

ZAM/035/0032/1

12/11/89

ZAMBIA ASSOCIATION FOR RESEARCH AND DEVELOPMENT

P.O. BOX 37836

LUSAKA ZAMBIA

MINUTES OF THE 3RD GENERAL MEETING OF ZARD HELD ON 12TH NOVEMBER 1989 AT THE ADULT EDUCATION CENTRE, LUSAKA AT 10.10 HOURS

REGISTRATION:

<u>1.</u>	<u>PRESENT</u>	<u>BOX</u>	<u>TEL. NO.</u>
1.	Ms Sara H. Longwe	37090, Lsk	229531
2.	Ms Ruth Sule	37690, Lsk	229531
3.	Dr. Connie Osborne	37837, Lsk	278316/263961
4.	Ms Angie Chitambo	32379, Lsk	213221/1272
5.	Ms E.W. Mwenesongole	310011, Lsk	290145 (Home)
6.	Ms Agnes Musunga	50268, Lsk	222405 (Office)
7.	Dr. Helen Ware	35395, Lsk	229372/3 (Office) 264371 (Home)
8.	Ms Beatrice Chileshe	37836, Lsk	223834 (Office) 264015 (Home)
9.	Ms Daisy Chanda	37836, Lsk	-
10.	Ms Mercy Siame	32124, Lsk	227819/20 (Office) 264035 (Home)
11.	Ms Juliana Chileshe	50551, Lsk	
12.	Ms Priscilla Musanya	50288, Lsk	290240
13.	Ms Judith Lungu	32379, Lsk	213221/1790 (Off.)
14.	Ms Regina Shakakata	32379, Lsk	213221/1294 (Off.)
15.	Ms Grace Bwalya	50698, Lsk	251559 (Office)
16.	Ms Muyunda Chilwesa	50015, Lsk	251091 (Home)
17.	Ms Lillian Mushota	31735, Lsk	291502 (Home)
18.	Ms Emmy Mbozi	32379, Lsk	213221 Ext. 1449
19.	Ms Prisca Molotsi	50161, Lsk	216178
20.	Ms Olive Munjanja	50001, Lsk	250508/210469
21.	Ms Freda Luhila	32669, Lsk	227803/4 - 283175
22.	Ms Jo Kaunda	30445, Lsk	261183

APOLOGIES

- | | |
|-------------------------------|-----------------|
| 1. Ms Betty Munalula Kunyanda | Box 50110, Lsk |
| 2. Ms Fanny Siyumbwa Fulilwa | Box 30302, Lsk |
| 3. Ms Bonnie Keller | Box 30788, Lsk |
| 4. Ms Esther Kanduza | Box 32379, Lsk |
| 5. Ms Rita Mwampole | Box 50291, Lsk |
| 6. Ms Dorcas Mbewe | Box 50291, Lsk |
| 7. Hon. Mabel Milimo | Box 310232, Lsk |
| 8. Ms Christine Allen | Box 34235, Lsk |

2. OPENING REMARKS AND MINUTES OF THE 2ND ANNUAL GENERAL MEETING

- Chairperson welcomed those present.
- Members introduced themselves.
- Minutes of the 2nd AGM ~~were not~~ available. The meeting was informed that Ms Maggie Wamulwange, the previous ZARD Co-Secretary, now based in Botswana was holding the minutes. Several attempts had been to try and retrieve the minutes but in vain. Ms J. Chileshe informed the meeting that she will be travelling to Botswana and would contact her.

3. CHAIRPERSON'S REPORT AND DISCUSSION

- 3.1 Copies of the reports were circulated to the members. More are available.

3.2 REASONS FOR NOT HOLDING AN AGM IN 1988

- 1 Inability to have audited accounts. Noted that Ordinary Meeting of 8th October 1989, unanimously agreed to have the meeting with or without the accounts.
- 2 Shortage of a fulltime secretariat.

3.3 OFFICE ACCOMMODATION

Currently the offices are temporarily at NGOCC Bible House. The Chairperson highlighted the reasons for lack of permanent office accommodation which were attributed to the early vacation of previous offices on security grounds and incomplete offices to which ZARD was to move.

3.4 Headed Paper was now available.

3.5 Overall Administration has been difficult due to lack of full time staff. Additions have been made to the ZARD staff. These are:

- Ms Daisy Chanda - Librarian
- Mr. Moffat Tembo - General Worker

Others are: Ms Beatrice Chileshe - Women's Resource Centre Coordinator

Ms Jenah Daka - Office Secretary

3.6 Noted that ZARD now has an Advisory Committee. There has been very poor attendance of meetings by this Committee causing a need to review the choice of representatives.

3.7 PROGRESS ON ONGOING PROJECTS:

Noted that:

1. New names were appearing most on projects which was a good sign.
2. Rate of completion of projects was poor.

3.8 PANEL DISCUSSION

ZARD has had 2 successful ones on the Inheritance Bill - successful as the Bill is now a law.

3.9 INTERNATIONAL WOMEN'S WEEK

Discussed "Food Security and the African Woman" as suggested by FEMNET.

Also participated in the National Women's Day on 23/03/89.

Also presented slogans in Times of Zambia and Daily Mail.

3.10 MEMBERSHIP

On paper membership was good but in action its very poor.

3.11 FREQUENCY OF MEETINGS

12 Ordinary Meetings have been held in the last 2 years. Attendance to these meetings has been poor. The Coordinating Committee held monthly meetings. However the Projects Committee had problems and did not hold as many meetings as required.

3.12 VISITORS

There have been several visitors but unfortunately most members only heard about the visitors after they ~~heard~~ left.

3.13 PUBLICATIONS

(See list in report)

3.14 Finally the Chairperson thanked all members of ZARD for their support especially those that had been in the Executive Committee with her.

QUESTIONS ON CHAIRPERSON'S REPORT

Item 1 - On the issue of accounts, the reply differed to the Treasurer's report.

Item 2 - There's no hope of accommodation until perhaps February/March next year. Rent will be K12,000 per month (3 rooms). ZARD has paid K50,400 towards the offices to Mr. Mermigas.

Ms Shakakata suggested that the Association could try a house in Kalundu. The meeting however agreed that the location was a too far out of town for most members. Nonetheless details of house were to be given to the incoming Executive.

Page 3 item 2.4 - Ms Juliana Chileshe commended the Executive for now having headed paper.

Page 5 item 3.4 last paragraph - the following questions were asked:

1. Whether this meeting was empowered to review the representation of the Advisory Committee?
2. Page 6 - Workshops and Seminars - Do we have available reports?
3. What were the reasons for ZARD not holding workshops and seminars in the past 2 years?
4. Page 9 - membership. Why has there been poor attendance?

ANSWERS

1. Informed by Ms Chileshe that representation was being reviewed. The report will be made to the next ordinary meeting.

2. There were reports available at the office for those interested.

Noted that the Chairperson had omitted an Appendix on the list of workshops/seminars which members have attended. In future ordinary meetings will announce reports.

3. The Executive has tried, 2 workshops were to be held on Research Methodology, but funds could not be obtained. In future workshops which need funding would have to be made well in advance. It was suggested by Ms Musanya to workout projects well in advance.

4. TREASURER'S REPORT AND DISCUSSION

- 4.1 The Co-Treasurer, Ms R. Sule, reported on the income and expenditure account from January 87 to 31st March 1989.

1. Unfortunately the report was still in draft form. The typed form was to follow.
2. Noted that the "Notes to ZARD Accounts - 31st March 1989" had been prepared by Mr Sianjibu and distributed to members at the meeting. Ms Sule was very unhappy with the report and intimated that the accounts may need to be redone.

The meeting was informed that the Executive Committee at its last meeting (07/11/89) had agreed to utilise the office Secretary as a book keeper.

COMMENTS AND QUERIES ON TREASURER'S REPORT

1. Requests for statements throughout the 2 years period had been poor. Ms Molotsi highlighted the need for the office to chase up statements.

Her Excellency Dr. Ware proposed that we have the recent Bank statements at the next ordinary meeting.

2. It was noted that Mr. Sianjibu was only a part time worker. It was unfortunate that he had done a very poor job.
3. ZARD needed financial guidelines from the professionals.
4. It was intimated by Ms Shakakata that the financial misadministration had been a learning experience. She also apologised on behalf of the Executive to the new members.

5. It was reported by the outgoing Chairperson that there was no question of misappropriation of funds as all the files with the project funds were available at the office.
6. Ms Molotsi proposed that in future we look at our women accountants and other professionals should we need any advice on many issues.
7. The meeting was informed that all donors have been furnished with statements of expenditure and copies of these are available at the office.
8. Agreed that we do not accept Mr. Sianjibu's report on the accounts.
9. The accounts needed to be in a way that they would be accepted to the auditors, in this case Coopers and Lybrand. To this end the Treasurer was mandated to withdraw the accounts and have someone else work on them.
10. Agreed to review at a meeting to be held Saturday 13th January, 1990 to cover the period from April 1986 to 31st March 1989 and there after just an income and expenditure account to mid January. The accounts would be submitted for audit thereafter.

5.

CONSTITUTIONAL AMENDMENTS

5.1

The following proposals for amendment to the Constitution were made:

- (i) Article 1 (on women) to be included at the end of ZARD.
- (ii) Article iiib to include other projects or activities on women, in addition to research.
 - (f) ZARD projects shall be carried out by ZARD members only, except when it is necessary to sublet the projects.

7/...

- (iii) Article V (b) The Co-ordinating Committee shall comprise of the Chairperson, the Vice - Chairperson, Secretary, Treasurer and two Co Committee members.
- (iv) Article IV (e) The Association shall have branches throughout Zambia as need arises.
- (v) Article VI (d) The Chairperson, the Executive Secretary and the Treasurer shall be responsible for withdrawing funds from the Association's bank account. The panel system of signatories be removed.

(b) Two signatures shall be required for any withdrawal from the account.
- (vi) That article VI (d) (iii) be removed.
- (vii) Article VII Project Committee. That the Project Committee will no longer be there. In its place an Ad hoc Committee shall be established for each project proposal. The Committee shall comprise of the Co-ordinating Committee members plus some co-opted members to carry out the duties specified under article VII.
- (viii) Article VIII include (c) members of the Co-ordinating Committee shall not serve as office-bearers for more than two consecutive terms in succession in the same capacity.
- (ix) Article XII (ii) include: If both the Chairperson and the Vice Chairperson are not present the members present shall elect one member to chair the meeting.

(b) (iii) The quorum for each Ordinary Meeting shall be not less than six paid up members.
- (x) Article XII include (e) The books of the Association shall be audited by Coopers and Lybrand.

(xi) Article XV

a) This Constitution shall not be amended, except at a General Meeting or an Extra-Ordinary General Meeting and such amendment shall not be valid unless not less than two thirds of those members present vote in favour of the amendment proposed.

b) An amendment to this Constitution may be proposed by any member of the Association and be notified to the members two months before the date of the Annual General Meeting at which it is to be considered. The meeting resolved as follows: that:

(i) Article VII Project Committee remain but be modified as follows:

- item c1 - to be reduced to three members.

- c (ii) To be reduced to one representative

- c (iii) to remain as it is

((ii) Article XI item, c (ii) The quorum for each meeting shall not be less than three members one of whom must be from the Co-ordinating Committee.

(iii) Article 1 "on women" was not necessary.

(iv) Article III b and f amendments were approved.

(v) Article V (b) the recommendations were adopted.

(vi) Article IV e was approved with the deletion of the phrase "as need arises" and the inclusion of the phrase "Lusaka will be the headquarters".

- (vii) Article VI (a and b) the proposals were adopted.

The removal of panels for signatures was adopted.

In addition Article 6 e be shifted to be put under the above item on signatories.

The typographical error on PPage 3 item 6 (b) to read 6c and 6c to become 6d and 6d becomes e.

- (viii) Article VII was already dealt with

- (ix) Article VIII was adopted with addition of C.

- (x) Article XI (ii) was adopted with the provision that "such a person shall be from the Executive".

Article XI (iii) referring to the Ordinary Meeting quorum to be reduced to six was approved.

- (xi) Article XI part 2 to stand out on its own Article 3 becomes 4 etc.

- (xii) Article XII was approved subject to the deletion of "Coopers and Lybrand" and substituted by shall be audited by qualified public accountants approved by the Association.

Article d on the financial year was changed to 1st January to 31st December.

- (xiii) Article XV a and b was replaced by the proposed amendment which was adopted.

- (xiv) XVC had an addition of "proposed amendment" and "forthwith" was deleted

5.2 Proposed Policy Guidelines for ZARD Research Projects and Commissioned Projects.

The following Guidelines were approved by the meeting; The Role of the Project Committee is to approve projects which must;

- 5.2.1 a) fall within the ZARD Aims and Objectives as stipulated in the Constitution.
b) be of significance and importance to the community at large.
- 5.2.2 Seek funding for the approved projects if and when necessary. Also determine the period within which expenditure shall be accounted for each project.
- 5.2.3 Monitor and Evaluate progress on the projects. The Committee shall also specify the frequency of progress reports for each project.
- 5.2.4 Report to the Ordinary membership and Coordinating Committee on the activities of the Committee.
- 5.2.5 Decide on the distribution list for the final report on each project.
- 5.2.6 Approve the dissemination mode for the research findings e.g. workshops, seminars, publication etc.
- 5.2.7 Suggest follow-up on each project.

6. ANY OTHER BUSINESS

- 6.1 Question arose if ZARD was satisfied with the affairs of NGO/CC. Informed that last NGOCC AGM was held in March 1989 and there was no ZARD representation.

Ms Beatrice Chileshe felt that the fault of representation was with the NGOs themselves.

- 6.2 Ms Regina Shakakata thanked the out-going Executive members.

6.3 Subscription was changed to: Individuals K50
Institutions/
Organizations K500

7. ELECTIONS

NEW EXECUTIVE COMMITTEE

Chairperson	-	Priscilla Musanya
Vice Chairperson	-	Juliana Chileshe
Secretary	-	Fanny Fulilwa-Siyumbwa
Treasurer	-	Ruth Sule
Committee Members	-	Angie Chitambo
	-	Mercy Siame

PROJECTS COMMITTEE

Connie Osborne
Regina Shakakata
Emmy Mbozi

CHAIRPERSON.....

SECRETARY.....

DATE:

DATE: