



Canada Mathare Education Trust 2012 Annual Report (January – December 2012)

1. PRESIDENT'S MESSAGE

Having celebrated our 5th Anniversary in December 2011, the year 2012 can only be described as our 'biggest' yet – in May we welcomed our remarkable Kenyan Agents (now referred to as our Kenyan Field Representatives) to Ontario, Canada, for 5 weeks. Thanks to the amazing generosity of many of our supporters, through our Aeroplan charitable campaign that ran in the fall of 2011, we were able to collect enough Aeroplan miles for two roundtrip tickets for Benedict & Titus to travel from Nairobi to Ottawa.

Following five successful years of operations, and since we were going to be able to have Titus & Benedict join us, we also organized our first ever weekend Board retreat – an opportunity to both look back together and celebrate, to evaluate and amend our current programs, and to look forward and collectively develop our goals for the next five years. This two and a half day meeting was expertly facilitated by Sarah Lawson (thank you, Sarah!) and marked a big turning point for our organization – it was the first time most of our Board members had the chance to meet our Kenyan Field Representatives and the importance of this cross-cultural exchange, for solidifying out cooperative working relationship, cannot be overstated.

Complete details of our Kenyan Reps visit to Canada can be found in Appendix 1 of this report.

In addition to this very successful initiative, CMETrust's general operations in Canada continued to have great success in 2012, thanks to the incredible work and commitment of our volunteers, and the great kindness and loyalty of our donors. In this annual report we highlight the achievements of our chapters and post-secondary scholarship program in our 6th year of operation, 2012.

You'll also note that activities in this report cover an extended time period (end of 2011 to beginning of 2013), as 2012 was the year we brought our work-planning and reporting in-line with our January-December fiscal year (we now hold our Annual General Meetings in March, instead of May).

Victoria Sheppard
President, CMETrust

2. KENYAN AGENTS REPORT

a) May 2012

CMETRUST KENYA REPORT 2011 - 2012

Agents of Change

Tanya Stephens, a renowned reggae artist, belted out the following words in the track 'The Other Cheek'; *"With all the highways you build and go through, you never build a little avenue for the youth"*. These are the times we are living in Kenya; the poor are getting poorer while the wealthy are getting wealthier. But what the status quo forgets is that poverty is not a poor man's problem alone.

The artist paints a better picture where she sings *"Even the richest man got to learn to take a stance when he realises that it's not safe to live in the mansion"*. That phrase demonstrates the connection between people in various communities and how an individual's situation affects those around them.

A lot of communities end up treating the symptoms rather than curing the diseases, developing maximum security facilities instead of opening more schools, erecting higher perimeter walls instead of building bridges, etc. But we all forget that, at the end of the day no one will be happy until the people around them are happy.

It's evident that especially in Kenya the gap between the haves and have-nots has continued to widen over the years. Someone somewhere has to take some action and do something. CMETrust is one of the few initiatives that over the years has slowly but surely come in to reverse this trend. We should all count ourselves as agents of change and that should be the rallying call to all the CMETrust fraternity. We should make sure that message is brought home and that spirit continues unabated in the days to come.

We hope this report brings a lot of encouragement and motivation for all of us to keep on contributing and participating in this wonderful movement.

Activities

As you may notice from our earlier reports, 2011 was a busy year for CMETrust Kenya. The organization organized and participated in various events that touched on personal exploration, community development, entrepreneurship skills, arts & emergency response basics amongst others.

The students also had a big opportunity to get an invite from the leading mobile-telephony company in East & Central Africa, Safaricom, to participate in the Sema-La (Say-No) Talk show. The event was organized by Safaricom staff in conjunction with PSI (Population Services International) and tackled the issues surrounding reproductive health and making informed decisions. Our students were also given a tour of Safaricom House and saw the day-to-day running of the business.

Last year also saw CMETrust doing a ground-breaking ceremony that brought a friend of the Trust all the way from Canada to participate in the "Walk for CMETrust" Walk-a-thon in Mathare. Ernie Oginsky together with her daughter and Ottawa Chapter co-chair Kathie Oginsky joined the CMETrust students, partners and the Mathare Community at large for the early morning walk/tour of the Mathare Slums. This was a great meet & greet event and it also helped Ernie fundraise as whenever he took a step forward, his friends from Canada would pledge more support.

Due to great participation and interest, we believe that we should have it as an annual event to happen around the second week of every December and to coincide with the end of our Holiday activities. We feel that this event will help in publicizing the CMETrust and its various activities in Kenya. This will also give the community and local partners a chance to engage and blend with the Trust freely. We also hope with the publicity it would generate, more partnerships and opportunities would be realised.

Achievements

This year we have had very good and important success stories. The organization has every reason to feel proud and to continue creating more opportunities.

Our biggest achievement so far is the start of the Post-Secondary Pilot program. This has seen three of our alumni enroll in Universities and embark on another journey of self-development and empowerment. The program has opened huge doors towards better things to come in the near future for our alumni. We hope that this program will remain and hopefully more members will be able to benefit from this.

For the first time we also have our alumni graduating at NairoBits School of Digital Design. Edith Isaiah will be graduating with a Diploma in Web Design/Development in June, 2012. This is not an easy course, as it requires one to be socially astute as well as academically proficient.

Two of our alumni members also got a chance to participate in “Teaching in Service” Course - a government pilot sponsored program rolled in December 2011 covering the whole country. Micah Adie and Olvence Musa are undergoing intense teaching course and they are required to practice throughout the school calendar.

The weekly Canada-Kenya calls have also improved cross-cultural communication and enhanced efficiency on the Kenyan side. We hope it continues.

Other notable achievements include: a possible partnership with PAWA254; a resource centre for up-and-coming journalist and social activists, active alumni that has culminated in the registration as a CBO (Community Based Organization), etc. This year has also seen us get a chance to meet the board, partners, volunteers, and friends of CMETrust on an exciting maiden official visit to Canada!

Challenges

Assembling the students during the holiday breaks have proven to be a bit of a problem. Apparently, the Kenyan school system is not very strict on the closing and opening dates of high school institutions. This forces some students to miss out on very important holiday activities.

Our ever-bulging alumni are a blessing, but it also poses other challenges. These are young people who are empowered and knowledgeable, but they also remain to be a vulnerable constituent. As of the moment, we have not yet created enough opportunities that can absorb them. A lot still remains to be done to tackle this issue.

Goals

Continue implementing our strategic plan.

Create more opportunities through local partnerships.

Launch the MiF Calendar project in Nairobi.

Establish a yearlong MiF program that the alumni will be actively involved in throughout the year.

Mobilize better digital cameras in order to get better images for the MiF program

Way forward

In order to be efficient and to make better decisions, we have acquired the support of two special advisors: John Kiarie, an experienced social worker, and Jacob De', a very able teacher at MCEDO Beijing School. Their mandate is to advise us on how to best deal with various situations. They have very busy schedules so we cannot depend on them for daily duties but they have indicated that they will always be there whenever we need them. The advisors join Charles Omondi, the current liaison officer, to offer guidance and support to the Kenyan agents.

Once back in Kenya, we will continue to find more partnerships that can provide opportunities for publicity, capacity and empowerment.

We also hope to motivate the alumni to continue engaging themselves in community development as well as entrepreneurship projects.

Appreciation

We are also glad to be here in person, to meet and greet the people who make it happen back here and just to have a chance to be able to participate in the formulation of the strategic plan.

Thanks to everyone who continually support our activities in Kenya. Your contribution in every little way is highly appreciated. Much appreciation to all who have facilitated our travels in this beautiful Country...so far so good!!!

CMETrust Kenya Agents
May, 2012

b) May 2013

CMETrust Kenya Field Representatives Report August 2012 - March 2013

Activities:

As soon as we touched down from a very successful and inspiring trip to Canada, we hit the road running in regards to CMETrust activities. Other than the usual empowerment holiday programs, we also had a chance to indulge ourselves with other exciting events. Some of these activities include documentaries by well-known media houses, participate in the MiF Committee meetings, as well as represent the organization in different forums in Nairobi.

Below is the list of activities we did between August last year and March 2013:

August 14 th 2012	Personal Exploration
August 15 th 2012	Law
August 16 th 2012	Youth & Leadership + K24 Documentary
August 17 th 2012	Talent Development
August 18 th 2012	Clean up
(See August Holiday Report)	

November 26 th 2012	HBC
November 27 th 2012	Conflict Management
November 26 th 2012	Coping with Boarding School Challenges
November 26 th 2012	Post Secondary Scholarship Beneficiaries Interviews
November 27 th 2012	Civic Education
November 28 th 2012	Home Based Care
December 14 th 2012	AGM + Clean up
(See December Holiday Report)	
February 6 th 2013	Secondary scholarship Beneficiaries Interviews
February 6 th 2013	EBRU TV Documentary Shoot
February 21 st 2013	Titus Kuria presented CMETrust as part of his AISA-GISS Panel of Experts session at the International School of Kenya

Successes:

- An engaged & professional MiF Alumni Committee
- A very committed & experienced MiF Committee volunteer, Valeria Costa
- A smooth Post Secondary Scholarship Program
- Smooth cross-cultural communication
- Active online presence
- Beating the deadlines
- Identifying two key partner secondary schools for smoother running of the secondary school program
- Better quality photos for the MiF Calendar Program
- Two Documentaries by a local and International Media House. EBRU TV included our documentary in their Prime Time News on the 7th Feb 2013 Bulletin.

Challenges:

- Keeping the Alumni actively engaged in CMETrust and community development activities
- Lack of enough empowerment opportunities for our ever bulging alumni
- A proper in-house documentation facility i.e. the camera is a bit old and it is not producing the best of images. We also lack a video camera that can capture some of the powerful activities.
- Limited facilities for the Field Reps and alumni to smoothen operations, e.g., Internet, PCs, etc.
- Local launch of MiF Calendar
- Visibility on Twitter. We encourage the Social Media department to be more active.

Goals:

- Local launch of MiF Calendar before end of year

- Recruit more volunteers to work with our alumni
- Establish an alumni driven mentorship program
- Create more local partnerships

Conclusion:

It has been 7 years... 7 years of ups and downs. 7 years of great joy and sometimes deep sorrow. Together we have all come a long way and we should be proud of changing young peoples' lives.

Kenya has held a peaceful election. More importantly, Mathare has been extremely calm. I believe that our people have come a long way as far as tolerance and peaceful co-existence is concerned. I also believe it's organizations like ours who have slowly but surely provided that space for individuals to come in and to leave as change-makers.

Thank you all and keep the fire burning!

Kenya Field Reps - March 2013

3. TORONTO CHAPTER REPORT

Prepared by: Caroline Kent & Courtney Mollenhauer, Toronto Chapter Co-Chairs

Our Achievements This Year:

- Spring into Education, a clothing swap event, was held in May 2012 and raised \$410
- Meditate for Mathare, a six-week long weekly yoga class ran in June and July 2012 and raised \$380
- Mittens for Mathare raised \$300.
- The second annual Laughs for Learning comedy show was held in October 2012 at Comedy Bar and raised \$801.71
- The Toronto chapter has focused this year on running smaller events that peak volunteers' interests and areas of strength.

Where We Are Going:

- In the second half of 2013, the Toronto chapter strives to re-shape itself. New volunteers will be recruited and event planning may undergo a transition. The chapter aims to efficiently raise money by putting on events that volunteers are genuinely interested in.
- The chapter plans to engage its volunteers in the cause, including expanding discussion about life in Kenya, and the CMETrust scholars and alumni. It is intended that a connection with the cause will encourage engagement and increase productivity.
- Toronto hopes to put on the annual comedy show, *Laughs for Learning*, in the fall of 2013.

4. KITCHENER-WATERLOO CHAPTER REPORT

Prepared by: Shari DeCaire, KW Chapter Chair

Our Achievements This Year:

- ‘Cheers for Children IV’ was held on Saturday, June 9th 2012 at the Victoria Park Pavilion in downtown Kitchener. The event raised \$8,520.20
- A garage sale was hosted on July 28th 2012, and raised \$458.45. All proceeds going to the CMETrust.
- A euchre tournament was also hosted on February 25th 2012, and \$963.26 was raised.

Where We Are Going:

- The KW Chapter is looking forward to hosting ‘Cheers for Children V’ in June 2013. The team is going to focus on having another successful event under the backdrop of two thirds of our volunteer committee welcoming babies at the beginning of 2013.
- Work is underway to source spaces within the Kitchener-Waterloo area to host another euchre tournament in the fall of 2013.
- Due to the success of the second event, another garage sale will be held in Summer 2013.
- The KW team is also looking at other opportunities to add to our fundraising event schedule over the next couple of years.

5. OTTAWA CHAPTER REPORT

Prepared by: Jimena Eyzaguirre, Ottawa Chapter Treasurer

Our Achievements This Year:

- Through the 2012 Government of Canada Workplace Charitable Campaign (GCWCC), government employees in Ottawa pledged over \$5,000 to CMETrust through payroll deductions.
- CMETrust’s Kenyan Agents visited Ottawa in May, providing opportunities to volunteers and friends of CMETrust Ottawa to broaden their understanding of CMETrust activities on the ground and of our collective impact. CMETrust held a Donor and Volunteer Appreciation Event in late May at Pressed Café with about 40 guests in attendance, including a meet and greet with Titus and Benedict.
- 7 runners participated in the Ottawa Race Weekend in May and raised over \$700.
- After almost one year of relationship-building, CMETrust Ottawa held a documentary screening and meet and greet with the band Sierra Leone’s Refugee All Stars. The screening took place in early July at Library and Archives Canada with over 85 people attending. The event raised \$1,667 as well as the All Stars’ fan base.
- A Pub Quiz Night at the Lieutenant's Pump in September was a great success. This sold-out fundraiser featured three rounds of trivia, prizes in each round and a grand prize for the night’s winning team. The event raised \$765, including proceeds from bar sales generously donated by the Pump. Its great success inspired the UOttawa Chapter to adopt a trivia fundraising event.
- CMETrust displayed the Mathare in Focus 2013 photos at the Library and Achieves Canada in conjunction with the One World Film Festival in October. This was an outreach event.

- The fourth annual Mathare in Focus photo vernissage and launch of the Mathare in Focus Calendar, held in late November 2012, raised \$4,845. The event was held at the Orange Gallery in Ottawa's trendy Wellington Village. The evening featured the live performance of Paul Sheehy, a local jazz piano player and spoken word artists Festrell and the co-founder of Capital Slam and the Ottawa Youth Poetry Slam, Greg Frankson (aka Ritallin). The event also had a silent auction, merchandise table and plenty of food and drink.
- CMETrust Ottawa pursued several opportunities to sell Mathare in Focus Calendars and other merchandise at craft fairs in the National Capital Region.
- CMETrust Ottawa dedicated significant effort into internal organization and strategy, including promoting third-party fundraising and the tool available to support it, clarifying volunteers' roles and responsibilities, stepping up social media use and working on policies and guidelines for executive transitions.
- The CMETrust's University of Ottawa Chapter (UOttawa Chapter) had a very busy and fruitful year. The volunteer team aimed to put on 3-4 events per semester and reach to a broad array of students to raise money, recruit volunteers and provide information about the work of CMETrust in Kenya. The UOttawa Chapter president graduated in May and a new president took over. Highlights of 2012 are as follows:
 - A pasta night during the spring semester raised \$250.
 - A musical/dance show in the spring put on by Unity for Action student group at UOttawa raised \$7,700 for CMETrust. The group puts on a show each year for a different charity and this year, thanks to awareness-raising activities of CMETrust UOttawa, they donated their proceeds to CMETrust.
 - A meet and greet with CMETrust Kenyan Agents Titus and Benedict took place in June.
 - A Brazilian Carnival part in early November was wildly successful and raised \$1,200.
 - A trivia night held in November raised \$600.
 - Interest by students in participating in CMETrust UOttawa activities has grown, with 15 additional, committed volunteers recruited in 2012. Meeting attendance is consistent among the majority of those on the mailing list. Participants include students who have traveled to Kenya for a field research course.

Where We Are Going:

- CMETrust Ottawa is undergoing a transition in leadership and in its organization. 2013 marks a year of reflection and reconfiguration as a new model for the chapter develops.
- Planned activities include the following:
 - Volunteer recruitment
 - Pub Trivia fundraiser in the fall
 - A small event profiling Mathare in Focus photography in the fall
 - Participation in craft fairs in the fall and winter
 - A ski marathon fundraiser in winter
 - Educational activities like talks and panel discussions, in collaboration with other like-minded organizations

6. POST-SECONDARY SCHOLARSHIP (PSS) COMMITTEE REPORT

Prepared by Linda Sheppard, Committee Chair

Our Achievements This Year:

Approval of Permanent PS Scholarship Program

- > Following the pilot of two post-secondary scholarships, at the request of the CMETrust Board, in April 2012, the Committee submitted a Report and Recommendation to the CMETrust Board for the establishment of a Permanent Post-Secondary Scholarship Program
- > Based on a pooled funding model for the scholarship fund, the Committee proposed to raise funds for one full scholarship to be awarded to a CMETrust high school graduate every year and as well, funds to support as needed any graduates receiving direct entry to university
- > Prior to the Trust Board Meeting in May, 2012, the Committee met with Kenyan Field Representatives in Toronto for a productive discussion on the proposed post-secondary scholarship fund proposal
- > The Report and Recommendation were approved by the CMETrust Board at the meeting in May, 2012

Fund-Raising

- > Following the approval of the post-secondary scholarship program in May, the main work of the Committee was to develop a fund-raising plan to fund the new program
- > Based on the advice of a professional fund-raiser, the Committee met first with the two core donors to the PSS program to solicit their assistance in raising the needed funds – this was only moderately successful but led to some useful discussion about donors, interests, demographics, hooks, etc.
- > Fund-raising for the first year would consist mainly of connecting with personal contacts likely to have an interest in supporting the PSS program
- > The Committee did identify a new demographic to research as potential donors – successful mid-age professionals – with one committee member connecting with a contact in a large local law firm, leading to both some useful information and a donation
- > The Committee also met with two members of the Toronto-Eglinton Rotary Club; this club had already supported the CMETrust high school scholarship program and the two Kenyan field representatives made a presentation there describing the new post-secondary scholarship program during their visit to Canada in May
- > Following the meeting, an application was made for a donation to the post-secondary scholarship fund which was successful

Scholarship Fund Administration - 2012

- > The Committee continued to administer the two pilot scholarships – sending annual reports to the donors and collecting cheques at the beginning of the year

- > The recipient of the Isaac Scholarship received support for her studies at Kenyatta University through 2012
- > The Kenyan field representatives began the selection process for a new recipient for the Sheppard/Sheppard/Stewart scholarship with studies to begin in 2013
- > The Committee began the facilitation of an application by a CMETrust high school graduate to the Hansen's Vikings Scholarship Fund, a Canadian fund to assist orphans abroad; in Dec., the Field Reps began interviews to find a candidate (the candidate was awarded a scholarship in 2013 and is a student at the University of Nairobi.)
- > Two payments were made to support direct entry students – Samson Omondi in Jan. 2012 and Victor Ochieng in Oct. 2012.

Committee Operations

- > Terms of Reference for Committee operations were approved
- > Developed a work plan, spreadsheets to track donations and scholarship payments for student expenses, and a tracking table for students
- > Submitted a proposed budget to the Trust for 2012
- > Made a request that a button be added to Canada Helps so that donors can make online donations to the PSS fund
- > Welcomed their new member, Angela Khakali, in Dec. 2012

Where We Are Going:

- > Continue to fund-raise for the 2013 scholarship and direct entry student support
- > Work further on developing a complete donor package with powerpoint presentation
- > Develop a funding model that will be sustainable into the future so that the Committee can continue to raise sufficient funds to offer one post-secondary scholarship and direct entry support every year
- > The Committee in consultation with the Board and the Kenyan Field Representatives will continue to assess the PSS program and develop further its proposal to support the Trust graduates who receive direct entry to university.

7. CMETrust 2012 FINANCIAL REPORT

Prepared by CMETrust Treasurer, Heather Arnold

Fiscal Year 2012 (January 1 to December 31, 2012)

(All amounts rounded to the nearest dollar)

A. Statement of Operations

(See notes on page 2 for further explanation of each item)

Revenue	2011	2012
1. Total tax receipted donations	24,445	16,017
2. Total amount received from other registered charities	19,820	16,362
3. Interest/Investment income	139	115
4. Other revenue from fundraising	26,493	30,641
5. Revenue from merchandise sales	3,573	6,646
Total Revenue	74,470	69,781
Expenses		
6. Disbursement of funds for scholarships	22,638	26,682
7. Honorarium for Kenyan Agents	3,200	3,200
8. Other disbursements to Kenya	3,628	2,656
9. Printing and promotion	40	570
10. Travel and transportation	3,935	794
11. Bank charges	504	390
12. Office supplies and expenses	521	359
13. Fundraising expenses	8,960	4,629
14. Merchandise expenses	3,962	2,303
15. Other expenses	1,887	8,902
Total Expenses	49,275	50,485
16. Surplus	25,195	19,296
17. Total Assets on December 31, 2012	72,112	91,408

B. Notes

1. Total receipted donations include all receipted portions of ticket sales to fundraising events (where appropriate), direct donations received through fundraising efforts such as the Ottawa Race Weekend and 2012 deposits left over from the Walk for Mathare walk-a-thon that took place in 2011, plus straight donations received by cash and cheque from groups and individuals.

2. Amounts received from other charities includes money from Canada Helps (online donation system), the United Way (Government of Canada Workplace Charitable Campaign).

	<u>2011</u>	<u>2012</u>
Canada Helps	11,958	10,591
United Way	5,462	5,271
Rotary Clubs	2,400	

3. Interest rate of the ING Savings Account was 1.00% as of December 31, 2012.

4. Other Revenue from Fundraising comes from events held throughout the year, excluding the tax-receipted portion of ticket price where applicable.

5. Revenue from Merchandise sales includes merchandise sales at fundraising events and public outreach events as well as the sale of Mathare in Focus calendars and photo prints.

6. Disbursement of scholarship funds includes:

	2011	2012
a. CMETrust Secondary School Scholarships	20,456	24,740
b. Post-Secondary Scholarship pilot project scholarships	2,182	1,942

(further information about these two programs is available on pg. 4).

7. Honorarium for Kenyan Agents totaled \$3200, which is \$1600 for each agent paid in three installments throughout the year.

8. Other Disbursements to Kenya include:

April School Break Activities	574
August School Break Activities	594
December School Break Activities	589
Alumni Calendar Project	140
Bank Fees in Kenya	24
Kenyan Agents' Professional Development	735
Total	2,656

9. Printing and Promotion includes posters and post cards used to promote fundraising events and to provide information about CMETrust.

10. Transportation costs are associated with CMETrust Board Members traveling to meetings in Toronto.

11. Interest and Bank charges include Monthly fees on our RBC account (\$3.75/month), other bank fees associated with transactions made above the limits set on our community account, and a \$45 fee every time we transfer funds to Kenya.

12. Office supplies and other expenses include paper, envelopes, and printer ink, telephone costs for regular calls from Canada to Kenya, and postage.

13. Fundraising Expenditures are expenses associated with putting on major and minor fundraising events by CMETrust Chapters. Please note that some expenses related to fundraising events in 2012 may have been incurred in 2011 or 2013 and therefore are not accounted for in the 2012 financial report.

14. Merchandise expenses include purchase of merchandise for sale, production of the Mathare in Focus Calendar, production of Mathare in Focus photo prints, framing and postage.

15. Other expenditures include: meeting expenses including the 2012 Board Retreat and AGM, membership fee to Volunteer Toronto and the Ontario Council for International Cooperation, training, petty cash, and costs associated with the Kenyan Agents' visit to Canada. See pg. 5 for a further description of the 2012 Board Retreat and the Kenyan Agents' visit to Canada.

16. The surplus is the amount of revenue minus expenses for the year.

17. Total assets on December 31, 2012 include: \$11,313 in our ING Savings Account, and \$80,095 in our RBC Community/Business Account.

C. Costs per student – Secondary School Scholarships 2012

Students	School Fees	Personal Effects	Books	Exams	TOTAL
21 Returning to Provincial school (Forms 2-4)	21 x 42,627 = 895,167	21 x 3200 = 67,200	10 x 1,926 = 19,260	3 x 5,300 = 15,900	997,527
6 Returning to District school (Forms 2-4)	6 x 36,733 = 220,398	6 x 3200 = 19,200	1 x 1,926 = 1,926	4 x 5,300 = 21,200	262,724
13 Going to Provincial School (Form 1)	13 x 42,627 = 554,151	13 x 11,800 = 153,400	13 x 4,170 = 54,210		761,761
Students Total	2,022,012 KES (~\$24,240 CAD)				

NB: All amounts in Kenya Shillings.

D. Post-Secondary Scholarship Program 2012

Revenue through donations	\$ 8,176
Expenses	\$ 1,942
Surplus	\$ 6,234

E. 2012 Board Retreat

Venue costs	2,791
Insurance	157
Total	2,948

Venue costs were paid to Trent University and included meeting room rental, accommodations and meals for Board Members and Kenyan Agents from May 11 – 13, 2012.

F. Kenyan Agents' visit to Canada**Agents' Expenses**

1. Plane Ticket	1,031
2. Emergency Travel money	200
3. Travel medical insurance	249
4. Accommodation	1,890
5. Inter-city travel	848
6. Bus fare	270
7. Groceries	570
8. Phone	140
9. Pocket money	1,170

Events Associated with Visit

10. Toronto meet and greet	351
11. Ottawa meet and greet	819

Total **7,538**

Notes

1. The cost of the flights for the two agents from Nairobi to Ottawa was covered by Aeroplan points that were collected through a donation campaign. This cost is the portion of the ticket that was not covered by Aeroplan and includes taxes and fees.
2. The Kenyan Agents do not have credit cards, travel money was provided (\$50 each for each way) for any trouble they encountered en route.
3. Travel medical insurance for each agent was purchased through CAA.
4. Low cost accommodation was sought out for the duration of the visit.
5. Inter-city travel includes travel between Ottawa and Toronto and Kitchener in order to meet with CMETrust volunteers and donors in each of CMETrust's chapter locations.
6. Agents traveled by bus to meetings when in Ottawa.

7. The food budget for agents was \$50 each per week.
8. A pay as you go phone card was purchased for use by the Agents while in Canada, and phone cards were purchased to allow them to phone home to Kenya and within Canada.
9. The Agents were provided \$15 each per day for spending money.
10. and 11. Meet and Greet events were held in Toronto and Ottawa to allow volunteers and donors to meet the Agents. Costs associated with these events included food and printing of

8. 2012 SECONDARY SCHOOL SCHOLARSHIP RECIPIENTS

<ul style="list-style-type: none"> • Alice Mwangi • Bethany Wambui • Elizabeth Wanza • Florence Mwanisa • Mourine Atieno • Wycliffe Otieno • Jackline Adhiambo • Beltrine Dayo Swachi • Boniface Kitheka Kaliti • William O. Magige • Daniel Shiraku Akoi • Miriam W. Wairimu • Marvin Kamau Wanijru • Nathan Kinyua Kiama • Gift Charles Otieno Mungu • Kanda Loise Nyambura • Osir Pauline Auma • Odhiambo Kevin Oduor • Isaac Muraguri • Ochieng Levy Onyango 	<ul style="list-style-type: none"> • KoWaga Ochieng John • Snaider Ingasia • Jesse Jacktone Opiyo • Muthoni Kevin Mwangi • Dorothy Akoth • Danie Owino • Ignatius Maina • Daniel Shitandi • Clarice Makungu • Ian Martin • George Odhiambo • Dominic Otieno • Sharon Achieng • Joan Aluoch • Emily Wangu • Amos Odhiambo • Brian Ouma • Peter Maina • Lizton Warwenu • James Muturi
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APPENDIX 1

Kenyan Agents Visit to Canada Report

May 4 – June 12, 2012

By: Victoria Sheppard, Titus Kuria & Benedict Kiage

Trip Objectives:

1. To strengthen cross-cultural communication and understanding;
2. To have Agents participate in CMETrust Annual General Meetings first Board strategic planning retreat (following our first five years of operations);
3. To facilitate dialogue between Agents and Canadian volunteers, donors and supporters;
4. To attend CMETrust chapter and committee meetings;
5. To attend CMETrust-KW's annual Cheers for Children event;
6. To build relationships and expand Kenyan-Canadian interaction beyond solely with the CMETrust President.

Pre-Arrival Timeline:

July, 2011	Applied for Aeroplan Charitable Pooling account
August – September	Prepared for one-month Aeroplan appeal campaign (<i>see Appeal Letter and Pledge Form attached</i>)
12 October – 15 November	Aeroplan appeal campaign, for 200,000 miles
December	Purchased Aeroplan tickets; Booked accommodation
January – March, 2012	Prepared Canadian visa application and gather invitation letters (<i>from CMETrust and Rotary Club, see attached</i>); couriered package and money order for application fees to Kenya
April	Purchased temporary visitor to Canada health insurance; drafted Kenyan Agents Visit Budget for Board approval; visa applications submitted (one-week turn around)

Schedule of Events:

May 4	Benedict's Arrival
May 5	Titus' Arrival – Take pictures at airport to use in promotional materials
May 6	Meeting with Victoria re: Budget, Calendar & Expectations
May 7	Dinner with CMETrust-Ottawa Executive; Attend CMETrust-Ottawa monthly meeting (<i>see minutes attached</i>)
May 10	Meeting with the Kenyan High Commissioner to Canada ACTION: Follow-up once back in Kenya re: - Agents & Alumni presentations at national secondary schools in

	<p>Nairobi (when HC next in Kenya);</p> <ul style="list-style-type: none"> - Link to National University Students Group (of which HC is a patron); - Increased media coverage in Kenya (e.g., Aton Njegi(sp?) at the Nation and ???? at KTN); - Look into Equity Bank Scholarships (maybe for post-secondary?).
May 11	Meeting in Toronto with the CMETrust Post-Secondary Scholarship Committee (<i>see minutes attached</i>)
May 11-13	Board Retreat and AGM (<i>see retreat notes and AGM minutes attached</i>)
May 16	<p>Presentation to Toronto-Eglinton Rotary Club re: new Post-Secondary Scholarship program</p> <p>ACTION: PSS to submit request for support</p>
May 23	CMETrust-Ottawa Kenyan Agents Meet & Greet event
May 28	Meeting with Heather re: her upcoming trip to Kenya (November/December 2012)
June 3	Brunch with Suan and Wayne of Project Chance Africa and friends
June 5	<p>1. Presentation to Ottawa Bytown Rotary Club</p> <p>ACTION: Prior to returning to Kenya, Victoria to follow-up with contact from Bracebrigde(?) club re: vocational support from Nairobi rotary clubs</p> <p>2. Meeting with uOttawa chapter</p>
June 8	<p>CMETrust-Toronto Kenyan Agents Meet & Greet event</p> <p>ACTION: Victoria to add Norma Davis (chair of Toronto Eglinton Rotary's World Service Committee) to our distribution list and send her latest newsletter</p> <p>ACTION: Victoria to put Jayne & Shari in touch re: engaging friends in KW area (idea: maybe they could sell calendars for us this year?)</p>
June 9	<p>CMETrust-KW Cheers for Children #4</p> <p>ACTION: Victoria to follow-up with PSS Committee re: Shari's contact at Sunlife wrt post-secondary scholarship support</p>
June 11	<p>Final meeting with Victoria</p> <p>ACTIONS: 1) Agents & Victoria to record video messages prior to departure for posting on Facebook pages;</p> <p>2) Agents to write blog post re: trip for website (include link to video messages)</p> <p>3) Victoria to draft visit report once back from holiday and send to Agents for two-week review – Agents to include recommendation for new job title (<i>recommended new job title: "Kenyan Field Representatives"</i>)</p> <p>4) Charles to follow-up with Titus & Benedict re: defining his new role with CMETrust (after stepping down as Kenyan Liaison)</p>
June 12	Record video messages and departure

Successes:

- Application for an Aeroplan Charitable Pooling account – good for life, can run a one-month campaign in every calendar year. Note: Aeroplan must approve Appeal Letter and Pledge Form with their logo in advance.
- Month-long Aeroplan campaign collected 201,000 miles (1,000 miles in “bank”) – primarily through email appeals (one at beginning, one half-way through, one a few days before end), but also promoted via social media (Facebook and Twitter).
- Visitor visas to Canada granted on first try (one application directly to High Commission, other through the Visa Application Centre)!
- The Kenyan High Commissioner was extremely impressed with Benedict & Titus and could be very helpful for building CMETrust’s profile in Kenya.
- The Retreat/ AGM really helped the two sides of the organization understand each other better, their operations on both sides of the ocean, and their respective workloads.
- The Retreat/AGM, and chapter and committee meetings, were great for building better cross-cultural communications & understanding, and for helping volunteers forge their own “personal link” to CMETrust (which has been shown to be so important for sustained motivation and commitment).
- The Toronto Eglinton Rotary presentation was very well-received, there were lots of excellent questions asked, and it definitely set us up well for submitting a PSS funding request.
- The Question & Answer sessions at the Ottawa, Toronto and KW events were excellent and provided donors and supporters with a lot of interesting information that they hadn’t heard before (even the hundreds of people at Cheers for Children were silent and listening intently throughout, quite moving!).
- Lots of events and CMETrust activity over the 5 weeks meant we were very active on Facebook and Twitter, which was excellent for helping build our profile.

Challenges:

- Getting all necessary documentation together in Kenya for Canadian visas meant the applications were submitted late (close to scheduled departure) – should they have been unsuccessful, there would not have been enough time to reapply before their departure date. Next time: submit initial application no later than one-month prior to departure.
- Both names were put under the same Aeroplan booking – when their flight was overbooked and Titus couldn’t get on, this created lots of complications for re-booking. Next time: one booking reference per person.
- Some miscommunications and cultural differences meant that the Mathare in Focus meeting in Ottawa never ended up happening, and left parties on both sides confused. Next time: all scheduling should go through Board rep.
- Was a very busy month and therefore sometimes hard for Board rep / hosts to balance everything, leading to some stress and tension in their personal lives. Next time: best if Board rep / host(s) are in a position to take some time off from work during the visit; and/or rotate Board reps / hosts throughout visit (e.g., have one rep per city & break-up trip by city).
- This visit was a large financial investment for CMETrust (*see final budget attached*), although truly worth every penny!