**MINUTES OF GAMCHIX MONTHLY MEETING HELD ON THE 5TH MAY 2019 AT TANGO BUILDING, FAJARA.**

**IN ATTENDANCE**

1. Aisha Saho
2. Amie Njie
3. Emily N. Innis
4. Esther King
5. Fatou S. Secka
6. Marie Ellen Chery
7. Oumie Saine
8. Suun Faye

**Agenda**

* **Post events Evaluation: Training and March past**
* **Fund Raising Event**
* **Familiarization Tour**
* **More members**
* **Financial status**
* **A.O.B**

The meeting started at 5:30pm with a silent prayer.

1. **Post events evaluation:**

Chairperson commended and thanked all members for their collective inputs which resulted to a successful Training and March past in celebration to the Girls in ICT 2019. Undoubtedly, this was another groundbreaking step for the association. Nonetheless, it was unanimously agreed that the following should be avoided in the future;

**On Planning and Time management**

* At all cost, we should avoid last minutes or late decision making especially where concept notes and or letters are to be written and distributed
* Avoid operating without a clear plan/preplan as commitment and time management was really poor. Hence, the association should also work on a **Strategic Plan** with timeframes especially regarding event planning in order to have a clear sense of direction toward achieving our goals. Furthermore, a calendar ought to be used for a clear planning and implementation of such plans, and should be periodically updated and go by.
* Should the association organize a march past in the future, it should not be done too early as Gambians are not good with time

**On Trainings**

* Whether trainings are scheduled for week day or weekends, they should be meticulously planned to avoid low turnout. Furthermore, members ought to properly organize themselves to avoid imposing training responsibilities on just few individuals but rather have members voluntarily conduct trainings with good intentions in order to collectively achieve our long term impact
* Suggestions were made to utilize third parties who are not members of GamChix should the week training not favor members. Also, realistically, we all cannot be present at the training venue/center. And as such, a **Training Calendar** should be drafted for members to preplan in order to avail themselves to the training centers
* Another key point raised was that GamChix’s mandate was to first and foremost train members, then later the community. Hence to avoid not fulfilling this mandate, we should focus more on capacitating ourselves first, then, with the right planning, we can make more impact on the kids. Furthermore, conducting multiple events might not be sustainable as these events are financially draining us whilst our goal of training members first isn’t being achieved. Therefore, it was agreed that members with good command of relevant skills can train fellow members; and this can be done together with the kids without additional expenses such as food & beverage to cut cost and create impact for a general benefit.

1. **Fund Raising Event**

* The association should consider raising funds for sustainability purposes. Hence we could conduct ICT summer camps where people will only pay for the forms; organize ‘ebbeh’ day, movie nights, lunch-on sales etc.

1. **Familiarization**

* GamChix members need to embark on a familiarization tour to institutions for marketing purposes and inform them about our activities as well as sought for potential partnerships
* Appointments to be set up especially with relevant ministries and familiarize ourselves with them. Other institutions might include Youth Empowerment Project (YEP) as well as other relevant stakeholders whose share similar goals as GamChix

1. **Membership**

* There is a need for more active members to come on board. Inactive members should be removed as only a few individuals are putting in efforts. Any interested persons who want to rejoin will now have to pay a registration fee.
* It was recommended that we welcome girls from the android training and Basic ICT training who have shown interests in joining GamChix. For a start they can be exempted from paying monthly
* Also we should engage all trainees to propose the idea of becoming GamChix’s members. GamChix can call for a general meeting with the trainees, UTG Information Technology and Communication Students’ Association (ITCSA) and work on actively collaborating since we have an MOU with them.

1. **Financial Status**

* GamChix had eighty-seven thousand three hundred and eight dalasi (D87,308), of which sixty thousand and ten dalasi (D60,010) was used to fund the training and the march past. Now the outstanding balance as at April stands at twenty-seven thousand two hundred and ninety-eight dalasi (D27,298); excluding the D500 contributions.

1. **A.O.B**

* We should write down possible events we envisage to do in the future and analyze which of these events are feasible.
* GamChix should look into applying for grants. Hence, members who are good at writing grants should assist in doing so to secure funds. All are encouraged to visit grant donor sites such as US embassy websites and see available grants that we can apply for. In this same vein, Suun Faye informed members that she had won a small grant in which she mentioned GamChix as her partner association for the implementation. This without doubt will go a long way in increasing our credibility should the project turn out successfully.
* Another last but not the least proposed idea to raise funds was to print our anniversary booklets in exercise book sizes and sell them in school bookshop.

**Next meeting is scheduled to take place on Sunday 30th of June.**