



QUARTERLY BOARD REPORT OCT-DEC 2020

Executive Summary:

This quarter was an exceptionally busy quarter as we continued to work with OECCUL to assist with Board strengthening and negotiating with Financial Institutions to provide onlending and loan guarantee services.

We created a Board recruitment pack and collaborated with the Development Team who identified three potential candidates, whose CVs were passed onto the Chairman of OECCUL.

We provided the Development Team with concept notes to develop a proposal for the Bahamas Development Bank (BDB). Meetings were held with the BDB representatives who have expressed a keen interest in principle to assist with the strengthening of the OECCUL financially, and we are awaiting audited financials from OECCUL to move to the next step. Contact was also reestablished with the Access Accelerator with regard to their Loan Guarantee program, and meetings are planned in Jan 2021.

We created a one year business plan, three year strategic plan and budgets for SEEP.

We developed and executed our 30 60 90 day plan for SEEP. which covered several areas. We created a vehicle maintenance plan for all vehicles and ancillary equipment, a maintenance plan (land & buildings), a volunteer training program, a community engagement plan, an organisational Chart, a marketing plan for SEEP and the AirBnB.

We assisted SEEP with Board Development by creating an Expression of Interest Form and Welcome Pack and Board competency matrix.

We assisted in the recruitment of an Admin Assistant for SEEP by drafting several job descriptions, and creating a 30 60 90 day plan for them when they come on board in January. Once this person is bedded in, we will start planning for the appointment of an Emergency Management Director who will take SEEP into the disaster management area.

We also organised the transfer of the Ambulance to North Eleuthera, by creating a stakeholder list, engaging with stakeholders and planning the event for the handover, which successfully took place on 29 December, 2020. We also drafted a press release which resulted in a three page article in The Eleutheran.

All Appendices and attachments should be clearly labelled and listed.



We assisted Azaleta to create the first draft of the SEEP website which we plan to launch in January 2021.

We assisted CTI to develop the entrepreneurship curriculum for the Hydroponics Learn and Earn program, which we will be teaching in March 2021. We started to develop the Seed To Succeed Event #2, which will take place at the end of the program. We also assisted in the development of an entrepreneurship course for the Bain Town Schools Program.

We started work on the acceleration of EACC by developing a stakeholders list, engaging with stakeholders and creating a concept note for approval in advance of creating the business and strategic planning in January 2021. We anticipate the planning process to be completed by 28 February, 2021, so that the development team can start fundraising.

We started work on acceleration of Island Journeys by developing a stakeholders list, and we plan to engage with stakeholders in January 2021. We anticipate the planning process to be completed by 28 February, 2021, so that the development team can start fundraising.

We started work on acceleration of the South Eleuthera Mission by developing a stakeholders list, and we plan to engage with stakeholders in January 2021. We anticipate the planning process to be completed by 28 February, 2021, so that the development team can start fundraising.

We assisted Keyron Smith in developing the short term OEF Strategic Plan, where we helped consolidate senior management feedback to develop new objectives and strategies and assisted with reviewing and drafting parts of the plan. This took considerable focus and time to complete.

A grant was successfully applied for with Global Giving to assist with the scaling of the OEFSEA accelerator capacity. A meeting was held with the Templeton Foundation to seek funding for further scaling of the OEFSEA accelerator so that it has more resources to aim at our core partners.

The OEFSEA website was improved with the addition of new pages and linking to the virtual campus. A redesign will take place in January 2021 to bring it more in line with the OEF website.

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We continued to manage the Nassau Office, dealing with bill payments and other issues, liaising with landlord and sub tenants. We created a proposal for rationalising the costs of the Nassau Office, and created a bare bones budget which we will start implementing in January 2021. We also started negotiating with sub tenant ACE Management Services Limited and drafted a new lease for their approval.

With reference to internal governance, the focus switched from OEF to the relationship between OEF and CTI. The objective is to achieve a more efficient and streamlined relationship between the two organizations. A survey was conducted amongst directors and long-standing employees of the two organisations to collect opinions on whether CTI should spin off as an independent company or it should be fully controlled by CTI. After various discussions on this subject, it was decided that the OEF Board should meet on this issue and decide the next step forward.

In the month of October we concluded the NPO Registration service as the deadline for registration was moved by the AG office to the 8th of October, so more organisations were assisted to meet the deadline with a few registering after the deadline.

The fiscal sponsorship agreements and partnership agreements were also finalized. The partnership and fiscal sponsorship (Model C) agreement was completed and we are now awaiting for the OEF anti-money laundering procedure to be in place before we approach organisations. The partnership and technical assistance (Model D) agreement was also finalized. The same has been adapted for SEEP which shall execute the same in January 2021. A Standard Operation Procedure has been drafted for fiscal sponsorship and technical assistance agreements.

The acceleration program for SEEP continues with the first agreement OEF/SEEP being drafted in relation to the usage of ambulances. SEEP ambulances' insurance terms and conditions were also reviewed. The governance review has commenced as well with a follow up on the incorporation documents with the AG office. A full review of the constitutive documents will be started in January 2021.

The acceleration of the PMH Foundation was commenced with a meeting with their Board of Directors and the review of their Memorandum and Articles of Association.

The acceleration program continued for EACC with the establishment of the same as an

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unincorporated association and its registration.

The accelerator also assisted Banu Devi Nair with drafting the MOU between OEF and the University of North Carolina at Charlotte

Activities / Accomplishments:

Detailed report on accomplishments and activities during the quarter. Can use separate headings (include new & ongoing project).

KEY OBJECTIVES FOR OEFSEA PILOT PROGRAM OCT-DEC 2020

1/ To mentor OEF/CTI staff to start their own businesses

1.1 Hydroponics Learn & Earn Program

We assisted Joan Telle in completing a detailed work plan for the Hydroponics course 2021 Hydroponics Learn and Earn 2021 - Term 1 Detailed Schedule

<https://drive.google.com/file/d/1cVfhVgp0xVuH7gcrM8Grmbh7nz6Kcc-z/view?usp=sharing>

1.2 Hydroponics Entrepreneurship Program

We met with Banu Devi and her team weekly to develop the course curriculum for the Entrepreneurship 101 course and develop the other four courses that we will be teaching the students.

1.3 Bain Town Schools Program

We met with stakeholders to take a brief to develop an entrepreneurship course for its constituents. This course is due to commence in January 2021

2/ To provide small grants to OEF/CTI Staff to start their own businesses

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2.1 Seed To Succeed Event #1

After the Seed 2 Succeed Event was completed, we focused on the reporting aspects

- We created a report for the pilot project partially funded by Cotton Bay Foundation OEF Final Project Report for Accelerator Pilot Project
<https://drive.google.com/file/d/1jPnRyPNcFwv9SpMbxTO4ZM7iixs3ajJA/view?usp=sharing>
- We created a Budget Report for Accelerator Pilot Project CBF Nov 2020
https://docs.google.com/document/d/1zDd15Cqx0xgfwW5S6R6-OmDZ_agquOW0FGGUUbxreVU/edit?usp=sharing
- We prepared a Report for Keyron Smith OEF Final Project Report for Seed to Succeed
https://drive.google.com/file/d/1hgqynX61M3nu_NFoyf-yg33hbU5-lcBW/view?usp=sharing
- We created a Seed to Succeed Coverage Report Nov 2020
https://docs.google.com/document/d/1I-XiMI367L_Sym-3rHAc3KjKz_3JpqX3aW_wauq7qDY/edit?usp=sharing
- We created a Seed to Succeed Report for Stakeholders Oct 2020 (final)
<https://docs.google.com/document/d/13qHxMAyycgMjtOoGt4w5mBJhU6j8dJQSltRraqF6GE/edit?usp=sharing>
- We created a Monitoring & Evaluation Plan Seed to Succeed M & E Event#1 Aug 2020 and met with the winners in October 2020 and November 2020 on Zoom
https://docs.google.com/spreadsheets/d/1tifBzZjn_nfSM0AxdERlUv_OzJIDeyhny5wYj7gPPjA/edit?usp=sharing

We are continuing to meet monthly with the winners to check in on their progress and offer assistance that they need.

2.2 Seed To Succeed Event # 2

We started to develop a Seed To Succeed Event for the Hydroponics Learn & Earn Students.

2.3 BoardRoom

We met with Simone and CTI stakeholders on 20 October, 2020 to explore the possibility of developing an advanced version of the Seed 2 Succeed for future competitions.

3/ To support our Core Partners to reach independence and sustainability

3.1 OECCUL

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There were nine recommendations made in the [Report OEFSEA to OECCUL Dated 28 Jul 2020 \(final\)](#), which will need to be implemented for OECCUL to become sustainable.

Since October, 2020 OEFSEA has been focussed on two areas of strengthening of the OECCUL, 1/ Board Development and 2/ Securing On-Lending facilities and Loan Guarantees from a financial institution to strengthen the ability of OECCUL to get around Central Bank restrictions to be able to lend funds on a secure basis.

1/ Board Development

The OECCUL Board does not appear to have enough experience in the banking, financial services and accounting sectors to provide the effective leadership required at this time to hold the General Manager accountable. OEFSEA's recommendation is that at least two more Board Members be brought on to provide that missing experience.

OEFSEA prepared a [OECCUL Directors Recruiting Pack \(draft\) Nov 2020](#) to assist with the recruitment of new Board Members.

Joanna Paul conducted an exercise to secure potential Board Members, and through her contacts secured three potential candidates K'ron Lightbourne, Rashanna Thompson and Derek Smith. Two of the candidates have family ties to Eleuthera. OEFSEA sent the three CVs to Errol McPhee on 11 December 2020 for the OECCUL Board to start the vetting process.

2/ Securing On-Lending facilities and Loan Guarantees - BDB

OEFSEA provided Joanna Paul with a concept paper [Concept Note Strengthening OECCUL Oct 2020 \(final\)](#) to help her prepare the OECCUL section of her BDB Proposal.

[A Memorandum of Understanding](#) was signed between the BDB and OEF on 10 October, 2020.

Joanna Paul drafted a proposal for the BDB to secure on-lending and loan guarantees for the OECCUL.

A meeting held with Cordell and Errol on 10 November, 2020 to advise them of the opportunity of three potential areas of support:

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- 1) BDB is designating \$450K in financing for graduates of our learn and earn programs in agribusiness and airbnb/micro tourism. We are currently planning a chunk to be available in Q1 2021 for the agribusiness graduates and a second chunk to be available in Q3 for the airbnb grads.
- 2) BDB is ready to do second-tier lending in partnership with the OECCUL through on-lending or guarantees currently planned for Q1 2021, but could be sooner if needed.
- 3) BDB has some new financing available (up to \$750K) for infrastructure projects if those projects are revenue generating.

OFSEA prepared a [Redacted Copy of BDB PARTNERSHIP OVERVIEW](#) for Cordell and Errol for their reference.

Cordell Knowles prepared a [survey](#) for the BDB prior to the meeting on 1 December, 2020.

A meeting was held on 1 December, 2020 between Cordell Knowles, Errol McPhee, Mark Palmer, Joanna Paul, Diane Pindling-Bowe and Sumayyah Cargill and Alonzo Hinsey Jr, of the BDB. As a result of the meeting it was agreed that the BDB would in principle provide on-lending and loan guarantees by end of Q1 2021 with a rollout plan identified as follows:

- 1/ Sumayyah Cargill to provide OECCUL with a list of documentation for completion by OECCUL.
- 2/ Mark Palmer and Sumayyah Cargill to develop a rollout plan that meets the timescale of end Q1.
- 3/ OECCUL to provide the necessary documentation for review by the BDB credit committee.
- 4/ The BDB and OECCUL to assess/amend/create a loan assessment process and devise an acceptable method for assessing commercial loans.
- 5/ OECCUL and BDB to hammer out distribution (tranche system) for draw down of the funds.
- 6/ OFE/OECCUL and BDB to hammer out the details on how the guarantee can be structured for the Learn and Earn graduates (\$450k) and the OECCUL on-lending facility (\$750k).

Cordell Knowles notified Sumayyah Cargill on 21 December, 2020 that he was still not yet in receipt of the Audited Statements for 2019 and that he expected them prior to month end. On 22 December, 2020 Sumayyah Cargill advised that the BDB had planned to discuss the potential financing arrangement with the Ministry of Finance before the end of year. However, the MOF meeting was delayed so that there was some leeway now time-wise.

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OEFSEA will continue to have an overview of the process and chase OECCUL to provide the financial statements by the end of the year.

3/ Securing On-Lending facilities and Loan Guarantees - Access Accelerator

Several attempts were made with Winston Rolle to progress the matter and despite last contact being made with Winston Rolle on 5 November, 2020, no meeting has transpired before the end of the year. We will continue to follow up with Winston.

3.2 SEEP

We met with stakeholders to develop a concept note and business and strategic plan. We delivered an ambulance to our volunteers in the North. Our main focus with SEEP over the last three months was to execute the 30 60 90 day plan

<https://drive.google.com/file/d/14hfgHtLd2Ni88QWzKWAYg2pmcnAiMT9R/view?usp=sharing>

which focussed on the following key areas:

Create a vehicle maintenance plan for all vehicles and ancillary equipment

- Created SEEP Vehicle Inspection CheckList Oct 2020 (draft)
https://docs.google.com/spreadsheets/d/1ech1EO0YsQAg3Jg9oLOffKB5a8kEDAVWhE_W_qSAOe8/edit?usp=sharing
- Created Annual Vehicle Maintenance Plan for SEEP Oct 2020 (draft)
https://docs.google.com/spreadsheets/d/12mEUFhMxJqibxuU0B_hne9gPvh-Zc-cHPWHhAJFaX4/edit?usp=sharing

Create a maintenance plan (land & buildings)

- Created Annual Building & Equipment Maintenance Plan for SEEP Oct 2020 (Final)
https://docs.google.com/spreadsheets/d/1_0ngjoJ0kF4rEsnmSBWAmmqolOqWV7Tvxbn7bjEXMsY/edit?usp=sharing
- SEEP Building & Land Maintenance and Upkeep Checklist
https://docs.google.com/spreadsheets/d/16FMhss3NTLHI3_PPIQDVg_ozwpSPpUW_R5iXYYgmyU/edit?usp=sharing

Create volunteer training program

- Created a plan for the admin assistant Volunteer Training Program December 2020 (draft)
https://docs.google.com/document/d/1FCeFPpgr1GjMSvdMGVo0M0Y4YeUOvs_Bb7EX2BKeci4/edit?usp=sharing

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- Created a SEEP Volunteer Training Audit Form Dec 2020 (draft)
<https://docs.google.com/spreadsheets/d/1HW9wt31PWDbsjDjoEGnRzRF4e9mZBP0WqmO-zJlkJAc/edit?usp=sharing>
- Created SEEP Volunteer Training Schedule 2021 (draft)
<https://docs.google.com/spreadsheets/d/1MI2ylg7xehvxd84VGjOaTmjYi0KyRXOGBF9hmrlD3w/edit?usp=sharing>
- Created SEEP Database of Volunteers Dec 2020 (draft)
<https://docs.google.com/spreadsheets/d/1acUbj8y84AjMyi6E78xz9CW3x9zLvvrDk4cOrj9s7QA/edit?usp=sharing>

Create community engagement plan

- Created SEEP EOC Community Outreach Plan Oct 2020 (draft)
https://docs.google.com/document/d/1YdKzLPjXSZOIleRvuGszJ8CtosdWQ_CG5irZTEwVvA/edit?usp=sharing
- Created SEEP EOC Community Outreach Plan Oct 2020 (draft)
https://docs.google.com/document/d/1YdKzLPjXSZOIleRvuGszJ8CtosdWQ_CG5irZTEwVvA/edit?usp=sharing

Create Strategic Plan (18 months)

- Created SEEP - Lean 3 Year Strategic Plan - Oct 2020 (draft)
https://drive.google.com/file/d/1P_iH1Dk5-Hmuvmya24hJbfgdzZfeqEMN/view?usp=sharing

Create business plan and budgets for (12 months)

- Created SEEP - Lean Business Plan - Oct 2020 (draft)
https://drive.google.com/file/d/1_B9wVM-DELSXXkAkQLh_1ag4E36lZ8E0/view?usp=sharing
- Updated budgets for SEEP Budgets SEEP 2020/21 2021/22 and 2022/23 (draft)
https://docs.google.com/spreadsheets/d/1Cj-EcOk99NumXQPVCtyVZe7M0nm8c9nCHpLQZGX_aQg/edit?usp=sharing

Create organisational Chart

- Created SEEP Organisational Chart Oct 2020 (draft)
<https://docs.google.com/drawings/d/10MxYvV7-tY64SI9VK1OnzXI1lxt5PlnqlpbutX-iWk/edit?usp=sharing>

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Create marketing plan for SEEP and AirBnB

- SEEP's Marketing Plan Guidance Notes Nov 20 (draft)
https://docs.google.com/document/d/1_LpVFQvORS8lGOPNHjDNKMIktWPTSG0RFiyEEYian0c/edit?usp=sharing
- Created SEEP's Potential List of Marketing Areas
<https://docs.google.com/document/d/1k--Klzb03rBzXq9UDQZD2QActRONYI5iyc5rGYUPbXk/edit?usp=sharing>
- Created SEEP Marketing Work Plan Nov 2020 (draft)
https://docs.google.com/spreadsheets/d/1-TXxyuop1PBFHEss_YnfevBkKTmDYTAdty0SLgpBt8/edit?usp=sharing

Organise AGM, Election of Directors, Recruitment and strengthening of SEEP Board

- Created SEEP Express Your Interest to Become A Board Member which we gave to Kenwood <https://drive.google.com/file/d/1e8QHkNbYUARnUibX5YRZTOt8H19-wvg9/view?usp=sharing>
- Created SEEP Directors Welcome Pack which we gave to Kenwood
<https://drive.google.com/file/d/1UWQGPmQKqYRFsF724xEMZI15T3b5ljml/view?usp=sharing>
- Prepared Competency Matrix - Boards of Directors SEEP which we gave to Robyn to complete https://drive.google.com/file/d/1_f5W0KxfAwHYuBxDZK4rk6BI-_chdBHk/view?usp=sharing

Recruit EMD for SEEP

- Created Position Description - Emergency Management Director for SEEP (final)
<https://drive.google.com/file/d/1z9evYfNVqe16lAOYDVAAtJOEcccOVeMZk/view?usp=sharing>

Recruit Admin Assistant for SEEP

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- Created Position Description - Admin Assistant for SEEP (draft)
<https://drive.google.com/file/d/1Gh8u5OZirqIAGkYltRPTNCJb7Mn5j9sY/view?usp=sharing>
- Created tasks for SEEP Admin Assistant First 3 months (final)
<https://drive.google.com/file/d/1vUfnn9QzggYayy9-ZIExfjVC9IZQdr9Y/view?usp=sharing>
- Created List of Policies and Procedures for SEEP pre EMD
<https://docs.google.com/document/d/1pbBOA02n4YQAgm1GaDOxRAn3ZJdokcHXiU21NOI83es/edit?usp=sharing>
- Programs pre and post EMD appointment Nov 2020 (draft)
<https://docs.google.com/document/d/1IP55PDAz-YHD4H0Ew48J45GQ0wklgm3Pm27DhCMQw6c/edit?usp=sharing>

Transfer Ambulance to North Eleuthera

- Created Stakeholder list SEEP Stakeholders List - Ambulance to North Eleuthera Nov 2020 (draft) <https://docs.google.com/spreadsheets/d/1pdaVaJAH2cpm6rpBJ4BYiod6-EJFHErNSAVQ3i3nzvk/edit?usp=sharing>
- Met with stakeholders Meeting with North Eleuthera Stakeholders for the ambulance <https://docs.google.com/document/d/1QxIWkYkH5MCAU90AwR4tiOOBUOI7qoXQcEC5pUbQePE/edit?usp=sharing>
- Created AMBULANCE USE AND OPERATIONS AGREEMENT (draft 22 Dec 2020)
https://drive.google.com/file/d/1I7Dht-2ATuMAcLUX_9ozCb9uRS1RyDxi/view?usp=sharing
- Created Ambulance Handover Ceremony December 29th 2020 (Draft)
<https://drive.google.com/file/d/1MWOYAb-bT5liooFnW8B7sKZOZYFbZqSV/view?usp=sharing>
- Prepared Ambulance to North Eleuthera Press Release Dec 2020 (draft)
<https://drive.google.com/file/d/1t4Cp6tPK9Uv-VooKUviHE-t3LJ2zSxMO/view?usp=sharing>

Update SEEP Website

Assisted Azaleta with creating <https://southeleutheraemergencypartner.godaddysites.com>
Linked url seepbahamas.org to the old website

3.3 EACC

All Appendices and attachments should be clearly labelled and listed.



The Eleuthera Arts and Cultural Center was identified as the next level of priority, several meetings were held with stakeholders and the following work was done to assist in this acceleration process.

- Created EACC Stakeholders List November 2020 (draft)
<https://docs.google.com/spreadsheets/d/1K4D-56PCT3pBFkghlAcZRhpq6iTqck47IDwm9cn9ZeU/edit?usp=sharing>
- Created Concept Note EACC Dec 2020 (draft)
<https://docs.google.com/document/d/1vBOK-C3vdvmfL448qoe4EnTCZ-rPQvA26XS5Gd1qw8s/edit?usp=sharing>
- Started EACC Business Plan
<https://docs.google.com/document/d/1wFSbmDUTfQqoY6-FCzBgQpf-CUIaTD138dwCjS2ex30/edit?usp=sharing>
- Started Research for Strategic Plan EACC 2020-2023 Aug 2020 (draft)
https://drive.google.com/file/d/1fbwKbsSq333_bPRR5Lt-pwulO8aQFwx4/view?usp=sharing
- Eleuthera Arts & Cultural Center (EACC)'s objectives Nov 2020 (draft)
https://docs.google.com/document/d/1cc4XG_NrrgXNYzHy4x8O8bgvnoao2UStTZvj4jjvgl/edit?usp=sharing

3.4 ISLAND JOURNEYS

- Created Island Journeys Stakeholders List December 2020 (draft)
https://docs.google.com/spreadsheets/d/1av2brt0NXzANViV_ck9srkckAUMJIQUXOYV_LCPApH-4/edit?usp=sharing
- Started concept note Concept Note IJ Jan 2021 (draft)
https://docs.google.com/document/d/1HAf7IMRE6kgqy6tiC_ZqeBksAHtRMbbWPJkzARtul/edit?usp=sharing

3.5 SOUTH ELEUTHERA MISSION

- Created SEM Stakeholders List December 2020 (draft)
https://docs.google.com/spreadsheets/d/1oFwwM6eXbaud6i2sRhwMcit4L2XCCoTMMgPSt_K9XI0/edit?usp=sharing

3.6 NASSAU OFFICE

Continued to manage the Nassau Office, dealing with bill payments and other issues, liaising with landlord and sub tenants

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- Created a report on mitigating expenses of the Nassau Office The Rationale for Nassau Office Going Forwards Oct 2020 <https://docs.google.com/document/d/1FA8dz4kI9krBtk-tpD8hXgnv-5ZGhGrMBjTSEbvK0Pk/edit?usp=sharing>
- Created bare bones budget for the Nassau Office going forward OEF Nassau Office Budget 2019-2021 (final) https://docs.google.com/spreadsheets/d/1xPXrE75BUE435lh5mMWiJb_8PMGGj5Jqq2eAprPRXU/edit?usp=sharing
- Negotiating with sub tenant ACE Management Services Limited on a new lease Sub Lease between OEF & Ace Management Services Ltd 1 Dec 2020 (draft) https://drive.google.com/file/d/1n2NY0mK4IUNCe3vq0_uJhTJ-pWA002JW/view?usp=sharing

4/ To improve governance for OEF and core partners

4.1 Fiscal Sponsorship/technical assistance/partnership agreements

We are finalizing a set of agreements for organisations to enter into partnership with OEF and to be provided with assistance such as fiscal sponsorship services, technical assistance and/or projects collaboration. A standard operation procedure is also being established.

<https://drive.google.com/file/d/1AxWu9P9KicHETwRqpwzqk1hYrA4esUdr/view?usp=sharing>

4.2 CTI/OEF relationship

The discussions on what would be the best solution for the relationship between the two organisations continues. A survey was conducted to obtain feedback and various opinions from directors and long-standing employees of the two organisations.

<https://drive.google.com/file/d/1IFISmJlkvsmCJENoUDaofO5bs85h3H0G/view?usp=sharing>

4.3 SEEP

The acceleration of South Eleuthera Emergency Partners continues with the following done to assist in the process:

Review of SEEP constitutive documents

Draft of Partnership / Technical Assistance Agreement SEEP-OEF

<https://docs.google.com/document/d/1p2EB2zzHI36LGAizRD0I2i6qW6vPCe3Fvo9TVjqcZIs/edit?usp=sharing>

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Draft Ambulance Use and Operations Agreement

https://docs.google.com/document/d/1HO1LUTOd9N1NSTe6p_fs3gdrvsP5nY0kn-icftlHQtw/edit?usp=sharing

4.4 EACC

The Eleuthera Arts and Cultural Center was identified as the next level of priority. The following work was done:

Assistance with establishment of EACC as a non-profit unincorporated association and registration of the same.

4.5 PRINCESS MARGARET FOUNDATION

Meetings were held with the PMHF Board of Directors and review of the constitutive documents and resolutions of the Directors.

Draft of proposed amendments to the Articles of Association of the PMHF

https://drive.google.com/file/d/1ua4LGhfKtsOc-yynB_4DRuMiBU7Kb9ye/view?usp=sharing

4.6 OEF STRATEGIC PLAN

We prepared a Input from CEO & Team Leaders for Strategic Plan Oct 20

<https://docs.google.com/document/d/1Jd0PpY54HE30esPFitvgUdX9lZuzHcvK8vwcbXJGRhg/edit?usp=sharing>

Assisted Keyron Smith in creating the OEF Strategic Plan 2020 - 2021

https://drive.google.com/file/d/1gOvz9NwddBS7PvfmfcMQMfBzF85u_ZPY/view?usp=sharing

5/ CONTINUE TO DEVELOP PROOF OF CONCEPT FOR OEFSEA

5.1 FUNDING FOR ACCELERATOR

Global Giving

A grant was successfully applied for to assist with the scaling of the OEFSEA accelerator capacity.

Templeton Foundation

A meeting was held with the Templeton Foundation to seek funding for further scaling of the OEFSEA accelerator

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5.2 ACCELERATOR PROOF OF CONCEPT

Prepared Credentials Presentation for the Board OEFSEA Board Credentials Presentation Nov 2020 (final)

<https://docs.google.com/presentation/d/19v4VW8mada5cK103nInblcieeGoOJppkNZdf85CpsSA/edit?usp=sharing>

Prepared Credentials Presentation for Core Partners

OEFSEA Partner Credentials Presentation Jan 2021 (final)

<https://docs.google.com/presentation/d/1s2xajVj6nY93ytNo7qp8gHa9qvAmM16RinU-jhXkPOk/edit?usp=sharing>

5.3 OEFSEA WEBSITE

Created new page for Virtual Campus and linked to Virtual Campus website

<https://www.oefsea.org/oef-virtual-campus>

Created new page for Seed To Succeed <https://www.oefsea.org/seed-to-succeed>

Challenges / Recommendation:

Describe any challenges and how they were addressed. Outline all systems put in place to avoid/address similar challenges in the future.

1/ To mentor OEF/CTI staff to start their own businesses

- The curriculum provided by the Virtual Campus is too complicated for the types of businesses we are trying to fund. We addressed this by agreeing to rewrite it to a High School Level. We are also going to have to rewrite it to Grade 4 level for the Bain Town Program

2/ To provide small grants to OEF/CTI Staff to start their own businesses

- The original Seed To Succeed concept will need to be adapted to the Learn and Earn Program. We are going to revise it.

3/ To support our Core Partners to reach independence and sustainability

- OECCUL - hard to push them to do anything. Constant chasing and trying not to upset them. The General Manager is unable to be proactive and takes inordinate time to deliver. The Board is not up to the task. It is critical to appoint someone from OEF onto the OECCUL Board so that we have an idea of what is going on. They will need accounting support. We are working with Diane and BICA to assist
- Hard to get information and buy in from core partners. We have addressed this by Mark Palmer coming to Eleuthera once a month starting Jan 2021 to spend time building relationships.

All Appendices and attachments should be clearly labelled and listed.



- We will also arrange for Keyshna to come up to Governors Harbour and Rock Sound once a week to assist with information gathering and feedback.

4/ To improve governance for OEF and core partners

The lack of understanding of the relationship between OEF and CTI continues to create issues with drafting agreements. A decision should be made on whether to separate the two organisations or put them under the same umbrella.

5/ CONTINUE TO DEVELOP PROOF OF CONCEPT FOR OEFSEA

Due to time pressure we were not able to develop this area as much as we wanted. We are working with Kannico to assist in the strengthening of OEFSEA.

Future Plans:

Outline goals and objectives for next quarter / future

1/ To mentor OEF/CTI staff to start their own businesses

To continue developing programs to assist Learn and Earn students/OEF Staff to start their own businesses. The BDB has funding and we are working with them to make this a reality.

2/ To provide small grants to OEF/CTI Staff to start their own businesses

We will develop Sees 2 Succeed event 2

3/ To support our Core Partners to reach independence and sustainability

Continue acceleration support for OECCUL with board strengthening, accounting support and financial strengthening

Continue acceleration support for SEEP

Continue acceleration process for EACC to strengthen Board, prepare JD, hire ED and create and implement business and strategic plans

Continue acceleration process for SEM to strengthen Board, prepare JD, hire ED and create and implement business and strategic plans

Start acceleration process for IJ to strengthen Board, prepare JD, hire ED and create and implement business and strategic plans

Start acceleration process for BCOP to create and implement business and strategic plans

Start acceleration process for CSE to create and implement business and strategic plans

All Appendices and attachments should be clearly labelled and listed.



Continue acceleration of PMH Foundation to review and amend constitutive documents

4/ To improve governance for OEF and core partners

5/ CONTINUE TO DEVELOP PROOF OF CONCEPT FOR OEFSEA

To prepare OEFSEA for scaling by

- MOUs with Kannico and Venture Mentoring partnership established to provide training and mentoring services
- Creation of NPO Assessment Program
- Creation of NPO Bootcamp
- Creation of NPO Entrepreneur Leadership Certification
- Work with Banu Devi and Kannico to develop training resources for NPOs/Social Enterprises

Human Resource Matters:

Include any details regarding staff including new hires, transfers, reductions, limitations, training and highlights

Our first review of Keyshna Kemp will take place in January 2021

Prepared By: Mark Palmer and Laura Paine

Department: OEFSEA

Date: 15th January, 2020

Insert a list of the appendices and attachments here

All Appendices and attachments should be clearly labelled and listed.



OEFSEA

Prepared Accelerator Budget Eleuthera (bare bones) 2020-2021 (draft)

https://docs.google.com/spreadsheets/d/1Ii_vIEvz9G9OFsAtB130Afhh9_ZKF0K039203Zusl3Y/edit?usp=sharing

Updated OEFSEA Plan for Partner Acceleration 2020-21 (draft) to include CSE

<https://docs.google.com/spreadsheets/d/1ZZ99ncXNqG6ltFXqAigmE0oa0eSswSOdmOnqAhRBYVY/edit?usp=sharing>

Updated OEF Core Partner Acceleration Steps Checklist

<https://docs.google.com/spreadsheets/d/1IRIUQIPcuUB8HCnkSRwqdFwcR-ekysb84QHsli9uZwo/edit?usp=sharing>

We created a credentials presentation for the Board outlining our progress

OEFSEA Board Credentials Presentation Nov 2020 (final)

<https://docs.google.com/presentation/d/19v4VW8mada5cK103nInblcieeGoOJppkNZdf85CpsSA/edit?usp=sharing>

THE BAHAMAS FOUNDATION

All Appendices and attachments should be clearly labelled and listed.