

**Minutes of Annual General Meeting  
for the Zoe Medical Foundation**  
Held via Zoom Internet on Saturday 4<sup>th</sup> November 2023

**1. Opening**

19.37hrs Melbourne, 19.07hrs Adelaide, 10.37hrs Lilongwe

**2. Present**

Amanda Ruler (Chair) Catherine Elder, David Elder, Jack Etete

**3. Confirmation of Minutes**

From previous AGM held Saturday 14<sup>th</sup> January 2023

Accepted as a true record – Proposed Amanda Ruler, Seconded Catherine Elder.

**4. Financial Report**

David Elder summarized the Report for the financial year 2021/22

Income: \$7,990.00

Bank interest: Nil

Outgoings: \$8,301.42

Net Deficit: (\$311.42)

The Outgoings were

1. Contributions to Zoe Med Centre	\$8051.03
2. Fees to Western Union and PayPal	\$51.39
3. Secure eHost (Website maintenance)	\$199.00

Westpac Bank reconciliation:

Opening balance 1/7/2022: \$809.43

Closing balance: 30/6/2023: \$498.01

David Elder commented that outgoings were less than in previous years when we had purchased a car for Jack's use in his outreach work and David had sought additional technical assistance for website maintenance.

**5. Report from Malawi**

Efforts to secure support from other agencies

Jack reported on progress with an application to *Médecins sans Frontières* (MSF) requesting assistance for Malawi Outreach Work. He reported that in response to his

application he had been sent various forms to fill out but that there appeared to be an assumption that Jack would go where MSF sent him rather than MSF providing support for Jack's existing work as outlined in his application. Jack had filled out the forms and been promised a Zoom interview with MSF on a date yet to be established. Catherine and Amanda urged Jack to proceed with the interview and use the opportunity to explain his situation and plant the seeds for a possible future collaboration. Jack also reported that he had been in touch with Oxfam but that they had told him they were not in a position to offer funding.

#### Current work situation

Jack confirmed that his current full-time contract with the *Partners in Hope Hospital* will end at the end of 2024. Renewal is uncertain at this stage. *Partners In Hope* recently funded him to attend a 2-week training course in endoscopic procedures in India. Jack also informed the committee that he is continuing with his Master of Public Health in Switzerland due for completion next year. The final round of fees (September – November) is due soon.

#### Outreach

Monthly donations from Zoe continue to be used for purchase of medication for chronically ill patients but are insufficient to run full-scale outreach clinics for the many people in need as has happened in the past. It is distressing to have to turn these people away.

#### Future plans

Jack has prepared a business plan for the Zoe Medical Centre and agreed to forward it to committee members after the meeting.

He is very keen to access funding so he can proceed with building an Outreach clinic on the land he has purchased.

### **6. Election of Office Bearers**

**Chairperson:** (Amanda Ruler) Proposed David, Seconded Catherine.

**Secretary** (Catherine Elder) Proposed David, Seconded Amanda.

**Treasurer and Public Officer:** (David Elder) Proposed Jack, Seconded Amanda.

**Committee member:** (Jack Etete) Proposed Amanda. Seconded Jack.

CARRIED. The Chairperson, Amanda Ruler, confirmed the re-election of the above members for the next 12 months.

### **7. Other Business**

#### Fund raising

Amanda Ruler highlighted the difficulty of accessing funding for Zoe initiatives in the current climate where the recent events in Gaza and the Ukraine are occupying peoples' minds and likely to be viewed as the more pressing and worthy causes. She stressed the importance of proceeding with previous plans for a promotional video documenting Zoe's outreach work as a means of raising awareness and soliciting donations.

It was agreed that Jack would set up an Outreach clinic in early December and arrange for filming on that occasion and that committee members would contribute the following amounts towards this venture: Jack US\$100, Amanda, Catherine and David US\$250 each. It was proposed that the film should include:

- background information on the situation in Malawi
- interviews with patients to elicit their stories.
- footage showing the proposed new site for Zoe's work

Jack will inform the committee of the precise date for the next clinic and of arrangements made for shooting the film. Amanda offered to help with script writing once footage has been collected. David mentioned the need for subtitles given that patients would be speaking in different languages.

#### **8. Closure**

It was agreed that a meeting should be set up in mid-December at which Jack would report back on the December clinic and filming outcomes. Jack will contact Amanda about a suitable date.

Meeting declared closed at 20.27 Melbourne 19.57hrs Adelaide 11.27hrs Lilongwe