

**Woman in Business Forum Meeting
27 November 2013
MINUTES OF MEETING**

1. Welcome, apologies and recusals

Minutes of Meeting of the iLembe Chamber Woman in Business Forum duly called and held on 27th of November 2013 at Unit 14 The Quarter Centre, 1 Stewart Drive, Ballito, commencing at 08h30am.

Attendance register sent to all parties on the 28th of November 2013.

2. Matters submitted for consideration

2.1 Early Childhood Development

2.1.1 Partnership with TREE

The iLembe Chamber and Tree partnered and together 20 Crèches who are in a critical state of need have been identified.

The partnership, the Baseline Analysis of the 20 Crèches and all reports have been sent out and made available on our website. Please refer to these relevant documents for the necessary information or contact Renalda / Ntombifuthi who will send it through to you – renalda@ilembechamber.co.za / reception@ilembechamber.co.za

We will fundraise to provide TREE training for each facilitator and practitioner of these crèches for 2 years in order for them to be sustainable and benefit the children in the community in every aspect possible.

The Woman in Business Forum need to set up a task team who will actively work on achieving short term and the long term goals for these Crèches.

2.1.2. Immediate needs for the 20 Crèches:

A Basic Needs list for immediate collection has been composed and sent out on the 29th of November after the matter arose of what we can immediately do to support these crèches.

We need to drive collection of these immediate needs identified as per the Analysis. Renalda organised a 9m² container sponsored by Ballito Self Storage –

the iLembe Chamber will coordinate and be the central “drop off” zone for donations. We will then organise the transfer to storage.

It was highlighted that a record be kept of what and how many of each item is donated. Renalda / Ntombifuthi will manage the inventory list but need the forums assistance in co-ordinating. When dropping off please have a list of what you are donating, this will make it easier to capture on a spreadsheet and update accordingly. Preference would be an emailed list before drop off.

2.1.3 Other Organisations in this focus:

There are other organisations who also focus on Early Childhood development or possibly any other projects our Woman in Business Forum will be interested in. It is important that we correlate specific projects / fundraisers / events with these parties – we need to coordinate and be transparent. There might be an opportunity for some of these organisations to assist us and we could support them. Examples of other organisations mentioned are Rotary Club Zimbali, Rotary Club Ballito, Pam Jacobs, Mariella Kayat etc....

Please can everyone assist to gather the contact information of all the different organisations / people / groups and send through to renalda@ilembechamber.co.za so that we can capture to discuss in our next meeting. We will decide how we will liaise with the separate entities on what our Woman in Business Forum is doing.

2.2 Interim Committee

Clare Swithenbank-Bowman was elected as Interim Chairlady of the Woman in Business forum. Renalda Hoffmann will be secretariat. Everyone part of the Woman in Business forum are part of the interim committee and we will identify specific tasks that each group will focus on early next year. Sub-committees will stem from this for each relevant project / event / fundraiser.

After a 6 month period an official Committee will be elected – The ladies on the Committee as per the iLembe Chamber Constitution have to be Chamber Members and the Chair person can be co-opted to the Executive Board.

2.3 Way Forward

2.3.1 Monthly Forum Meetings

We suggested that we will schedule our forum meetings for every last Wednesday of each month – 8h30 to 9h30AM.

2.3.2 Agenda

Herewith the suggested Agenda to cover in our meetings:

- Early Childhood Development in partnership with TREE

- Woman Empowerment
- Fundraising Events / initiative
- Networking Events
- Social Responsibility and upliftment
- Goals and Objectives
- Exposure and marketing of all the elements of our iLembe Chamber Woman in Business Forum
- Feedback

The suggested Agenda will be discussed and confirmed in our next meeting.

3. Closing

Next forum meeting scheduled for Wednesday the 29th of January 2014 from 08h30 to 09h30