



26th Meeting

FreeSchools World Literacy Australia

DATE commencing: Friday 8th April 2011 TIME: 9:00 am

DATE completion: Thursday 2nd June 2011 TIME: 8:00 pm

INTERNET VENUE: FreeSchools Literacy Australia email network
fswl-australia@googlegroups.com

Minutes of the Meeting

1. Rollcall of members and others present and apologies.

There were 12 participants in attendance

Robert Coenraads (President)
Ben Bowler (Vice-President)
Merindi Belarski (Treasurer)
Delpine Swadling (Secretary)
Ian Esmore (Public Officer)
Melissa Alldis (Committee Member)
Kathleen Swadling (Committee Member)
Jude Townsend (Committee Member)
Sue Tennant

Apologies: Linda Alcorn (Committee Member)

2. Acceptance of the Minutes of the last meeting

The minutes of the 25th meeting were sent to each member of the committee and were accepted by the committee
Moved by Judith Townsend and Ian Esmore, and Seconded by Melissa Alldis

Business Arising from Previous Minutes

The following motion was put before the FreeSchools World Literacy Committee of Management

Motion for presentation at this 26th Meeting: To amend our Association Rules to redefine the "Financial Year" as notified in the 24th FSWL meeting

Schedule 5: Rule 2.1 Definitions

"financial year" means the year ending on 30 June

to be replaced by;

"financial year" means the end of the calendar year preceeding the AGM

MOVED by: Ian Esmore
SECONDED by: Robert Coenraads

3. Reports from the Committee.

The Committee received the President's Report

PRESIDENTS REPORT

Dear Committee,

I would now like to officially open our 26th Monthly Meeting of the FSWL Committee of Management - our first of 2011 with the new Committee. Welcome everyone and thank you for your attendance. This meeting is a very important one as we are moving ahead with our application to become a signatory to the Australian Council for International Development (ACFID) Code of Conduct.

During this meeting the Committee will need to assist with the design, review and acceptance of a whole raft of new policy documents. These new policies have been highlighted through the ACFID application process as being essential for our organization as it becomes a professional charitable body. To be compliant, FSWL must have a number of new operational policies in place. Also, ACFID have highlighted some changes that they would like us to make on our Child Protection Policy and Gender Equality Policy which we will need to vote on to adopt.

As an addendum to my report, I would like to say that as a result of this highly successful 26th Meeting, and a meeting between members of our committee (Ian Esmore and myself) and ACFID (Camille Kuta and Sue Hearn), FreeSchools World Literacy was accepted as a signatory to the ACFID code. Also as a result of these meetings, FreeSchools World Literacy has the following policy in place (and which are included in the Appendix to these minutes)

- Complaints Code of Conduct
- Adopted Fundraising Institute of Australia Code of Conduct
- Child Protection Code of Conduct
- Worker Code of Conduct
- Child Protection Policy
- Disability Discrimination Policy
- Gender Equality Policy
- Occupational Health & Safety Policy
- Privacy Policy

Subsequent meetings will aim to progress FreeSchool's application for AusAID accreditation and also the finalization of our Memorandum of Understanding MOU document (see Appendix 2), which outlines voluntary agreements on operational policy between FreeSchools World Literacy - Australia and its in-country partners.

Kind regards,

Dr. Robert Coenraads
President
FreeSchools World Literacy Australia

4. Progress in Thailand

5. Progress in India

6. General Business.

The following discussion took place during the meeting and is recorded here:

FSWL Charitable Status

Robert: Essentially we have now achieved getting our accounts into a recognized ACFID accredited format and audited (which you will shortly see for 2010). The next step is ACFID accreditation which then allows application for AusAID membership, which then, in turn, allows application for charitable status. The hurdle which we will have to overcome is that ACFID is going to ask us for an \$800 membership (payable each and every year) for us to be able to progress). This is one of the reasons that I am leaning towards accepting some of our donations through Rotary at this present point in time (who can issue a tax receipt). This does need to be followed up. Right now I have been pressed for time to get many things I need to do completed.

Julian: Dear Committee, Would it help to have someone under write the \$800pa? Tax deductibility for FreeSchools opens many doors and opportunities. It would increase the effectiveness of fundraising in Australia by more than the amount required.

Jude: I could earmark my next fundraiser to be used for Tax deductibility status application funding. Now there's a mouthful! Happy to help if it means we get registered as a charity. So much easier out here in fundraising land. In the current climate with natural disasters taking precedence I think we need every bit of help we can get. We can also apply for funds from AusAid if we are a registered charity. I went to the big Rotary International lunch on Saturday. we were basically ignored because the other two charities were Shelter Boxes and Mosquito Netting for moses to prevent malaria in places such as Papua New Guinea. Without the status the delegates decided to stick with the Shelter Boxes - even though it was supposed to be an international proposal for the advancement of women.

Julian: What Jude is saying is absolutely correct. Once FreeSchools has DRG status the whole fundraising game changes. FSWL will be able then to raise money from Trusts and Foundations, corporations, work place giving programs, bequests, community events such as physical challenges and of course the plethora of on line channels such as karma Currency, Everyday Hero, Go-fundraise etc. As a FDWL donor, underwriting this piece would be the most effective donation that I could possibly make. If you and the team are ok with it I would like to fund the next three years at \$800 a year with my donation being allocated or directed to the ACFID fee. That way the fundraisers can concentrate on raising money for the program. Please let me know if this is appropriate and I will transfer the funds online.

Ian: Re \$800 membership, could you please recheck that.? From memory we were still able to get assistance and the membership was optional towards getting final registration. Although it is advisable. However we could still get help underway and take membership in the near future. Even apply for funding that goes towards membership.

Jude: Julian you are a star. The ability to say "I can give you a receipt" also makes our job easier as fundraisers. We have always given away lots of our fundraising donations to thank the people that come along to our functions. Often they really just want a receipt. I know that many people give without asking for a receipt and that is wonderful, but it really will make everything so much easier. I would like to put my hand up to submit the first request for funding from AusAid as soon as we get registered.

Julian: Just a note on AusAid. They love to get involved in programs where the organisation commits to matched giving. In other words they will give two dollars for every dollar raised for a particular program. This opens up the opportunity for multi-year funding etc.

Jude: Wow! I wouldn't mind doing lots more fundraising if I knew someone was matching me 2 dollars for every 1 we raised. It has been hard for Jo because working for 60 Minutes now she is never in the country. Our poor world and the suffering is enormous.

Kathleen: I agree with Julian and Judy. I think it is essential we do whatever we need to do to get the charitable status if we are to be taken seriously in the future. It will be well worth the investment.

Robert: Thank you very much indeed, Julian, for making such a kind gesture for FreeSchools World Literacy, especially following on so closely after your \$500 donation towards Francis Carleton's FSWL memorial fund. You are an excellent example of someone making a donation to a charitable organization whilst being fully aware that those funds would be used for administration purposes, which would in turn eventually raise the total fund raising capability of that organization in the longer term. These funds will become due later on following acceptance of the ACFID documentation and offer of membership. FSWL will accept your kind offer only at the time when we are actually asked for them and only when we are able to issue a tax receipt for them. Kind regards and many thanks for your generosity.

Julian: It will suit me to make this donation on April 1, so I will make it then, Robert. Thanks again for doing such a champion job.

FSWL Website and Communications

FSWL ACFID Accreditation Process

Camille Kuta (Code Program Support Officer (ACFID Code of Conduct)) I received your application and associated documents this morning. I will have a look through this week and get back to you as soon as possible. I noticed there was no Compliance Self Assessment (CSA) included. Am I to assume you are working on that? If not, you can download both the CSA and the Implementation Guidance from our website at <http://www.acfid.asn.au>.

Please keep in mind the next Membership Working Group (MWG) will meet on 29 April. I would need to have any outstanding documents by 15 April to review before presenting to the MWG. Wishing you all the best in your application.

Robert: I am somewhat disappointed with the latest burden that has come up for us. - I sent off the ACFID application last weekend minus their Compliance Self Assessment (CSA) checklist- I originally thought that their checklist would be one page tick box to ensure that I had included all of the necessary FSWL policy documents. I was shocked to download and open a 57 page monstrosity! It appears that we are now also required to "self assess" ourselves for ACFID membership. This involves filling out the 57 page check list and justifying each checkpoint on the document. I attach the massive tome for your perusal.

It is like taking one step forward and two back - the document is required to accompany our application, and then must be re-completed annually once membership is approved (although I am sure that once we have all of the fields populated it will become a matter of updating it).

The problem is that I am too desperately short of time to be able to spend the necessary 'days' of time that this document is going to require. I think that I am going to need to ask somebody with time on their hands to volunteer to work on completing this document, via liaising with Camille and also with Sue (and also with Ian and myself) to get the 'correct' and required answers to the questions. It would be good to be able to have it ready by the next ACFID membership meeting.

Julian: I have just deposited \$800 into the FSWL account to underwrite the ACFID annual membership fee. There is a world of fundraising compliance and development bureaucracy out there so I hope this will take some the pain out of the process.

Camille Kuta: I had a read of FSW's application to become a signatory to the Code of Conduct. There are a few items that need to be addressed before I can bring the application before the Membership Working Group on 29 April.

1. The application needs to be signed by you and Merinda Belarski. See page.11 of the application form.

2. The Child Protection Policy only addresses a Code of Conduct and the use of images. Please see the attached Guidelines for Development of a Child Protection Policy and page 11 of the Guidance Document. Can you insert a sentence in the Gender Equity Policy regarding gender balance in delegations, boards and other decision making bodies. See page 66 in the Guidance Document that is attached.

Of course the Compliance Self Assessment (CSA) must be adequately completed and submitted as well. How are you going with that? I hope it is getting easier as you go along. If you need any assistance please give me a ring.

Robert: Dear Jude and Committee, I have spoken with Camille and she has indicated that we don't have to be compliant with every point in the massive tome, but we can tick "not compliant" and indicate that we are working towards compliance. Camille said that. 'that is the whole point of the document, to get the Committee thinking about these issues that eventually become more important as the organization grows.' I will be looking at it again this weekend. To avoid duplication, could anyone looking at it please indicate what pages/questions they have addressed to avoid duplication of work. With regard to the CSA document. Please type out any comments for the text boxes of this massive 57 page document so that I can cut and paste them directly into the relevant pages.

Jude: It was a rainy day and I was bored so it is completed. Please read and feel totally free to add/change anything that I have missed. I followed the ACFID Guidelines and the United Nations Convention on the Rights of the Child. Hope it is OK for tabling at the next meeting. One less job to do.

Sue: Congratulations you are brilliant! Thank you so much for this marathon slog that you took the time to get done. It looks like FSWL- Australia will lead the way on the most updated UN international charitable compliance issues. A tsunami of thanks to you and everyone who helped make this possible.

Robert: Dear Committee, I attach our Child Protection Policy prepared by Jude Townsend and move on her behalf that this document be accepted by the Committee of Management as FreeSchools World Literacy policy (note: our earlier document was only a code of conduct rather than a comprehensive policy that this new document now presents). Would anyone care to second Jude's Motion?

Merindi: I will second Jude's motion to accept the Child Protection Policy.

Merindi: See attached a revised Gender Equity Policy – note the addition of the 8th bullet point on page 2. We think this meets ACFID requirements, as specified in the guidance document (pg 66). Jude – thank you so much for working on the Child Protection Policy. This was a much bigger task, and we were wondering how we were going to tackle it. BERNIE moves that the attached, revised, Gender Equity Policy is adopted by FreeSchools World Literacy Australia. Would anyone like to second this motion?

Robert: I would like to second the motion moved by Bernie Belarski that the revised, Gender Equity Policy is adopted by FreeSchools World Literacy Australia. Thank you Bernie and Merindi for your efforts in modifying this document. I will now submit it to Camille Kuta as part of our ACFID application,

Robert: Dear Camille, Please find attached our:

- Child Protection Policy
- Gender Equality Policy

To accompany the earlier-sent application document. These policies have now been updated according to your suggestions thanks to the efforts of FreeSchools Committee Members, Judy Townsend and Merindi & Berni Belarski, and were accepted by the Committee of Management at its 25th Meeting

Robert: Thank you, Jude, for your efforts in preparing the FreeSchools Disability Discrimination Policy based on the Disability Discrimination Act (DDA) 1992.

Dear Committee, I now place this draft document before the FreeSchools Committee of Management at our 26th Meeting for your review prior to our vote on its acceptance as policy. Thank you for taking the time to review this document.

Robert: Dear Committee, As part of the ACFID Compliance Self Assessment Document we are encouraged to be aware of and comply with the Fundraising Institute of Australia's Code of Ethics and Professional Conduct. This Code covers all forms of fundraising, some of which we don't engage in (such as telemarketing, door to door collecting, direct or electronic mailouts) but it is all basically sound commonsense and good manners. It even touches on issues such as not raising funds by means that might not be environmentally or ethically sound or don't waste people's hard-earned donations by holding such elaborate fundraisers that only a small percentage manages to get to the actual cause. Please have a read through the Fundraising Institute of Australia Code that I have attached (it is not too long and complex). I have taken this document from their website at www.fia.org.au

Once you have had a chance to read them through, I would like to the Committee to vote on their adoption for general use by FSWL. Please let me know with a YES or a NO whether you would agree to adopt this code of ethics and professional conduct?

Ian: Seems reasonable, however what does it take to be a member Signatory only or is there other criteria?

Robert: Hi Ian, I was advised by ACFID today that there is no requirement to become a member of the Fundraising Institute of Australia (which probably costs money), but only to adopt their code with regard to any fundraising activities.

Robert: Dear Committee, Please find attached our Compliance Self Assessment Document both as a PDF and also the original word document. Thank you all for your input during our ongoing 26th Meeting, in readying this document for submission to ACFID, which I did Wednesday afternoon.

I apologize for not running the CSA past the Committee one last time before submission but it was a bit of a rush in the end - coupled with the fact that ACFID were having problems with their fillable PDF version of the document. Now we wait for our assessment to be checked and hopefully approved and processed. Kind regards and thanks,

Robert: Hi Camille, I would appreciate it if you could either send me a copy, or refer me to the following ACFID policy documents:

- Occupational Health and Safety Policy
- Complaints Handling Policy
- Privacy Policy
- Human Rights and Anti Discrimination Policy

We are currently reviewing our needs with regards to these documents at our 26th Committee meeting and have decided that the best place to start would be the ACFID policy documents as these would be most in line with the standards that ACFID expects of its signatory organization's policy.

Also some questions:

- 1, Do we need a separate Privacy Policy now, seeing as we have voted to adopt the Fundraising Institute of Australia's Code of Ethics and Professional Conduct, which covers donor privacy?
2. Do we need a separate Human Rights and Anti Discrimination Policy when we have already in place a Disability Discrimination, Child Protection and Gender Equality policy, plus our stated aims and goals as listed in the Rules of the Association? It seems that the whole being of FreeSchools as an organization is to combat human rights and discrimination issues through the provision of free education to girls from poor families.

Camille Kuta: Firstly, I would like to inform you that FreeSchool World Literacy has been recommended by the Membership Working Group (MWG) to become a signatory to the Code of Conduct. Final approval for this status must come from the Code of Conduct Committee (CCC). The CCC meet next on 27 May and unfortunately you must wait until then for a final determination.

Secondly, there are some concerns with FSWL Compliance Self-Assessment (CSA). Cath Blunt, the Manager of the Code of Conduct would like to arrange a meeting to discuss the responses on FSWL's CSA. Can you advise of a time when you are able to speak with us for about an hour and a half? I would recommend that it take place as soon as possible so that we can approach the CCC with positive feedback(thereby strengthening the MWG's recommendation).

Ian: Final draft of all documents to include letter head etc., including ABN
The privacy policy contact at bottom of page has mis-spelt "Literacy". Another issue to address on all documentation is the contact point for FSWL. Currently all postal and enquiry comes Roberts way. Whilst this is good for now as it seems personal, we should be thinking ahead and sorting out the further information link so as it could be re-directed to whomever in the Committee may from time to time handle the query. Similiar situation for postal enquiry. Do you have any thoughts on how to progress this for future.?

Complaints handling.

Item 7 and 8 in our RULES identifies a process for disputes etc. However these Rules are for members and does not relate to a donor who is not a member of FSWL. The draft sent attached for comment seems adequate and together with the ACFID is quite wordy. Could we just have a document that points to the ACFID without having this embedded.

Robert: Thank you for your valuable comments on the policy documents, Ian. I also agree with your suggestion below, (but thought to include the entire ACFID rules as appendix this first time round for the Committee's reference). I would like to ask for a Member of the Committee to volunteer to take on the task of making those minor corrections to the policy docs and to format and tidy them all up and put them on FSWL letterhead. Someone with a bit of spare time?

Camille Kuta: Congratulations FSWL has been accepted as a signatory to the Code of Conduct. I will be following up with a formal letter however, I wanted to let you know!

I was wondering if you are still interested in full ACFID membership? I remember that you were unsure about the additional fees etc. If you are interested, ExCOM meets next week to discuss memberships. If you are unsure and need some advice, please give a ring and we'll see what we can do.

Robert: Dear Committee, some very pleasing news has just been received from Camille Kuta – our acceptance by ACFID as a signatory to their Code of Conduct. I would like to thank you all for your support and your efforts in making this happen. Now onwards and upwards to our AusAID accreditation.

Julian: Congratulations Robert, that's a fabulous outcome.

Robert: Thanks Julian, And a big congratulations to you for your part and to the rest of the Committee of Management.

Melissa: That's wonderful Robert! What a brilliant achievement! Congratulations!

Jude: That is wonderful, news Robert - you deserve a huge round of applause. Congratulations Robert and all that were involved.

Sue: Dear Friends, this is indeed a huge step forward. I'm soooo.... happy for you all and so pleased for the future of FreeSchools.

Robert: Thanks to all and that achievement now draws our 26th Meeting to a highly successful close.

FSWL Memorandum of Understanding

Sue: Dear Ian, I would have written you personally but I've had a lot of email lately and can't seem to easily locate your address. Further to your question about agency agreements, last fall I called the Charities Directorate (Canada Revenue Service) to get some guidance. I emphasized that we are a very small charity without funds for expensive monitoring. I was told that the agreement must contain the following:

Memorandum of Understanding

Name and address of all parties

Deadline by which project will be completed

Specify activities taking place on our behalf

Are activities charitable?

Do they fall within the mandate of our charity

Written progress reports that also shows how funds have been spent or

disbursed

Provide for charity to inspect the project on short notice

Specify that funds can be withdrawn or withheld at our discretion

Provide for ongoing instructions on our part

We must provide adequate records in Canada

Provide a clause that requires funds to be kept separate, supported by books

and records

Please find an updated version of the agreement that I was hoping to get signed last November. Hope it helps.

Ian: Please place the MOU on the Agenda for the 27th Meeting

FSWL Fundraiser Events

Jude: Hi Robert and everyone who loves the FreeSchool concept, Just deposited \$522.50 for the Thai schools - proceeds from the latest garage sale and a small kids trivia night at school. Still waiting to be noticed by Bill Gates or similar! Not as much as last year but we keep at it and hopefully some inspiration will come to me for a big fundraiser soon.

Jude: Ian and Robert, I am off to Rotary on Tuesday night. Any suggestions? I always show photos, run the CD and chat. Might be a bit low key. Last time it was all women and very easy this time it will be all men. Should I mention that we are on the way to tax deduction status. Feel I can't say that as I have not contributed a thing yet!

Ian: Could you please confirm your rotary talk is tue 19th April If so could you also advise the Rotary club name and who your contact person is for the club presentation.

Ian Esmore 5348 1077

New Generations and Vocational Director
Rotary Club of Daylesford
PO Box 23 Daylesford 3460

Ian: Hi Judy, Rotary talk tonight, good luck. Could not locate John however had a brief discussion with the club president CON and left my contact details for the incoming International director of their club if they want to follow-up.

7. Correspondence with Supporters and Donors

Robert: Dear Jude, Thank you for updating us on Julie and Jake's visit to Thailand. I am glad that they enjoyed their trip. I know that it must be difficult for Mirror to pay special attention to those volunteers who specifically want to see the FreeSchools in action, especially given their remote, and possibly even dangerous, locations. However, you are right, as your remarkable fundraising efforts over the past two years, and my involvement with FSWL over the past decade, were clearly linked with actually having actually seen the the FreeSchools in operation - the wonderful smiling faces of the children as they revel in the opportunity to learn - the dedicated hard working teachers. And look how Saskia, inspired by her visits to India, has single-handedly undertaken the Dormitory building project.

I also know from my, Sue's and Saskia's visits to India, that it is also good for the children too, to get to personally see their, otherwise faceless, sponsors and benefactors, and enjoy the fact that they have come all the way over to the 3rd World to personally visit them.

I think that perhaps what we could have done as the FSWL Australian Committee is to have sent a formal letter to Mirror Foundation advising them in advance of Julie and Jakes visit. Also advising Mirror of Julie and Jake's association with FSWL, and of their desire to see the FreeSchools, rather than just leaving things to chance on the day.

I must apologize for not having thought of that before and, I suppose, having assumed that logistics were simpler over there then they actually are. Jake and Julie obviously have spent a considerable amount of their own time and funds in getting to that part of Thailand, and are not likely to have the opportunity again in the near future, and so it is a great pity that they did not get to visit a school.

Jude: Robert I think you can be completely excused for not thinking of it last year. Great idea to send the letter for the future though.

Robert: FSWL have received a \$100 donation. It was made on behalf of a lady, Sheila McIntosh Calvert, as a present for her 80th Birthday. Could you please prepare a letter of thanks for Sheila. It was very gracious of her to request that she be given no presents for her birthday, but instead that people going to her party make a donation to their favorite charity. You could emphasize that generous offer in the letter, and then go on to say exactly what the donation is going to achieve for the FreeSchools children.

Could you please also send a copy of the letter to
Warwick and Lorna Brady

26 Roselands Ave, Frenchs Forest, NSW 2086

As it was their decision to choose FreeSchools World Literacy as their favourite charity.

Bob Mills address is 3 Wakely Place, Forestville NSW 2087.

We also received another donation from our neighbors. It was \$100 donation made in memory of Francis Nieves-Coenraads, so could you also please write a letter to:

Coral and Ian Hamilton

23 Trigalana Place, Frenchs Forest NSW 2086

8. Set date and time for COM meeting. Close meeting

Our next meeting will be our 27th Meeting of the Committee of Management Meeting. The Meeting will begin on the first weekend of July (Friday 1st July – Sunday 3rd July 2011) and run throughout July.

Meetings of the Committee of FSWL Australia will be held on the first Friday of each month, and the date of the next Committee Meeting will be announced after the AGM.

I would like to thank the Committee of Management and other supporters for all of their efforts

END OF MINUTES: APPENDIX REPORTS

APPENDIX 1: List of FreeSchools World Literacy Policy Documents

- Complaints Code of Conduct
- Adopted Fundraising Institute of Australia Code of Conduct
- Child Protection Code of Conduct
- Worker Code of Conduct
- Child Protection Policy
- Disability Discrimination Policy
- Gender Equality Policy
- Occupational Health & Safety Policy
- Privacy Policy

APPENDIX 2: FreeSchools World Literacy Memorandum of Understanding

Memorandum of Understanding

This agreement is made the day of , 2011.

BETWEEN

THE FREESCHOOLS WORLD LITERACY CHARITY

Located at:

8 Trigalana Place.

Frenchs Forest, New South Wales 2086

AUSTRSLIA

Of the first part,

and

THE MIRROR FOUNDATION

Located at:

106 Moo1, Meayac, Muang,

Chiang Rai, 57100, THAILAND

Of the second part.

Mandate of FreeSchools World Literacy:

Our mission is to empower impoverished women and children with free education. Mirror Foundation agrees to advance our mission by:

- Employing mainly women teachers for FreeSchool program.
- Delivering Thai literacy and mathematics skills, free of charge, to illiterate Hill tribe children.

Project Deadline:

The program is ongoing. Funds support up to 10 FreeSchools at one time and do not exceed \$24,000/annually. Funds are designated for the following:

- Teacher salaries and supervision
- Learning materials
- Hill tribe Children's Fund

Activities carried out by Mirror Foundation on behalf of FreeSchools World Literacy:

- Program management among Hill tribes in the Fang region of Chiang Mai province.

- Hiring, training and supervising teachers; administering payment of salaries.
- Arranging borrowed or donated space to hold classes.
- Supplementing project with solicited donations from within Thailand.
- Liaising with the Thai government to secure funding of mature FreeSchools.

Funds leaving Canada for charitable purposes in a foreign country are strictly regulated. In order to comply with Canadian law, FreeSchools World Literacy is required to **use discretion when providing funds, give instructions as to how funds are to be used and withhold funds if required.** The foreign agency in receipt of funds must provide the following:

- 1. Regular updates and a year-end report that confirms how funds have been dispersed.**
- 2. Access to inspect the program on short notice.**
- 3. Banking documentation to be kept in a designated account, supported by books and records.**

The following parties do hereby agree to the above Memorandum of Understanding.

Parisudha Sudhamongkala
FreeSchool Project Director
Mirror Foundation

Robert Coenraads
President
FreeSchools World Literacy
