

Zam/034/0014/18

15/11/89

MINUTES OF STAFF MEETING HELD ON 15TH NOVEMBER, 1989.

Present: Comrades Barbara, Angela, Themba, Mmabatho, Benard, Tsotsobe, Desmond, Nyembezi, Vuyani and Ben.

Apologies: Comrade Patricia

Absent: Comrade Willy.

Agenda.

- 1) Minutes and matters arising.
- 1) introduction of Papa.
- 2) administration (Research and documentation)
- 3) News Letter.
- 4) AOB

Matters arising.

*Mmabatho to follow up the issue of lending book.

*Vuyani to write to P.Fitzgerald in connection with the equipment loaned to the USSR Cultural Services.

*Meeting informed that in the event of a person being away for a month and more his/her monthly allowance will have to be returned to the regional treasury.

*With regard to transport, it was reported that a follow up was being made with the TGO.

*The graphic artists were requested to extend their cleaning area to cover the stair cases.

*The graphic artists were also asked to have their working programme ready by the end of the week on which the meeting was held.

*They were also asked to ensure the return of the posters which had been borrowed by the youth to pyongyang. A letter was to be written in this connection.

*Benard and Tsotsobe are due to go to Mzilikazi and were urged to get visas early through the Zimbabwean High Commission.

*Com. Victor Moche promised that the seminar report will be ready by Friday 17/11/89.

Amandla

*Comrade Papa was introduced as the new Amandla liaison officer who

will handle all matters relating to the group with the assistance of the DAC.

*Com Ben was requested to brief him on issues that are to be followed up immediately and the rest of the members would take time to brief him about others matters relating to the department's workings.

*Others issues including Comrade Skhulu's coming would be discussed on his arrival.

Administration and Personnel

*It is proposed that since Gwen may leave at any time, either Com. Ben or Nyembezi should under study her to ensure continuity. This matter is to be further discussed.

* Com. Ben to assist Com. Barbara with following up matters, drafting of letters and attending to correspondence.

News Letter

News Letter Comm. had met and agreed on following:

*Dates of release of News Letter would change from time to time.

*News letter would be twelve paged.

*Tentatively to be distributed on 1st day of the month.

* And also assigned duties to each member of the committee.

The staff meeting proposed that for the start, the News Letter should be reduced from 12 pages to a smaller number and that in general its release should be determined by the amount of material available.

-Com. Papa has not yet decided where he was going to stay but he has many offers. He was advised to opt for either Chilenje, Woodlands or Emmasdale

-Com. Vuyani reported on the course in London.

*The Course was quite interesting and useful.

*He requested the Dept. to give him a chance to practice since this is essential.

*He was not very happy with excell-spread sheat.

-The Dept. has no problem with Com. Vuyani taking off time within his available time. Dept will certainly have to be flexible.

-We should continue assisting other Depts. with our available technical equipment. However these Depts should make available all the other necessary material like paper.

-Com Mandla Langa gained quite a lot from the London course but may not be able to use the knowledged gained since the materail he has is different

from those used in the course.

-We need to find out from Parick what happened to the money for the coolers.

-The meeting adjourned at 12.47