

## **POLICY FORUM ANNUAL GENERAL MEETING MINUTES - 21st March 2018**

**Venue: NEW AFRICA HOTEL, DAR ES SALAAM.**

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### **AGENDA**

1. Opening
2. Adoption of agenda
3. Approval of minutes of previous AGM
4. Matters arising from the previous AGM
5. 2017 Annual Report
6. Discussion and adoption of audited accounts FY 2017
7. Appointment of Auditors for FY ending 2018
8. Presentation of Annual Plan and Budget for 2018
9. Election of new Board of Directors and farewell to the outgoing board members
10. AOB
11. Meeting adjournment

### **POLICY FORUM MEMBERS ATTENDANCE**

<b>No.</b>	<b>Name</b>	<b>Sex</b>	<b>Organization</b>	<b>Title</b>
1.	<b>Bakar K.H Bakar</b>	<b>M</b>	<b>KEPA</b>	<b>Chairperson</b>
2.	Ramadhan Birolele	M	BOSEDA	Member
3.	Boniface Maziku	M	TADESO	Member
4.	Amani Mhinda	M	HAKIMADINI	Board Member
5.	Wayda Dawite	M	MBESO	Member
6.	Regina Katabi	F	M-WACOD	Member
7.	Denis Kanyettari	M	MYDO	Member
8.	Donati Alex Senzia	M	PELUM Tanzania	Member
9.	Sophia Masuka	F	TNRF	Member

10.	Erick Luwongo	M	HAKIMADINI	Member
11.	Humphrey Makussa	M	WAT-HST	Member
12.	Evance Mvamila	M	HAKIKAZI	Member
13.	Nemence Iriya	M	MACSNET	Member
14.	Jackson Mkango	M	CYVA	Member
15.	Lilian Majuka	F	TAPHGO	Member
16.	Gabriel Ole Tuke	M	SWEAT	Member
17.	Peter Matonyi	M	CADA	Member
18.	Jane Mulungi	M	YPC	Member
19.	Gaudence S. Bunwenge	M	ADLG	Member
20.	Jansi Sinkamba	M	TUSHIRIKI	Member
21.	Alex Mbwilo	M	SADEF	Member
22.	Joyce Shoo	F	IECA	Member
23.	Moses Kanzieni	M	CODEFA	Member
24.	Felician Lyimo	M	HEMFA -TZ	Member
25.	Prosper S. Masau	M	ABC Foundation	Member
26.	Rev. Abdiel R. Mola	M	FAWACM	Member
27.	Innocent H. Nsyenge	M	KWIECO	Member
28.	Kisiel Mwita	M	CSD	Member
29.	Angelo Mutimba	M	FUO	Member
30.	Angelus Runji	M	UNGO	Member
31.	Irene Kyamba	F	TABCO	Member
32.	Israel Ilunde	M	YPC	Member
33.	Stanley Moses	M	CVM	Member
34.	Evarada Ezekiel	F	PELO	Member
35.	Neema Bwaira	F	Save the Children	Member
36.	Japhet Makongo	M	SNV	Member

37.	Greysmo Mutashobya	M	HDT	Member
38.	Makumba Mwemezi	M	HakiElimu	Member
39.	Boniface Komba	M	TCDD	Member
40.	Martina Kabisama	F	SAHRiNGON	Member
41.	Kidani Mhenda	M	TNCHF	Member
42.	Happiness S. Mlaki	F	TAWLAE	Member
43.	Mwakatobe Edwin	M	The Leadership Forum	Member
44.	Mary Liwa	F	TAWLAE	Member
45.	Christina Kamila	F	TANLAP	Member
46.	Bachu J Rajabu	M	Open Mind Tanzania	Member
47.	Iku Lazaro	F	Shule Direct	Member
48.	Jane Liwanga	F	TFCG	Member
49.	Elizabeth Edward	F	Guluka	Member
50.	Fundikila Wazambi	M	LHRC	Member
51.	Paul S. Msovela	M	WAT – HST	Member
52.	Irenei Kiria	M	Sikika	Member
53.	Jackson Mmary	M	Wajibu Institute	Member
54.	Respicius Shembuzi	M	OMT	Member
55.	Kellen Mngoya	F	HAFOTA	Member
56.	Goodluck Willy	M	UNA -TZ	Member
57.	Valeria M. Macha	F	LEAT	Member

## ABSENT

No.	MEMBER ORGANISATION	REASON
1	BBC Media Action	NONE
2	CRS	NONE

3	Children in Crossfire Tanzania	NONE
5	ANSAF	NONE
6	KCS Forum	NONE
7	MIICO	NONE
8	MPC	NONE
9	PACT TZ	NONE
10	PINGO's FORUM	NONE
11	RANGO	NONE
13	TAYOA	NONE
14	REPOA	NONE
15	VSO	NONE
16	ActionAid	NONE
17	Water Aid	NONE
18	WISE	NONE
19	UTSS	NONE
20	World Vision	NONE

Secretariat

<b>NO</b>	<b>NAME</b>
1.	Richard Angelo
2.	Elinami John
3.	Iman Hatibu
4.	Hellen Massawe
5.	Amani Ndoyella
6.	Rashid Kulewa
7.	Semkae Kilonzo

8.	Amne H. Islam
9.	Gibons Mwabukusi
10.	Prisca Kowa
11.	Nicholas Lekule

## **1. Opening**

The board chairperson opened the meeting at 9:38am. He then talked of the importance of the AGM and urged members to be attentive and contribute to the discussions and called the meeting to order. He further notified the audience that only PF voting members will be allowed to participate and vote in the meeting. And in line with the MEMARTS the chairperson brought forward the need to appoint the AGM chairperson. He however mentioned of the contradiction of having to appoint a different chairperson for the AGM. He insisted minutes should be signed by the AGM chairperson who may not be available in the next AGM meeting to hear over the minutes and thereafter sign them thus PF should re think on how to go about on this. He added that board members should not be placed at the high table rather be combined with the members so that they can get the opportunity to ask questions familiarize with the rest of the members. The purpose of why he brought this was so that members can resolve on the issues he raised.

### **Resolution:**

All Members were of the view that the board chairperson should lead the meeting.

## **2. Adoption of agenda**

The secretary took the members through the agenda. No additional agenda were mentioned.

### **Resolution:**

The meeting adopted the agenda.

## **3. Approval of the minutes of previous AGM**

The minutes of the previous AGM were read over, and it was noticed that the names that appear on the minutes are those that attended the pre-AGM and thus those who participated in the AGM do not appear in the list. Members suggested that corrections be made when they are sent through soft copy so that during the AGM they simply be approved.

### **Resolution**

- The secretariat will include the names of the participants of the AGM before signing the minutes.
- The minutes were then approved.

## **4. Matters arising from the previous AGM**

In 2016 it was resolved that board will work on obtaining PF premises in Dodoma. While the Board was working on it, the Capital Development Authority(CDA) was dissolved so the matter was brought again before members for discussion. Members

mentioned that when CDA was dissolved all the mandate was given to the municipal therefore as long as PF has a copy of the request for a plot of land, the process should still go on.

### **Resolution**

- Board will give updates on the same in the next AGM

## **5. 2017 Annual Report**

The secretary informed the audience that the report will be in a form of video and that if they needed any clarifications the narrative report in the folders is more detailed. However, he invited further discussions on the report after the video.

Most of the members commended on the video and suggested that it should have subtitles so that those that are not able to hear can as well be on the loop. On the other hand, it was highlighted that the report was on output level and does not include achievements. This was replied by the secretariat that the video is just a summary and that most of the information are in a narrative form.

Furthermore, members advised the secretariat to analyze the value addition in every training and that the video should be detailed to include lessons learnt and challenges. The narrative report should as well have names of those who participated in the activities (members) and those who did not, so that it can act as a reward to those who are active and raise awareness to those who are not taking part in the working group activities.

### **Resolution:**

- The report was then approved.

## **6. Discussion and Adoption of audited accounts FY 2017**

The Finance Manager gave out a brief overview of the audited account which brought about a discussion on PF being a company not having share capital means there is no profit earned or loss incurred, therefore the use of words such as income and trade are a bit misleading. Moreover, they were of the view that the grant should be kept as deferred funds. And that words such as deficit or surplus should not have appeared in the report.

Clarifications from the secretariat informed that the change in terms was due to the fact that PF changes auditors after every two years hence every auditor has his own terms (names). On the deficit of Tshs 240million there were two ways of addressing it either recognizing the money before receiving it or after receiving it. And on top of that there were enough funds by then to cater for the activities since SDC had chucked out money late that last year which covered the money that was supposed

to be checked by DANIDA in October. And after this clarification it was clear to the members on what had happened.

**Resolution.**

- The financial report was approved

**7. Appointment of Auditors for FY ending 2018**

Finance Manager presented to the meeting that, the current auditors can still be appointed for the FY 2018 considering the fact that they are doing a great job and they had no regrets. He placed the matter before the meeting for decision making.

**Resolution:**

- The same auditors- HLB MEKONSULT were appointed for 2018

**8. Presentation of the Annual Plan and Budget for 2018**

Since the Strategic Plan 2017-2020 was already approved in the previous AGM, the activities that appear in the annual plan were more or less the same. And approving the SP equals to approving the plans for the next four years. The secretary presented the 2018 plan to the members for procedural purposes and there were discussions on issues around the contingency amount which was made clear the contingency is there in case anything not foreseen happens.

**Resolution.**

- The Annual plan 2018 was approved

**9. Election of new Board of Directors and farewell to the outgoing board members**

The chairman welcomed the contestants to give a brief introduction of their organizations and what will be their contribution when selected to be in the board. From Dar based were: HakiElimu and TANLAP, From Upcountry: Tanzania Natural Resource Forum (TNRF) and M-WACOD and from the International organizations were Save the Children and SNV Tanzania. This was followed by a number of questions from the members and thereafter voting took place.

Afterwards, the Secretariat announced the results whereby 59 members voted and since there were two spaces for International organizations therefore Save the Children and SNV Tanzania were automatically in the board without having to vote. On the other hand, for the Dar based contestants HakiElimu got 40 votes while Tanlap got 19 votes making HakiElimu the board members and for the Upcountry contestant TNRF got 49votes and M-WACOD got 10votes making TNRF victorious.



The contestants were brought forward to give out their vote of thanks and the outgoing board members expressed their gratitude as well as received certificates of appreciation from the organization. The board chairperson bid farewell and reminded the members on the need to review the MEMARTS in the next AGM of which members agreed and it was resolved that in the next AGM the members will go through the MEMARTS for amendments.

**Resolution.**

- To review the MEMARTS in the Next AGM (2019)

**10. AOB**

The chairman notified the mass that KEPA will be closing her offices by June therefore he will not be a member of the network but will hopefully collaborate with the network in other ways possible.

**11. Meeting Adjournment**

The chairperson thanked the members for their attendance and participation.

The meeting was closed at 1405hrs

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Chairperson's Signature

Date:

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Coordinator's Signature

Date:

**\*The End\***