

MOTEC LIFE – UK GENERAL MEETING / PRE&POST TRAVEL
14th September 2009. Enquiries 07766534074

Business meeting: 13.00 to 15.45. Agenda.

13.00

1. Minutes of 1st June Meeting and Matters Arising by Rosemary Doogan
June 2008 Working visit:
2. Account for Charity Commission.
3. a) Motec Freight for Ghana. b) MIDA and MOTEC

14.00

4. MOTEC ID Cards/ T shirts / Car Stickers.
5. 4th October Dinner Dance- **Discussion time.**
6. Review of Dates for 2009. Booked volunteers.
7. Updating Charity Commission records of executives and Account Signatories

14.40

8. OCTOBER TRIP 11th to 25th: Introduction and Summary.

PROJECTS. 3 minutes each

- a) – Laboratory Incubator.
Image Intensifier Patti.
Paramedic Workshop.
Chest Injury Lecture at Nkawkaw.
Komfo Anokye Hospital Teaching Lecture Series.
Teaching on the job.
- b) Teams, Programmes, Lecture topics, target groups.
- c) Visa & Travel Insurance, Travel Arrangements.
- d) **15.00** Insurance cover on the job by host
- c) Advice – Food, immunizations, anti-malaria, dress code, code of conduct, travels in Ghana.
- d) AUDIT – fresh forms for use.
- e) Reports after visit
- f) Questions. Suggestions.

10. Other matters. Next meeting.

15.45 Closure.