



SCOTLAND MALAWI PARTNERSHIP AGM 2016  
8<sup>TH</sup> OCTOBER 2016  
UNIVERSITY OF STRATHCLYDE, TECHNOLOGY & INNOVATION CENTRE, GLASGOW

AGM MINUTES

1. Sam Abrahams, First Aid Africa
2. Wendy Ager, SMP Member
3. Sarah Aitken, Gleniffer High School
4. Esme Anderson, Gleniffer High School
5. Janey Andrews, University of Strathclyde
6. Lorna Argente, SMP Member
7. Lilidh Aveyard, STEKA
8. Joseph Bakuwa, Association of Malawians in Scotland
9. Wade Ball, Just Trading Scotland
10. Enock Bamusi, Association of Malawians in Scotland
11. Jean Bareham, SMP Member
12. Fidelma Beagan, First Aid Africa
13. Caroline Beaton, Kenyawu Kids
14. Tony Begley, Classrooms for Malawi
15. Charlie Bevan, Scotland Malawi Partnership
16. Sue Beck, Killlearn Malawi Group
17. Gary Birrell, Bannerman High School
18. Keith Bohannon, Scotland Malawi Partnership
19. Fraser Boyd, 25th Stirling (Dunblane) Boys' Brigade
20. Mhairi Boyle, Lattitude Global Volunteering
21. Gary Brough, EMMS International
22. Stuart Brown, SMP Board Member/GALVmed
23. Amanda Burton, Stockbridge Primary School
24. John Burton, SMP Member
25. Alison Cameron, Wool-n-Wood
26. Colin Cameron, SMP Member
27. Alison Cameron, SMP Member
28. Christine Campbell, University of Edinburgh
29. Paul Carmichael
30. Anne Carmichael
31. Hellen Chabunya, Foreign and Commonwealth Office
32. Mizeck Chagunda, SMP Board Member/ SRUC
33. Chimwemwe Chagunda
34. Ellie Campbell, St Matthew's Academy
35. Richard Chilipa
36. Madalitso Chikumbanje, University of Strathclyde



37. Kathryn Chipperfield, Scotland Malawi Partnership
38. Richard Chisala, C3 Limited
39. Remus Chunda, Association of Malawians in Scotland
40. Carol Clements, University of Strathclyde
41. Calum Couper, 25th Stirling (Dunblane) Boys' Brigade
42. Heather Cubie, SMP Board Member
43. Andrew Cubie, SMP Member
44. Lynda Dalziel, Janice Jamieson Memorial Foundation
45. Genevieve Davis, Throw Up Gallery
46. Ian Dickson, SMP Member
47. Morven Donald
48. Katie Donaldson, Bannerman High School
49. Katie Elliot, Bannerman High School
50. Jackie Farr, Scotland Malawi Partnership
51. John Fanning, SMP Audit Committee
52. Margaret Ferrier, MP
53. Geraldine Fleming, St Bernadette's Malawi
54. Carol Forte, STA Travel
55. Mark Friese, Students for Malawi
56. Lore Gallastegi, The Open University
57. Bob Garrow, R S Garrow Ltd.
58. Paul Garside, University of Glasgow
59. Julie Gemmill, Woodford Foundation Scotland
60. Clayre Goldberg, Project Trust
61. Chimwemwe Gondwe, AMS
62. Patrick Grady, MP
63. Simon Guild, University of Glasgow
64. Rose Mary Harley, University of Strathclyde
65. Stuart Harris, Marr College
66. Gail Hodge
67. David Hope-Jones, Scotland Malawi Partnership
68. Sarah Howsam, Project Trust
69. Paul Johnston, Tear Fund
70. James Johnstone, Just Trading Scotland
71. Bryony Jones, Project Trust
72. Tatyana Kalinga, University of Glasgow
73. Webster Kameme, St Andrews University
74. Akuzike Kamwanja, University of Strathclyde
75. Francis Kaunjika, Africanos World
76. Stephen Kelly, Co-Op
77. Graham Kennedy
78. Gavin Kitching, 25th Stirling (Dunblane) Boys' Brigade
79. Jordan Koletic
80. James Langdon, Lattitude Global Volunteering
81. Diane Leishman, Gleniffer High School
82. Archie Leitch



83. Trancizeo Lipenga, University of Glasgow
84. Davie Luhanga, SMP Member
85. Lewis Macdonald, First Aid Africa
86. Laura Maclean, Students for Malawi
87. Calum MacFarlane-Barrow, Mary's Meals
88. Alex Mackay, University of Glasgow
89. Magnus Maharg, Scottish Government
90. Lesley Mann, Wool n Wood
91. Grace Manyika, SMP Board Member
92. Colin Martin, St John College of Nursing
93. Claire Martin, SMP Board Member
94. Yonah Matemba, AMS
95. Frank McCabe, Classrooms for Malawi
96. Jamie McGowan, Mary's Meals
97. Anna McIndoe, Inverclyde Malawi School Partnership
98. John McIndoe, Inverclyde Malawi School Partnership
99. Kirsty McIntyre, Bannerman High School
100. Andy McKay, St Margaret's High School
101. Euan McLagan, 25th Stirling (Dunblane) Boys'
102. Colin McLean, ECRAD
103. Anne McLean, ECRAD
104. Norah McLintock, AMS
105. Gillian McMahan, Mary's Meals
106. Helen Mein, SMP Member
107. Mary Millar, Meningitis Research Foundation
108. Stephen Misanjo
109. Peter Misu Mbisa, AMS
110. Emily Mnyayi, Scotland Malawi Partnership
111. Brave Mnyayi, AMS
112. Sharon Morrow, Janice Jamieson Memorial
113. Lesley Mulholland, Bannerman High School
114. Keith Murphy, Penicuik High School
115. Margaret Mwawa
116. Alphaeus Ngonga, AMS
117. Ian Nicol, Scottish Government
118. John Niven, Kirklandneuk Primary School
119. Tawachi Nyasulu, University of Strathclyde
120. Alison O'Connell, CBM UK
121. Siobhán O'Connor, Edinburgh Napier University
122. Bernadette O'Hare, SMP Member
123. Morag Paul, SMP Member
124. Andrew Parker, Imani Development
125. Megan Pawelczyk, Mary's Meals
126. Grant Phillips, Mary's Meals
127. Robias Phiri, SMP Member
128. Isabella Procter, First Aid Africa



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| 129. Heena Qamar, First Aid Africa                        | 152. Peter West, Honorary Consulate of Malawi |
| 130. Cathy Ratcliff, EMMS International                   | 153. Lauren White                             |
| 131. Rosie Reid, Project Trust                            | 154. Ben Wilson, SMP Board Member             |
| 132. John Riches, Just Trading Scotland                   | 155. Jamie Wilson, SMP Member                 |
| 133. Sam Riddell, NHS                                     | 156. Raymond Wilson                           |
| 134. Björn Sandin, 25th Stirling (Dunblane) Boys' Brigade | 157. Tiwonge Wilson                           |
| 135. Fraser Scott, Gleniffer High School                  | 158. Pam Wilson                               |
| 136. Nelson Simwela, University of Glasgow                | 159. Emma Wood, Queen Margaret University     |
| 137. Willie Sinclair, Mamie Martin Fund                   | 160. Helen Wright, Lockerbie Academy          |
| 138. Eileen Sinclair, Mamie Martin Fund                   | 161. Lauren Wright, Bannerman High School     |
| 139. Gillian Smith, Royal College of Midwives Scotland    | 162. Carmen Wright, Bannerman High School     |
| 140. Stevie Snee, St Margaret's High School               | 163. Lewis Young, Bannerman High School       |
| 141. Seonaid Stevenson, Classrooms for Malawi             |   |
| 142. Lawrence Stewart, GU Mary's Meals                    | <b>Apologies</b>                              |
| 143. Carmen Storrie, Bannerman High School                | 1. Robert Anderson, Scottish Malawi Appeal    |
| 144. Lauren Strain, University of Glasgow                 | 2. Claudia Beamish, MSP                       |
| 145. Louise Stuart, EMMS International                    | 3. Alex Brown, SMP Member                     |
| 146. Steve Taylor, Ideas                                  | 4. Moira Dunworth, Mamie Martin Fund          |
| 147. Tankhulengi Tembo, AMS                               | 5. Zamiwe Hara, SMP Board Member              |
| 148. Mairi Thomson  | 6. Clare Haughey, MSP                         |
| 149. Melissa Tweedie, Gleniffer High School               | 7. Chris Stevens, MP                          |
| 150. Dom Webb, Responsible Safari Company                 | 8. Alison Thewliss, MP                        |
| 151. Annie Wells, MSP                                     | 9. Donald Wilson, Edinburgh Lord Provost      |



## 1) WELCOMING REMARKS

KEN ROSS

Attendees were welcomed by the Chair of the Scotland Malawi Partnership, Ken Ross, and Chair of the Malawi Scotland Partnership, Andrew Namakhoma, who had sent a video message from Malawi.

The 2016 SMP AGM was themed around impact – understanding our impact in both countries and facilitating reflection on what makes social, environmental and economic impact sustainable.

## 2) MESSAGE FROM THE SCOTTISH GOVERNMENT

DR ALASDAIR ALLAN, MSP

The Minister for International Development, Dr Alasdair Allan, spoke to the attendees via a video message and commented on the remarkable connection between the citizens of Scotland and Malawi. On the day of the AGM he was in Malawi, visiting projects funded by the Scottish Government. Dr Allan spoke about Global Goal 17 'Partnerships for the Goals', and the important model being implemented by the Scotland Malawi Partnership.

## 3) SMP 2015-2016 UPDATE

SMP STAFF TEAM

The SMP staff spoke about their highlights from the year, which included: the SMP Road Trip to six locations across Scotland to reach out to members, record engagement on social media, successful forums on schools, health, and higher education, and welcoming our 1000<sup>th</sup> member!

## 4) UNDERSTANDING OUR IMPACT

Guests were asked to think about their own partnership's social, economic and environmental impact in Malawi, as well as the impact achieved in Scotland. Each person was provided with four balloons of different colours and asked to write their partnerships impact down on the balloons. Red balloons were for social impact in Malawi, black balloons were for economic impact in Malawi, green balloons were for environmental impact in Malawi and blue balloons were for the impact in Scotland. Balloons were collected from guests and stuck onto either a large Malawian or Scottish flag, depending on the colour of the balloon.

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## 5) ACTIVE NETWORKING

A large outline map of Malawi had been marked on the floor and guests were invited to come and stand on this map in the location that they work in Malawi. Everybody was given five minutes to network with the people around them, and to fill out their networking cards with the contact details of the new people that they spoke to. The first person to reach seven contacts was awarded a prize, which went to Alphaeus Ngonga of the Association of Malawians in Scotland. One of the main aims of the AGM is to strengthen Malawi links by supporting active networking.

## 6) MEMBER AWARDS

Over the last few months members had been invited to submit nominations for six member award categories: the School Partnership Award; the Business and Innovation Award; the Diaspora Award; the Youth Award; the Church or Community Partnership Award; and the NGO Award.

For each category, the nominations and winner were announced. The winners gave a short presentation or video about their work with Malawi, highlighting the impact they are having in both countries, and were presented with a wooden carved trophy made in Malawi and a hamper of Scotland-Malawi products.

The winners:

- School Partnership Award – St Margaret’s High School (award presented by Annie Wells MSP)
- Business and Innovation Award – Just Trading Scotland (award presented by Margaret Ferrier, MP)
- Diaspora Award – Enock Bamusi (award presented by Margaret Ferrier, MP)
- Youth Award – Dunblane Boys’ Brigade (award presented by Patrick Grady, MP)
- Church or Community Partnership Award – Mamie Martin Fund (award presented by Patrick Grady, MP)
- NGO Award – Mary’s Meals (award presented by Patrick Grady, MP)

## 7) CORE SMP BUSINESS

KEN ROSS

KR introduced the AGM business for the afternoon.

### Approval of 2015 AGM Minutes:

- KR noted that the 2015 AGM Minutes had been circulated in advance, been available online and a summary was included in the delegate packs. KR then invited questions. There were no questions regarding the 2015 AGM Minutes.



- Tony Begley proposed the adoption and approval of the 2015 AGM Minutes, and Peter West seconded this proposal.

#### Adoption of 2015-16 accounts:

- Claire Martin gave a brief overview of the process by which the accounts had been developed.
- CM invited questions regarding the Accounts for the Financial Year for 2015/2016. A question was asked about the SMP's reserves policy. CM reported that the Trustees aim to maintain free reserves in unrestricted funds at a level which equates to three months of unrestricted charitable expenditure. The level which the AFC is currently recommending is £60,000; however this is under review. The amount held at the year-end in unrestricted reserves was £55,444.
- KR thanked the Audit and Finance Committee for their dedication in support of the sound financial management of the SMP.
- John Fanning proposed the adoption of the accounts, and Seonaid Stevenson seconded.

#### Motion: Appointment of Independent Examiners:

KR introduced the motion to be voted on, which had been duly submitted and circulated in advance within the required time.

##### *Motion 1: External examiner contract*

"The independent examination of charity accounts is required by law. The appointment of the Scotland Malawi Partnership's present independent examiners, Martin Aitken & Co, Chartered Accountants, was ratified by members at the 2014 AGM, and this meeting is asked to approve their re-appointment as independent examiners for a further twelve months."

- The motion was proposed by John Fanning and seconded by Heather Cubie.

#### Election of new Directors:

- KR explained that the Board can have up to 16 Directors, each elected by Members at the AGM, to serve for a maximum of three years. After three years Directors are welcome to stand for re-election if they wish.



- Four directors were standing for re-election: Andrew Goudie, Colin Reilly, Ben Wilson and Douglas Young.
- Two new applications for director were made: Malcolm Fleming (former First Minister Special Adviser for International Development) and Gillian McMahon (Head of Programmes: Policy, Research and Funding at Mary's Meals).
- Six places were available on the Board and six nominations received. Rather than have a vote, the AGM attendees were presented with the slate of six applications for approval.
- The six applications were approved and KR welcomed the new board members.
- Zamiwe Chunda and Ian Gibson stood down from the Board of Directors. KR thanked them for the huge contributions they had made to the Partnership. In particular Zamiwe's work developing a close relationship between the SMP and Malawi diaspora community across Scotland and Ian's knowledge of the private sector.

#### Staff:

Ken thanked the SMP staff for their continued efforts.

#### Board of Directors:

Ken thanked all the Board of Directors who had served over the past year.

### 7) PRESENTATION OF 2017-2020 PLANS

DAVID HOPE-JONES

David gave a presentation on the 2017 – 20 SMP plans, explaining that the SMP is keen to have members' input to the implementation of the plan. Guests had 30 minutes to come and chat to the SMP team and put written ideas and reflections into the twenty boxes, which represented the SMP's main activities.

### 8) MEMBER INPUT TO DELIVERY OF 2017-20 PLANS

Input from members into each of the 20 strategic areas was as follows:





1) Governance

- Discussions on transparency and governance especially in relation to employment, remuneration, taxation responsibilities.
- Knowledge about cross-cutting activities to prevent duplication/ increase impact. Crosses media, transparency and sustainability.
- Employment issues.

2) Lobbying and Advocacy

- On political action we have excellent breadth but we should look now to develop a number of deeper relationships with select MPs and MSPs.

3) MaSP Support

- Minimising the risks associated with MaSP in a way that recognises that entities independence is very important. SMP Board and AC both need to embrace this role. They already do but ongoing effort needed here.
- First aid training for MaSP members. Especially those in rural areas with limited access to emergency response.
- Support for Mzuzu University. Volunteering society who are focused on SDG goal 13- climate action, but are linking with First Aid Africa in providing first aid training to students and hopefully in the community around Mzuzu.

4) External Reach

- No comments made

5) Sustainable Development Goals

- No comments made

6) Partnership Principles

- Is there a tool/score card that helps organisations to develop this? If so could it link to transparency? e.g. logo on a member's profile when they complete the tool?

7) Member Training

- Providing links to training such as safety training and first aid training
- Provision of safety and emergency response training for partners/members in Malawi and Scotland
- Training on using social media to promote work in Malawi



- First aid/emergency training especially for school groups
  - Pre departure cultural and language session packages for school groups.
  - Pre-trip training for groups/teams re health and emergencies
  - More support for training, e.g. first aid training for outgoing school groups.
  - Links to pre expedition first aid providers for school groups
  - Providing members in Malawi and Scotland with first aid and safety training
  - Members should have safety and first aid training before heading out to Malawi
  - Media and social media training last year was great. Future training in putting on events.
- 8) Sustainability
- How do we empower our partners to take an even greater role? Partnership community is in Mulanje- how do they get to Blantyre.
  - Sustainable water and sewage
- 9) Transparency
- No comments made
- 10) Members' Impact
- Sharing between members of what each other's impact is so that we know what to build on.
- 11) Business, Trade, Investment and Tourism
- Explore ways of exporting perishables (fruits and vegetables) from Malawi
  - OVOP (One Village One Product)- helps farmers to process quality needs to be looked into.
  - Cold chain shipping for fresh fruits and vegetables, e.g. daily flights
  - Reducing post-harvest waste
  - #Buy Malawi Day
  - Focused campaign on Co-op shops.
  - Coupon £? off rice
  - Approach education directors to have products in schools/colleges



- Promoting farming outputs is very important. We should really work on the relationship with the co-op. A video/social media campaign to promote the rice farming initiative would be great.

#### 12) Media and Social Media

- Organise a meet the press event in Scotland
- Coordinated press tour between members, showcase the specific links as well as overall partnership.
- Sharing each organisation's work on social media
- Charity videos of work
- # Buy Malawian Day
- Help with profiles
- How do we get our Malawian partner onto Facebook to improve communication links?
- Have an open forum (password protected) for members to converse or ask questions, advice
- Linking videos and website details from partners on SMP website.

#### 13) Bulletin

- Include any interesting impact highlights/spotlights in media/bulletin etc.
- Have a small ads section for members to promote events, ideas etc.

#### 14) Website and Videos

- 1000 members report is great but currently superficial. How do we expand information and knowledge dissemination beyond this?
- Briefing videos available on the website for visitors- especially first time visitors to Malawi. Example- could be what happens at the airport, public transport in Malawi, safety in Malawi, some things Malawians like or don't like

#### 15) Malawian Voice

- # Buy Malawian Day
- The planned videos are a great idea, how do they get shared
- More visits like the MaSP road trip 2016
- AMS- to be recognised as a core constituent of SMP- this can be reflected as a separate strand in the financing of what we do. Asking for more prominence and recognition beyond what currently is happening. For example a £2000 initial budget within SMP.



#### 16) School Partnerships

- Targeting local councils for global citizenship programmes to secondary schools. Targeting universities for international development programmes. Targeting charities for fundraising expeditions. These have been established as the three core marketing strategies with the Scottish market for the Responsible Safari Company over the next 3-5 years.
- Promoting first aid knowledge in more partner schools, in particular those visiting Malawi
- Engaging Scottish schools with the same advocacy issues to bring issues government in Scotland and Malawi
- Webinars for schools forum
- Is there anyone known to SMP who is working/planning to work in Malawi with hearing-impaired children
- Is any Scottish school with a unit or resource centre for hearing impaired children involved in a school partnership with Malawi?

Promoting first aid training in partner schools, especially those visiting Malawi

#### 17) Youth engagement

- More social events, e.g. film nights and ceilidhs etc.
- How are we increasing girl's involvement in school? i.e. keeping girls in school longer and how are we making that community mind-set.
- 90kg challenge through co-op
- How to get young people to be engaged/interested in being trustees. Follow on from school links to fundraisers to trustees.
- More youth development programmes, specifically technical skills and entrepreneurship
- It would be beneficial to have youth engagement in villages- may have to be via churches or schools.

#### 18) Member impact awards

- Please add a health award

#### 19) Member Forums and Working Groups

- Medical conference to hear what is happening in both Scotland and Malawi
- Art/culture/language forum



- I'm concerned about the commitment to the 20% new people at every event- a danger of too rapid growth and lack of build-up of expertise and real in-depth discussion.

20) Regional Outreach

- Budget allocated for non-central belt events

10) CLOSING

KEN ROSS

Ken thanked guests for coming and invited everyone to stay and continue their conversations over a Malawi GnT and music from Davie Luhanga.