



Restoring Hopes, Inspiring Actions, Transforming Lives !!!

CARD Board of Director's Minutes of the Meeting held on April, 15th, 2018, Under the Mango Tree, in the ECSS Diocese of Wau, South Sudan.

Attendance	Silvano Wudo Pamcrasio, Mary Achol Awuntoch, Rev, James Baak, Rt.Rev. Micheal Deng Kutpiny, The Most Rev, Moses Deng Bol, Rt. Rev, Peter Yuol Gur, Rev. James Baak, Rev, Andrew Apiny Macham and John Lual Garang
In attendance	Rev, Capt, Paul Lueth Kat & James Garang Akoon
Absent with Apology	Rt. Rev, Abraham Yel Nhial, Rt, Rev, Abraham Ngor & Rev. Joseph Makuach Beck
Absent without Apology	Rev. Peter Garang Deng Adit & Ferdinand Von Habobwrg
Meeting Chaired By	By His Grace, Archbishop & Bishop of Wau, Moses Deng Bol
Minutes recorded by	Rev, Andrew Apiny Macham

Agenda	Deliberation of the agenda of the meeting.	Action Point
Introduction	All members of the board Introduced themselves and became familiar With each other by names	
Prayer	The meeting was officially opened with the word of prayer by Rt. Rev. Bishop Michael Deng Kutpiny	
Presentation of narrative reports: Andrew Apiny	<p><u>1. Food Security and Livelihood (Emergency Relief Response).</u></p> <p>Emergency Relief response: Donor NCA & Barnabas Fund Emergency Relief Food Assistance to vulnerable was funded by Norwegian Church Aid for 8 months, The project was aimed to improve emergency relief food assistance to most vulnerable</p>	In the next meeting there is need to present narrative report



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	<p>groups and people with disabilities IDPs who came to the camp as result of tribal conflict and settled in five collected sites in Wau. The target numbered supported by the project was 3500 individual which included Elderly, lactating mothers, pregnancy women, orphans & people with disabilities.</p> <p><u>FOOD SECURITY AND LIVELIHOOD ACHIEVEMENT</u></p> <ul style="list-style-type: none"> ➤ Identification, Selection and Registration of vulnerable group's 3500 individual was done in closely with project stakeholders on the ground in five collected sites; Hai Masna, Nazareth Lokoloko, St. Mary Catheral and St. Joseph IDPs respectively. ➤ The type and the amount of food distribution to vulnerable groups in details are as follow: Sorghum, groundnut, dry fish, Rice, cooking oil and salt. Each beneficiaries received 4kg of sorghum, 4kg of Rice, 8kg of groundnut, 500gm of salt, 1liter of cooking oil, 1kg of dry fish for the period of the project. <p>In-Kind support from Barnabas Funds and HART Through ECSS Diocese of Wau.</p> <ul style="list-style-type: none"> ➤ The Episcopal Church of South Sudan, Diocese of Wau, through helped from her partner Barnabas Fund and HART has donated food aid to CARD 530 bags of sorghum of 90kg to support internal displace persons. It was distributed to vulnerable groups in various collected sites; Hai Masna, Nazareth, Lokoloko, St. Mary Catheral and St. Joseph IDPs respectively. 	<p>along with pictures</p>
	<ul style="list-style-type: none"> ➤ Emergency in Education: Donor UNICEF 	



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This project was funded for 3 months by UNICEF to provide emergency basic education services to vulnerable IDPs children affected by conflict in Western Bahr el Ghazal; project was aimed to Increased access to primary education for displaced children in Hai Masna collect sites.

Education Achievement

- Recognition of Piantok Primary school for their outstanding performant. Recognition ceremony was organized in collaboration with UNICEF and state ministry of education; Radio Talk show was done. Teachers were awarded teacher's bags as part of teacher's motivation.
- Provision of school learning materials in various schools such as Adet, Bilpam, Piantok, New Sites, Masna Talip, Baryar, Alelchok primary school, each school received 5 cartons of students kits, 2 cartons teachers kits 5 bags except Piantok primary school which received 8 cartons of students kits, 2 cartons of teachers kit 2 pcs of rulers and 22 pcs of small bag for teachers reason being the best school of the year 2018.

Community mobilization& sensitization on education or back to learning campaign

- 3 community awareness campaign on child mobilization to education or back to school were conducted in Masna IDPs camp to let the community send their children specially girls to school

Provision of teaching and learning Materials



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	<ul style="list-style-type: none">➤ 21 text books, 44 pens(22red & 22 blue), school register book and exercise book for teachers lesson plan were purchased and distributed to the teachers in Masna IDPs School <p>Provision of school furniture, renovated school and project visibility</p> <ul style="list-style-type: none">➤ Renovation of school Masna Talip Primary school, corridor, wall plate, windows and doors and roofing two class rooms and teaching staff office completed.➤ Printing T-shirts for stakeholders: 40 T-shirts were successful printed and distributed to project stakeholders which include, PTA, Teachers, and education partners.➤ Provision of schools furniture; 100 benches, 10 chairs, 1 table and 1 school bookshelf were delivered to support Masna Talip Primary school➤ Provision of food aid to teachers for period of 3months as alternative for teachers incentives (Hai Masna collective site)➤ Provision of 2 cooking saucepans big size to Masna Talip primary school (IDPs) <p>Teachers' and PTAs' Capacity building.</p> <ul style="list-style-type: none">➤ Formation and training of PTA; PTA was formed and 17 members of PTA were trained in Hai Masna Talip Primary school (2days PTA Training)➤ Induction training 13 IDPs Teachers were trained in Hai Masna Talip primary school (3days induction training)	
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	<ul style="list-style-type: none"> ➤ Organized match between host community residing Hai Nazareth and IDPs residing in Hai Masna collected sites, the two different team were given 8 balls, 4 footballs, 4valleyball after the match. <p>School need and baseline assessment</p> <ul style="list-style-type: none"> ➤ UNICEF- CARD school need assessment CARD in collaboration with UNICEF Wau zonal office education department carried out a school need assessment in 73 schools within Wau Municipality in November, 2017. ➤ CARD in collaboration with WFP and AFOD carried out 16 days school baseline assessment and De-worming in November 2017. The assessment covered 39 schools but it was targeting 41 schools in former Jur River county and Wau Municipality 	
	<p>2. WASH (Water, Sanitation and Hygiene Promotion): Donor NCA</p> <p>NCA supported CARD only with WASH materials only to distribute to beneficiaries who were identified in different collected sites and had challenged with sanitary pads particular young girls and young women, there was no financial support to this project received from NCA.</p> <p><u>WASH Achievement</u></p> <ul style="list-style-type: none"> ➤ Distribution of sanitary pads was done in 5 collected sites: in Lokoloko 27 adolescent girls received dignity. Sanitary pads meanwhile in Nazareth 22 adolescent girls received sanitary pads, in Hai Masna, 54 vulnerable person with disabilities received collapsible water jerry 	





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	<p>can, while in St. Joseph, 126 adolescent girls received sanitary pads, 38 lactating mothers received collapsible water jerry cans and 23 pregnant women received mosquito nets.</p> <ul style="list-style-type: none"> ➤ Formation of school hygiene clubs and pupils training in general hygiene practices and personal hygiene promotion in Masna Talip Primary school was carried out. ➤ Community need assessment on (WASH) was conducted in former Jur River County, the assessment team assessed 64 boreholes all of which were found broken down and need repaired. 	
<p>Activities planned but not yet funded</p>	<p>3. Future Activities planned with UNICEF 1 year</p> <p>Programme Output 1: Improved quality of education through enhanced literacy and numeracy skills and life-skills and building resilience of conflict affected children, adolescents/youth, aged 3-18.</p> <ul style="list-style-type: none"> ➤ # of schools provided with facilities such as 10 kitchen, 10 food storages in 10 schools in Jur River county and Wau municipality. ➤ # Provision of gender segregated WASH facilities (including water points and 10 block of latrines equivalent of 60 stances in 10 school in Jur River County and Wau Municipality) for ensuring their eligibility to receive WFP's assistance under the school feeding programme. 	<p>Andrew Apiny is Developing Education project proposal with UNICEF</p>



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	<p>Programme output 2: Out-of-school children, IDP and host community children, adolescents/youth, aged 3-18 years, have equitable access to safe and protective learning opportunities</p> <ul style="list-style-type: none">➤ # of ECD caregivers trained on classroom management and use of improved ECD kits➤ # of newly recruited teachers/volunteers (Primary and ALP) provided with induction training on EiE and basic teaching methodologies➤ # of primary schools and ECD teachers trained on Life-skills and peace building to build resilience among conflict affected children➤ # of PTA members trained on school management and development and implementation of school development plans.➤ # of School Inspectors/ Supervisors trained on supportive supervision and monitoring of quality education. <p>Programme Output 3: Improved recovery and resilience capacity among children by linking education with child protection services and psychosocial support to children and adolescents/youth including survivors of gender-based violence, aged 3-18 years.</p> <ul style="list-style-type: none">➤ # of children and adolescent clubs established and supportive➤ # of events for peace building, sports, drama and other recreational activities conducted➤ # of drama activities conducted through peace league or during UN days or other celebrations➤ # of establishment of school health club, hygiene clubs and training	
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	<ul style="list-style-type: none">➤ # Conduct peace co-existence community workshop <p>Programme Output 4. Of children and teachers who received essential teaching and learning materials, including textbooks and other supplementary reading materials in mother tongue and English.</p> <ul style="list-style-type: none">➤ Provide recreation kits per school➤ Provision of school learning materials, pens, exercise, pencils, chalkboard, writing chalks, desk boards and textbooks➤ # of children and teachers who received essential teaching and learning materials, including textbooks and other supplementary reading materials in mother tongue and English. <p>Programme Output 5: Increased Food Security and Sustainable Livelihoods for primary school education in Jur River County, WBS.</p> <ul style="list-style-type: none">➤ Land clearance & preparation & Training in horticulture training➤ Procurement and distribution of Vegetable seeds agriculture input tools to school gardens➤ Training on trees plantation and management <p>Programme Output 6: Piloting live fencing for Out-of-school children, IDP and host community children, adolescents/ youth, aged 3-18 years to have equitable access to safe and protective learning environment</p> <ul style="list-style-type: none">➤ Purchase of seedling for Construction of school live fencing	
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	<ul style="list-style-type: none"> ➤ Training in seedling transplantation and management ➤ Trees plantation in school compound, and in school garden for conducive learning environment ➤ Training and formation of tree planting and management committee 				
Financial Reports	4. Financial Report (Education Emergency Project)				
	income for the Year 2017-2018		Items/Activity Description		SSP
	Agreed budget	Actual spend	Social Mobilization back to school campaign		140,000
	5,162,560	5,162,560	Establishment of Temporary Learning Space		1,079,000
			Provision of school Furniture's		1,333,000
			Teacher's Training		108,000
			ALP training		351,000
			Program staff & Admin Staff		385,800
			Formation of PTA and capacity building		205,800
		Standard activity: In-country management & supports staff (3) pro-rate to their programme (representation, planning, coordination, logistics and admin, finance)	750,960		



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			standard activity: planning, monitoring, evaluation & communication (4), pro-rate in their contribution to the programme	267,000	
			Standard activity (office space, equipment, office supplies and maintenance	542,000	
			Total	5,162,560	
5. Financial report (Emergency food Relief Assistance)					
income for the Year 2017-2018		Items/Activity Description		SSP	
Agreed budget	Actual spend	Sorghum		3,728,782.95	
9,412,581.19	9,412,581.19	Groundnut		474,342.12	
		Dry fish		362,344.68	
		Rice		1,500,000	
		project awareness creation, stakeholders monthly meetings, resources mobilization		545,285	
		Programme staff & Admin Staff		2,004,478.11	
		Equipment, communication and supplies		797,348.33	
		Total		9,412,581.19	



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6. Challenges or constrains during project implementing period

- Sanitary pads were not enough for target groups, hence some vulnerable groups missed out due to inadequate of sanitary pads.
- The beneficiaries didn't received the same amount of food they received in the first distribution due to budget constraint
- The market price inflation have made it too difficult to meet the target plans and target groups due to high price of food commodities in the market keep on increasing on daily.
- The IDPs Teachers usually left schools before departure time, because they claimed that they are teaching voluntarily , they have to leave early to go and do something to put on the table in the evening
- No project running as per now though it made so difficult for CARD to meet its' target program plans and to maintenance administration staff.
- CARD had conducted WASH assessment of which 64 Hand pumps were found broken and need to be repaired but due to financial challenge, there was no action taken to address the issue.



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<p>Board of Directors</p>	<p>Board of Directors shall remain 11 and Executive Director as Ex-official. It was agreed in the board of directors meeting, that 11 persons shall constituted the board of directors and executive director will be ex-official. Archbishop & Bishop of Wau Moses Deng is the Chairperson of the board and deputized by the Dean of the province Bishop Abraham Yel as the Deputy chairperson of the board of directors.</p>	
<p>Lobbying for funding</p>	<p>expand activities to other location will require lobbying for the fund Andrew Apiny explained to the board of Director members the reason why CARD is not operation in other locations, is due to insufficient funds. CARD capacity financial is still very low, The organization as of now couldn't be able to achieve its objectives and expand it activities to other areas however, there is planning underway to other expand to other areas as soon as fund are available</p>	<p>The board members suggested James <u>Baak</u> To lobby for the funding to support organization's programmes and look for funding opportunity and share with Andrew Apiny</p>



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<p>Appointment of Diocesan Development Coordinators in respective Dioceses</p>	<p>Appointment of Diocesan Development Coordinators by Diocesan bishops</p> <ul style="list-style-type: none"> ➤ The board of directors agreed that each Diocesan Bishop will appoint dedicated Christian, qualify person development coordinator who will work closely with Andrew Apiny. ➤ It was agreed that the person will work voluntary for now until CARD get project for that location. Matter arise in midst of discussion was qualifications and experiences of diocesan development coordinator. ➤ It was agreed that should CARD get funding for that location the person will be recruited official on the based on his/her qualifications and experiences but if the person is not qualify for the post he/she will not be left out but will put where he/she fit well. ➤ It was also agreed that the Development coordinators should start attending NGO coordinating meeting in states and lookout for call for project proposal and share with Andrew to develop project proposal 	<p>Diocesan Bishops to appoint Diocesan Development Coordinator who work with Andrew in their respective dioceses</p>
<p>• Thematic areas</p>	<p>Organization thematic areas of focus</p> <p>In the meeting, the board of directors have come up with the follow programmes as focus areas of organization.</p> <ul style="list-style-type: none"> ➤ Peace Building and conflict Transformation ➤ Emergency Relief ➤ Food Security and Livelihood ➤ Education ➤ WASH (Water, Hygiene and Sanitation) 	



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AOB	<p>Organization sustainability: it has been suggested by the member of board of directors that organization need to have reserves plan policy to ensure the stability of the mission, programs, employment, and ongoing operations of the organization and to provide a source of internal funds for organizational priorities such as maintaining the administrative staff, program opportunity, and capacity building and to support the goals and strategies of organization operational plans and organization sustainability.</p>	<p>Executive Director to come up with some action plans designated some funds to maintain ongoing operations and programs measured.</p>
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Closure of the meeting: Since the agenda for the meeting were thoroughly discussed by the members of the board directors, the meeting was officially closed with the word of prayer while standing and holding hands together.

Adjournment for the meeting: The next meeting for the Board of the Directors will take place in April, 2019, in the ECSS Wau Diocese, South Sudan however, emergency meetings are allowed to be call anytime if needed.



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Adoption of the minutes of the Board of Directors meeting: This minutes of the board of directors meeting held on the 15th of April, 2018 under the Mango Tree in the ECSS Diocese of Wau South Sudan is hereby adopted by the members present during the board of Directors meeting. The agenda and views recorded here were exactly items, opinions, suggestions which were specifically mentioned during discussion and were agreed by the members. Hence the members expressly agree with the contents of this document in English and accordingly and do hereby agreed to be sign by the chairperson of the Board of Directors on behave & Secretary General of the Board of Directors.

Chairperson of the Board of Directors
His Grace, Archbishop & Bishop of Wau
Rt. Rev. Moses Deng Bol

Signature: _____

Date: _____

General Secretary of the Board of Director
& Executive Director
Rev. Andrew Apiny Macham

Signature: _____

Date: _____