



## **HVP UK Committee Meeting Saturday 26 January 2008, 12 noon**

Venue: 68, Ainsworth Street, Barnwell, Cambridge CB1 2PD

### **Present:**

Matt Daw (Chair), Aaron Naik, Mark Lobel, Guy Banim, Hannah Humphry-Baker, Laura Howlett, Ketlin Vanklin, Hannah Lomas, Selene Gittings, Alan Marklew, Ash Bond, Josephone Whitaker, Hannah Smith, Clare Jefferys, Will Rayward-Smith, Richard Lebon

**Apologies:** Philippa McIntyre, Rosie Tribe, Neil and Kate Marklew, Louisa Collyer-Hamlin

### **1. Update on Schools:**

#### **Thali:**

Discussion of ongoing problems in Thalis since July 2006. At present Dadhi Ram Sir is on one year paid leave whilst a Maoist Teacher's Association Committee is running the school. It seems the Committee are finding this more challenging than they had anticipated and HVP UK is hopeful that we can continue to support Thali in the future but has decided that for the next three years we will not support the school in Thali financially.

Having said this, we believe the sponsored children currently relying on HVP UK for their education should still be supported. It was unanimously agreed to leave it to the decision of the sponsors of the sponsored children in Thali to continue with their sponsorship to these children or to transfer their sponsorship to children in Dang or KTM. If Sponsors decide to transfer their Sponsorship we will continue to support the Sponsored children in Thali using HVP UK funds.

#### **Action:**

- Update on Thali situation to be put on website and circulated to those sponsoring children at the school (MD)
- Sponsors to be informed that preference is for them to continue sponsorship of Thali pupils, but given option of changing (RT / AN)

### **2. Political Situation**

GB delivered an update on the Political Situation at present in Nepal. He explained that the Democratic elections had been postponed and elections hope to be held in the future. He volunteered to give a more up to date account of the Political situation in Nepal, which members can access through Facebook.

**Action:**

- GB to set up HVP UK Facebook Group so that politically sensitive news links and discussion can be kept apart from HVP itself, and from public. (GB)

**3. Membership (LH)**

Once handover of the new Treasurer has taken place the membership accounts can be updated. There is a difficulty accessing some members who have changed addresses or email accounts (mostly students).

**Action:**

- Next mail-out (newsletter/letter etc) to include a form for updated contact details. (LH)
- Future student members to be asked for non-university email (LH)

**4. Sponsorship (AN)**

- Rosie Tribe (god-daughter to Christine Russell) is to take over Sponsorship Secretary from Aurun Naik. The handover will be taking place in the near future.
- Sue Cooper is currently in Central school collecting reports there.
- Claire Davis and Clare Jefferys have collected information and photos from Dang and are happy to put the reports together from there.
- MD has suggested to Sue and Ghanshyam Sir that a questionnaire be sent to Thali for each sponsored child there so that we can have an update on their progress too. It is in the interested of the teachers to ensure sponsorship money continues to come in.

**Action:**

- Sponsorship reports will be collected and sent out in the next 2 weeks, with the note added for Thali sponsors. (AN)
- In the future a system will be put in place to ensure the Summer volunteers get the reports ready as part of their duties. (RT)

**5. Newsletter and Website**

Newsletter and Christmas Cards were valued this December. Suggestions made to send a letter from the Chairman in between issues of the Newsletter, which are issued in December and June so that in September and March members receive an update from HVP UK.

**Action:**

- MD and ML to liaise to arrange Chairman's update letter

**6. Christine Russells Legacy**

After thoughtful discussion and input from the requests of CM Yogi it was agreed that we would like to use Christine's generous donation in the following way, subject to circumstances:

- 50% (approx) towards a Girls Youth Hostel in KTM for Central HVP School, a project that has been planned for some time and always fully supported by HVP UK
- 40% (approx) towards the Children's Peace Home project, possibly facilitating a new Peace Home development in KTM
- 10% (approx) to be retained in the Gold account, to use when it may be most needed, by agreement of the committee

## **7. HVP UK Constitution**

It was agreed that given the growth of HVP UK and the HVP movement in Nepal it is now an appropriate time to review the constitution. HVP UK gained Charity Status in 2000 and since then has changed a great deal. It was felt that a change in the constitution could be seen as a positive move for the people behind the HVP movement in Nepal.

Among the possible reasons for change were:

- The possibility of HVP Nepal changing its structure so that there is an umbrella organisation and a number of distinct projects under it, including the CPH, vocational training for widows etc
- To allow HVP UK to support projects in line with the philosophy of HVP but not limited to education of children, as in the current constitution
- To address potential future stumbling blocks now to ensure HVP UK remains streamlined and fit for purpose

### **Action:**

The Trustees will produce a draft of the changes for the new constitution for the next HVP UK meeting, in consultation with a legal advisor, and present it to the committee at the next meeting. This would then be discussed and put to vote, and the final version presented to the Charity Commission for approval.

The Ashram has also supported HVP schools by running a woman's handicrafts making project, the handicrafts have been sold in the UK to raise money for HVP Schools and were very popular. Members at the meeting were interested in developing this (see AOB).

## **8. Treasurer Handover**

Original hopeful to take over the new role of Treasurer did not meet needs of HVP UK, therefore action to be made to approach another interested volunteer. There is a 3-month window for the handover to take place. Matt Daw will attend a handover meeting in this time frame.

## **9. Current Financial Position**

Please see attached 'Current Financial Position' Appendix 1

## **10 New Committee Structure Suggestions**

Please see attached Appendix 2

The suggested new structure was presented to the committee by MD, and the suggestion of expanding the committee to include more people unanimously supported.

It was agreed to hold elections for the new positions at the next meeting.

### **Action:**

- MD to advertise new roles prior to next meeting, and candidates to be invited to apply
- All in committee to approach those they think would be good/interested in filling a role and inform them of opportunity
- Anyone with suggestions for alterations to the structure to email MD asap

## **11. Any other Business**

Interest in the work of woman in Nepal making ornaments and bags at the Ashram. These have already been sold at the Schools of Somerhill and raised money for HVP Nepal. Suggestions made to host social events to sell more of the materials the woman are making. Action to contact Priti Yogi who is running this project in Nepal.

Enthusiasm to arrange more social event in between scheduled Committee meetings. Recognition that Social Secretary role will help this, however in the meantime suggested that Oxford and Cambridge contacts keep meeting in their areas.

## Appendix 1

### CURRENT FINANCIAL POSITION (JAN 2008)

1. A transfer of funds to Nepal of £4,000.00 has just been made. Of particular note is that this transfer includes the first payment of £360.00 to Dang from the Jane Westwater Scholarship Fund.

2. There have been several generous donations received in recent weeks, namely:

Guy Banim	£1,530.00
Durham University Charity	£1,178.89)
Peter Ensor (Durham University)	£490.00)
Kingshurst City Technology College	£958.89
The Schools at Somerhill	£1,807.00 + £20.00

The funds from Guy Banim and Kingshurst CTC have not been designated for a particular purpose so have been allocated, for now, to the General Fund. The Durham University funds (a total of £1,668.89) are towards the purchase of a new bus for Dang, while the funds from the Schools at Somerhill are also to be allocated to Dang, but the use has not been specified.

Of note is that of the funds raised at The Schools at Somerhill, £1,051.00 was from the sale of handicrafts sent from Nepal. A further £756.00 was raised at their carol service.

3. Current Finances

The total balances of all 3 bank accounts stand at £72,171.00. In addition, the Jane Westwater Scholarship Fund carries the sum of £10,000.00 plus some accumulated interest.

The make up of the total bank balances (Barclays, CAF cash and CAF gold) is:

Christine Russell Legacy	50,000.00
Dang Bus Fund (Durham University)	1,668.89
Dang Fund (Schools at Somerhill)	1,827.00
Dadhiram Travel Fund	140.00
HVP Community Support Project	380.00
General Fund	18,155.11

4. The current balances are generating an income at the rate of over £3,000.00 per annum.

**Alan Marklew**

## **Appendix 2: HVP UK Committee – suggested new structure**

### **Chair\* – Matt Daw**

- Chairing meetings
- Inter-committee coordination and communication
- Fielding enquiries and monitoring HVP UK email
- Liaising with the schools and organisational staff in Nepal and relaying communications back to members and the committee in meetings

### **Secretary\* – Hannah Humphrey Baker**

- Taking minutes at Committee meetings and disseminating them to the committee
- Collation and submission of annual return
- Reminding committee of action points and deadlines as appropriate

### **Vice Secretary - ?**

- Assisting Secretary with all duties

### **Membership Secretary – Laura Howlett**

- Management of members database, keeping it up to date by chasing up incorrect contact details etc
- Following up members who are overdue in paying their membership fee
- Processing of new members, including gift aid forms
- Reporting back to committee and members at meetings on the current status of membership

### **Recruitment Officer - ?**

- Assisting Membership Secretary in management of members database and processing of new members
- Publicising and promoting membership scheme to attract new members
- Reporting to the committee and members on ideas for recruiting more members and the success of initiatives since previous meeting

### **Treasurer\* - Alan Marklew**

- Monthly financial management tasks
- Advising the committee on financial decisions
- Communicating in detail the financial status of the charity to members and the committee in meetings, and highlighting any issues thereof
- Collation of annual financial reports
- Responsible for ensuring that the charity accounts satisfy the requirements of the Charity Commission

### **Sponsorship Secretary – Rosie Tribe**

- Collation and distribution of sponsorship reports, in liaison with HVP schools and volunteers in Nepal
- Setting up new sponsorships
- Collation of sponsorship statistics for presentation to the committee and members at meetings

### **Sponsorship Officer - ?**

- Assisting Sponsorship Secretary in collation and distribution of sponsorship reports
- Publicising sponsorship scheme and attracting new sponsors

### **Communications Officer – Mark Lobel**

- Collation, editing and publication of at least 2 HVP UK newsletters each year
- Creation and distribution of inter-committee communications

### **Social Secretary**

- Organising and publicizing HVP UK social events, ensuring that at least one a year takes place

### **Fundraising officers (2+)**

- Exploring new potential methods of raising funds for HVP UK, including grant applications, fundraising events, sponsorship, advertising etc

- Reporting back to members and the committee on new ideas and possibilities for fundraising
- Organising and publicizing at least one fundraising event each year, in liaison with the Social Secretary