The Learning Foundation

Board Meeting Minutes: April 18, 2012

6:30 PM, Balmaya Restaurant

**Directors Present:**

Bidemi Carrol

Sheka Forna

Alex Kamara

Idrissa Alooma Kamara

Sidi Koroma

Ndye Njai

Edna Thomas

**Directors Absent**

Mary Agboli

**Proceedings**

Bidemi called the meeting to order at 6:40 and recorded the minutes. There was a quorum of board members present.

*Financial Update*

Sidi provided an update of the TLF’s financial status. TLF had Le 17 million in its account at Guaranty Trust Bank (GTB) as of April 5, 2012. In addition, Sidi had Le 4.7 million in cash to be deposited by the end of the week. The organization has approximately $3000 in unpaid pledges. These donations were raised during the initial launch in March 2015.

During the discussions that ensued, it was decided that TLF should develop a 1-year budget. Bidemi will send a copy of draft budget to Board Members for review and comments. In addition, an important next action is to follow up with donors who have not made good on their contributions.

*Update of School Library Pilot Project*

Ndye provided an update of the School Library Pilot Project at Services Junior Secondary School, Wilberforce Barracks.

*Program Manager* has been identified in the person of Theodorah Hamilton, who is recently returned from the UK, and has significant education experience. She will start in August and has committed to working with us for 6 months. Details of her compensation will be worked out with Sidi, but this will essentially be a volunteer position with a stipend and expenses covered. Bidemi will send her CV around for everyone to see.

We received an engineer’s estimate and a proposal from a contractor to rehabilitate the library room at Services and provided furniture*.* The Board discussed the merits of the two designs after which it was decided that Ndye, Alooma, and Edna would visit Services Library by Friday 20th April to ascertain the exact layout desired, which will then be forwarded. Alex also offered to send a technician to produce a detailed design based on the agreed layout and a bill of quantities.

Below is the proposed timeline to ensure that the library opens in September

April / May 2012:

* Estimates/ Budget Per Library (set up/operation)
* Securing Program Manager

May/June**:**

* Refurbish space to meet program needs (Furniture/Electricity/Security)

June/July:

* Secure Resource Materials (Book Trust donations/Purchase Reference -Texts books)
* Computers/Printers (Donations still needed)

July/August:

* Secure Library Assistant   (Hire &Train)
* Library Set up
* Roll out Plan for Operation (integrating library into school day, provide curriculum support, schedule literacy activities, etc.)

September:

* Library Opens

*Appointment of Board Officers*

As per the Constitution, the Board had to select three officers in the positions of Chair, Treasurer, and Secretary. The following are this year’s officers:

* Chair: Bidemi Carrol
* Treasurer: Idrissa Alooma Kamara
* Secretary: Edna Thomas

*Membership of Committees*

Similarly, the Board went through a process of selecting committee members. The following are the members of the proposed committees.

* Fundraising & Development : **Sheka Forna, Chair**; Sidi Koroma and Bidemi Carrol
* Strategic Planning & Policy: **Ndye Njai, Chair;** Alex Kamara; and Edna Thomas
* Finance & Admin: **Idrissa Alooma Kamara, Chair** and Mary Agboli[[1]](#footnote-1)

The Chairs are responsible for organizing committee meetings and reporting to the Board.

*Other Business*

Board Members were reminded to forward a 1-paragraph bio for our website. Please send to Edna Thomas ([pritypearlie@gmail.com](mailto:pritypearlie@gmail.com))

Next Meeting Date

The next board meeting was set for June 19th 2012. A reminder will be sent out a month to the event.

The Chair adjourned the meeting at 7:45 p.m.

1. Mary was volunteered for this committee in her absence. She would need to confirm her interest. [↑](#footnote-ref-1)