

**Nigeria Health Care Project**  
Registered Charity Number 1112932  
**Minutes of Annual General Meeting**  
**Held on Tuesday 14<sup>th</sup> June 2011 at Christ Church Halton**

**Theme: Learning in Partnership**  
Chair: Peter Grubb

**1. Opening Devotions:** David Laycock

**2. Introduction to presentations:** David Cundall introduced both speakers

**3. Partnerships in Learning – THET and Phi**

Cath Butterfield, who works for the Tropical Health and Education Trust (THET) [[www.thet.org.uk](http://www.thet.org.uk)] and previously worked with Partnerships in Health Information (Phi)

[[www.partnershipsinhealthinformation.org.uk](http://www.partnershipsinhealthinformation.org.uk)] gave a presentation about both organisations.

Phi started as an organization for librarians but has expanded its role so it now exists to increase the flow of timely, relevant and appropriate health information. Cath was speaking on behalf of Shane Godbolt, Phi's Director, who sent her best wishes. Phi's objectives are:

- Facilitating health information partnerships & development projects
- Networking and collaborating with others to underpin good quality healthcare with reliable health information
- Capacity building for health information professionals and librarians

Phi's principles of working are:

- *Listening and learning* – their work is driven by the needs and priorities of the developing country partner
- *Building on what exists* – who else is doing what
- *Sustainability* – think about it from the start

We were given a few examples of Phi's highly effective work. The good news is that Phi does have a partner organization in Nigeria – the local chapter of AHILA (Association of Health Information and Libraries).

*Comment: We hope to develop a partnership to support the information needs of the School of Health Technology at Ebenta, probably linking this with the learning group established at Bethesda Hospital and possibly moving on to using more recent mobile phone technology to support information needs.*

Cath then spoke about the work of THET which has lots of experience and expertise in establishing and supporting international health links, like the link between Leicestershire Mental Health NHS Trust and Edawu. (THET is supporting 5 other links between the UK and Nigeria – including another one with a church-related health institution – the ECWA eye hospital in Kano).

THET was the prime mover in getting the UK Government's Department for International Development to encourage health links and there is now an International Health Links Funding Scheme, jointly managed by THET and the British Council. An International Health Links Directory has been established at Liverpool which acts as a matching agency between UK NHS Trusts and health projects in developing countries.

*Comment: Paula Dawson hopes to apply for funding to set up a partnership between Nottingham University and the School of Nursing at Royal Cross Hospital Ugwueke, once a Nigerian academic partner institution has been identified. We also hope to find an NHS partner organization for Agboke.*

#### **4. Partnerships in Learning – *The Amaudo Training Unit (TATU)***

Caroline Todd-Earlam of Amaudo-UK [[www.amaudouk.org.uk](http://www.amaudouk.org.uk)] and TATU [[www.tatutrainng.co.uk](http://www.tatutrainng.co.uk)] told us about their work and then got us to try out a learning exercise. TATU's aim is:

'through the provision of training and consultancy and services for supporters and professionals TATU seeks to promote mental and physical well-being in individuals and communities across cultures'

Caroline highlighted the challenges of training with workers who often had different learning styles and in places that usually did not have reliable electricity, let alone projection facilities. TATU develops resources and training material which is:

- Practical and useful
- Interesting and inventive
- Culturally and personally relevant
- Factual and logical

After giving us a brief overview of the types of mental health problems that are encountered at Amaudo and elsewhere, Caroline and her colleague Kate Lumley invited us to take part in a learning exercise where we were able to experience what it was like to be hearing voices whilst trying to sustain a conversation with someone else.

*Comment: TATU has already developed a lot of expertise and experience which is relevant to the sort of learning which NHCP may wish to encourage in other project that we support. There is a lot of potential for working jointly with TATU in the future.*

**5. Promotion of cards, booklets etc** - Peter Grubb advised that Christmas Cards are available and notelets. The Christmas card has been designed by a man who uses the Meeting Point café in Leeds East Circuit. He has mental health problems but has found much needed support and comfort at the café. He is delighted that we are using his picture on our cards.

13.30 Lunch – A big thank you to Elizabeth Grubb and Jenny Poulter for providing us with a wonderful lunch.

**6. Present : (Trustees)** David Cundall, Brian Poulter, Tim Rogers, Colin Sharpe, Barry Weetman, Susan Solanke, Jenny Benfield, Geoffrey Todd, , Yomi Sobo, Peter Grubb, , Margaret Webb, Sheila Staveley, Anne Vautrey, , David Laycock, Peter Young, John Mann, Grace Mortimer, Yvonne Thornton,

**(Others)** Charlotte Bunn. Barbara Todd, Molly Blades, Caroline Todd-Earlam (Amaudo UK), Kate Lumley (Amaudo UK), Gail Hunt, David Hunt

**Apologies for absence:** Jack Liversidge, Gerald and Ruth Crompton, Bob Jarrett, Paula Dawson, Aidan Lucas, Jenny Daly, Richard Vautrey, Jen Smith.

**7. Declaration of Interests: none**

**8. Minutes of AGM 5<sup>th</sup> July 2010** – Amendment was made to Anne Vautrey's name and the minutes were then agreed and signed as a correct record.

**9. Matters arising not covered below: - None**

**10. New and retiring Trustees:**

Two Trustees are retiring. Yomi Sobo who has been a tower of strength within the project is retiring and he will be greatly missed and was thanked for his work with the Project. Jack Liversidge who has been associated with the Project since its inception is also retiring. Jack has had one operation and

awaits another soon. He sent a message saying he will miss everyone and has enjoyed his association with the Project. New Trustees – David Laycock was appointed Trustee at the March meeting and this is his first AGM. We propose Susan Solanke, who is at Westminster Central Hall and is connected with the Nigerian diaspora in London, as a new Trustee. The vote was unanimous and Susan was welcomed to the Project. Margaret Webb has some NHCP polo shirts from some time ago - one each was given to David and Susan.

**11. Review of the year** – David Cundall read the review which is appended at the end of the minutes. Peter Grubb responded that we are thrilled to have David as co-ordinator and things are looking good and he was thanked for his work.

**12. Progress reports from subgroups set up following the ‘Away Day’:**

12a) **Information pack** - Peter Young – Not much has happened, as it has been difficult to find time to meet, but it will go ahead and we are going to have to find ways of getting our message out to other people, not just our core supporters. Publicity will be looked at to see how to widen our scope. Hopefully next year we will have positive feedback.

12b) **Publicity DVD** - David Cundall - this hasn't been progressed since the Away Day but the plan will be that following the visit in 2012 we will be able to make a DVD and the group will be getting together to organise what needs to be done to produce this. The DVD will have commentary and appropriate background music.

12c) **Organisational model** Tim Rogers – The idea was that the project would have the Co-ordinator at the centre of a circle and then another group, like an executive council who would be able to make decisions and they would then communicate with the other Trustees who would form the outer circle, as things are happening. We also need to make sure we are partners with people in the UK and Nigeria and other relevant groups such as Wateraid. Our supporters need to be aware of what is going on and we need to keep communication going and make ourselves accessible to other people. The idea of an executive council (it would not necessarily be called this) is very helpful for the co-ordinator because there will be a group of people to take decisions. The downside if you were a trustee not on this group you may feel you are a bit disenfranchised if you do not know what is going on, but when decisions are taken, then they will be relayed to all Trustees to keep them in the picture. Any reorganisation must enable us to fulfil our roles more effectively. Other charitable organisations, for example Amaudo-UK, have restructured effectively.

12d) **Funding principles** David Cundall – a paper has been produced by the working group and was circulated. We need to remain flexible but the group has concluded with a series of questions, in addition to the requirements of the annual report, to ask of the projects we support. Yomi suggested that we make the Conference committee in Nigeria aware that they should read the reports each Project sends to us, and they should say whether it meets their expectations of how things are going. We cannot enforce things on Projects from here, but the Conference committee could do this. If we have projects that are failing because the government health services are meeting the health needs of the local people we should look at removing funding and find another project to support.

**13. Visit to Nigeria 2012** David Cundall – looking at two weeks beginning 4<sup>th</sup> February 2012 with flights similar to last times. Splitting into two groups works better for Nigerian Methodist Church. Anyone wishing to go needs to let David know by August. He has suggested that he stay behind after the visit to do more training to utilise the same air fare. As well as paying our air fares, each person will be asked to contribute something towards our upkeep in Nigeria, but if people could not afford both then that should prevent an individual from joining the group.

Yomi had to leave the meeting at this point to catch his train, but said he has enjoyed being a member of the Trust and thanks us all, as a Nigerian, who have done a lot of good work for the people of his country and please continue. Everyone bade him goodbye and wished him well for the future.

**14. Financial Report** - Peter Young – Two documents were circulated which are sent with these minutes. The Accounts are with the independent examiner for checking. Peter asks that the meeting accepts the accounts when they are signed off. Income is more or less the same as last year. Donations from regular sources were down, these losses were offset by a large increase in donations from churches and other fellowships, in part due to the fact that we had three major efforts from churches within the connexion. We will see a reduction in Gift Aid this coming year. Expenditure – The difference in grants given is due to the fact that we did not have the funds in 2009/10 to pay out the full grants in December. Looking at the financial situation this December we may be in the same position of not having enough to pay out full grants in December. We were left with £17,058.69 available for distribution at the end of the financial year. Number of AoF was down from 81 to 70. The amount of money is not significantly different because new givers have made up difference in their generous giving.

David Cundall proposed that we approve the accounts to be signed when they have been audited -

**Unanimous**

The update sheet up to 31 May 2011, shows that if we continue to receive income as at present, we may not be able to fulfil the December grants. Peter Young will be seeking to relinquish the job of treasurer at the end of this financial year, he has done 6 years and asks that we seek a new treasurer.

On-line giving – there are a number of different ways that people can give to charities on line. It is not free so you have to be careful which way you choose. Some charge an annual fee and others charge a percentage on what is donated. Charity Aid Foundation (CAF) make a charge of 5% of whatever donation is pledged but they will also take 5% off any gift aid. If there is a link from our web-site then it may attract younger people to give. David proposed that we set up a link with CAF and review it after 1 year. **All in favour.** Peter was thanked for his tremendous work as treasurer

**15. Association of Friends** - Jenny Benfield– Normally two letters would be sent out but this year only one has been sent. The next one will be around September time with the Christmas Card order form. Also a prayer sheet was sent out with the last letter. Jenny uses them in the talks that she does. We talked about a new leaflet for AoF, which is in progress and we hope to present a possibility to the next meeting in September for approval. How we get the information out to a wider audience is being looked at by the group putting together the information pack. Nearly a quarter of our income comes through AoF and it is important that we get the information out. Someone asked how easy would it be to set up a group on Facebook, and could we link it to other sites. The maintenance and upkeep is what is hard to keep up with. We should be looking at it as something for the future and Tim will do some investigation. Margaret Webb said that she was uplifted and inspired by the prayer in the last letter.

**16. Annual Report to the Charity Commission** – This was signed as correct and will be sent by Peter Young along with the Audited accounts.

**17. Allocation of Funds July 2011** - Trustees have agreed allocations for June 2011 at the last meeting but there are 3 projects that have not sent reports. Bethesda Hospital, David had a phone call from the administrator who said it was sent two months ago but has got lost so they are sending it again. We should receive it soon. We have not heard from Igbo-Ora and Ronke is going to put pressure on to get this report for us. We will have to wait and see if one is received before we send funds. Not surprisingly Ado-Odo has not sent a report. A long e-mail was sent with photos but activity has been limited in the last year, with no permanent doctor, junior staff but only 10 or 12 people using the facility each month. They are going to publicise that they are going to have doctors at weekends and they hope to have a big promotion on Health Sunday. We think a report is coming. The money that was gifted by the church in St. Albans should go to them but it is likely to be a project that we will taper our support for in the future. Omuo-Ekiti needs to be looked at on the visit in 2012

as they had some good plans. It would be a pity to lose this project because it is one of the first we helped, but we need to put money where it is most needed. We will wait until the end of June to send the funds to see if the missing reports arrive. The Combined reports from all the other projects has been sent out.

At the next trustees meeting we will look at projects that may not need our help now and for those that are failing we may need to taper off funding so we can look at something new. Beautiful Gate will be looked at to make sure that the funds we send can be used, in view of the information that planning permission has been refused.

**18. Any other business** – Christian Guild Holidays contribution was down this year and Geoffrey and Barbara Todd host some of the holidays. NHCP is sometimes not mentioned and also the leaflets are not put out. Perhaps a leaflet saying NHCP - £2 would buy or £5 would buy etc., as people are likely to give if they can see that they are buying something specific. Anne said that they were at Abbott Hall and there was only one poster and it was out of date. Something needs to be put on the noticeboards of events for the week. Tim Rogers said he will make sure that the poster is sent to all the Guild hotels. A simple book mark with comments such as £2 would buy etc., would be a good idea. David suggested that the group looking at an information pack looks at this.

Dates of future meetings:

Tuesday 27<sup>th</sup> September 2011 at 11.30am

Tuesday 22<sup>nd</sup> November 2011 at 11.30am.

Tuesday 20<sup>th</sup> March 2012 at 11.30am.

Tuesday 11<sup>th</sup> June at 12.00 AGM..

The meeting was closed with all holding hands and saying the Grace.

Signed .....

Dated .....

### **Coordinator's Review of the Year 2010-2011**

It is a great pleasure to be able to summarise the past year. It has been another successful one in the annals of the Nigeria Health Care Project. This is my first annual review in the role of coordinator. I could not have wished for a more supportive chairman and ex-coordinator than Peter Grubb, a better guide on financial matters than Peter Young and a more supportive group of Trustees than the assembled company. Thank you all. I will be paying individual tribute to our retiring trustees later in the meeting.

The pivotal event of the year was the Away Day that we held at Willersley Castle on March 18<sup>th</sup>. The day succeeded in its aim of confirming the core purpose of the project and re-setting some of our priorities. By the end of the day we had resolved to:

- Make closer links with the London Nigeria fellowships. This has already been largely achieved and we are delighted to have Susan Solanke with us today who we plan to elect as a Trustee later.
- To restructure the AGM so that we can have time for themed presentations – which we have done.
- Other actions are covered later in the agenda

I am sure that others will agree that having Dr. Bunmi Olayisade to facilitate the Away Day was very helpful and this has strengthened relationships with the World Church Office. It was wonderful to be able to welcome Ronke Oworu, Health Secretary of Methodist Church Nigeria who came all the way from Lagos to join us. We were, therefore, able to have direct representation from MCN. Her attendance was further evidence of the commitment of the MCN leadership, specifically the Prelate and the Secretary of Conference to the continuing partnership with NHCP.

There isn't much that escapes Peter Grubb's notice but I think we were able to surprise him with the gift of a book of memories to mark his retirement from the role of coordinator. In one of the communications relating to this, Archbishop Mike Stephen informed me that I would find it difficult to "fill the big shoe"

But I am pleased to report that Peter has, in fact, made it very easy for me – I haven't been exposed to anything resembling a load of old cobbles and I have been allowed to designate at least part of the shoe as a trainer.

We have already heard from Cath Butterfield and Caroline Todd-Earlam about what their organisations are doing, in partnership with many others, to train and teach and I am sure that there will be opportunities for us to work together with them, and other organisations, to build the capacity of the staff with whom we work in Nigeria. As Jack Liversidge reminded me on the phone last week – "give a person a fish and you feed them for a day, teach them how to fish and they are fed for life." And, of course, if we extend the analogy, many of our Nigerian colleagues are already very good at fishing. We have much to learn from them.

So, wearing my metaphorical training shoes, I was able to revisit Bethesda Hospital at the beginning of the year. It was a great pleasure to spend time with Dr Jide Puddicombe, the MCN Conference medical advisor, who took time out of his busy practice in Lagos, to provide initial training in the use of the ultrasound machines for Bethesda and Ogoli-Ugboju. Jide had stepped in to help when two volunteer ultrasound trainers from the UK were, unfortunately, not able to come. While Jide was teaching ultrasound, I worked with the community health extension workers to update their knowledge. At the end of these few days they were able to set up a continuing education group, linked with the School of Health Technology at Ebenta, which I hope we will be able to encourage over the years, hopefully working with 'Partnerships in Health Information'.

During the same trip to Nigeria I was also able to attend the Medical Board of MCN and visit the projects in Abia State in the South-East of Nigeria. I was accompanied by Ronke and I think we were able to make good use of our time – I certainly feel much better informed having visited these places.

A highlight of the year has been the nomination of Ros Colwill for the World Methodist Peace Award which she will accept at the World Methodist Conference in South Africa in August this year. Ros was nominated by Anne Vautrey, one of our Trustees, who also serves on the World Methodist Council – it is good to have connections in such high places. We are, once again, very grateful to Barry Weetman for taking every opportunity to highlight the work of Nigeria Health Care Project in the pages of the Methodist Recorder.

As an organization we have continued to work in close partnership with organisations like Amaudo-UK and I am very glad that both Kate and Caroline have been able to join us today. Unfortunately neither the Uzuakoli Support Group nor Accept-UK were able to come to the AGM but we are in regular contact. I hope that our partnerships will extend to other relevant organisations during next year – I am keen to find a UK mental health link for Agboke.

We do need to do more to enthuse much younger people. I am pleased to report that Dr. Jill Spencer has agreed to help facilitate medical students visiting Royal Cross Hospital for their elective studies. I know that Susan Solanke's daughter, Oprah, who is just about to start her medical studies at York/Hull Medical School, already has a passion for health care in Africa.

Our financial situation will be discussed in more detail by Peter Young but I would just like to say how encouraging it is to see money coming in from so many sources and that we have been able to send out grants in full this December and will do again in July. Money is tight for many people and we are very grateful to all our donors – and to all the Trustees and others who go out and give talks and sustain the enthusiasm for the Nigeria Health Care Project.

On May 19<sup>th</sup>, The Nigerian National Assembly finally passed the National Health Bill into law after no less than 7 years of delay. The bill pledges to develop a national health policy that includes about £300m per year for primary health care and commitments to an essential drugs programme, comprehensive vaccinations for pregnant women and children under five. This very good news may have some unforeseen consequences for church health facilities. I hope that MCN health facilities will be able to work with the government health services to improve the health of the populations they serve.

David Laycock reminded us in his opening devotions about how the work of NHCP can and does follow Jesus's example. Thanks to all for making the past year a good one.