

## SDF Executive Committee Meeting

Venue: Zoom and conference calls via WhatsApp

Date: Sunday, January 28<sup>th</sup> 2024

Start time: 6.00pm GMT (Gambian time)

End time: 8.35pm GMT

### Agenda

1. Opening prayers
2. Recognition of attendees
3. Recognition of apologies
4. Review and adopt the minutes of the last meeting (December 2, 2023)
5. Report on action points from last meetings:
  - a) **Action point 1:** Kemo Sonko to report on their (Kemo Sonko & Omar NR Sonko) visit to Essau to meet and discuss with Mr. Ebrima Baldeh, new Regional Health Director about SDF compound plan and the way forward (submission of the plan to the line ministry).
  - b) **Action point 2:** Omar Janneh to report on the efforts to revise the cost of the drugs.
  - c) **Action point 3:** Omar Janneh to report on the progress made on the completion of the preparation of application form, reference request form, guidance notes as well as draft public notice for the Scholarship. Cognisant of the fact that SDF candidates need to submit their application for the programme at the College on time, the meeting set the following dates to complete the preparation of the documents:
    - February 1, 2024: To complete the preparation of the documents (application and reference request forms, and public notice)
    - March 1, 2024: Put out the public notice of the scholarship.
    - Close the scholarship: September 10, 2024
6. The status of the sponsored borehole at the community clinic
7. The New Leadership team and its Working Groups – current non-members of the New Team/working Groups to be kindly asked to leave the Executive forum.
8. The status of the clinic fund raising campaign the deadline for which was 31<sup>st</sup> December 2023
9. Outstanding annual subscription payments for 2023
10. Finalization of the transfer of women's garden land to SDF by Jaiteh Kunda Kabilo and the additional 20-meter gifted land at the community clinic. (Alieu SK Cham)
11. The status of the matching grant funding for the women's garden (Omar NR Sonko)
12. AOB
  - a) Status of the grant application to Rotary International through Rotary Club Colorado to ship medical equipment to Sika from the US (Bakary J Sonko).
  - b) Appreciation letter to honorary members and anonymous donors
  - c) SDF website

**1. Opening prayers**

Offered

**2. Recognition of attendees**

Omar Janneh, Bakary J Sonko, Kemo Sonko, Alieu SK Cham, Lamin Famoro Sonko, Sarjo Gitteh, Omar NR Sonko, Kabiro KS Janneh, Lamin Sonko- Nani, Omar Sanneh, Satang Sanneh, Saikou Lamin Sonko, Sima Camara.

**3. Recognition of apologies**

Rest of team– recognised as absent without sending in their apologies.

**4. Review and adopt the minutes of the last meeting (December 2, 2023)**

Adopted.

**5. Report on action points from last meetings:**

**a) Action point 1: Kemo Sonko to report on their (Kemo Sonko & Omar NR Sonko) visit to Essau to meet and discuss with Mr. Ebrima Baldeh, new Regional Health Director about SDF compound plan and the way forward (submission of the plan to the line ministry).**

Pending; Kemo Sonko to contact Mr Baldeh to see if a zoom meeting could be accepted as an alternative for them to meet.

**b) Action point 2: Omar Janneh to report on the efforts to revise the cost of the drugs.**

Actioned and shared with Kemo Sonko, the CHN, Alhagie Njai and Malamin Janneh.

In addition, Bakary J Sonko who was in The Gambia and had a meeting with the CHN (Kaddijatou Fatty, Malamin Janneh and Alhagie Njai), noted the following constraints:

1. Thermometer required to check temperatures.
2. Blood pressure machine cuff too small for some patients, another machine with larger size is required.
3. Blood sugar testing machine required.
4. Stethoscope needs disinfection after each use. (Bakary J Sonko asked her to use surgical spirit for this purpose.
5. Disposing expired drugs needs to be attended to. Consider using government biological incinerator.
6. Do not buy drugs in bulk, consider buying what is needed.
7. Do not buy seasonal drugs in bulk. This could lead to waste.
8. Minimum of D1,000/visit discussed at meeting with other colleagues.
9. Movement is constrained due to motor bicycle breakdown. Cost ~D500/visit.
10. Communication is problematic (give sufficient time to call each other, use Q-Cell for communication)
11. Curtains for the clinic to be done by Malamin
12. Khadijatou suggested the need to introduce some Healthcare related issues including Free Family planning advice at the clinic.
13. Lots of anaemic cases during last visit, probably due to poor Nutrition education. Cooking demonstrations needed. Give us list required for cooking demonstrations.
14. Supplemental feeding education needed.

15. Fixed schedule for visits to be worked out with Malamin Janneh, Khadijatou and Alhagie Njie.
16. Extend healthcare service to surrounding villages.
17. Inventory of drugs require.
18. Consider purchasing drugs at cheaper prices elsewhere. Talk to Pa Ansumana

The meeting's reactions to the list:

List number 1-3 were bought (at £97.83) and the items (see below) were taken to Maja F Sonko (Sonko Jileng) to bring along; Kemo Sonko will collect the item from Sonko Jileng and send them to Sika.



Omar Janneh paid for the funds as part payment of his 2024 annual subscription. Please see below the text message Omar Janneh sent to the Executive forum in this regard:

Hello All,

As agreed at yesterday's meeting, I have bought the following:

1. Thermometer: £24.99
2. Blood pressure machine with large cuff: £52.95
3. Blood sugar testing machine: £5. Reduced as expired test strips were removed from the box.
4. Blood glucose strips: £14.99

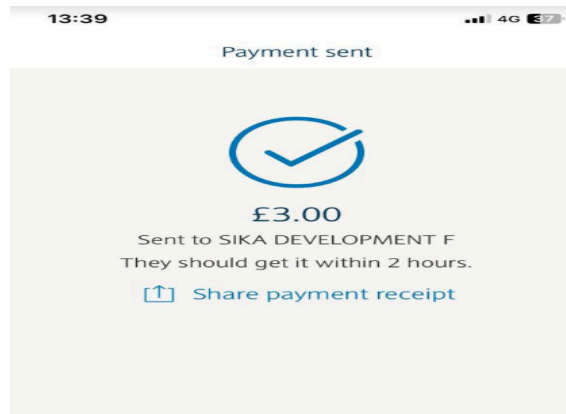
The total cost is £97.93 which I paid using my card.

Instead of refunding this to me, please record it as part payment of my annual subscription for 2024. I will deposit £2.07 into SDF's account to bring the amount to £100, the £ equivalent of \$120.

On my way to take the items to Sonko Jileng.

Thanks

Omar



Hello All,

The above communication and the above deposit ticket of £3.00 summarise the payment of my annual subscription of £100 for 2024.

Best wishes,

Omar Janneh.

List 4: Meeting agreed to the advice given by Bakary J Sonko regarding the sanitisation/disinfection of kits (e.g., stethoscope) used at the clinic.

List 5: **Action point 1:** Alieu SK Cham to find out from Dr Mamadi Cham the best practice to dispose expired drugs so that SDF adopts the same. Alieu SK Cham actioned this and reported as follows:

*At our meeting last week, I was asked by this cmtty to seek advice from Mamady Cham regarding the proper/official way to get rid of expired drugs. According to him, the process is that the health facility/hospital informs the National Environment Agency (NEA) who must come to assess and recommend a way to dispose of the drugs. Additionally you pay a fee to NEA and meet their travel expenses to the site (Sika). Given the distance and size of our facility, Mamady recommends that we get rid of the expired items locally as follows: 1) Take full inventory of the items; name of medicine/ item, unit of issue, quantity expired and date of expiry. 2) The villagers (VDC Chairman and Chairperson of the Centre Management Team) can choose a site and be present to incinerate the items, e.g., using kerosene. The first point above is for accountability, while the second is to ascertain that the items claimed to be expired are disposed of in a safe way. This is similar to Mala's suggestion as presented by Kemo at the meeting. The difference is important though; by burning the items, we will make sure that nobody can ever retrieve them. It seems to me that we should consider to proceed as advised by Mamady because NEA's recommendation, after they had come to Sika, might not be different and we would have spent money on their travel expenses and the fee that we do not know how much. Baba Alieu*

List 6: The meeting took note of this; but also wish it to be recorded that the acute kidney injury linked to some drugs has resulted in the need to destroy some drugs as well as the irregular visit by the CHN may have contributed to the expiration of some drugs.

List 7: The meeting took note of this- not to buy season drugs in bulk - to avoid wastage.

List 8: the minimum agreed by the meeting was D700 per visit.

List 9: SDF has agreed to take responsibility for the collection and return of the CHN.

List 10: The meeting recommended that the use Q-Cell for communication be considered by the Responsible individuals (Malam Janneh, Kaddijatou Fatty and Alhagie Njai).

List 11: Malam Janneh action the purchase of curtains for the clinic at D1000 using the funds at hand.

List 12: The meeting discussed the need to sensitise the people of Sika about this and to get their consent beforehand.

List 13: Pending: the receipt of the required list for the cooking demonstrations.

List 14: Pending- supplemental feeding education needed.

List 15: The meeting agreed to the need for the CHN to work out fixed schedule or visits to with Malam Janneh and Alhagie Njie.

List 16: The meeting reminded itself that it was agreed that the service be available to the surrounding villages at the same price, but that bulk purchase of the drugs is no permitted.

List 17: the need to keep an inventory of the drugs is warranted.

List 18: the meeting took note of the need to purchase the drugs at cheaper prices, without compromising on quality; in this regard, the meeting recognised the need to continue to work with Pa Ansumana Manneh.

**c) Action point 3: Omar Janneh to report on the progress made on the completion of the preparation of application form, reference request form, guidance notes as well as draft public notice for the Scholarship. Cognizant of the fact that SDF candidates need to submit their application for the programme at the College on time, the meeting set the following dates to complete the preparation of the documents:**

- **February 1, 2024: To complete the preparation of the documents (application and reference request forms, and public notice)**
- **March 1, 2024: Put out the public notice of the scholarship.**
- **Close the scholarship: September 10, 2024.**

Omar Janneh reported the above action as completed a while back with the relevant files shared on the Executive forum on December 22, 2023.

#### **6. The status of the sponsored borehole at the community clinic.**

Kemo Sonko reminded the meeting about the completion of the tower on which the water tank would be sitting; and that the next task is to complete the work so that the sponsor can continue to have confidence in us. To that end, Kemo reminded the meeting about the message he shared on the forum which is reproduced below:

*Hello colleagues, i know the amount of messages being sent can sometimes be overwhelming. However, you would recall that the ongoing Bolehole project on the clinic site was undertaken through the sponsorship of an anonymous sponsor. Recent assessment indicates that we need (D118,700.00) to complete the project successfully excluding cost of workmanship. The balance from the sponsor's total amount (1562 pounds) is D48,000.00 which is not enough to complete the project successfully. Cognizant of this fact, SDF in one of its Executive meetings in 2023, agreed for the shortfall to be borne by the association. SDF will now make up a D70,700.00 shortfall in the funding in order to successfully close this project. Please note that plans are underway to withdraw D118700.00 from SDF Account in The Gambia to buy and transport all the required materials to Sika so that we can demonstrate to the sponsor in a practical sense, that we are indeed a reliable partner. My humble self, Lamin Famoro, Maala & Omar are already leading this process. The project has unfortunately taken longer than expected and we need to leave up to the expectation of the sponsor. This message was intended to keep all members of the Executive up to speed with what is happening in this area.  
Thank you.*

Lamin Famoro Sonko informed the meeting that the price quoted in the bill of quantity (see the screenshot image below) are rough estimates; that he would let the Executive know of any price changes; that he would do his best to get discounts on the products.

MATERIALS FOR THE SIKA CLINIC BOREHOLE				
ITEMS	TYPES	Qty	U/PRICE	AMOUNT
Water tank	5000 ltrs	1	GMD 24,000.00	GMD 24,000.00
Pressure pipe	63mm	2	GMD 1,200.00	GMD 2,400.00
Tank connector	63mm	1	GMD 500.00	GMD 500.00
Pressure elbow	63mm	2	GMD 300.00	GMD 600.00
Pressure stop valve	63mm	1	GMD 1,900.00	GMD 1,900.00
push fit reducer	63-1"	1	GMD 450.00	GMD 450.00
Complete tap head	1"	1	GMD 750.00	GMD 750.00
polythene tube	1"	1	GMD 4,000.00	GMD 4,000.00
Push fit female elbow	1"	1	GMD 100.00	GMD 100.00
Push fit elbow (Normal)	1"	3	GMD 100.00	GMD 300.00
Push fit male elbow	1"	1	GMD 100.00	GMD 100.00
Push fit connector	1"	1	GMD 100.00	GMD 100.00
Well head	1"	1	GMD 3,000.00	GMD 3,000.00
Solar panels	350watts	4	GMD 7,500.00	GMD 30,000.00
Submersible pump (Argony)	1500watts	1	GMD 28,000.00	GMD 28,000.00
Cable	2.5mm	1	GMD 8,000.00	GMD 8,000.00
Solar frame	35cm	10	GMD 750.00	GMD 7,500.00
Transportation		1	GMD 7,000.00	GMD 7,000.00
<b>TOTAL</b>				<b>GMD 118,700.00</b>

He also said that Alpha Sireh Sonko has charged D3000 for the plumbing work. Lamin Famoro Sonko also requested the need to paint/'whitewash' the tower.

**Action point 2:** Kemo Sonko/Omar Janneh/Lamin Famoro Sonko to report progress on the completion of the borehole.

#### **7. The New Leadership team and its Working Groups – current non-members of the New Team/working Groups to be kindly asked to leave the Executive forum.**

The meeting agreed that those Executive Committee members who are still on the Executive forum but who have not been nominated or co-opted into the new team should be thanked for their efforts and politely asked to leave the forum.

The only former Executive member on the forum who needed to be gently asked to leave the forum was Ansumana Manneh-Nyambi. This was actioned by Omar Janneh on January 29, 2029, and Ansumana Manneh-Nyambi left the forum but without a return message. Omar Janneh sent him the message below:

*Hello Brother Ansumana,*

*I hope this finds you and the family well.*

*You may be aware that the new Executive Committee of SDF was recently nominated and the committee also just completed composing its working groups.*

*This is to let you know that you have not been co-opted into any of the current working groups. The decision taken at yesterday's meeting is to thank you for all your work and to ask you to leave the SDF executive forum as soon as you possibly can.*

*Thank you and good wishes*

*Omar Janneh.*

*Secretary General, SDF*

#### **8. The status of the clinic fund raising campaign the deadline for which was 31<sup>st</sup> December 2023.**

Kemo Sonko summarised the funds received from the fundraising campaign to build the Community Clinic as follows:

- Pledges fulfilled: D323,480.54
- Pledges yet to be fulfilled: D44,728

The meeting recognised the need to extend some words of thanks to the members on the Bantaba for supporting the fundraising campaign to build a Community Clinic. Lamin Sonko Nani was assigned

to thanks the donors on the Bantaba; and Kemo Sonko also promised to follow Lamin Sonko-Nani to thank everyone for donating what they could to the cause.

The meeting recognised the need to keep the fundraising open so that those who are yet to fulfil their pledge and those who would wish to donate could do so.

**9. *Outstanding annual subscription payments for 2023.***

The meeting recognised the need for the leadership team to make good their subscription payments for 2023 and were also encouraged to pay their 2024 subscription.

**Action point 3:** The Treasurer to share an updated list of the subscriptions paid by the members in 2023.

**10. *Finalisation of the transfer of women's garden land to SDF by Jaiteh Kunda Kabilo and the additional 20-meter gifted land to be added to land for the community clinic. (Alieu SK Cham)***

The meeting heard that Malamin Janneh said that the transfer of the land [(225m (roadside) x235m (inside))] from Jaiteh Kunda to Sika was done.

Regarding the extra 20m of land gifted to build the Community Clinic, the meeting recognised that the land can be fenced. But that it would be necessary to inform Drammeh Kunda – that Lamin Drammeh-Nfamaranding/his representative be informed.

**11. *The status of the matching grant funding for the women's garden (Omar NR Sonko)***

The meeting heard that of the 52 projects selected, 27 were successful, but that our application was unsuccessful. The meeting discussed and agreed that a letter of inquiry be drafted and sent to the Chair of the Complaints Committee at the Governor's office. Thereafter, the meeting decided to consider whether to copy our letter of inquiry to the Lead at the Project (GIRAV).

**Action point 4:** To draft a letter of inquiry about our GIRAV matching grant to the Chair of the Complaints Committee at the Governor's office in Kerewan.

**12. AOB**

**a) *Status of the grant application to Rotary International through Rotary Club Colorado to ship medical equipment to Sika from the US (Bakary J Sonko).***

Pending

**b) *Appreciation letter to honorary members and anonymous donors***

**Action point 5:** Omar Janneh/Alieu SK Cham to take on the assignment to draft the appreciation letter; Sima to report on the number of donors (anonymous or not) who need to be recognised for supporting SDF's causes.

**c) *SDF website***

The meeting recognised the need to give a professional look to the website.

**Action point 6:** Kemo Sonko took on the assignment to engage Ahmed Drammeh

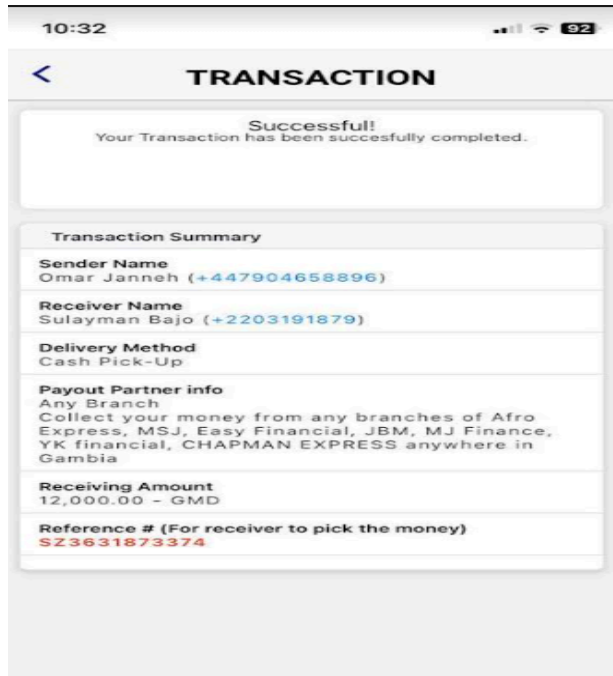
**d) *Omission of mention of the gift of D150 to Malamin Janneh as an incentive per visit by the CHN which Malamin Janneh rejected.***

**Action point 7:** Omar Janneh took on the assignment to correct the omission in the handover report. This was actioned on February 1, 2024

**e) *SDF to support Malamin Janneh in feeding the CHN on the clinic days.***

The meeting discussed and agreed that D500/visit be allocated for the feeding of the CHN; this means D12,000 for the year.

**Action point 8:** Omar Janneh was assigned to send the equivalent of D12,0000 for Sulayman Bajo to take for Malamin Janneh. This was actioned; see below the transfer ticket and the associated communications between Omar Janneh and Sulayman Bajo about the transfer.



Omar Js audio of  
transfer.m4a



Sulayman Bajo's  
response to Omar Jm