



THE MINUTE OF THE MANAGEMENT MEETING 02 JULY 2006

The ARD first management meeting after restructuring was held on 02 July 2006 from 14:00 to 17:00pm chaired by Mr. Suon Sokheng, Executive Director, with participation from management team members as the list below:

1. Mr. Suon Sokheng, Executive Director
2. Mr. Kong Ratha, Program Coordinator
3. Mr. Mey Polin, Community Development, Natural Resource and Environment Management Program Officer
4. Mr. Va Leangmeng, Capacity Building, Research and Publication Program Officer
5. Ms. Kheang Soklang, Training Project Assistant

The agenda of the meeting are focused on:

1. To review the result of Annual Congress
2. The problem of Admin and Finance, Training Project
3. To establish ARD one year program

The result of the meeting was noted as follows:

1. To review the result of Annual Congress:

The main points were adopted during the annual congress to assist the project implementation going smoothly and successfully, those are:

- Amendment of ARD Statue including Founder Council formation were added in the statue
- Adopted policies to carry out: Admin and Finance Policy, Staff and Membership policy
- Five year Strategy Plan were produced and adopted
- Executive Director was elected and appointed
- Restructuring was approved

☞ All the approved documents have to print out and signed by Executive Director for formal using after this congress.

2. The Problem of Admin and Finance, Training Project:

- Some of admin and finance work seem to be late in process while we are lacking of experience voluntary staff to hold the position of Admin and Finance Officer. Those works are Equipment Inventory Registration, Financial Report, and Staff Attendant Sheet.

☞ **The meeting agreed that Program Coordinator have to work closely with Reception and Admin Assistant to complete the equipment inventory registration, financial report and staff attendant sheet by next week and submit to the Executive Director**

- The last office work volunteer recruitment is not successful because of acceptable candidate were offered job by another institution.

☞ **The meeting agreed to re-announce for recruiting voluntary staff to hold the position of Admin and Finance Officer. In such case the Program Coordinator have to draft the announcement with appropriate requirement and submit to Executive Director before advertising during next week.**

- The current financial situation of ARD is mostly depends on Founder Contribution only, so it is not Strategic Solution for ARD.

☞ **The meeting agreed to try our best in producing small kind of proposal including special events and service providing then submit to the Donors other target institutions. Further more, we will contact with Advisory Board President for asking the small budget offering which he addressed during the annual congress.**

- By deadline of new training course, we still don't have enough trainees to register in the training, so we have to delay one more week for registration.

☞ **The meeting agreed that if after one week postpone still don't have enough trainees to start training, ARD shall be cancel the training course and inform to the registered trainees on that with reimbursement the charging fee and provide reasonable explanation to them. If the training with fee charging is unable to run, ARD will consider in running free training course by selecting appropriate subject.**

- There were only 2 among 6 topics were defended by the NREM trainees. The other absent trainees were not informed to ARD about their reasons.

☞ **The meeting agreed that the remaining topics, ARD will be provided one last chance for the trainees to make appointment with us for defending. And if they still cannot join the last chance they also will lost the opportunity to get certificate of the training.**

3. To establish one year program for ARD:

By following to the Five Year Strategy Plan which approved during the ARD Annual Congress, the one year program was set up for implementing by pointing the main activities as follows:

A. Capacity Building, Research and Publication Program:

- Training course both free and a small fee charging (10 training courses, the total trainees is 200) will be conducted for young graduates
- Finding donors for supporting book/documents in establishing ARD library (300 books will be received and used in library)
- Three mainly topics related to the community development/natural resource and environment management/social science will be researched by voluntary staff

- Two Special Events/Workshops will be conducted with the topics related to the Good Governance, Corruption Fighting, Gender, Domestic Violence, etc.
- Training to Commune Council on Good Governance, Leadership will be organized for one target commune with duration of 10 days
- Ten volunteers will be selected for working with ARD to get additional knowledge and experiences
- One issue of bulletin will be published with the contents on Community Development, Agriculture Technique Improvement and Social Science.

B. Community Development, Natural Resource and Environment Management Program:

- **Pilot project in one village** will be run in Pich Mony commune with the specific activities:
 1. Farmer Field School Training on Integration Farming System Technique (15 target farmers will be attended the training in 18 weeks, 1 day/week)
 2. Demonstration Farms will be organized and implemented by FFS farmers
 - Goat raising Demo: 1 Demo, 2 goats/demo
 - Chicken raising Demo: 2 Demos, 5 chicks/demo
 - Pig raising Demo: 2 demos, 1 pig/demo
 - Vegetable Cultivation Demo: 3 demos with mix vegetable seed
 - Fruit tree Demo: 4 demos, 5 trees/demo
 - Compost Demo: 5 demos
 3. One Village Animal Health Worker: training and service start up inputs will be provided
- Exposure visit for target farmers: two time of exposure visits to other project/NGO will be organized for improving knowledge and experience of target farmers
- Five Special Events/Farmer Workshops/Extension/Field Days focused on NREM, Community Development, Improved agriculture technique will be conducted with the total of 200 participants

C. Voluntary Staff Capacity Building:

- The informal capacity building for ARD voluntary staff will be gradually provided through informal training, In-house training, and other assignments
- The study tour to learn from other NGO/Projects will be conducted at least two times by focusing on Community Development and Natural Resource and Environment Management Program.

☞ **The ARD Program Officers of each Program has to convene the meeting with their own staff to prepare the Implementation and Budget Plan then submit to Program Coordinator for combining into only one program.**

☞ **The period for implementing the one year program is starting after finishing the program design.**