



August General Meeting Minutes

Date: 30th August 2025 Venue: 75A Pennack Road, London SE15 6DD

Chairperson: Mr A Y Sodengbe

Minutes Taken By: Ms. Siah Boima

Present:

Mr. Sodengbe, Mrs. Ngegba, Mrs. Mafinda, Mr. Max Jimmy, Dr. Ngegba, Mr. K. Tondoneh, Mrs. Spaine, Mr. Sahr Sam, Ms. Pettma Tejan, Ms. Kalay Wattu, Ms. Mabel Sodengbe, Mrs. Sodengbe, Ms. Siah Boima

Apologies:

Mrs. N. E. Tondoneh, Mrs. Saadatu Hashim, Mr. A. Tondoneh, Mrs. Y. Mani-Bayoh, Ms Ezzatu Josiah Mr. A. Mbriwa, Mrs. E. Tondoneh, Ms. Lucinda Allieu, Ms. E. Sam, Ms. Sia Conoh

Meeting Opening

The Chairman welcomed everyone and apologised for the late start. He officially declared the meeting open at 18:35.

Opening Prayer: Mr. K. Tondoneh

Chairman's Report

The Chairman delivered a report focused on unity and collaboration, stressing the importance of rising above differences and focusing on the association's shared heritage. He emphasised transparency, respect, and teamwork in all initiatives. He also highlighted that division hinders progress, whereas unity fosters innovation and trust.

Adoption of Previous Minutes

After confirming the apologies, corrections were made to the previous meeting minutes.

- Motion to adopt the minutes was proposed by Mr. Max Jimmy and seconded by Mr. K. Tondoneh. A suggestion was made by Mr. K. Tondoneh to provide printed copies of the minutes in the future.
- The Secretary noted the cost implications of printing and said it would be considered.

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Constitutional Review Committee Report

The report was presented by Mr. Max Jimmy on behalf of the committee. Key updates included:

- Review of the 2015 constitution to address ambiguities and misalignments.
- Key clauses reviewed included: Objectives, Benefits to Trustees, and Membership Provisions.
- Introduction of strict financial safeguards, including two-factor authentication.

The Secretary thanked Mr. Jimmy and reminded members that a letter had been previously sent to the Constitution Review Committee outlining their terms of reference. She clarified that changes to the *objectives* clause would require formal consent from the Charity Commission, and therefore should not have been reviewed.

Social Secretary's Report – Africana Gala Night Preparations

The Social Secretary reported the following:

- Venue secured; catering and decoration plans are ongoing.
- Members asked about catering quotations. One caterer requested a reasonable amount without stating a price.
- Mr. K. Tondoneh advised the caterer should at least propose a price for negotiation.
- He also enquired about using a hotel venue. Members responded that while hotels are less stressful, they are more expensive.
- Ticket Sales have commenced; 60 tickets distributed.
- Cut-off date for sales: 14th October 2025.
- Decorations a sample cotton fabric intended as a table runner was shown and accepted by members.
- Mrs. Spaine suggested the association create a customised table runner in the future.
- Additional Support the Social Secretary appealed for financial and moral support for the event's success.

Donations Received:

Donor	Item Donated
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Mrs. Sodengbe	6 cartons of Guinness
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Mr. K. Tondoneh	4 cartons of Supermalt
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Mr. Max Jimmy	1 litre of Courvoisier brandy
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Dr. K. Ngegba	1 litre of Jack Daniel's whiskey
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Mrs. M. Mafinda	12 crates of water
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Mr. Sodengbe	10 bottles of red wine (complimentary tables)
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Ms. Siah Boima	10 bottles of red wine (complimentary tables)
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Raffle Prizes (Promised Donations):

- Mrs. Mafinda: Spa facial treatment
- Ms. Kalay Wattu: Item (to be confirmed)
- Mrs. Sodengbe: Item (to be confirmed)

Members are encouraged to sell at least 5 tickets each to support the event.

Financial Report & Membership Contributions

Due to the absence of the Financial Secretary, the Secretary read the report shared on the Executive Forum.

Key Points:

- Membership contributions were reviewed, and members were encouraged to settle outstanding payments.
- Current balance: £2,400

Mediation Update

The Chairman briefed members on mediation efforts with a former member:

- Five conditions were proposed and discussed.
- One suggestion involved redirecting funds to a unified organisation after elections.
- Decision Not all proposed conditions were accepted after thorough discussion.

Safeguarding Report

The Safeguarding Officer reported the following:

- Concerns about member selection and removal from the executive forum were raised.
- Agreement on the need for a safeguarding officer and the adoption of an addendum to the constitution.
- She presented the safeguarding policy, focusing on:
 - Protection of vulnerable individuals
 - Zero tolerance for abuse
 - Transparency and cultural sensitivity
- Plans to implement DBS checks for executives and general members were shared.
- To run an hour training with members of the association.

Project officer report: Not available

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Welfare Report

The Welfare Officer was absent but submitted a report which was read by the Secretary:

- The officer has been actively checking on members regarding health issues and bereavements.
- She has been sending birthday cards.

Ms. Wattu enquired about plans to support the elderly and vulnerable during the upcoming Christmas season.

The Secretary noted that no such plans were mentioned but will document the concern for the Welfare Officer's attention.

Secretary's report

The Secretary reported that the official letter has been finalised and is ready for dispatch to the relevant associations. This step ensures that the association's correspondence remains aligned and that all necessary stakeholders are appropriately informed.

She further noted that the website administrator is awaiting receipt of the signed minutes to proceed with their publication on the official website.

Members were reminded that the approved WhatsApp forum guidelines have been duly circulated. However, the Secretary expressed concern regarding ongoing challenges in the manner of engagement within the forum. Instances of disrespectful communication have been observed, and issues raised are, at times, not being addressed in an orderly or constructive manner.

Members were therefore encouraged to use the WhatsApp forum as an official communication tool of the association and to do so responsibly, with due regard for respect, professionalism, and adherence to the stated guidelines.

General Concerns and Discussions

- Concerns were raised about the **Project Officer's** lack of communication and progress.
- The Chairman mentioned attempts to reach out to executive members who left the forum and explained how unsuccessful his attempts were.

Forum Misconduct:

- Misconduct, abuse, and insubordination on the general forum were addressed.
- It was agreed that formal warning letters should be sent to individuals who breach the WhatsApp guidelines, and final attempt to reach out to executive members who left the executive forum unceremoniously.
- Members agreed on zero tolerance for abuse.
- Decision: The WhatsApp group will be further restricted to admin posts only for two weeks. Other communication will be via email.

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Newsletter Launch

The Chairman presented the association's Newsletter, officially launching it as a communication tool.

- It will serve to disseminate association news and updates.
- The design was completed by the Chairman's son, Dunstan.
- Encouraged members to share their stories, poems and relevant information in the next publication.

Meeting ended with a closing prayer by Dr Ngegba at 20:30

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