



MWESIGWA COMMUNITY BASED ORGANISATION

Empowering Lives • Building Futures

Location: Buliisa District, Uganda | Tel: +256781663562

MINUTES OF THE ONLINE MEETING ON DISTRIBUTION OF SCHOLASTIC MATERIALS, OPENING OF BANK ACCOUNT, WEBSITE DEVELOPMENT, AND SIGNING OF MOU WITH BULISA DISTRICT LOCAL GOVERNMENT

Date: 4th June 2026

Time: 4:00 PM – 4:30 PM

Venue: Online (Virtual Meeting)

MINUTE 1.0: ATTENDANCE

Board of Trustees

- Princewill Odu
- Mary Jesca Nyangoma
- Mbaka Carlos
- Charles Wawire Tokwiny

Executive Management

- Kagoro Abel Atuhair – Executive Director/CEO
- Levi Ainamini Ntarishokye – Operations Manager
- Mark Mugisa– Finance Manager
- Nakasi Margaret – Procurement Officer
- Doreen Mugume – Monitoring & Evaluation (M&E) Officer
- Brenda Tusiime – Legal Officer

Field Officers

- Martha Perusi Nyakato
- Kiiza Melissa
- Melanie Birungi
- Matthew Talemwa

Volunteers

- Various volunteers participated in the meeting

MINUTE 2.0: AGENDA

1. Distribution of scholastic materials to vulnerable learners and selected schools
2. Opening of the organizational bank account
3. Website development and digital presence
4. Signing of Memorandum of Understanding (MoU) with Bulisa District Local Government

MINUTE 3.0: PURPOSE OF THE MEETING

The meeting was convened to deliberate on key organizational priorities, including the procurement and distribution of scholastic materials to vulnerable learners and selected schools, the opening of an organizational bank account to enhance financial accountability, the development of an official website to strengthen visibility and communication, and the signing of a Memorandum of Understanding (MoU) with Bulisa District Local Government to guide and formalize operations within the district.

MINUTE 4.0: DELIBERATIONS

Members discussed the planned distribution of scholastic materials aimed at supporting vulnerable learners and underserved schools. The Executive Director emphasized transparency, accountability, and fairness throughout the entire procurement and distribution process.

The meeting further discussed the necessity of opening a formal organizational bank account to ensure proper financial management, accountability, and transparency in all transactions. Members agreed that all organizational funds should be channeled through the official account once established.

The development of an official website was also discussed, with emphasis placed on improving communication, enhancing organizational visibility, and strengthening engagement with stakeholders, partners, and the general public.

Additionally, the meeting considered the importance of formalizing collaboration with Bulisa District Local Government through a Memorandum of Understanding. This was seen as essential for legitimizing operations, improving coordination, and ensuring smooth implementation of activities within the district.

The categories of scholastic materials reaffirmed included exercise books, pens, pencils, mathematical sets, school bags, and other essential learning materials.

MINUTE 5.0: RESOLUTIONS

The meeting resolved as follows:

1. A **needs assessment** shall be conducted to identify eligible beneficiary schools and learners.
2. Priority shall be given to **vulnerable children and underserved communities**.
3. Distribution of scholastic materials shall be carried out in collaboration with **local leaders and school administrators**.
4. An **inventory management system** shall be maintained for all scholastic materials procured and distributed.
5. The organization shall proceed with the **opening of a formal bank account** to enhance financial transparency and accountability.
6. The organization shall initiate the **development of an official website** to strengthen visibility and communication.
7. The organization shall enter into and sign a **Memorandum of Understanding (MoU) with Bulisa District Local Government** to guide and formalize operational activities within the district.
8. Resource mobilization efforts shall be strengthened through engagement with **development partners and well-wishers**.
9. Monitoring and Evaluation mechanisms shall be reinforced to ensure effective implementation and impact assessment.

MINUTE 6.0: ANY OTHER BUSINESS (AOB)

Members emphasized the importance of strengthening stakeholder engagement and increasing organizational visibility through community outreach, partnerships, and digital platforms.

It was further noted that enhanced coordination and communication would improve trust, efficiency, and sustainability of organizational interventions.

MINUTE 7.0: ADJOURNMENT

There being no further business, the meeting was adjourned at **4:30 PM**.

Prepared by:

Brenda Tusiime – Legal Officer

Sign.....

Secretary

Approved by:

Mary Jesca Nyangoma

Sign

Chairperson / Board Representative