

# AGM Minutes 2020

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JULY 26

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**Lifeline Pretoria**  
**012 804 1853**  
**[www.lifelinepta.org.za](http://www.lifelinepta.org.za)**



**MINUTES OF THE LIFELINE PRETORIA ANNUAL GENERAL MEETING**

**DATE: Sunday 26 July 2020**  
**TIME: 10:00 to 12:00**  
**VENUE: Via Zoom**

**Compiled by: Mr Selby Mzimba, Secretary to the Board**

Agenda Item	Discussion	Responsible Person
<p><b>Welcome by the Chairperson:</b></p>	<p>The Chairperson welcomed everyone present. Mrs Sonya Rayne was appreciated for her contributions as a Director, enthusiasm and for always putting LifeLine Pretoria first</p> <p>In April 2020, Mrs. Jackina Mello was appointed as Director of LifeLine Pretoria. She began her Directorship at the beginning of the lockdown period and was fast learning to manage under these difficult times.</p>	<p>Ashley Heslop</p>
<p><b>Attendance, Proxy Votes and Apologies:</b></p>	<p><u>In Attendance:</u></p> <ul style="list-style-type: none"> <li>• Agnes Semono</li> <li>• Deryn Logie</li> <li>• Jackina Mello</li> <li>• Ashley Heslop</li> <li>• Prebashnie Moonsamie</li> <li>• Robyn Mooney</li> <li>• Selby Mzimba</li> <li>• Leoba Mashaba</li> <li>• Matthew Lanecki</li> <li>• Ntombi Mashinini</li> <li>• Sharon Pearlman</li> <li>• Sophy Mofomme</li> <li>• Sylvia Shannon</li> <li>• Wim Wijnant</li> <li>• Alida Botha</li> <li>• Arina Mole</li> <li>• Desiree McLeod</li> <li>• Ellen Ntsheng</li> <li>• Itumeleng Motloenya</li> <li>• Julie Strydom</li> <li>• Laura Cotton</li> <li>• Lynne Wareing</li> <li>• Madeleen Rautenbach</li> <li>• Mariska Havinga</li> <li>• Mashudu Nyambeni</li> </ul>	<p>Selby Mzimba</p>

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	<ul style="list-style-type: none"> <li>• Melissa Castelmaine</li> <li>• Nikki Russell</li> <li>• Zander Pretorius</li> <li>• Dawn Mosdell</li> <li>• Sheena Dinkelmann</li> </ul> <p><u>Proxy Votes Received:</u> Prebashnie (Noleen) Deryn (Michelle)</p> <p><u>Apologies Received:</u></p> <ul style="list-style-type: none"> <li>• Carina de Lange</li> <li>• Joy Motswatswe</li> <li>• Karin Biel</li> <li>• Kelebogile Ntjie</li> <li>• Michelle Smit</li> <li>• Tammy Britz</li> <li>• Zelda Pharoah</li> <li>• Amori Marais</li> <li>• Rozanne Ashworth</li> <li>• Sheila Houghton</li> <li>• Noleen Smith</li> <li>• Gugulethu N Zondo</li> </ul>	
<b>Additional Agenda Items:</b>	The Agenda was adopted, no inputs were received.	Ashley Heslop
<b>Minutes of Previous Meeting 14 September 2019:</b>	The Minutes of the Extraordinary AGM held on September 2019 were approved.	Ashley Heslop
<b>Director's Report:</b>	<p>Mrs Mello appreciated the support she has received from the Staff and Board as she settled in her new position. Lifeline Pretoria made adjustments to it's services during the lockdown period to ensure that services were still available to the community. The flexibility and adjustment due to lockdown conditions have proved to be successful and productive.</p> <p>LifeLine has been fortunate to receive financial assistance (in kind and cash), from companies and individuals for the past year (2019) and this has helped tremendously in the continuation of service delivery. Their generosity is highly appreciated.</p>	Jackina Mello

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	<p>2019 STATISTICS:</p> <ul style="list-style-type: none"> <li>• Counselling sessions (face to face and telephonic): 4 074 clients</li> <li>• Training (Personal Growth and Counselling Skills): 168 course participants</li> <li>• Community outreach services: 2 396 199 people reached</li> </ul> <p>Total: 2 400 441</p>	
<p><b>Report Back and Discussions - LifeLine Pretoria Training and Development:</b></p>	<p>Total number of course participants – 2019 / 2020:</p> <ul style="list-style-type: none"> <li>• Personal Growth Course: 95 course participants</li> <li>• Counselling Skills Course: 73 course participants</li> </ul> <p>The overall number of course participants in Personal Growth Courses and Counselling</p> <ul style="list-style-type: none"> <li>• Skills Courses 2019/2020: 168</li> </ul> <p>Thank you to Mrs Rozanne Ashworth for the great value she adds to LifeLine Pretoria’s Ongoing Training Program:</p> <ul style="list-style-type: none"> <li>• Suicide Counselling</li> <li>• Bereavement Counselling</li> <li>• Relationship Counselling</li> <li>• Trauma Counselling</li> <li>• Ethics Training</li> <li>• Psychopathology and Dealing with Difficult Clients</li> <li>• Gender Based Violence</li> <li>• Rape Counselling</li> <li>• HIV/AIDS Counselling</li> </ul> <p>2019/20 was indeed a good year in the training department, receiving larger numbers of course participants compared to the previous few years. The participation of Volunteers facilitating the Personal Growth Course and training in the Counselling Skills Course was greatly appreciated.</p>	<p>Agnes Semono</p>

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<b>Report Back and Discussion - LifeLine Pretoria Community Outreach Program:</b>	<p>LifeLine Pretoria reached an incredible 2,396,199 people through presentations in different organisation like local radio stations, open days for Institutions and community organisations. This was achieved through the support of the staff, volunteers, counsellors, probationers, partners, friends and families of LifeLine Pretoria.</p>	<p>Sheila Houghton</p>												
<b>Report Back and Discussion - LifeLine Pretoria Rape Counselling:</b>	<p>The rape crisis phone has been manned continually throughout the lockdown, but not many calls were received. The possibility of reduced incidents may be due to the fact that people were not able to leave their homes in most cases. Where such incidents may have occurred in the home, the difficulty of reporting these was increased due to lack of privacy, inability or unwillingness to access help through the usual channels, e.g. reporting to police, going to local clinics or hospitals. This will obviously apply to incidents of gender-based and domestic violence as well.</p> <p>Earlier in the year several team members visited the Tutuzela sites at Mamelodi, Steve Biko and Laudium Community Health Centre.</p> <p>The team recommends that:</p> <ol style="list-style-type: none"> <li>1. This service be advertised more widely.</li> <li>2. Encourage more counsellors to join this team.</li> <li>3. Ensure new volunteers receive training and support.</li> </ol>	<p>Dawn</p>												
<b>Presentation of the Budget for 2019 – 2020 and Discussion:</b>	<p>FINANCIAL REPORT FOR THE YEAR ENDED 31 MARCH 2020</p> <p><b>Balance Sheet Summary:</b></p> <table border="1" data-bbox="470 1713 1042 1915"> <tbody> <tr> <td>Assets</td> <td>361,052</td> <td>405,629</td> <td>574,292</td> </tr> <tr> <td>Liabilities</td> <td>-4,177</td> <td></td> <td>- 143,089</td> </tr> <tr> <td>Retained Income</td> <td>356,875</td> <td>405,629</td> <td>431,203</td> </tr> </tbody> </table> <p>The concern remains the continued drop in the retained income on an annual basis. The reduction in retained income for the year ended</p>	Assets	361,052	405,629	574,292	Liabilities	-4,177		- 143,089	Retained Income	356,875	405,629	431,203	<p>Mr Leslie Peters</p>
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	<p>31 March 2020 was lower than the expected R 192,224. The reduction in retained income for the year ended 31 March 2020 amounted to R 48,754</p> <p><b>Income Statement Summary:</b></p> <table border="1" data-bbox="493 553 1123 813"> <thead> <tr> <th></th> <th>31-Mar-20</th> <th>31-Mar-19</th> </tr> </thead> <tbody> <tr> <td>Income</td> <td>752,769.00</td> <td>720,993.00</td> </tr> <tr> <td>Lotto Grant</td> <td></td> <td>140,000.00</td> </tr> <tr> <td>Other Income</td> <td>83,543.00</td> <td>40,480.00</td> </tr> <tr> <td>Expenditure</td> <td>-823,383.00</td> <td>-927,047.00</td> </tr> <tr> <td>Loss for the Year</td> <td>-48,754.00</td> <td>-25,574.00</td> </tr> </tbody> </table> <p>Operating Income increased by 4% in the year under review. No grants were received. Management managed to limit expenditure to a certain extent as we saw an 11% reduction in total expenditure for the year under review. This resulted in a loss of R 48,754. The loss is not a true reflection as we need to take into account that other income includes an insurance claim of R 78,100. The operating loss is then R 126,854.</p> <p>It is clear that the need remains to improve and increase income. We are reliant on donations, fundraising and income from our training courses and talks. Expenditure must be curtailed at all times and management needs to refrain from long term commitments to any expenditure.</p> <p><b>Projected Budget:</b></p> <table border="1" data-bbox="493 1787 1010 2000"> <thead> <tr> <th></th> <th>Budgeted Amounts 31-Mar-21</th> </tr> </thead> <tbody> <tr> <td>Income</td> <td>916,000.00</td> </tr> <tr> <td>Expenditure</td> <td>1,073,400.00</td> </tr> <tr> <td>Net Deficit</td> <td>-157,400.00</td> </tr> </tbody> </table>		31-Mar-20	31-Mar-19	Income	752,769.00	720,993.00	Lotto Grant		140,000.00	Other Income	83,543.00	40,480.00	Expenditure	-823,383.00	-927,047.00	Loss for the Year	-48,754.00	-25,574.00		Budgeted Amounts 31-Mar-21	Income	916,000.00	Expenditure	1,073,400.00	Net Deficit	-157,400.00	
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	<p>The new financial year will yet again be a challenging year as our approved budget reflects a net deficit amounting to R 157,400 for the year ended 31 March 2021. No additional items are budgeted for as the uncertainty of the current pandemic weighs heavy on our finances. The budgeted deficit will be funded from our retained earnings as the income levels currently are not sufficient and we have no lotto funds available to assist with certain expenses. At this rate our saved funds are running out at a rapid pace.</p> <p>The board and staff remain committed to address the shortfalls and increase income on an ongoing basis.</p> <p><b>Change of Auditor:</b> A new Auditor (NH Auditors) has been appointed for the financial year under review. Mr Hamman from NH Auditors was appreciated for conducting the audit on a zero-fee basis.</p> <p>Donors and sponsors are appreciated for their commitment and support during the year; and the Friends of Lifeline who volunteer their time and talents free of charge.</p>	
<p><b>Introduction of the Current Members of the Board, Introduction of Nominated Board Members and Voting:</b></p>	<p>Board Members 2019-2020:</p> <p>The newly elected Board took office in September 2019. The Board have a wide range of skills consisting of Economics, Legal, Teaching, Fundraising, Communication, Psychology and Statistics.</p> <ul style="list-style-type: none"> <li>• <u>Chairperson</u>: Mr Ashley Heslop</li> <li>• <u>Vice Chairperson</u>: Ms Prebashnie Moonsamie</li> <li>• <u>Secretary</u>: Mr Selby Mzimba</li> <li>• <u>Director</u>: Mrs Jackina Mello</li> <li>• <u>Internal Communications</u>: Mrs Noleen Smith</li> </ul>	<p>Ashley Heslop</p>

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	<ul style="list-style-type: none"> <li>• <u>Treasurer</u>: Leslie Peters (Financial Consultant)</li> <li>• Mrs Noleen Smith: Monitoring and Presentation of monthly financial reports and accounts</li> <li>• <u>Donor Funding Proposals</u>: Mr Sershan Naidoo (Ex-officio) <u>Fundraising and Event Coordination for Probationers</u>: Ms Robyn Mooney</li> <li>• <u>External Communications</u>: Ms Robyn Mooney</li> </ul>	
<b>Any Other Business:</b>	The amended constitution was shared with all Volunteers and no inputs or changes were recommended. The AGM agreed that the revised Constitution be submitted to the Department of Social Development for approval.	Ashley Heslop
<b>Closing of the AGM:</b>	Thank you to the Staff, Board, Counsellors and Volunteers of LifeLine Pretoria. All our efforts work towards the good of those who need us. May we find the courage and strength to continue our support to communities in this difficult time of epidemic. Let us make every effort to be innovative, to use our gifts and talents to improve the quality of life and emotional well-being of the communities of Pretoria.	Ashley Heslop

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**Mr. Ashley Heslop**  
 Chairperson

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**Mrs. Jackina Mello**  
 Director LifeLine Pretoria

**Date:**

**Date:**