

## **PROPOSED SDF EMERGENCY MEETING AGENDA.**

Date: Sunday October 20, 2024

Start time 5.30pm GMT

End time: 8.35pm GMT

Medium used: WhatsApp & Zoom

### **Agenda**

1. Opening prayers
2. Attendees
3. Apologies

### **Garden Project:**

1. Tentative garden project budget ~ \$50,000 (1)
2. What other garden infrastructure/facilities/capacities, tools, equipment etc. can be added as budget items, up to about \$20,000 to what is already submitted? (Omar NR Sonko)
3. Strategic measures to ensure the sustainability of the project
4. A reliable person needs to be assigned to document (videos, written documents and photos) the activities of this project's implementation going forward.
5. Aurora Gateway Rotary Club (AGRC) would like SDF to become a partner in this project and, SDF should formally write to accept that role.
6. Video testimonials from prominent individuals in the village (Alkalo, Imam, women, men, female and male youths) about why this project is important to the villagers and how, it could potentially change their lives for the better. (SDF needs to help prepare individuals for these interviews)
7. Community Assessment using a survey tool to be designed by BJ Sonko. Approximately 50 participants (30 females and 20 males) will be needed.
8. Documentation needed to help draft the proposal
  - a. Pictures and videos of the proposed community garden site, prior to start of its development.
  - b. Aerial view of Sika village as previously proposed by Lamin FaOmar Sonko and, other pictures to capture a good view of the village scene.

### **Clinic Project:**

11. Update on clinic building design approval (Kemo Sonko)
12. Payment of the Architects for their work and, possible arrangement for them to visit Sika to map out the building layout at the start of construction.
13. Potential contractor(s) to build the clinic, the selection process and contractual undertakings to be signed with SDF.
14. AOB

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

Offered

#### **2. Attendees**

Bakary J Sonko, Kemo Sonko, Sarang Sanneh, Lamin Sonko-Nani, Lamin Famoro Sonko, Omar NR Sonko, Omar Sanneh, Sima Camara, Buba Gitte, Pa Amadou Drammeh, Lamin Anfaal Manjang, Kabiro KS Janneh, Omar Janneh

### **3. Apologies**

Saikou Lamin Sonko

#### **Garden Project:**

##### **1. Tentative garden project budget ~ \$50,000**

Bakary J Sonko shared with the meeting that the level of funding for the global project is up to \$30,000. But that Rotary Aurora (Colorado) would be keen to ensure that this project is strong and that the project is enabled with the resources needed to ensure its sustainability. He reminded the meeting that our initial budget for the project was \$23,000, but that the consensus from the sponsors is to strengthen and sustain the project and to those ends, they are keen to increase the level of support to \$50,000. This is what the next item on the agenda deals with.

##### **2. What other garden infrastructure/facilities/capacities, tools, equipment etc. can be added as budget items, up to about \$20,000 to what is already submitted? (Omar NR Sonko)**

Omar NR Sonko reported the need to consider the following to help strengthen the project:

- i. Borehole: that there is need to review the cost estimate of the boreholes and
- ii. Solar panels for the project – that more than the estimated number of boreholes are needed for the size of the garden (approx. 6 hectares).
- iii. That there is need to go for the most reliable pumps for the boreholes.
- iv. Water storage tanks: there is need to review these.

**Action point 1:** Lamin Famoro Sonko to report on the cost of the most reliable pumps and to also work with Omar NR Soko on the number of boreholes needed and thus number of pumps needed. Action point to be fulfilled by November 10, 2024

**Action point 2:** Lamin Famoro Sonko to investigate the most durable tower for the water storage tanks, that is concrete tower or heavy-duty steel and report these to the Executive; important to build into all reported costs the estimate the transportation charges for the items. Action point to be fulfilled by November 10, 2024.

- v. Consider improved means of watering the crops of the garden: Omar NR Sonko told the meeting that there is need to invest into a drip feeding/watering system for the garden. He said Gambia Horticultural Enterprise (GHE) can give us the cost estimate for such a system.

**Action point 3:** Omar NR Sonko to report to the Executive Committee by November 10, 2024 on issues (material, installation, and maintenance costs) related to the drip feeding system for a garden the size of ours.

- vi. Consider organic vegetable garden: reduce chemical sprays; use of natural fertilizer (-current estimated cost is approx. D450/bag; 10-20 bags per hectare. This gives us an idea of what it would cost for the entire garden of approx. 6 hectares).
- vii. Consider ways to reduce post-harvest losses- invest in the construction of cold storage facilities.
- viii. Build structures that will cater to the following needs:
  - ❖ Childcare for nursing parents
  - ❖ Toilets
  - ❖ Store for farming implements
  - ❖ Office

On the issue of investing in a structure at the garden, Bakary J Sonko informed the meeting that Rotary will not sponsor the construction of buildings. The meeting considered that SDF should give this some serious consideration and try to finance it.

**Action point 4:** Omar NR Sonko took on the assignment to prepare the list of items he thinks are needed and provide a commentary for the rationale their needs.

Omar NR Sonko told the meeting that we should endeavour to make the garden a modern exemplary garden. To that end, he expressed the opinion that it may be necessary to prepare a new budget and compare it to the previous and seek to cross out any redundancies that may exist.

**3. *Strategic measures to ensure the sustainability of the project.***

To make the project sustainable once the project is established, the meeting considered it necessary that the gardeners buy into the concept that they must pay a contribution into the project's account so that the funds can be used to sustain the project: pay for the maintenance and repairs to the facilities as well as pay salaries of the staff, e.g. the salaries of the caretaker for the garden.

Action point 5: Kemo Sonko took on the assignment to speak to Malamin Janneh with a view that Malamin Janneh will forewarn the potential users of the garden (the women folks) the need for them to pay a fee (subscription) to help sustain the garden.

At the time of writing these minutes, Kemo Sonko actioned this action point and he received assurance from Lamin Janneh that the women folks shall be ready to pay a subscription into the account of the project to help ensure the sustainability of the project.

The meeting also considered it necessary to have a strong leadership structure for the garden; thus, the need to meet the VDC and the entire village so that roles and position holders are discussed and identified.

**4. *A reliable person needs to be assigned to document (videos, written documents and photos) the activities of this project's implementation going forward.***

The need for us to document everything done under this project and to upload activities on the website was discussed and agreed. The meeting recognized that such an effort will sell the project to other potential sponsors and the project sponsor will be able to monitor the project's progress and help cement our long-term relationship with the sponsor.

**5. *Aurora Gateway Rotary Club (AGRC) would like SDF to become a partner in this project and, SDF should formally write to accept that role.***

**Action point 6:** Omar Janneh and Bakary J Sonko took on the assignment to draft the letter to show SDF's appreciation to be a partner in this project and to do so by November 10, 2024.

**6. *Video testimonials from prominent individuals in the village (Alkalo, Imam, women, men, female and male youths) about why this project is important to the villagers and how, it could potentially change their lives for the better.***

The meeting recognised that SDF must help prepare individuals for these interviews. In addition, SDF should aim to interview the disabled group and that the team works in collaboration with Pa Bojang and team.

**7. *Community Assessment using a survey tool to be designed by BJ Sonko. Approximately 50 participants (30 females and 20 males) will be needed.***

**Action point 7:** Bakary J Sonko took on the task to prepare the survey tool.

**8. *Documentation needed to help draft the proposal.***

**a. *Pictures and videos of the proposed community garden site, prior to start of its development.***  
**(7)**

***b. Aerial view of Sika village as previously proposed by Lamin FaOmar Sonko and, other pictures to capture a good view of the village scene.***

**Action point 8:** Lamin Famoro Sonko/Bakary J Sonko took on the task to acquire the needed evidentiary materials to help draft the proposal.

At the time of writing, Lamin Famoro Sonko started the conversation with Sarja Daffeh (Amina Kuto Sanneh's son) with a view to getting him to estimate the cost of addressing item 8b) above. To that end, the following proposal which emerged out of the discussion between Bakary J Sonko and Omar Janneh were shared with Lamin Famoro Sonko, who approached Omar Janneh for such information to be made available to him, so that he could discuss the assignment with Sarja Daffeh.

SDF would like the following to be captured as video evidence:

New site for the Women's Garden:

- a) An aerial picture, preferably video(s) of the new garden (to show its state before it is cleared)
- b) Aerial photos/videos of the village – panoramic views (showing the whole village from all directions) will be preferred

Current garden used by the women:

- a) This is being used for rice cultivation. But if an aerial picture, preferably video(s) of this site can be acquired, that would be good.
- b) Also try to capture the type of wells they use. We know that many of the wells have collapsed and are in very poor state. This is to highlight the need for better wells.

\*\*\*\*\* Regarding the testimonials from prominent individuals in the village (Alkalo, Imam, women, men, female, and male youths) about why this project is important to the villagers and how, it could potentially change their lives for the better as well as the community assessment using a survey tool, the work for those will follow. A questionnaire needs to be designed for the community assessment survey. We also need to sensitise the people prior to capturing the testimonials. This work needs to be targeted and selective.

**Clinic Project:**

***1. Update on clinic building design approval (Kemo Sonko)***

Kemo Sonko informed the meeting that he was informed by the regional Health Director (Mr E Badjie) that SDF had been granted the approval to build the health post, but the letter carrying the information is yet to be received.

The meeting decided that the building work should only begin upon the receipt of such a letter from the Health Ministry.

**Action point 9:** Kemo Sonko took on the assignment to go to the Health Directorate and find out the status of the said approval for SDF to build the Health Post in Sika

At the time of writing these minutes, the approval letter was received – see below. Kemo Sonko shared the news with the Executive with the following message:



Republic of the Gambia  
Ministry of Health  
The Quadrangle  
Banjul

Tel: 422117/4227300/4227301

Fax: 4220325

Ref: DHS/AD/2024/10(MTN 19)

25<sup>th</sup> October, 2024

Secretary General, Sika Development Fund  
Sika Village  
Upper Niumi District  
North Bank Region

**Re: Request for an approval to build a community healthcare clinic in Sika Village**

Approval is hereby granted for you to construct a new community clinic as requested and planned in your request letter.

Please note that the design and construction must meet the modern standards and must be fully supervised by the Regional Health Directorate. The operational modalities must be in line with our health policy and National Health Sector Strategy Plan.

  
Dr. Momodou I. Nyassi  
Regional Director of Health Services  
Regional Director of Health Services, NBW  
File

Dear colleagues,

It is gratifying to note that SDF has got formal approval to construct a Health Post at Sika. I was at the Directorate of Health Services on Wednesday and had discussion with the Deputy Director who promised to work on the approval letter and did just that. We must thank Ebrima Baldeh for facilitating this process and for forwarding the letter to me today. May the Almighty bless us all. Ameen.

***2. Payment of the Architects for their work and, possible arrangement for them to visit Sika to map out the building layout at the start of construction.***

The meeting discussed and agreed to give D40,000 as token of appreciation to the Architect for his services to the Community.

**Action point 10:** Omar Janneh to send the funds (D40,000) from the UK account to Kemo Sonko to give to the architect and to express the appreciation of the leadership team for his sacrifice to our community.

At the time of writing, Omar Janneh fulfilled the action point by sending the D40,000 to Kemo Sonko (see the evidence below); in addition, Kemo Sonko also delivered the D40,000 to the Architect and he was deeply appreciative of the gesture.



Hello Kemo,

Please find above the transfer ticket for the D40,000 approved by the Executive yesterday to be given to the Architect as a token of our appreciation for his service to our community. You can collect the funds from APS.

{I will make the transfer of D46,630 towards the repair to the school kitchen to Sulayman Bajo.}

As usual, the transfer tickets and the communication relating to them will be shared with the leadership team.

Best wishes!

Omar

The meeting recognized the need to redouble our efforts to raise the needed funds to build the Health Post in Sika. To that end, the hands should be on deck to ensure the success of the planned fundraising campaign with Jaliba Kuyateh and the Kumareh Band scheduled for April 26, 2025.

### **3. Potential contractor(s) to build the clinic, the selection process and contractual undertakings to be signed with SDF.**

The meeting agreed to the need to open a transparent bidding process-just lie the one done for the construction of the perimeter fence of the Health Post, for construction of the Health Post once the approval letter for its construction is received from the Directorate of Health. Overall, the meeting agreed that just like before, the contract would be offered to the most competent contractor.

### **4. AOB**

**a. Release the funds to repair the Sika Basic School kitchen.**

Given that the Executive discussed and agreed to repair the damaged kitchen of Sika Basic School (see below the items needed and estimated total cost) and the funds needed to do so had been reported to the Executive and approved, the meeting decided that Omar Janneh should release the funds to Malamin Janneh via Sulayman Bajo in the usual manner.

**School kitchen repairs**

- . 2 packets of long coloured corrugated sheets:  $D4450 \times 2 = D8,900$
- . 3 pieces of 12 mm rods:  $D560 \times 3 = D1,680$
- . 15 bags of cement:  $D410 \times 10 = D6,150$
- . 1 kg of 3 inches nails: D100
- . 4 kg of 4 inches nails:  $D100 \times 4 = D400$
- . 6kg Cap nails:  $D400 \times 6 = D2,400$
- . 2 bundles of wires to secure the roof to the building:  $D500 \times 2 = D1,000$
  
- . 2 timber frames of 2\*3 for the 2 windows:  $D450 \times 2 = D900$
- . 15 pieces of 2\*2 timber for the roof:  $D240 \times 15 = D3,600$
- 10 pieces of 2\*3 timber for the roof:  $D450 \times 10 = D4,500$

\*Estimated cost of materials: D29,630\*

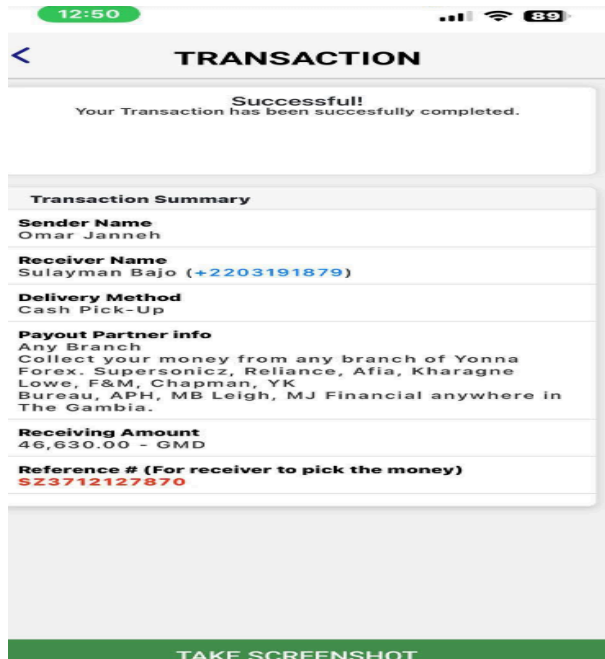
\*Total cost of transportation materials, including cost of loading: D2000\*

\*Estimated cost of workmanship for the entire project: D15,000\*

\*Grand total: D46,630\*

**Action point 11:** Omar Janneh to send D46,630 from the UK account for Sulayman Bajo to buy the materials, and to give Malamin Janneh D15,000 towards the cost of labour for the repair – as described below.

As can be seen above the action point was fulfilled.



Hello All,

This transfer ticket relates to the D46,630 approved by this committee for the renovation of the kitchen at the Sika Basic School.

As per the audio, the funds were sent to Sulayman Bajo to do the needful.

Thanks

Omar

The receipt for the purchase of the items is yet to be received, but apart from the binding wire, the information is that all the items have been delivered at the school.

Place holder for the receipts for the items bought for the repairs to the school kitchen.

**Action point 12:** the meeting agreed that Malamin Janneh should go ahead and get the most competent person to repair the kitchen.

At the time of writing, Malamin Janneh has started the task of working with those on the ground (VDC, School Management Committee and the Head teacher) to repair the kitchen. The sand, gravel will be sourced from the compound of the Community Clinic.