00h : **ALBED Presentation to Donors**
Hosted at the SIDA offices
1166 Park Street, Hatfield, Pretoria
Queries: Contact Uriel Moraloki on 012 – 426 6452

13:00h – 17:00h : **BOT Meeting** (with lunch and tea provided)
To be held at SAQA offices,
RaID Board Room Office,
Waterkloof Shopping Centre
(Entrance next to Pharmacy on 1st floor)
See attached map
Queries: Contact Millicent on 012 – 346 4255

ALBED BOT AGENDA

1. Welcome and apologies
2. Minutes of the Previous Meeting
3. Matters Arising
4. Update on the Sector
5. Discussion on donor presentation
6. NDA Follow up (Mandla Mthembu)
7. Special resolution: Registration in terms of NPO Act
8. Funding Contract (Dawn Norton)
9. Report Back on current issues (written)
 - 9.1 Praxis Project Tracking System
 - 9.2 Office Space
 - 9.3 Logo
 - 9.4 Database of ALBED organisations
 - 9.5 Staffing
10. Resignation of Geraldine Thekisho from BOT
11. AOB

NOTES TO AGENDA

7. **Special Resolution: Registration in terms of NPO Act**

I received notification from the Dept of Social Development regarding ALBED's application for registration in terms of the NPO Act. The application did not meet with the requirements of registration due to an area in the Trust document regarding the Dissolution clause (Page 13, Clause 25.2.2).

The clause states "to some other statutory or juristic body" and it needs to read "to some other **non-profit** statutory or juristic body..." Although in clause 25.2.1 it includes non-profit, this apparently needs to be re-stated in 25.2.2.

I have been advised by the Dept that a special resolution regarding adding the words "non profit" to this clause 25.2.2 needs to be taken at this BOT.

ALBED then needs to get two copies of the signed amended Trust deed and minutes of the meeting where the amendments were incorporated into the constitution back to the Dept office, before our application as an NPO will be registered.

Perhaps Dawn can advise/comment?

9. **Report Back on Current Issues**

9.1 **Praxis Project Tracking System**

Praxis has been informed that we are interested in the Project Tracking System (PTS), but that currently it is not financially viable for the Foundation. In the mean time we will use a spreadsheet-style home-made system of tracking projects. In the long term we would like to pursue options including that of piggy-backing another PTS user's system.

9.2 **Office Space**

Mandla and I have discussed this since the last BOT (4th May). At the BOT we agreed that we would take up Gordon Naidoo of OLSET's offer of office space, with a view to increasing this space once we have obtained funding. However, on reflection, taking up office space requires financial input in terms of office furniture (desks, chairs etc), equipment (computers, fax machines etc), as well as in the longer term, someone to operate the office. The ALBED Foundation currently does not have funding for these items. Mandla and I therefore thought it may be more appropriate for the office to remain at the studio in Parkview, until such time as funding was received.

I have spoken to Gordon Naidoo of OLSET, informing him of the Board's enthusiasm to take up his offer of office space, and he is expecting us to come back to him within the next few months to finalise the arrangements.

9.3 **Logo**

The logo has been reworked to include the original colour - yellow, and so that the position of the address is more dynamic. The designer has also developed a black and white version for fax copies.

9.4 **Database of ALBED organisations** (see attachment)

From the questionnaire sent out, approximately 50 responses have been received, and they are still coming in (slowly). Not all projects provided adequate budgetary breakdown, and there was therefore some difficulty in getting an accurate indication of the need for funding / capacity to absorb funding. However, I have included information from those projects that provided it, and the breakdown is as follows:

- ◆ Their need for funding and capacity to absorb is over R10 million per year.
- ◆ Within these projects some 340 facilitators/staff are involved in ALBED work
- ◆ Close to 12 000 illiterate or semi-literate adults are benefiting from the work of these projects

In addition, Project Literacy's database of programmes being funded by EU (NLC) funding has been added to the ALBED database. Information provided by Project Literacy did not include capacity to absorb funding, but did include ratio of facilitators to beneficiaries.

The Project Literacy programmes indicates a further 30 projects that are in existence and are in need of further funding. The ALBED Foundation is in the process of contacting these projects to get more detailed information regarding their needs.

9.5 Staffing

Once funding for the Foundation is received there will be a need to employ full time staff. However, until such time, there is still a need for various things to be followed up - such as telephonic queries, the database, follow up with donors, particularly after the donor presentation of 10 July etc.

Given the lack of funding for this, I am proposing that I continue to do this, on a volunteer and very much a part-time basis, until funding is received. I would like to remain involved with the work of the Foundation, to see things through, but obviously my time would be very limited, especially for the first few months after the baby is born.

Lucy Chambers