

## **SDF Executive Committee Meeting**

Venue: Zoom and conference calls via WhatsApp

Date: Sunday, April 21, 2024

Start time: 5.20pm GMT (Gambian time)

End time: 7.58pm GMT

### **Agenda**

1. Opening prayers
2. Recognition of attendees
3. Recognition of apologies
4. Report on action points:

### **Action points from meeting of January 28, 2024:**

- a) **Action point 1:** On whether the expired drugs at the Clinic have been disposed (Alieu SK Cham)
- b) **Action point 2:** Update on the progress of the work on the borehole. Project completed (Lamin Famoro Sonko)
- c) **Action point 3:** On the status of the annual subscription payments for 2023 (Sima Camara).
- d) **Action point 4:** Update on the letter of inquiry about our GIRAV matching grant (Omar NR Sonko/Kemo Sonko)
- e) **Action point 5:** On letter of appreciation to the anonymous donors for supporting SDF's causes (Alieu SK Cham/Sima Camara).
- f) **Action point 6:** On Ahmed Drammeh's efforts to refresh the SDF website (Kemo Sonko)
- g) **Action point 7:** On correcting the omission in the handover report. Actioned (Omar Janneh)
- h) **Action point 8:** On the Committee's approval to send D12,0000 for Sulayman Bajo to take for Malamin Janneh. Actioned (Omar Janneh)

### **Action points from emergency meeting of February 18, 2024:**

- i) **Action point 1:** On adjusting the Ministry's site plan to accommodate the storage of medical equipment and supplies and a mortuary. Affirmative, action by Bakary J Sonko
- j) **Action point 2:** On SDF's appreciation letter to Mr Samateh for his team's work. Actioned (Kemo Sonko).
- k) **Action point 3:** On giving Mr Samateh's staff a token (D15,000) sum for their service to the Community. Actioned (Kemo Sonko)
- l) **Action point 4:** On refund to Malamin Janneh the 2 bags of cement used to complete the work at the borehole. Actioned (Omar Janneh).
- m) **Action point 5:** On painting the concrete platform for the water tank of the borehole. Actioned (Omar Janneh)
- n) **Action point 6:** On photos/videos of the completed borehole project. Actioned (Lamin Famoro Sonko/Omar Janneh)

5. Seek to regularise the transfer of the following lands to Sika: 1) the allocated land for the women's garden by Jaiteh Kunda Kabilo and 2) the 20 meters of land added to the land for the Community Clinic by Lamin Drammeh.
6. Update on replenishing the stock of drugs in Sika (Omar Janneh/Pa Ansumana Manneh/Kemo Sonko)
7. Discuss and agree on when to put out the public notice for the SDF-sponsored Nursing programme
8. AOB
9. Closing prayers

### **1. *Opening prayers***

Offered

### **2. *Recognition of attendees***

Omar Janneh, Pa Sanyang, Bakary J Sonko, Alieu SK Cham, Kemo Sonko, Saikou Lamin Sonko, Lamin Manjang-Anfaal, Satang Sanneh, Lamin Sonko-Nani

### **3. *Recognition of apologies***

Omar NR Sonko

### **4. *Report on action points:***

**Action points from meeting of January 28, 2024:**

#### ***a) Action point 1: On whether the expired drugs at the Clinic have been disposed (Alieu SK Cham***

Alieu SK Cham to ask Malamin Janneh to dispose the drugs as per the recommendations of Dr Mamadi Cham; ensuring that liquid medications are decanted into a pit (e.g. toilet).

#### ***b) Action point 2: Update on the progress of the work on the borehole. Project completed (Lamin Famoro Sonko)***

Completed to satisfaction; the sponsor informed with appreciation letter, photos/videos of the commemorative plaque shared with sponsor and the members on the Bantaba

#### ***c) Action point 3: On the status of the annual subscription payments for 2023 (Sima Camara).***

Omar Janneh reported that the membership that paid their 2023 subscription is small, and that the leadership should endeavour to also pay their annual subscription for 2023.

The meeting recognised the need for the leadership to try and reach out to those closer to them and to urge them to pay their annual subscription.

#### ***d) Action point 4: Update on the letter of inquiry about our GIRAV matching grant (Omar NR Sonko/Kemo Sonko)***

Kemo Sonko reported on behalf of Omar NR Sonko that the information that Omar NR Sonko can share with the meeting for now is that GIRAV has not yet finalised the decisions about group projects under which our project was submitted. He (Kemo Sonko) also informed the meeting that Omar NR Sonko wants it to be known that other similar group projects may be announced, e.g. Roots, which we should look out for and apply.

**Action point 1:** Omar NR Sonko to look out for and share with the Team when a Public Announcement is made to invite Group to apply for the Roots Group Project Grants.

**e) Action point 5: On letter of appreciation to the anonymous donors for supporting SDF's causes (Alieu SK Cham/Sima Camara).**

Done and submitted.

**f) Action point 6: On Ahmed Drammeh's efforts to refresh the SDF website (Kemo Sonko)**

Kemo Sonko reported that Ahmed Drammeh has agreed to work on the SDF website; content will be supplied by SDF; Ahmed Drammeh will help with managing the site.

Kemo Sonko shared Omar Janneh's contacts (telephone and email address) with Ahmed Drammeh.

**Action point 2:** Omar Janneh to speak to Ahmed Derammeh and begin the work on refreshing the SDF website.

**g) Action point 7: On correcting the omission in the handover report. Actioned (Omar Janneh)**

Correction done.

**h) Action point 8: On the Committee's approval to send D12,0000 for Sulayman Bajo to take for Malamin Janneh. Actioned (Omar Janneh)**

Done and received by Malami Janneh with gratitude. This was to supplement the cost of feeding the CHN by Malamin Janneh during the visit days.

**Action points from emergency meeting of February 18, 2024:**

**i) Action point 1: On adjusting the Ministry's site plan to accommodate the storage of medical equipment and supplies and a mortuary. Affirmative, action by Bakary J Sonko.**

Bakary J Sonko reported that he acted on the assignment by communicating it to the Health Ministry's designated representative and it was approved.

**j) Action point 2: On SDF's appreciation letter to Mr Samateh for his team's work. Actioned (Kemo Sonko).**

Kemo Sonko reported the completion of the action point; that his encounter with Mr Samateh was a pleasant one – found Mr Samateh to be humble, tender-hearted, and easy to talk to.

**k) Action point 3: On giving Mr Samateh's staff a token (D15,000) sum for their service to the Community. Actioned (Kemo Sonko)**

Completed and received with gratitude by Mr Samateh on behalf of his staff.

- l) Action point 4: On refund to Malamin Janneh the 2 bags of cement used to complete the work at the borehole. Actioned (Omar Janneh).***

Omar Janneh reported that he refunded this (approx. D900) to Malamin Janneh out of his own (Omar's) funds for which he (Omar) was thanked by the Team.

- m) Action point 5: On painting the concrete platform for the water tank of the borehole. Actioned (Omar Janneh)***

Completed with satisfaction as could be shown in the videos/photos shared.

- n) Action point 6: On photos/videos of the completed borehole project. Actioned (Lamin Famoro Sonko/Omar Janneh)***

Completed with satisfaction and stored as historical record. Good to note that the borehole is supplying water to the Basic School.

- 5. Seek to regularise the transfer of the following lands to Sika: 1) the allocated land for the women's garden by Jaiteh Kunda Kabilo and 2) the 20 meters of land added to the land for the Community Clinic by Lamin Drammeh.***

The meeting recognised the need to transfer the lands to Sika and in each case, for the transfer document to be clear in bearing the message: the said land is transferred to Sika and shall be managed by Sika Development Fund (SDF).

**Action point 3:** Omar Janneh and Alieu SK Cham with assistance from Bakary J Sonko and Pa Saikou Sonko (Councillor) will collaborate and work with Malamin Janneh and the Jaiteh Kunda Kabilo and Lamin Drammeh/representative to action the transfer of the lands to Sika and for it to be recorded that the said lands shall be managed by SDF.

- 6. Update on replenishing the stock of drugs in Sika (Omar Janneh/Pa Ansumana Manneh/Kemo Sonko)***

The SDF Executive Committee approved D17,000 against an invoice of D15,245 to purchase and transport the drugs to Sika.

## SALES INVOICE



**Kairaba Pharmaceuticals Ltd (Wholesale Branch)**  
 Branch Add : Latrikunda Sabiji  
 Branch Lic : PC/WL/0026  
 Branch Tel : (+220) 7488346  
 GPPA Cert No : 0125/2023

### Customer Details

Name : MANNEH KADANG DRUG STORE  
 Address : LAMIN  
 License No : PC/DL/0152

### Invoice Details

Invoice Date : 08/04/2024  
 Invoice No : CA24168  
 Sale Type : CASH

Sr	Item Description	Quantity	Rate GMD	Total GMD
1	- Ciprofloxacin 500mg (Pkt/10x10s)	5	235.00	1175.00
2	- Cotrima 480 Tab (Pkt/10x10s)	6	95.00	570.00
3	- Aniplex Tablets (Jar/1000s)	1	250.00	250.00
4	- Aniplex Syrup 100ml	10	30.00	300.00
5	- Solotone Tablets (Pkt/3x10s)	60	20.00	1200.00
6	- Solotone Syrup 100ml	10	50.00	500.00
7	- Dyclosa 50 (Box/10x1x10s)	6	35.00	210.00
8	- Diclocrat-100 (Box/10x1x10s)	6	100.00	600.00
9	- Ani-Omepraan (Pkt/10x10s)	6	100.00	600.00
10	- KVA Ibuprofen 400mg (Pkt/10x10s)	6	100.00	600.00
11	- Mokzole Tab (Box/10x1x6s)	6	75.00	450.00
12	- Anispir-75 Tablets (Pkt/10x10s)	6	250.00	1500.00
13	- Metformin 500mg (Pkt/10x10s)	6	75.00	450.00
14	- Paracetamol 500mg (Pkt/10x10s)	60	45.00	2700.00
15	- Metro-200 Tab (Pkt/10x10s)	6	55.00	330.00
16	- Metro-125 Susp 100ml	1	30.00	30.00
17	- Metro-125 Susp 100ml	5	30.00	150.00
18	- Anizinc 20mg (Pkt/10x10s)	6	120.00	720.00
19	- Anifolic 5mg (Pkt/10x10s)	6	250.00	1500.00
20	- Anifea Tablets (Pkt/10x10s)	6	100.00	600.00
21	- Aniferon-12 Syrup 200ml	6	50.00	300.00
22	- Anisil Tablets (Pkt/2x10s)	20	12.00	240.00
23	- Dyclosa Gel 30g	6	25.00	150.00
24	- Hydrocortisone Cream 25g	6	20.00	120.00

SubTotal : GMD 15,245.00

Discount : GMD 0.00

Total : GMD 15,245.00

### Amount In Words

Fifteen Thousand Two Hundred Forty-Five Dalasi Only

\_\_\_\_\_  
 Authorised Signature

1

\_\_\_\_\_  
 Customer Signature

The approved funds (D17,000) were sent to Pa Ansumana Manneh from the SDF UK Lloyds account; please see the transfer ticket and the message Omar Janneh sent to Pa Manneh upon making the transfer of the funds:

TRANSACTION

Successful!

Your Transaction has been succesfully completed.

Transaction Summary

Sender Name

Omar Janneh (+447904658896)

Receiver Name

Ansumana Manneh (+2203436654)

Delivery Method

Cash Pick-Up

Payout Partner info

Any Branch  
Collect your money from any branch of MSJ  
Bureau de Change, KHARANGE LOWE BUREAU  
and YONNA Forex Bureau anywhere in The  
Gambia.

Receiving Amount

17,000.00 - GMD

Reference # (For receiver to pick the money)

SZ0321932987

*Hello Pa*

*I have just sent the funds (D17,000) to you so you can go ahead and buy the drugs in the usual manner. The invoice bears a cost of D15,425. The extra is to accommodate transportation costs as communicated on the SDF Executive forum.*

*Please let me know the status on this assignment as soon as possible. We can also work together on the onward transportation of the drugs to Sika and any balance that may remain of the funds so that we can communicate that to the Executive Committee in the usual manner.*

*Best wishes*

*Omar <This message was edited>*

Of the D17,000 sent, see below receipt containing the list of drugs purchased:

The drugs were bought for D11,950 and D540

**SALES INVOICE**

**Kairaba Pharmaceuticals Ltd (Wholesale Branch)**  
 Branch Add : Latrikunda Sabiji  
 Branch Lic : PC/WL/0026  
 Branch Tel : (+220) 7488346  
 GPPA Cert No : 0125/2023

Customer Details		Invoice Details	
Name : MANNEH KADANG DRUG STORE		Invoice Date : 16/04/2024	
Address : LAMIN		Invoice No : CA24517	
License No : PC/DL/0152		Sale Type : Cash	

Sr	Item Description	Quantity	Rate GMD	Total GMD
1	- Ciprofloxacin 500mg (Pkt/10x10s)	6 ✓	235.00	1410.00
2	- Cotrima 480 Tab (Pkt/10x10s)	6 ✓	95.00	570.00
3	- Aniplex Syrup 100ml	10 ✓	30.00	300.00
4	- Solotone Tablets (Pkt/3x10s)	10 ✓	15.00	150.00
5	- Solotone Syrup 100ml	10 ✓	50.00	500.00
6	- Dyclosa 50 (Box/10x1x10s)	6 ✓	35.00	210.00
7	- Dicloclat-100 (Box/10x1x10s)	6 ✓	100.00	600.00
8	- Ompac 20 Caps (Pkt/10x10s)	6 ✓	100.00	600.00
9	- KVA Ibuprofen 400mg (Pkt/10x10s)	6 ✓	100.00	600.00
10	- Mokzole Tab (Box/10x1x6s)	6 ✓	75.00	450.00
11	- Metformin 500mg (Pkt/10x10s)	6 ✓	75.00	450.00
12	- Paracetamol 500mg (Pkt/10x10s)	60 ✓	45.00	2700.00
13	- Metro-200 Tab (Pkt/10x10s)	6 ✓	55.00	330.00
14	- Metro-125 Susp 100ml	6 ✓	30.00	180.00
15	- Anizinc 20mg (Pkt/10x10s)	6 ✓	120.00	720.00
16	- Folic Acid 5mg (Jar/1000s)	1 ✓	300.00	300.00
17	- Synfer Tablets (Pkt/10x10s)	6 ✓	100.00	600.00
18	- Aniplex Tablets (Pkt/10x10s)	6 ✓	70.00	420.00
19	- Aniferon-12 Syrup 200ml	6 ✓	50.00	300.00
20	- Anisil Tablets (Pkt/2x10s)	20 ✓	12.00	240.00
21	- Dyclosa Gel 30g	6 ✓	25.00	150.00
22	- Hydrocortisone Cream 25g	6 ✓	20.00	120.00
23	- Medicine Dispensing Bag (Pkt/100)	1 ✓	50.00	50.00

SubTotal : GMD	11,950.00
Discount : GMD	0.00
<b>Total : GMD</b>	<b>11,950.00</b>

Amount In Words  
Eleven Thousand Nine Hundred Fifty Dalasi Only

Authorized Signature

1

Customer Signature

**City Pharmacy**  
Retail  
Westfield Branch

**RECEIPT** - 003 3      Date: 19/4/24

Received from: AN-SUMANA MANNEH

The sum of (GMD): Five hundred and forty Dalas's only

Being payment for: Aspirin 75mg x 6 packs

**D:** 540.00

Cash: ☐    Cheque: ☐

Cheque No: .....      Signature:

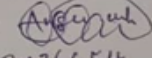
Bank: .....


A balance of D4,510 was handed to Lamin Famoro Sonko by Pa Ansumana Manneh (see below) and use the money to transport the drugs to Sika and return:

Lamin village  
Konbo South  
Western Region.

Fri Date: 19/14/2024

I Ansumana Manneh hereby hand over  
the sum of four thousand, five hundred and  
ten dalasis, being balance of money from the  
purchase of drugs for Sika Development Fund  
health care project, to Lamin Omar Sonko.

Handed over by: Ansumana Manneh  
Sign:   
Tel: 3436654  
Date: 19/04/2024

Received by: Lamin Omar Sonko  
Sign:   
Tel: 3963963  
Date: 17/04/24

After transporting the drugs to Sika, Lamin Famoro Sonko deposited D3,400 into SDF's account with the message below:

*Hello Uncle Omar,*

*Please find attached the deposit slip from the balance of the D4,410 handed to me by PA ANSUMANA MANNEH and the list of expense is: Transportation D1,410 and the balance was D3,000. I as well deposited D400 paid by Bakary Lang Manneh on behalf of his dad D400. The total amount deposited is D3,400.*

*Thank you*

*Lamin Famarro.*

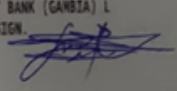
Note that D400 of the D3,400 represents the 2024 annual subscription payment by Lang Manneh-Ida (see below the deposit ticket):



KAIRABA AVENUE

CASH DEPOSIT SLIP

TRANSACTION DATE : 22/04/2024	DENOMIN.	NO OF DEN.	TOTAL
TELLER NO : 2301	5	0	.00
TIME : 14:53:08	10	0	.00
TRA. SEQ1 : 32904	20	0	.00
DOCUMENT NUMBER : 0	25	0	.00
SORT CODE : 8	50	0	.00
CUSTOMER ACCOUNT :			
REFERENCE A/C : 0202/0156513-4/001			3400.00
VALUE DATE : 22/04/2024			.00
SHORT NAME : SIKKA DEVELOPMENT FUND			
DESCRIPTION : CASH DEPOSIT			
DEPOSITOR NAME : LAMIN OMAR SONKO			.00
TOTAL : 3400.00***** GMD			3400.00

SUM OF : Three Thousand Four Hundred GMD ONLY  
 EMPLOYEE SIGN : OF GUARANTY TRUST BANK (GAMBIA) L  
 CUSTOMER SIGN: 

**GUARANTY TRUST BANK (GAMBIA) LTD**  
**Signature**  
**22 APR 2024**  
**SALIMATU JALLOW**  
**TELLER-ID 2301**

It was realised that there may have been a typographical error in what Lamin Famoro Sonko recorded; instead of writing D4,510, D4,410 was written. Thus, a balance of D100 was identified, which Lamin Famoro Sonko would deposit into SDF's account at the earliest possibility. See below for details:

- The total approved was D17,000,
- Total spent on drugs: D11,950+540 = D12,490.
- Balance left on account and collected by Lamin Famoro Sonko from Pa Ansumana Manneh: D17,000-12,490 = D4,510 and not D4,410.

**7. Discuss and agree on when to put out the public notice for the SDF-sponsored Nursing programme.**

The meeting agreed to put out the public announcement that SDF is opening applications to sponsor one student to study Nursing.

**Action point 4:** Omar Janneh to put out the public notice on the Bantaba and to encourage the members of Sika Bantaba to share the announcement with their friends and contacts.

**8. AOB**

**a) Fundraising campaign with Jaliba Kuyateh & Kumareh Band**

Pa Sanyang brought it to the attention of the meeting to consider organising a fundraising campaign with Jaliba Kuyateh & Kumareh Band in the Gambia with a view to raising some needed funds to build the Community Clinic.

**Action point 5:** Alieu SK Cham took on the assignment to work with Pa Sanyang and find out more about this initiative and report to the Team.

**9. Closing prayers**

Offered