The Learning Foundation

Board Meeting Minutes: Friday June 22, 2012

6:30 PM, Balmaya Restaurant

**Directors Present:**

Bidemi Carrol, Sheka Forna, Sidi Koroma

**Directors Absent**

Mary Agboli, Alex Kamara, Idrissa Alooma Kamara, Ndye Njai, Edna Thomas

### Proceedings

Bidemi called the meeting to order at 6:40 and recorded the minutes. Three members were in attendance, which constitutes a quorum.

#### Financial Update

TLF had Le 28.2 million in its account at Guaranty Trust Bank (GTB) as of June 8 2012. The organization has Le 4.8 million in outstanding pledges from our first launch.

The one year budget was presented and discussed.

Next Steps:

* Follow up on pledges (Bidemi)
* Budget to be finalized based on discussions and forwarded to the Finance Committee for their review (Bidemi)
* Need to fundraise more aggressively for the pilot project (All)
* Deposit $100 from one of our sponsors (Bidemi)

#### Update of School Library Pilot Project

*Program Manager*

Earlier we had identified Theodorah Hamilton as the project manager, but there was some concern about her suitability given that she could only work 2 days a week for Le 1.5 million, and she was not available until mid-August at the earliest.

*I will agree with the majority decision but still think she would be suitable at least for the initial start up of the program (as we need a strong candidate that can establish our vision without much supervision). My discussions with her confirm that though she could only commit to 2 days a week, she has a clear understanding that she would spend extra time a week on program assignments as necessary. However if we have someone else ready to go who is just as capable then lets go ahead with that as a lot needs to be done ASAP. I would like to let Dora know if we have decided not to go with her.*

Sidi received the CV of another person, and Bidemi and Sidi spoke with her. She will be available for four days a week. Sidi also received CVs for the position of library assistant, and she thought one of the candidates would be suitable for the program manager position. She will send CVs around. It was agreed that the program manager would be hired as an independent consultant for a maximum of Le 1.5 million.

Next actions

* Circulate CVs of candidates for librarian assistant position (Sidi)
* Interview candidates for librarian ( Sidi, Bidemi)
* One of the candidates is an ex-CEMMATs employee – check with Alex Kamara about suitability (Sheka)

*Library Rehabilitation*

We received a library plan and BOQ estimates from CEMMATS engineer. The materials needed were estimated at Le 6 million. We need to forward the plan to contractors to get an estimate of the cost to implement the agreed upon plan. The Services School close July 13, so the contractor can start work after that time to get room ready.

Next action

* Contact CEMMAT engineer to see if he can recommend a contractor who he will supervise (Sidi)
* Ask LE Group to put in proposal (Bidemi)
* Ask Ndye’s contractor to put in bid (Ndye)

*Contact for my contractor is -Rashid Carew 076 705 905 (He is the facilities person at the American Embassy and has done a lot of good work for me- will also fairly price materials and workmanship) He had already done a quote for the works to be done at Services including carpentry, electricity and reinforcement of door at Services. I suggest Ceemat engineer meet with my contractor to review the estimate he had already done, review adjustments and together adjust the cost estimate based on final design and measurements. This might save some time as opposed to waiting for another bid if work is to begin by July 13.*

* Need to get an estimate for the furniture required in the room

*Book and Computers*

Bidemi was able to get 3 used computers for Le 500,000 each; however the computers came without monitors, hard drives, and other peripherals. The computers are in good working order – they have been repaired and tested and loaded with basic software. An invoice for the cost of fully equipping the computers is attached and totals Le 4,350,000.

*We should check in with Edna about the cost effectiveness of the total cost per computer as opposed to purchasing 3 new computer –or If it is cheaper to order the peripherals from here to reduce the cost –I can do that and include in my next shipment.*

Sidi got the list of recommended textbooks from the school, and Bidemi priced them at the EPP Bookstore at Sanders Street. They do not have all the books, but if we were to buy one of each of the books they do have, it will come to approximately Le 550,000. These books will be in the reference section of the library for students to use while in the library. The book list is attached.

Next action

* Board needs to decide if (and how many) of computers they want to purchase (all –by June 29)
* Board needs to decide how many sets of textbooks to purchase (all – by June 29)
* Contact Sierra Leone Book Trust to see about getting other books for the library (Bidemi)
* Conduct book drive (August)
* Contact Melanie Kantman to see if she would be able to do a book drive for us (Sheka)

#### Website – Update

There was no update on the website, but we need this up ASAP to help with our fundraising activities.

*Sorry no update on my end with website-*

Next action

* Provide update on website (Edna – ASAP)
* Follow up with potential logo designers: Cecil Williams (Bidemi); Elixir Website designer (Sheka); and Graphics Design Company on Pademba road (Sidi)

*Other Actions*

* Board Members were reminded to forward a 1-paragraph bio for our website. Please send to Edna Thomas (pritypearlie@gmail.com)
* Take pics of the Services room so we get our ‘before’ pictures (Sidi)
* Give checkbook to Bidemi (Sidi – by Wednesday 27)
* Realizing that many people travel in July and August, the chair will appreciate receiving an email indicating any holiday dates so the next meeting can be planned for when all (or most) are in town (ALL-ASAP)