



## Coordinator's report

**CGLC business meeting 15 April 2010**

*As introduction, a significant portion of the co-ordinator's time since the November 2009 Retreat was spent on the Transition Working Group per preparation for the finalisation of the Institutional Arrangements for the Coop, as well as with the Learning Event Committee. Both of these entailed the co-ordination of tele-meetings, documentation and analysis of discussions, as well as the completion of various tasks.*

Matters arising are contained in the report, to be dealt with as part of the discussion as agreed at November 2009 Retreat.

### **1. WINGS Member Profile**

WINGS has sent a reminder for an update of the original profile as submitted to them when the Coop registered for membership (see appendix). This will be done towards the end of April. The information (template) required is also useful for the drafting of a Constitution for the Coop and also for the 2<sup>nd</sup> publication.

**Matters arising:** In relation to the above, a reminder that the Coop members agreed at the November 2009 Retreat that the type of information requested for the WINGS Global Status Report Survey Questionnaire is valuable to determine the type of the detail to go into a **Coop database** and to keep such information about the Coop updated on the final **Coop web site**. Also relevant for **2<sup>nd</sup> publication**. No database as yet developed; will coincide with work of 2<sup>nd</sup> publication and web site.

The first draft of the WINGS Survey for the Southern African section was circulated to WINGS members for comment; the Synergos office also circulated it to senior fellows. The office submitted comments. Coop members such as Chris Mkhize also responded.

### **2. Communication with membership of CGLC (and a reference to membership)**

Sharing of information continued as usual with information provided via e-mail by the co-ordinator to the CGLC members and Coop members submitting information about a variety of issues including funding possibilities, upcoming events etc. for sharing with other members. The main form of communication with CGLC members remains e-mail; seems no communication hick-ups experienced since November 2009 Retreat. Although some members changed e-mail addresses without informing the office. The most updated membership list is included on the CD and members are urged to check their details.

No physical visits to members by Adele Wildschut and Erika Joubert conducted between then and now. A visit is however planned to REAP to determine whether the director of the organisation would like to continue as an individual member of the Coop since Glenda's withdrawal as an active individual member. Follow up also required about the membership of those organisations where the individual member has left the organisation and or joined / formed a new organisation. This is also a pertinent discussion for the discussions on the institutional arrangement for the Coop.

Members were informed of information sites such as fundsforngos.org<sup>1</sup> and LWATI, the SANGONet e-Newsletter and the NGO-Pulse and were encouraged to sign up.

Other communications included notifying members of the SA-based Lottery and NDA research as well as forwarding them the questionnaire, the invitation to the Conference on Asset Based and Community Driven Development (ABCD) as co—facilitated by the Greater Rustenburg Community Foundation (also formally sent out by Hellene Steenkamp of UNISA).

**No matters arising from November 2009 Retreat.**

### **3. CGLC website**

No new work has been done on the web site – this will done in the time between the April Learning Event and the November 2010 Retreat and in conjunction with the work for the 2<sup>nd</sup> publication to also ensure uniformity in collection and presentation of information. (Refer also to report back for 2<sup>nd</sup> publication working group.)

**Matters arising:** Timeframe to have web site up and running moved to the period between April Learning Event (June, July, August) to accommodate work that had to be done on Institutional Arrangements for the Coop and the Learning Event. Motivation is to have the work coincide with the changed timeframe for 2<sup>nd</sup> publication and in what would be a quieter period for the Coop due to not having a 2<sup>nd</sup> learning event taking place.

Some members reported mistakes with their contact details on the temporary web site and it was agreed that members will take responsibility to check correctness of own details and send through to Erika. Stephen Lebere has for example sent the correct information through, i.e. the correct web site address for Adopt a School [www.adoptaschool.co.za](http://www.adoptaschool.co.za) This has been changed on the current temporary web site.

For this Learning Event, an updated membership list is included on the CD and as a handout.

### **4. CGLC brochure**

The status has remained the same since November 2009 Retreat<sup>2</sup>.

**No matters arising from November 2009 Retreat.**

### **5. Organisational options for the Coop - Transition Working Group**

At the November 2009 Retreat, the Internal Evaluation & Strategy Group evolved into the Transition Working Group. The group continued with the current mandate of exploring organisational and legal options for the Coop. These options were documented and presented to the Coop members in the form of a memorandum which was circulated in March for comment; very few were received back. Following the memorandum, the group linked with Ricardo Wyngaard, a lawyer based in Cape Town specialising in non-profit law to provide legal advice. The outcomes of those discussions were drafted into a proposal which was again circulated to Coop members with the request to discuss within the relevant forums of each organisation and to provide feedback to the transition working group. Throughout, the group kept Coop members informed by the dissemination of minutes from the tele-meetings.

The expanded group consisted of: Beulah Fredericks, Tina Thiart, Inviolatta Moyo, Ronny Dempers, Adele Wildschut and Erika Joubert (Synergos office). Bernie Dolley had to resign due to work pressure.

The organisational and legal options for the Coop will be the main focus point of this Learning Event.

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<sup>1</sup> As shared by Tina Thiart with various other types of information and upcoming events which were also circulated.

<sup>2</sup> The **CGLC brochure** is still in its current format and new information has not yet been added; a final version still needs to be printed and distributed. **Invoices** for the brochure had been issued, and some members had paid.

## **6. MOTT Foundation & Inyathelo and capacity building of community foundations**

*Request for a future time slot:*

At the November 2009 Retreat it was reported that Vuyiswa Sidzumo informed the office that the Mott Foundation in South Africa is trying to devise various means through which it can effectively support its grantees beyond grant funding. To this end, they are conceptualizing a Technical Support Facility (TSF), which will be a demand-driven initiative aimed at providing institutional development support to grantees.

**Matters arising:** The Coop members approved a slot for Vuyiswa, but since there has been a change in focus and budget and at this point, Vuyiswa no longer required the slot at this event and will follow up later with the Coop members.

## **7. F.Y.I. Other Cape-based venues**

Possible venues that the office came across in search of a venue for this event:

- Clara Anna Fontein, outside Durbanville. Rustic and rural setting. [www.claraannafontein.com](http://www.claraannafontein.com)
- Mont Fleur. Cape Dutch homestead outside Stellenbosch. [www.montfleur.co.za](http://www.montfleur.co.za)

## **8. Report writing**

Drafted the narrative report for the funder the Ford Foundation. Provided support for other funder reports as drafted by Adele.

## **9. On “matters arising” and other technical aspects of the report (coordinator’s and business meeting minutes )**

The following points were raised at the November 2009 Retreat:

- Need a separate printed document for the agenda.
- Need an item on matters arising in coordinator’s report.

Both these have been dealt with in this current coordinator’s report – comments are invited. Also a responsibility within the Coop.

Beva offered assistance with technical aspects and the November 2009 Retreat business meeting minutes was forwarded for comments and suggestions. With none forthcoming it was accepted that all was in order.

## APPENDIX

### WINGS membership database form



## MEMBER'S DATABASE FORM

Thank you for taking the time to review, verify, and update the data we have on file for your organization.

Please return this form by email to Liza R. Agullo at [info@wingsweb.org](mailto:info@wingsweb.org)

1 **NAME** (please include any AKA names): The Southern African Community  
Grantmakers Leadership Cooperative (CGLC)

**COUNTRY:** South Africa

**REGION:** Africa (Sub-Saharan)

**MAIN ADDRESS:** c/o Synergos Institute, 10th Floor, ABSA House, St. George's Mall, Cape Town 8001,  
South Africa

**Tel:** + 27(0)74 113 4810

**Fax:** + 27(0)21 4250413

**URL:** [www.synergos.org](http://www.synergos.org)

**PRIMARY CONTACT:** Ms. Erika Joubert, Coordinator

**Email:** [erie@erikajoubert.co.za](mailto:erie@erikajoubert.co.za)

**SECONDARY/ADDITIONAL CONTACT(S):**

**E-mail:**

**Additional contact information** (including contact names and e-mail addresses, if different from main address, as well as additional URLs for social networking sites, blogs, etc.):

URL: [www.erikajoubert.co.za](http://www.erikajoubert.co.za)

E-mail: [admin@synergos.org.za](mailto:admin@synergos.org.za)

**LEGAL STATUS:**

Established (Year and country of establishment): 2005, South Africa

**TYPE OF ORGANIZATION:**

<input checked="" type="checkbox"/>	<b>Membership Association</b>	
<b>Number of Members</b> 23		
<input checked="" type="checkbox"/>	<b>Types of Members</b>	<b>How Many</b>
<input type="checkbox"/>	<b>Community Foundations</b>	_____
<input type="checkbox"/>	<b>Corporate Foundations</b>	_____
<input type="checkbox"/>	<b>Family Foundations</b>	_____
<input type="checkbox"/>	<b>Independent Foundations</b>	_____
<input type="checkbox"/>	<b>Others:</b> Please Specify: independent development trusts and community grantmakers	
<input type="checkbox"/>	<b>Philanthropy Support Organization</b>	
<b>Type:</b>		
<input type="checkbox"/>	<b>Foundation</b>	
<input type="checkbox"/>	<b>Network</b>	
<input type="checkbox"/>	<b>University – based institution</b>	
<input type="checkbox"/>	<b>Others</b> Please Specify: _____	

List of members available in the website:

\_\_\_\_\_ Yes

\_\_\_\_\_ No (please attach list)

**Services Offered to Members:**

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**Services Offered to Non-members:**

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**HISTORIC BACKGROUND INFORMATION:**

The Cooperative was launched in 2005 to advance, build and strengthen sustainable community-based development in Southern Africa. With a growing membership of 35 grantmaker leaders, the Cooperative is a leadership and learning network committed to social justice grantmaking as a powerful vehicle for change.

With the formation of the Cooperative, community grantmakers have created a powerful new platform for effective partnerships with community-based organizations. Community-based development is a keystone of social transformation.

The Cooperative is supported by the Synergos Institute (Southern Africa), with generous assistance from the C.S. Mott Foundation, the Ford Foundation, the Kellogg Foundation, and Mvelaphanda Group and the Open Society Foundation for South Africa.

**PURPOSE AND ACTIVITIES**

**Purpose of the organization** (Please state the general focus and mission of your organization):

To advance, build and strengthen sustainable community-based development in Southern Africa

**Geographic area/s served:** Multi-national (South Africa)

**Program areas:**

- Annual events
- Cooperative business and networking activities
- Continuous exchange of information

**PUBLICATIONS**

**Please select only those publications that are available for general distribution:**

- Annual report
- Financial statement
- Informational brochure
- Multi-year report
- Newsletter
- Occasional report

**Publications available online** (please list or provide link):

**FINANCIAL INFORMATION**

**Financial Information for Most Recent Completed Fiscal Year:**

**Fiscal Date:**

**Has this fiscal data been audited?**  Yes  No

**What accounting methods do you use?**  Accrual  Cash  Other

<b>Total budget</b>	
Sources of Funds:	(as % of total budget)
-Membership fees	_____ %
-Grants/donations	_____ %
-Income from services	_____ %
- others	_____ %
<b>Total assets</b>	

**GOVERNANCE**

**Trustees, Officers, and Staff** (Please indicate titled foundation officers who are also trustees or board members with an asterisk. Include names and titles of program and communications officers and other key staff related to programs. Please also include any officers' or trustees' affiliation with other organizations. **Please do not include any assistant-level officers.**):

**Trustees**

Name	Title	Affiliations in other organizations
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

**Officers**

Name	Title	Affiliations in other organizations
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

**Key Staff**

Name	Title
1. <i>Erika Joubert</i>	<i>Coordinator</i>

**Number of Staff**

Number of paid staff employed by this organization: \_\_\_\_\_

Please differentiate the number of paid staff employed by this organization by type:

Full-time professional: \_\_\_\_\_

Part-time professional: \_\_\_\_\_

Full-time support: \_\_\_\_\_

Part-time support: \_\_\_\_\_

Number of volunteers: \_\_\_\_\_

Profile is accurate. No changes.

If changes were made, changes provided by:

Approved by: \_\_\_\_\_

\_\_\_\_\_

Name

Name

\_\_\_\_\_

\_\_\_\_\_

Title

Title

\_\_\_\_\_

\_\_\_\_\_

Email

Email

\_\_\_\_\_

\_\_\_\_\_

Date

Date

**Sources of information:**

1. Organizational Profile in WINGS website
2. Synergos Institute website
- 3.
- 4.
- 5.

This profile was last updated on Feb. 8, 2010.

What did you want to see on this page, but didn't? Tell us.

- 1.
- 2.
- 3.
- 4.

Please send all additional information to Liza R. Agullo at [info@wingsweb.org](mailto:info@wingsweb.org)