

MINUTES FOR VTT ANNUAL GENERAL MEETING
SATURDAY 21st May, 2011

The meeting was held at St. Paul's Church Centre, Rossmore Road, London, NW1 6NJ

Trustees Present:

Bertie Woolnough (Chairman), Michael Woodley (Treasurer), Wendy Best, Fahmida Begum, Margaret Hakim, Mokhtar Hossain, David Newell, Ben Clackson (Secretary).

20 members and supporters were also present.

In Attendance:

Brian Woodgate (Administrator)

Apologies:

Dr. Bryan Whitty, Philomena Commons, Catherine Hall. 35 members and supporters.

<u>ITEM</u>	<u>DETAIL/DISCUSSION</u>
1	<p>Welcome</p> <p>The Chairman welcomed all present.</p>
2	<p>Minutes of the AGM held on Saturday 22nd May 2009</p> <p>The minutes were agreed as a true record.</p>
3	<p>Chairman's Report</p> <p>Chairman thanked everyone for another successful year of fund-raising.</p> <p>He reported a number of developments at CRP summarised by Valerie in a recent email:</p> <p><u>New CRP staff members.</u></p> <ul style="list-style-type: none"> * The new Executive Director. Major General (retd) Shafiqul Islam joined CRP on 24th April, 2011 and has made an energetic start. * The new Director of Human Resources and the new Publicity Officer (both replacing previous staff members) are due to commence work at CRP on 1st June, 2011. * A new Income Generating Activities (IGA) Officer has been selected but will be joining at a later date. <p><u>Divisional Treatment / Rehabilitation Centres</u></p> <p>These will address the pressing needs countrywide for dissemination of services away from Dhaka. As CRP continues to train more health care professionals, the relevant personnel to staff these facilities will be forthcoming. The aim is to make the individual Centres financially sustainable and will also involve local fund raising.</p> <ul style="list-style-type: none"> * Chittagong. Since 1st February two CRP therapists have commenced work in Kalurghat, Chittagong in buildings and on land leased, free of cost, from the AK Khan Foundation. The Foundation has a disused building of 14,000 square feet on the property, which will be renovated to accommodate the multi-disciplinary services CRP plans to provide for the area.

* Moulvi Bazar. Since 1st April two CRP therapists have commenced service provision in a rented flat in Moulvi Bazar town. The Government of Bangladesh has offered to sell CRP a piece of land in the town where an eventual permanent base for this work can be created. CRP is currently looking into the feasibility of this. This is the Centre for which Peter Donnelly is raising funds in his "Rolling Back Home" project, a journey taking him overland from CRP to Liverpool.

* Rajshahi. Hosneara Begum and her family have offered to donate a small piece of land in the centre of Rajshahi town for the creation of a divisional centre.

* Khulna. CRP has had a long standing relationship with the Rotary Club in Khulna and continues to pursue possibilities for collaboration with them.

Sub-centres.

* CRP-Gonokbari has an expanding training programme for industrial sewing machine operators supported by Marks & Spencers in addition to a similar project funded by the International Labour Organisation. As a large portion of the land is still unused there is great scope for further development of other IGA projects such as expansion of a social business for manufacture of wheeled mobility aids.

* CRP-Manikganj. The land was donated by Mrs Raihana Mahub, and recently CRP has been invited by the Government of Bangladesh, Social Welfare Ministry to apply for funding for the creation of a vocational training / rehabilitation centre. The vocational training facilities at Savar are too small and congested and a larger site is required where more options for training can be offered to more people with disabilities.

Bangladesh Health Professions Institute, (BHPI).

* The CRP Nursing Institute plans to upgrade the present nursing Diploma course to a Degree course. This is necessary to enhance the recognition and standing of the nursing profession in Bangladesh and at the same time providing a higher quality of nursing care.

* The Prosthetics and Orthotics (P&O) department continues to pursue the creation of a Diploma course in Bangladesh. Currently CRP sends its trainees to South India and Vietnam for training.

* CRP continues to pursue the commencement of a Masters in Rehabilitation Science course at BHPI hopefully with the financial support of the SAARC Development Fund. A special advantage of this plan is that it is accessible to different health professions and open to students from the SAARC member countries.

Preparations for the creation of a Regulatory Body, possibly referred to as the Bangladesh Health Professions Council, need to be finalized to preserve high standards and protect the separate professions and their membership.

Increased facilities:

* CRP's new Speech & Language Therapy (SLT) department is almost complete. This will be the first of its kind in Bangladesh, accommodating the first group of SLTs to be trained and qualify with a B.Sc. degree in the country. Their service has been running since last July in make-shift rooms. It is hoped that the Foreign Minister of the Government of Bangladesh, Dr Dipu Moni will officially open the department on 11th June, 2011 in the presence, amongst others, of the donors of the building.

* The extended therapy department on the first floor is also nearing completion and will be officially opened by the donor Dr Mahmudur Rahman in the near future.

* Funding from the Australian High Commission Aid section has been secured for the expansion of the paediatric department enabling 30 mothers and their cerebral palsy children to be treated at one time rather than the present 21.

* Additional vehicles. 8 assorted used vehicles have been offered to CRP by the British High Commission. If problems of tax and customs duties can be overcome, the extra vehicles will be most valuable as CRP's work spreads further across the country.

	<p><u>Visiting volunteers:</u> At present there are 14 volunteers visiting CRP from 4 different countries (the UK, Australia, Japan and Germany) from different backgrounds, including nursing, counseling, physiotherapy, occupational therapy, speech & language therapy. At the end of May a small team of spinal surgeons from Spain will make a return visit to CRP and assist CRP's surgeons to perform 10 spinal operations.</p> <p>In the UK, the Chairman reported that work was under way to update and improve the VTT website and to send round news flashes by email in between the two newsletters we distribute each year. The Trustees have also looked during the year at how we operate as a Charity with a view to extending the network of Regional Co-ordinators.</p>
4	<p>Annual Report</p> <p>The Secretary explained that the Draft Annual Report had not yet been sent to the Charity Commission and invited comments and corrections from the floor.</p>
5	<p>Treasurer's Report</p> <p>Copies of the Draft Financial Statement and notes had been circulated at the start of the meeting and the Treasurer drew attention various points. Expenditure was still only 3% of Income, divided roughly equally between Fundraising expenses and administration. The global extent of our Restricted Funds was illustrated by a later from an Australian donor which referred to training in Speech and Language therapy particularly for the deaf about to be given to a CRP staff member in Australia.</p> <p>The Treasurer remarked that the Trust's Income in 2010-11 had been much helped by two fund-raising visits by Valerie in 2010. Given that we do not expect such visits in 2011 and that we shall lose transitional Gift Aid relief resulting from the fall in the Income Tax rate, it will require a lot of fund-raising effort to maintain our income in 2011-12.</p> <p>A supporter asked why the money sent to CRP had fallen from £125,000 to £98,000 this year. The reply was that the timing of transfers was influenced by factors such as Government of Bangladesh authorisations, but that a further £30,000 would be transferred later this month.</p>
6	<p>Presentation By Returned Volunteers</p> <p>Neil Roberts (Occupational Therapist) and Grace Shepherd (Physiotherapist) gave an inspirational combined presentation about work they had done at CRP last year as final year placements for their courses at York St John and Birmingham Universities respectively.</p> <p>Both volunteers had become involved in a wide variety of activities outside their particular designated roles. Neil is an athletics coach and had helped with javelin, shot put and discus. Grace had got involved with wheel-chair basketball, ping pong and weight lifting. She had particularly enjoyed her work with children in the Paediatric Unit. Both volunteers had seized enthusiastically on research needs, such as on-line literature searches, and welcomed the attention at CRP to evidence-based practice.</p> <p>The presentation concluded with a moving video of Neil's work with one of the Spinal Cord Injury patients, and was enthusiastically received by those present. It was suggested that the video could be useful for fund-raising events.</p>

7	<p>Election of Trustees</p> <p>Catherine Hall had resigned as a Trustee following the birth of her son, and the Chairman thanked her for her contribution right from the beginning of VTT.</p> <p>Three Trustees, Bertie Woolnough, Fahmida Begum and David Newell had stood down at the end of their three year term, but were each willing to stand for re-election. In the absence of other nominations they were declared to be re-elected.</p>
7	<p>Questions</p> <p>The Chairman wondered if next year's AGM would be better attended if scheduled for earlier in the year, but no support for this was voiced so the late May date will be retained.</p> <p>On behalf of the members, the Secretary thanked Bertie Woolnough for all his work this year as Chairman, and thanked Daphne Woolnough for editing and (through her firm Kalka) paying for the excellent Spring Newsletter.</p>
	<p>The afternoon ended with refreshments for members and supporters.</p>