



NATIONAL ASSOCIATION FOR WOMEN'S ACTION IN DEVELOPMENT
(NAWAD) ANNUAL GENERAL MEETING



Minutes for Annual General Meeting (AGM) held on Saturday 14th June
2014 at mild may conference hall Iweza kajassi, wakiso district from 02:15 pm to 05:45 pm

AGM attendance list

NO	NAMES	ORGANISATION
1.	KAMESE GEOFREY	NAPE
2.	BEN TWINOMUGISHA	CSEA
3.	NANYONGA BETTY	KISAKYAMUKAMA
4.	SPERA ATUHAIRWE	NAWAD
5.	TABARO DENNIS	NAPE
6.	NAUKA LILLIAN	NAWAD
7.	KIBUUKA PETER	ACADEMIA
8.	EDITH LUTAKOOMA	OGUTATENGANYA WOMEN'S GROUP
9.	AIDA LWANYANGA	TUKOLEREWAMU WOMEN'S GROUP
10.	LOVINSE KIWANULA	NEZIKOKOLIMA WOMEN'S GROUP
11.	MUKASA MARGRET	NEZIKOKOLIMA WOMEN'S GROUP
12.	PATIENCE MURAMUZI	NAWAD
13.	SSEKYONDWA EMMANUEL	NAWAD
14.	NAMBOOZE TEDDY	KUMALIRIRA WOMEN'S GROUP
15.	MUKISA ROSE	KUMALIRILA WOMEN'S GROUP
16.	NAKAJUGO LYDIA	KWAGALANA YOUTH
17.	BIRABWA JOYCE	TWEKAMBE M
18.	WAMALWA ISAAC	NAWAD
19.	JENNENAH TUMUHIMBISE	NAWAD
20.	AGABA DENIS	NAWAD
21.	ALFRED WAIRA	NAWAD
22.	KATUURA GRACE	NAWAD
23.	KASULE GEORGE WILLIAM	KYISAKYAMUKAMA GROUP

NATIONAL ASSOCIATION FOR WOMEN'S ACTION IN DEVELOPMENT ANNUAL
GENERAL MEETING HELD ON STURDAY JUNE 14TH 2014 AT 02: 15PM

AGENDA

1. Opening prayer
2. Introductions
3. Communication from the chairperson and approval of the agenda
4. Presentation of the annual report 2013-2014 and the 2014 annual work plan
5. Presentation of the annual accounts and statements 2013
6. Reactions from members
7. Establishment of the board
8. Appointment of the auditing firm
9. Closure

Minute one: **prayer**

Opening Prayer by Mr. Kamese Geoffrey

Minute two: **introduction**

Members present introduced themselves and the chairman moved the motion

Minute three: Communication from the chairperson and approval of the agenda

The meeting was chaired by Mr. Tabaro Dennis who welcomed the people and thanked them for coming

He read the agenda and was approved by members present, moved by Mr. Kamese and was adopted

He gave his speech by expressing his gratitude for being part of the meeting and thanked NAWAD for closely working with its members and making this meeting happen. Speaking that he was very glad for coming and NAWAD has been working with its members, he talked about the appointing of new board members or confirming the existing one

He wished people a successful meeting and moved the meeting by inviting the Executive Director to give members a brief review of annual reports and work plan and telling members what NAWAD has been doing.

Minute four: Presentation of the annual report 2013-2014 and the 2014 annual work plan

The presentation was given by executive director who welcomed people to the meeting and thanked them for coming although it was a weekend

She gave a brief history of NAWAD since 2010 and she said it was the first annual general meeting to happen; she went ahead and presented the annual report 2013-2014 and the 2014 annual work plan. She concluded her presentation by wishing people a prosperous meeting

Minute five: Presentation of the annual accounts and statements 2013

Mr. Isaac Wamalwa who presented on behalf of the Board treasurer thanked the chairman and welcomed the people for the meeting.

He briefly hinted on his position in NAWAD as accounts assistant and from there he presented the annual accounts and statements 2013 including the expenditures and revenue.

He finished his communication by wishing people a fruitful meeting.

Minute six: Reactions from members

The chair person called on the people to react on the previous communications

Reaction	Action
Ms Spera Atuhairwe thanked NAWAD staff and she was inquiring how much NAWAD are planning this year, does NAWAD have money yet? If not Where is it going to get money for this year, what is the strategy of fundraising?	ED explained that annual work Plan with its activities was presented and a small percentage of money was secured and she added that that no secured budget that exists already. The chairperson said that NAWAD will keep on fundraising Money comes from the funders said by Mr. kamese
Mr. Kamese asked whether there is any strategy used to get money from members.	ED said there is membership fee and subscription fee but it is not easy to collect it and she further said its only three members who have paid, other sources of money come from well wishers.
Ms Spera also wanted to know the previous years' membership payment	
Chairperson asked which strategy is executive director using to get membership fee	
Ms Aidah Iwanyanga one of groups' member said that NAWAD has not yet exhaustively explained to the members, more effort is required to make groups fully understands it. She also asked whether every group member is supposed to pay membership fee. What other strategies are being used to get money to run the organization apart from fundraising?	We are still young but we will make you know it much and membership fee is paid by the group not members individually, except if you want to be an individual member ED said We have fundraising
Peter a lecturer at Nkumba university reacted by saying that he has not seen any government organization we are working with and therefore we are supposed to create relations with government organization He also inquired why membership drive did	ED acted by saying that they have plans for membership for to their sub grantees in Nyabuhama ,girls are going to be brought form girls clubs; she said they would like to operate with peter since he an academician; She also said they do not work alone they work with the government e.g. in Kashari they

<p>not reach to sub grantees of Nyabuhama. because it is stated in the objective, He also wanted to know how girls are involved in this organization and where are these girls He inquired which company audited the books of accounts and is it registered.</p>	<p>partnered with sub county local government in rights to water and sanitation projects In Sissa they have involved local government through working with community development officer at sub county level She also clarified that they are registered with ministry of gender, wakiso district local government She said financial back ups are much required because for all projects to run smoothly they require funding The chair person said that its Johnson company certified public accountants that did auditing and it is registered.</p>
<p>Mr. Ben acted in response to the agenda of meeting that NAWAD has a big potential to grow. However, he wanted to know whether there is human resource policy , strategic plan and other policies</p>	<p>ED said there are policies already existing and the process of developing other policies are in progress Ben said that strategy plan should be approved in the next year's AGM Madam Spera said that it was the first AGM so they should give themselves time to develop policies ED said that some policies were drafted and given to the board members to peruse through.</p>
<p>Madam spera thanked members for raising good ideas and said that they need to develop actions focusing on women and girls. if there are gaps, how do we strengthen the policies</p>	<p>The chairperson reacted by speaking that some policies were developed and in the next year's AGM the secretariat will tell us how they went about their strategic plan and policy formulation Ms. Lillian Namukasa said that they can come up with the team to work with secretariat</p>
<p>Peter reacted that they have not taken media into account for public awareness to be their partner He said that the work done by NAWAD is not well scheduled for advocacy</p>	<p>He said they need to appear in media and it needs to know NAWAD They need their future plan to be so much in advocacy. We also need to appear in national key events like women's day, water day, African child day such that when they are preparing, we have statements there, peter said. On advocacy Mr. kamese said it is much needed and focus should be at local communities but local communities and nationals should be evenly participated with.</p>

Minute seven: establishment of the board members

Appreciation to the participants who reacted from chair person and said that there has been acting board members and he called Executive Director to tell them how it was operating

The Executive Director told them that the board had nine members of which seven were present in the meeting and two were absent but they sent their excuses.

She added that Florence who was the chairperson resigned in April but she is still a promoter, as now Ms Spera is an acting chairperson.

Mr. Peter inquired from the Executive Director to clarify more about the resigning of the chairperson, Executive Director clarified that she just resigned from the chair person due to the too much workload she is the organisation promoter on board

Mr. Peter suggested that the floor should be given to Board members to be to convey their interests in the positions they are going to hold and let them speak out their profiles.

Members of board expressed their interests as follows:

Mr. Dennis who has been a treasurer gave an apology for coming late and uttered that he has worked with NAWAD since 2011, he works elsewhere but he always spares some for the organization especially in accounting, auditing, he has been there so if mandated he will hold the position.

Ms Grace has been a secretary, she joined NAWAD 2013, she is business woman and she likes interacting with women in addition to fundraising and; she will bring business skills to the organization so if balloted she is willing to work.

Ms Spera a social worker by profession; worked with NGOs for 15 years and worked in water, women and children rights, health and many others; that was the second time of her interacting with NAWAD

Dealing with women and children issues is her passion and she is ready to work with the secretariat to move the organization forward so when mandated into power is ready to work.

Ms Lillian works with National Council for Disability as a programs officer in charge of research, information and documentation, she has been in the world of research for 14 years; she looked in NAWAD and she can fit, she also said that disability is not fully looked into and therefore she will solicit for NAWAD to make sure that it engages disability in its programs

Dennis works with NAPE and he heads finance and does monitoring and evaluation of the organization; he joined NAWAD since it started so when mandated into power he is ready to work.

Ms. Patience who is the founder of NAWAD and currently works as her executive Director has experience in civil society and community based programs for 15 years and she is eager to cooperate and work hard to put women at the forefront and make NAWAD a successful organization.

Mr. Ben suggested for confirmation of members and Mr. Emmanuel suggested that we should put NAWAD in hands of God and we pray for board members to always perfect their duties.

Peter said that he is seeing men are two and women are seven which he expressed as technical issue and wanted to know whether it is stipulated that way in the constitution

Executive Director responded that the constitution mentions only the number of members who are supposed to be on the board and key positions such as the chairperson and the secretary should be females

Ms Aidah gave her remarks by saying that NAWAD staff has good members who are hospital and welcoming and she extended her great appreciation to ED

The chairperson called the new board members to come forward for recognition, a prayer was given to them led by Mr. Ssekyondwa Emanuel.

The elected chair person thanked members for having attended the meeting and thanked God and appreciated members for the work they have done

She also said that focus on family, women and children convicted her to join NAWAD and there will be unity development and preservation of the environment

She added that fundraising is still at the young stage so she is going to work with secretariat to start women activities for her time being in power

She concluded her remarks with Ugandan motto for God and my country

Minute eight: Appointment of the auditing firm

The Johnson company certified public accountants who audited the previous books of accounts was proposed to remain doing the work of auditing

Mr. Ben moved the motion and Ms Birabwa Joyce seconded it

Minute nine: closure

The chair person wished members journey mercies and the meeting was adjourned at 05:45 pm with group photos

Secretary

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chairperson

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