



## Laptops to Lesotho Board Meeting Minutes

**Location:** Via Skype

**Date:** November 17, 2018

**Board Members in Attendance:** Janissa Balcomb (Acting President), Vicki Panhuse (Treasurer), Sherrie Howey, Kathy Plath, Fortunate Gunzo, Sarah Balcomb

**Not in Attendance:** Henk Boshoff (joined after for discussion with Janissa)

Janissa Balcomb, Acting President, called the meeting to order at 8:05 AM MST on November 17, 2018. She welcomed everyone to the meeting and expressed her desire to re-establish our Board activities after the long intermission due to family illness.

- I. Election of Officers – Janissa indicated that in accordance with our governance, the current Officer roles are vacant – Secretary and President. In addition, Vicki Panhuse has served as Treasurer for 3 years so we need to re-confirm this role.

Janissa thanked Sarah Balcomb for her years of service as the Secretary for the Board and recognized her recent family addition, Eliora, who was born on November 12, 2018. Sarah nominates Vicki Panhuse to be Secretary and Kathy Plath seconded. The Board approved the motion unanimously. In addition, the Board approved Vicki's second term as Treasurer.

There were no additional volunteers to serve as President and Janissa volunteered to continue in this role. The Board approved unanimously.

- II. Financial Report – Vicki reviewed the current financial status of Laptops to Lesotho (see attached Financial Report as of October 31, 2018).
- III. Fundraising – Kathy Plath volunteered to coordinate the fundraising efforts. She will meet with Janissa to understand previous efforts and successes to establish a go-forward plan.

- IV. Old Business

a) **2017 Training Trip to Lesotho (Kokobe)** – Janissa gave an overview of the Training Trip completed in 2017

- Janissa, Florence Monoto, Bill & Cindy Savage
- 3 – 6 weeks at a cost of approximately \$6,200 with airfare donated by the trainers
- Kokobe students and teachers very enthusiastic; knew how to use the laptops, lessons provided helped students & teachers able to focus on students requiring more help
- 3 Classrooms with 200 students total
- Logistics improved with large tents, air mattresses, pick-up truck available to bring in supplies
- Other location (Nohana) has not progressed and is currently not using equipment (equipment belongs to school so not available to redeploy)

#### V. New Business

a) **Refurbished XO Laptops and Batteries** – Janissa discussed the current availability of refurbished XO laptops and batteries. At this time, we are waiting for a report on the current condition of the hardware in Kokobe (Florence Monoto to provide) and the costs of the refurbished hardware from the seller (Janissa to coordinate; previously we paid \$1,128.91 for 20 XO refurbished laptops in 2017).

During this discussion we reviewed the status of the Solar Panels (45 solar panels, most operational, not replaceable but alternatives available); batteries (refurbished Li batteries available); Mice & Headphones (Florence report on status); and Lessons status (no additional lessons since 2017 trip)

The Board agreed on the following:

- After reviewing the Kokobe hardware status, purchase 2X the needed replacements (e.g. if there are 10 broken laptops, purchase 20 to have spares) (Action: Janissa)
- The Panhuse Foundation will fund the hardware purchase (**Action: Vicki**)
- The Rotary Club during trip in February 2019 will transport spares to Lesotho

- **Action:** Initiate a go-forward plan to transition away from the XO laptops to a newer tablet – current evaluation planned on the Kindle Fire Kids Tablet (**Janissa, Kathy, Henk**) – need to evaluate, determine how to modify for power requirements. Sarah will discuss the Kindle Fire Kids with her education contacts to determine positives and/or negatives.

b) Status of Volunteers and Potential Training Trip in 2019 – Janissa discussed the current volunteer status. We were sorry to hear that Bill Savage is very ill and will no longer be a volunteer – we will miss him and our thoughts and prayers are with him and Cindy. Janissa is available for short trips only. Florence Monoto helps with planning and logistics. Kathy, Fortunate and Sherrie all indicated that they would be available for training trips.

Vicki discussed the possibility of including Victor and Graziela Valente in future planning – our mission aligns with their values.

The Board recommends we start planning a potential trip with the following actions:

- Fundraising – need a coordinated fundraising effort to provide a minimum of \$2,000 - \$3,000/person for a trip
- Transition Tablet Plan – evaluate Kindle Fire Kid (Janissa, Kathy, Henk)
- Plan to Engage Kokobe Teachers

**VI.** Next Meeting – tentatively planned for January 19, 2019, 8 AM MST / 10 AM EST / 5 PM Africa (see attached agenda)

**VII.** Meeting Adjourned

**VIII.** Addendum (Discussion held after meeting adjourned):

- Janissa, Sherrie and Kathy discussed F.I.P.E and potential funding for L2L. Kathy and Sherrie will develop plan for a grant request to FIPE with funds dedicated to L2L before the end of 2018 for 2019 efforts. The proposal focused on scholarships and Kokobe training.
- Henk agreed to work the technical aspects of adapting solar panels at Kokobe to charge Kindle Fire Kids Tablet.