



Social Workers' Association of Zambia
4th Quarter Executive Committee Meeting

Date: 23rd December 2021^o

Time: 18:30 PM

Venue: Virtual – ZOOM link Join Zoom Meeting

<https://us06web.zoom.us/j/84572036718?pwd=MOV3OWFzVHpmOVFERHNab05ya1lXQT09>

Meeting ID: 845 7203 6718

Passcode: 214351

Opening remarks: Dr. Mukuka

Meeting was called to order at 18:30 PM after meeting the quorum.

Members Present

1. Dr. Lawrence Mukuka – Chairman (President)
2. Mr. Joachim Mumba – Secretary General
3. Mr. Jacob Sichone – Committee Member, CPD
4. Mrs. Ireen Kabembo Kangwa - Vice President
5. Mr. Lephass Sichone - Committee Member, Membership Drive
6. Mrs Anne Nalungwe Lifumbo - Committee Member, Advocacy and Policy Engagement
7. Mr. Joseph Munsanje - Committee Member, Resource Mobilization
8. Mr Leeroy Mapulanga – Information and Publicity Secretary

Agenda

1. Opening Prayer
2. Opening Remarks
3. Apologies
4. Review and adoption of the Agenda
5. Review, correction and adoption of Minutes for Previous Meeting
6. Matters Arising from Previous Minutes

7. Updates from Secretariat 8. IFSW General Meeting – Nomination of Joachim Mumba for IFSW Global Presidency 9. SWAZ Bill 10. Any Other Business 11. Date of next meeting	
Agenda (Issue)	Resolution
Opening Remarks: The Chairperson called the meeting to order at 18:30 PM after the quorum was formed	
Apologies: One apology from Mr. Patrick Chanda was recorded	
1. Review and adoption of agenda	Mr. Lephass Sichone proposed the adoption of the agenda and Mrs. Ireen Kabembo Kangwa seconded. The agenda was therefore adopted.
2. Review and adoption of Previous minutes	Mrs Anne Lifumbo proposed the adoption minutes for previous meeting and Mr Leeroy Mapulanga seconded the proposal. The minutes were therefore adopted as true record of the previous meeting having taken into consideration corrections made.
3. Matters Arising from Previous Minutes	
3.1 Strategic plan	<p>The meeting discussed the need to review the strategic plan ending 2020</p> <ul style="list-style-type: none"> - It was resolved that preparations for next strategic plan should commence as soon as possible through a review of the previous one. - Executive Committee members were encouraged to read through the 2015-2020 strategic plan.
3.2 New accounting package	- SWAZ commenced the implementation of the new accounting software Pastel Partner accounting package
4. Updates from Secretariat	
4.1 Staffing	<ul style="list-style-type: none"> i. 10 social workers were recruited under the USAID funded ACHIEVE project were SWAZ is implementing as sub partner to PACT Zambia. The 7 of the 10 staff were drawn from the SEEVCA project. The 10 staff have been placed under the District Social Welfare offices in the 10 districts (Lusaka, Choma, Livingstone, Petauke, Chipata, Kabwe, Kapirimposhi, Ndola, Kitwe and Solwezi) to support the MCDSS to strengthen case management system. ii. Additionally, 4 support staff under the oversight of the Secretary General were engaged under the project. The staff recruited include Programme Officer, Project Accountant, M&E Officer and Administrative Assistant.

<p>4.2 Funding Portfolio and Project Life span</p>	<p>4.2.1 The project life span is 5 years though from PACT’s point of view, the project started in 2020 and 2021 was the second year of project execution. Under this partnership, SWAZ will sign annual contracts with PACT which will be renewable subject to performance and continued availability of funds. The initial contract was for the period 1st August to 30th September 2021 with the budget of USD100,000.00. This was under a fixed term contract whose funding was tied to achieving set milestones and submission of invoices.</p> <p>4.2.2 The other contract for the period October 2021 to September 2022 was still under consideration and was likely to be signed in the first or second week of January 2022. The value of the second contract under the ACHIEVE project is USD210,000.00. The contract is based on the work plan tied to the budget. Project funds are restricted funds and can only be spent as per agreed upon work plan and contract with the partner.</p> <p>4.2.3 SWAZ has been deliberate to factor in a portion of rentals in the budget as the association cannot manage paying rentals from the meagre resources raised from membership fees.</p> <p>4.2.4 The good news is that despite the delay in signing the new contract, the work plan and budget was already approved by both USAID and PACT</p> <p>4.2.5 The delay in signing the FY22 between PACT and SWAZ had far reaching implications on individual staff contracts</p> <p>Question raised: Anne Lifumbo – what role is the executive committee supposed to play in the implementation of the ACHIEVE project?</p> <p>Response from Secretariat: project implementation is to be done by recruited staff, Executive Committee members are only policy makers or provide policy direction to the association but not involved in actual implementation.</p>
<p>4.3 Financial Reports</p>	<p>4.3.1 The Financial Report for the years 2020 and 2021 were presented to members. Worth noting was that opening balance for the year 2020 was ZMW 48,604.49, what was received from membership fees was ZMW 32,310.00 and from sale of World Social Work Day T-shirts was ZMW 2,070.00 bringing cumulative income by December 2020 to ZMW 82,984.49. Total</p>

	<p>expenditure in 2020 was ZMW 66,290.00 (broken down as ZMW 52,200.00 for office rentals and utilities and ZMW 14,090.00 for World Social Work Day 2020). Leaving the balance at closing of the year at ZMW 16,694.49.</p> <p>4.3.2 During the Financial year 2021, the opening balance at the beginning of the year was ZMW 16,894.49 whilst the total amount raised from membership fees stood at ZMW 18,960.00 bringing cumulative total income to ZMW 35,854.49. Total expenditure in 2021 was ZMW 10,800.00 leaving the balance at ZMW 25,054.49 as at 30th November 2021.</p> <p>The financial position doesn't look good for the organization as relying on membership fees alone without other initiatives would make it difficult for secretariat to pay office rentals and other utility bills</p>
<p>4.4 Vehicle Management Policy Proposal</p>	<p>4.4.1 Secretariat presented a policy proposal to the board (Executive Committee for approval). SWAZ has from inception has not had its own vehicle or transport but thanks to the donation made by USAID in December 2020, the Association has a Ford Ranger previously used by DAPP under the ZAMFAM project. SWAZ is currently implementing the USAID funded ACHIEVE project led by PACT Zambia and the Vehicle will be very critical in enabling the association meet its project deliverables. Since the project has not provided a budget to procure a project vehicle and that it entirely depends on the association's vehicle to meet project objectives, Secretariat was prompted to propose a Vehicle Management Policy to ensure proportional cost share allocation between SWAZ and the Project. The Vehicle Management Policy proposed a cost share based on the log sheet/book which accounts for distance covered either under SWAZ business, ACHIEVE project business or any other additional project. The proportional cost allocation was meant to cover vehicle wear and tear at the standard rate of ZMW 7.50 per Km. The rate per Km was arrived at after scanning the prevailing market rates which ranges between ZMW5 per Km to ZMW10 per Km and getting the average thereof.</p> <p>4.4.2 The board was updated that SWAZ needed an asset</p>

	<p>disposal policy as a guide in an event that there are some assets for disposal.</p> <p>Action to be considered and resolutions made</p> <p>(a) Following the policy proposal and considering prevailing circumstances as presented by secretariat, the Executive committee sitting in the 23rd December 2021 approved the proposed Vehicle Management Policy.</p> <p>(b) The Executive Committee guided that indeed Secretariat should go ahead to draft a proposed Asset disposal policy for consideration in the next executive committee meeting.</p>
<p>4.4 Membership Fees</p>	<p>4.4.1 SWAZ has faced challenges with raising financial resources from membership fees due to COVID-19. After the closure of the SEEVCA project and the advent of COVID-19 pandemic, in March 2020 Secretariat closed the office and opted for working from home policy. The office was effectively closed from May 2020 to August 2021. This negatively impacted the process of registering new members as well as administering membership renewals.</p> <p>4.4.2 The fact that we didn't have any project and that volunteer staff were working from home, this slowed down membership recruitment</p>
<p>5 IFSW General Meeting – Nomination of Joachim Mumba for IFSW Global Presidency</p>	<p>5.1 The meeting was briefed that The IFSW 2022 General Meeting (GM) will be held as an online forum on IFSW website on the 14th, 15th and 16th of May 2022. It was heard the SWAZ Secretary General Mr. Joachim Mumba who is currently IFSW Regional Vice President had expressed interest to run for the IFSW Global Presidency. Mr. Mumba appealed to executive committee to endorse his candidature and formally nominate him for IFSW Presidency for the term of office 2022 to 2026.</p> <p>Action to be considered and resolutions made</p> <p>a) SWAZ executive committee unanimously endorsed Mr. Joachim Mumba's candidature for the IFSW Global Presidency</p> <p>b) The Executive Committee tasked Dr. Lawrence Mukuka – SWAZ President to prepare a letter of support for Mr. Mumba on behalf of the Social Workers' Association of Zambia.</p>

<p>6 SWAZ Bill</p>	<p>6.1 The meeting was informed about the courtesy on the Minister of Community Development. The delegation from SWAZ was led by SWAZ President who was accompanied by Hon. Joseph Munsanje. The Minister confirmed that she had been briefed by her staff about the SWAZ Bill and that she was confident that the Bill will be taken to Parliament in the February 2022 sitting.</p> <p>6.2 Secretariat followed up on the status of SWAZ Bill with MoJ PS and the Ministry of Community Development and Social Services. It was learnt that the MCDSS had since resubmitted the Bill in readiness for MoJ internal legislative committee</p> <p>6.3 The meeting heard that the process will be restarted at MoJ and then Cabinet Legislative Committee meeting before consideration by full cabinet</p>
<p>7 AOB</p>	
<p>7.1 Subcommittee Updates and Follow Up Action Points</p>	<p>7.1.1 CPD – Membership drive through MCDSS and UNZA short Courses</p> <p>7.1.2 Membership Drive – COVID-19 impacted the membership drive negatively but volunteers played their role to attend to new members.</p> <p>7.1.3 Advocacy and Policy Engagement – takes advantage of set meetings to advocate for school and hospital social workers.</p> <p>7.1.4 Submitted proposals to OSISA but was unsuccessful, attempted to work on a proposal for the Common Wealth Secretariat but realized that we couldn't meet their criteria. Secretariat submitted a proposal to PACT for the ACHIEVE project, hence the project currently being implemented by SWAZ</p>
<p>7.2 Elective General meeting</p>	<p>7.2.1 A concern was raised that there was need to schedule an elective general meeting owing to the fact that the current executive has been in place since 2019.</p> <p>Response: Elective meeting should be set but consideration as agreed in the previous meeting should be prioritized, (a) we can't risk having a new team considering the progress already made on the SWAZ Bill, (b) COVID-19 is still with us hence need to be careful how we mobilize the membership for a general meeting</p> <p>Action to be taken</p> <ul style="list-style-type: none"> i. Secretariat to consider setting a date around March 2022 for an elective GM ii. And elective GM to be done virtually iii. Inform the membership about the elective meeting and the positions available including the process of nominations.

	<ul style="list-style-type: none"> iv. Clean the data base to compile a comprehensive list of members to attend the elective general meeting v. Plan for the elective general meeting either 1st quarter or 2nd quarter of the year vi. There is need to be strategic when transitioning the executive committee vii. There is need encourage members to read the constitution as we prepare for the elective general meeting viii. Voting will be restricted to paid up members
13 Date for the next meeting	The next meeting to be advised by secretariat
14 Closing of meeting	The meeting closed at 20:50 PM. Closing remarks were given by the President.



Chairperson

Date: 30th December 2021

Lawrence Mukuka, PhD
 President, SWAZ
 +260 966 437 926
 Email: positivemindpower1511@yahoo.com