

**SiRCHESI: Annual Meeting,  
Salina Hotel, 30 Nov., 2006**

The acting Director of the NGO, Dr. Kros Sarath, introduced Prof. Ian Lubek, International Advisor, who led the Annual meeting with an illustrated slide-show.

The SiRCHESI staff was joined by International Advisor Dr. Mee Lian Wong from Singapore, and new SiRCHESI school staff Mr. Brett Dickson from AVI, Australia and Ms. Pring Noeun.

Brief Historical Summary : SiRCHESI is a local Cambodian NGO #704 working with international health and social science professionals, students and volunteers, concerned local citizens, medical practitioners, government and non- government organizations (NGOs) and the Siem Reap and international business communities.

The minutes of the last meeting were presented and approved without change. (See below)

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MINUTES: Salina Hotel, Siem Reap, 28 July, 2005.  
**Annual SiRCHESI NGO Business Meeting**

The meeting was called to order at 20:15 by acting CEO Dr. Kros Sarath.

Present: Tra Tim (First secretary), Touch Savun (Treasurer), Ou Bory (2<sup>nd</sup> Secretary), Em Phallamony, Phaal Sophea, Kros Sarath (acting CEO and Part-time project director), Ian Lubek (International Advisor).

Unable to attend: Pen Sary, Srie Neang, Vira (NOI) Jirananda(Financial Advisor), Mok Vanna(Founding CEO)

Agenda For Meeting: 1) Minutes,

- 2) New Bank Account for SiRCHESI,
- 3) Annual treasurer's report
- 4) Staff Contracts and pay arrangements ;
- 5) Appointment of Workplace Health and Safety advisor;
- 6) Goals for coming year; increased output and solicitation of funds;
- 7) Organization of 2005 AIDS Conference and Alcohol workshop (Aug.5-7)
- 8) Kuala Lumpur and Toronto Conferences on
- 9) Adjournment

Dr. Kros Sarath asked Professor Ian Lubek, International Advisor, to run the meeting. **Agreed.**

1) Due to technical problems, the minutes of the 2004 business meeting (Aug. 1, 2004) were not available for distribution in English and Khmer; It was moved to defer approval of minutes until the next meeting. Passed unanimously.

**2. New Bank Account for SiRCHESI, NGO #704:**

**Resolution:**

Resolved: Purpose: To open a **new savings bank account for operations of SiRCHESI, NGO Registration #704** at the **Cambodian Commercial Bank**; to transfer all funds to this new account which currently are kept in the Account belonging to Dr. Ian Lubek

(#802-03-2 02116-1.

Dr. Lubek will continue to use the old account, personally.

**Approved unanimously.**

**Conditions for operating and Signatories:** Much discussion focused on the fairest and most efficient way to allot signatures. It was decided that the signing authorities for the new NGO SiRCHESE account would henceforth be: **Dr. Kros Sarath, Ms. Em PhallaMony and Mme Ou Bory. Two out of those three signatures** will be needed for withdrawals. Dr. Lubek, the University of Guelph and various funding organizations will from time to time transfer funds into the new SiRCHESE account.

**Approved unanimously**

[A copy of the resolution will be signed by all those voting and forwarded to the CCBank.]

3)As the Annual Accounting of all SirCHESI donated funds and disbursement receipts will first be conducted at the University of Guelph,Canada, by their Audit Department in late December, 2005, the annual SiRCHESE treasurer's report is deferred until year-end, when that report can be obtained.It was reported that about \$2700 was on-hand currently in Siem Reap, and that other funds were arriving in Guelph for later transfer by wire. It was estimated that SiRCHESE expenses for the conference would be \$500-700. **Agreed**

4) Staff Contracts and pay arrangements:

Dr. Lubek described the pressure on beer distributors to pay "fair wages" and that SiRCHESE's research revealed that the average woman, especially beer promoters, had over 4 dependents and required about \$110 per month to feed their families. It was decided that all SiRCHESE staff should also earn at least that amount, through their part-time salary with SiRCHESE, or their salaries with government agencies. SiRCHESE salaries will be raised to \$90 per month, upon signing a contract with listed duties undertaken and hours of part-time service. Ian Lubek and Kros Sarath to follow up. **Agreed unanimously.**

5) Appointment of Health and Safety Workplace advisor– deferred to next staff meeting, when more information about Cambodian Labour Code can be available

6) Goals for coming year: In order to ask for additional funds from MAC Cosmetics AIDS Fund, and from charitable donors, evidence of increasing efforts must be shown. We have adjusted salaries and outreach honoraria to obtain a 50-100% increase over current figures (about 220 interventions per year).

7) Plans for workshop on Alcohol Aug. 5<sup>th</sup>, and conference Aug. 6-7 are proceeding and invitations will be distributed on Monday.

8) It is hoped that 3 Siem Reap persons can join Ian Lubek and Lakshmi Ganapathi and a delegation from Phnom Penh, under sponsorship of the Global Women's Fund, to present our work and beer-promoter testimonials at the Asian Conference on Reproductive Health, Kuala Lumpur, Nov. 17-21. The International conference on HIV/AIDS meets in Toronto in late August, 2006 and it is hoped that SiRCHESE can get scholarships to come and present our work.

9) Meeting was adjourned by unanimous consent at 22:15.

Minutes submitted by: Ian Lubek, (SiRCHESE International Advisor) July 29<sup>th</sup>, 2005. Siem Reap ; editorial revisions made July 30<sup>th</sup>.

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An overview of the budget in 2006 and projections for 2007 was offered by Professor Ian Lubek, in the absence of the University of Guelph's annual audit report.

#### Financial Statement– 2006

Income in 2006 for Programs scheduled 2006- 2007

- 1) SiRCHESE HIV/AIDS Education outreach/operating Grant from M.A.C. AIDS Fund:  
\$41,000 US
- 2) SiRCHESE HIV/AIDS Prevention/Hotel Training Program: : \$50,000
- 3) Fundraising in 2005-6 : Individual contributions: \$9500
- 4) Matched Funds: Rotary International /M.A.C.: 2005-6 \$9500
- 5) Toronto Fundraising Evening, Hugh's Room, with Mu Sochua, shared with NGO  
Khemara : \$711

#### **Expenses:**

It was estimated that monthly costs for running SiRCHESE's outreach educational and operating budgets in 2006 and 2007 were approximately \$2000 monthly, which covers program costs from January 2006 - August, 2007.

It was estimated that the maximum costs for the First Cohort of the SiRCHESE school program, with 14 students would be \$3000/month in 2007, with additional fellowship commitments until Oct. 2008, at \$1200 monthly. Maximal Cost for Cohort 1  $\$36,000 + \$9,600 = \$45,600$  (reduced by contributions from partner hotels).

Approximately \$5000 or more will be available for startup of Cohort 2 in August, 2007, and additional funds will be sought in 2007 to complete Cohort 2. .

**The \$19,000 raised in 2005 and matched, helped supplement Education/Outreach budget items in 2005, with some carryover into early 2006.**

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#### **Staff for 2007-8:**

**Dr. Kros Sarath and the staff had discussed amongst themselves a reorganization of staff according to skills and duties.**

**It was decided that for 2007**, outreach workers/peer educators would receive incentive payments of \$22.50 for at least 30 contacts per month, as well as per diems for workshop activities:

2 of the salaried SiRCHESEI staff, former beer-sellers doing outreach education and workshop interventions, would now be transferred to the outreach educators (with 15 others) .

Other staff would receive contracts starting January 1, 2007, and all staff procedures would comply with the Cambodian Labour Code (e.g., severance pay, etc.)

With the startup of the Hotel Training program in November, 2007, SiRCHESEI has committed to paying three new staff:

- 1) English Teacher/Assistant Program Director: Australian Volunteers International, Mr. Brett Dickson, who started his staff-English instruction after his arrival in April, 2006.
- 2) Counsellor, Khmer Teacher/Associate Director: Ms. Pring Noeun
- 3) IT Advisor/Accountant/Translator: (Note: Filled later in Dec. By Mot Song Heng)

A school location is being rented at the Central Market after Dec. 1st

Other expenses associated with the school will involve: telephone, internet, furnishings, photocopies, and monthly fellowships for the students.

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**Supplementary NOTE: (Not reported during business meeting).**

Because of receipt of two differentiated MAC grants in 2006-7, it was decided to re-organize the SiRCHESEI bank accounts as follows, as of Dec. 1, 2007.

- 1) Original SiRCHESEI Bank Account: For Education outreach and operating: Signatures: Dr. Sarath Kros (Director) , Ms. Touch Savun (treasurer)
- 2) Supplementary SiRCHESEI Bank Account , for Hotel Apprenticeship program: Dr. Sarath Kros (Director) , Ms. Touch Savun (treasurer)
- 3) Additional SiRCHESEI/UofGuelph/International consultant Account: For charitable donations, fundraising, miscellaneous funds, additional expenses not covered by grants: Ian Lubek, International Advisor

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Slides reviewed the programs of 2006 and plans for 2007:

Since 2001, SiRCHESEI has developed and implemented health promotion skills, behavioural monitoring, outreach and resources for HIV/AIDS prevention and alcohol reduction. We have created health education workshops and outreach for men, married women, beer-sellers and young persons at risk

Re: HIV/AIDS Outreach, it was decided by the staff to increase monthly outreach target to 6000 per year for 2007 (from an estimated 4000 for 2006) .

We will conduct refresher meeting/ training sessions with 15 outreach workers, staff and peer educators with Dr. Mee Lian Wong (first session Nov. 30, 2006), to discuss new educational techniques and evaluations

We will Increase outreach to Train newly hired beer promoters as soon as they start work

Community behavioral health monitoring continues since 2001; we are committed to the use of systematic evidence/data/indicators to guide all programs

We continue working with Young Vendors on self sustaining economic micro-economic workshops (monthly) .we may have to evaluate and redesign politeness training, HIV/AIDS and health and safety training, and generate new ideas for more economically viable items

With CARE, we began adding alcohol awareness education to our HIV/AIDS workshops in 2005 for women, and in 2006, for men

WE completed health risk interviews (2006) with male beer drinkers and beer-selling women, and measured blood alcohol levels

More alcohol/AIDS workshops needed in the community

Additional work required with restaurant owners about changing men's drinking and risk-taking behaviours, with a focus on improving overall community health and safety and reducing risk for beer-sellers from HIV/AIDS, Alcohol, violence and harassment

Feedback to the community occurs through focus groups, workshops and annual conferences of stakeholders

A separate slideshow was offered on the newly inaugurated Hotel Apprenticeship Program, a partnership between hotels and our health promotion NGO. 14 students have started Cohort 1 on August 15,th, 2006, and will graduate from the 8-month intensive SiRCHESI school in July, 2007, and then receive 16 month contracts with their hotels.

English version RECORDED by Ian Lubek Nov. 30,2006.

Revised Jan.,5, 2007.

Updated, Aug. 1, 2007.