



VISION

WE LIVE IN A WORLD WHERE PEOPLE INITIATE AND SUSTAIN ENDEAVOURS TO STRENGTHEN THEIR CAPACITY, PROMOTE INDEPENDENCE, FOSTER ECONOMIC GROWTH, NURTURE THE ENVIRONMENT AND THUS ENHANCE THE QUALITY OF THEIR LIVES.

MISSION

THE MALEALEA DEVELOPMENT TRUST WORKS HAND IN HAND WITH THE MALEALEA COMMUNITY ON A RANGE OF SOCIO-ECONOMIC AND ENVIRONMENTAL PROGRAMMES.

TOGETHER WE PROMOTE EMPOWERMENT, IMPROVED LIVELIHOODS AND A SPIRIT OF INDEPENDENCE

MALEALEA DEVELOPMENT TRUST



ANNUAL GENERAL REPORT 2014/2015

The Malealea Development Trust is a Registered Charity: Registration number: 26610

Contents

1. Forward from the Chairman of Board of Trustees
2. Acknowledgments
3. Introduction from the Director of Malealea Development Trust, Including Outline of Main Work Areas
 - 3.1 Health and well-being
 - 3.2 Orphans
 - 3.3 Education
 - 3.4 Community development
4. Projects in Detail
5. Detailed Expenditure Statement
6. Invitees to Malealea Development Trust Annual General Meeting

Forward from the Chairperson

It is with absolute pleasure that I write this foreword for the report covering 2014-2015. My job is made particularly easy by the many dedicated people working for the MDT and most of whom are engaged almost daily in activities of the Trust. My profound gratitude goes towards these highly committed and selfless people who put the interests of the needy communities above their own.

MDT has emerged as a beacon of hope in a valley full of despair and communities whose lives would be totally different without the Trust. With the generosity of the different donors mentioned underneath, MDT is able to stretch its capacity as far as its finances allow. These donors are God-sent at a place where unemployment is high and sources of income are scarce. It is my hope that the communities of Malealea and its surrounds take full of advantage of this assistance to beat the circle of poverty that dogs many families.

The MDT's focus areas are almost over-stretched hence the workshop that was facilitated by James Taylor at the beginning of 2015 to introspect and map our way forward. This has resulted in a number of key decisions among which was to focus more on vocational training as opposed to paying school fees for many children who do not even do that well in many cases. This vocational training is already showing signs of success as it empowers beneficiaries with survival and income-generating skills to assist their families. We shall need to keep introspecting and re-adjusting our focus areas for maximum benefit and success.

MDT may have quite a list of donors but still it requires a lot more than it has at the moment due to the increasing needs, especially assisting schools with more habitable classrooms where children can learn in a safe environment. Still we appreciate what we have been able to achieve with what we have. If our resources were unlimited we would do a lot more. A million thanks to all our donors.

I wish to take this opportunity to thank the entire MDT Board of Trustees for the harmonious working relationship we have forged; all in the interest of the community not our own interests. Gerard and Jacqueline travel long distances several times a year all because of MDT and such people are God-sent and MDT cannot thank them enough for their dedication. Further I extend gratitude to the Project Director Ntate Tello Moeketse and his entire staff for their daily dedication and to our Peace Corp Volunteer Amber who has had to adjust to living in a rural community despite the absence of luxuries amenities. It is such selflessness that can propel us forward. Malealea Lodge's assistance and support is immeasurable; the MDT largely owes its existence to the Lodge and its owners.

In sincere thanks,

Chairman Mahao Mahao

Introduction from the Project Director

The Malealea Development Trust (MDT) is an organisation located in rural Lesotho. It continues through its many endeavours to strive to support marginalised members of the communities in Malealea. In some specialized cases, MDT has found itself stretched to render support much beyond Malealea jurisdiction.

The Trust was founded by Malealea Lodge proprietor to facilitate development in the area largely supported by a community of tourists hosted at the Malealea Lodge. The tourists have contributed significantly to various types of development in the Malealea area and outside of it through the commitment of spreading support to homes. Further, tourists have made sincere recommendations leading toward the support of certain individuals, groups or villages (as they travel the area and see for themselves).

Since its inception in 2002, MDT has aided the community in FOUR major areas:

- *Health and Well-Being
- *Education and Training
- *Orphan/Social Care
- *Community Development

In order to carry out these important components and reaching out to the community, MDT follows guidance from the Board of Trustees. The Board provides shape and direction to the organization. There are seven Board members. Then, for the daily business, there are seven staff members assigned to oversee the particular tasks of MDT. This report is an attempt to share the progress and challenges in MDT and what each staff member contributes.

While the four major areas are stated above, I must also point out how administration is the central component of the organization. And so, I will end my introduction with an overview of this central aspect.

The organization is staffed by myself, Tello Moeketse (Project Director) to oversee the daily activities of MDT - including the usage of funds. The financials of the organization is also a responsibility of the Board, our treasurer, Jacqueline Heijkoop.

Next, there have been big changes in the staff of MDT. A trained field worker, Motseko Mporoane left the organization to seek a stable, government job in a police institution. These positions have been filled since. We now have Moso Ranoosi as Project Coordinator. We welcome him back since he left Malealea before for university studies. We also embrace Tsotang Monyane who is the second field worker. Before he played a volunteer role with MDT and therefore, knew MDT quite well.

I can say this is an active and very committed team. Even so, administration is about sharing ideas and assisting. The staff appreciates any and all feedback and consultation when needed. At this point, I would also like to mention Manthabiseng, our bookkeeper or assistant of

administration. She holds many roles as we are a small organization. She maintains account books, files, storage and distribution of donations. What an important staff member! She also works alongside the Trustee Treasurer with dealing with monetary concerns.

Challenges of this particular and central sector include understanding a clear budget outline. For the future, a concise budget will be drawn the same way the Stephen Lewis Foundation (SLF) is done to limit any confusion.

Thank you so much for your care and patience with myself and MDT team,

Project Director, Tello Moeketse

Acknowledgements

The Malealea Development Trust would like to gratefully acknowledge the support of the following organisations and generous individuals who have made a significant contribution and had such a positive impact on the lives of the communities of Malealea over the last year:

The Steven Lewis Foundation, for unwavering financial and moral support for our HIV and related programmes, in particular village-based development work, transport stipend and e-pap provision for HIV+ people, and most gratefully, organisational development.

The owners and management of the **Malealea Lodge and Pony Trekking Centre** for their generosity in the use of office and storage space and for facilitating positive interaction with visitors and groups.

SOLMA and Gerard Heijkoop in particular (Holland) and all their generous donors and contributors for their consistent and generous support for development projects in the area of education and water.

The **British High Commission, and Anne Macro** in particular, for the funding to allow us to project manage the building and fencing at the community hall.

Ib and Louise Margre and Amatola Foundation in Denmark for the funding of mattresses, blankets and eating utensils for identified HIV+ children.

Building Global Communities, Angela and Jennifer, our new partners, for funding the new pre-school at Makhoseng village, a fence for the school garden, a tank for water harvesting and for support for Ntate Isaka's nursery.

Michael Schultze and the **DAIMLER** group for their most generous donation of food vouchers to feed 30 orphans and their guardian families through two harsh Lesotho winters and for clothing, stationery and first aid materials in beautifully packaged parcels. Thanks to the whole team and all who contributed back in Germany.

Johanna Haanstra for her generous donations to help orphans to be able to attend pre-school, and for funding our orphan program.

Janet Tyler for her generous donations towards and on-going interest in the care of our orphans.

Jessica Huntingford and Correnti for fund raising in support of our orphans projects.

Clongowes Wood College for their consistent hard work out in the community and excellent fundraising for the 'tsoha o iketsetse' food gardening project, for the support of 4 orphans and to **Father Mockey** for the establishment of his scholarship fund.

Bill Roebuck (Colleen) and his students from Dartmouth University, USA, for their regular constructive working visits on community development projects in particular the Dartmouth Donga.

Windsor Mountain International for their visit and positive interaction with the children at the community hall.

Ken Dunn and Africa's Gift and his colleagues for their regular visits and hard work in a range of community projects, for useful donations of all sorts, all of which make a significant difference.

Alice Ward for her ongoing donation of funds towards staff salaries.

M'eFelile our local environmental health nurse for her constant support and enthusiasm in working with us on water and health related projects. We will miss you very much M'e, tsamaeahantle!

Pieter Mierke for starting and leading our pottery project, 'Letsopa'. Pieter has also been a great source of support for orphans and old people in his work as an MDT affiliation. **Kayla Mierke**, for tireless work with the young woman's sewing and HIV education group, 'ThusanangBacha'. To the whole Mierke family for help in a myriad of ways and for endless support and encouragement.

To **Ntate Hlapisif** for assisting us so well in our orphan's feeding programme at his shop, and for the donations for our King's Birthday Celebration. Ntate we appreciate your support.

To the staff of the **Malealea clinic** for on-going collaboration and support.

M'eManyanesu, our local community councillor for her support of our work and providing us with the opportunity to work together.

Jacqueline Heijkoop our hardworking treasurer for all the hours of voluntary work that she puts in on our behalf, our very grateful thanks

Valerie Peet and Family and Friends gave one of the biggest clothing/shoe/hat donations MDT has ever seen. They have especially given many items for the OVC Christmas party 2015.

Mick Jones who continually supports MDT with donations for the OVC Christmas Party and donations of peanuts which the valley was able to begin their planting.

Kurt and Amy Hines who gave a generous amount for the OVC Christmas Party and continue to care and love MDT.

Jana and Vega School of Photography visits often and gave a large amount of special clothing, soap, and other items.

Charles Wentzeland Charities Aid Foundation Who has taken on scholarships for orphans!

United States Peace Corps who supported MDT during these two years with a volunteer, Amber Gellert to assist in event planning and lessons around HIV/AIDS outreach.

To **each and every visitor** who has made a donation of whatever amount or of whatever kind we thank you for your open-handed generosity. It is a constant source of inspiration to cross paths with people like you. We feel privileged to have met, for however brief a period of time.

Even the smallest contribution makes a real difference to the people of Malealea in myriad ways. You not only provide much-needed financial and material and support to us all, but give us encouragement, continued motivation and inspiration to continue the work of supporting the people of Malealea.

To our **Board of Trustees** for their guidance and support, and last but not least, to the dedicated and hard-working **staff** of the Malealea Development Trust, our social care worker, M'eMaphakiso, our Project Coordinator NtateMoso, our fieldworkers NtateTsotang and M'eMaTsepo, our dedicated book keeper and office administrator M'eManthabiseng, the ever diligent Project Director NtateTello, the Peace Corps Volunteer Amber, our cleaner M'eMarelebohile, our night watchman, Ntate Thabo Kolobe, and lastly our wise chairperson NtateMahao. Without the commitment and dedication of this group of people, none of the work of the Malealea Development Trust would be possible.

Four Main Activities of the Malealea Development Trust

HEALTH AND WELL-BEING

Through this project, members of the community who face the challenge of being infected or affected by HIV/AIDS are supported in a number of ways. Firstly, the HIV Support Group (SG) has been revived as of this year and have resumed massive responsibility to render support to themselves and others. Examples of this involves raising awareness, encouraging voluntary testing (both of these done during community events or gatherings), providing counselling, advocating behaviour change, and lastly, extending help to the elderly of Malealea. This last responsibility is very new. MDT collects vitamins or nutritional supplements for arthritis and hypertension (two of the most common ill health experiences for the elderly) and distributes these items. From the Support Group, there is a rotating basis of the village representative. Currently, we have 16 participating representatives who have delivered the first batch of supplements. They will also collect statistics.

To continue to explain the SG, the members meet twice a month and have recently, even had workshops. Also, these meetings include some type of training topic and discussions on life experiences. This group has open membership and at the moment, we have twenty members. View the photo below of a recent workshop held at the community hall! Finally, the challenges include the groups' desire to have a free range chicken project. This is a challenge because it would be an expensive project and finding a funder is difficult. However, no matter what, the group is determined to focus on healthy eating and healthy living.



Next, to ensure collaboration with the Local Clinic, MDT invites quarterly meetings with the Head Nurse. The participants also include the Assistant Office Administrator (Manthabiseng),

Projects Director and Project Coordinator. The meetings which began around February 2015, seem to be going well. The main purpose is of course, to harmonize a good working atmosphere. Other objectives are to establish understanding on budget for supporting the HIV patients going to and from hospitals; the validity of e'Pap (testimonies and nutritional contents for its boosted immune effect); finding high value crops such as peanuts or soybeans to provide much needed protein to patients; wall clocks for village health workers have already been purchased to aid ARV medicine timing; first aid kits and the contents were provided by the Head Nurse as a guide for MDT. A healthy relationship between parties will lead to positive collaboration.

E'Pap is a nutritional supplement distributed to People Living with HIV/AIDS (PLWHA). MDT hands out packets once a week on Tuesdays. The criteria for receiving packets are based on age and CD4 count. From April 2014-August 2015, youth who were below the age of 20 received three packet or if someone had a CD4 count below 500 could get three packets. However, as of very recently, due to budget constraints, *every* patient who is qualified for e'Pap (using our previous lists) receive two packets. This is alarming and the need for high value crops is extremely important. At the time of this report, some peanuts have already been planted into a few gardens and have sprouted above. These peanut seeds were donated to the MDT from Mick Jones and the Lesotho research station in Maseru. The challenge that exists is that the growing of peanuts is largely unknown locally. MDT has worked a bit with the Tsoha keyhole garden group to explain planting tips.

The Transport stipend is a project aiming to support PLWHA with timely access to medical services available at hospitals. Patients are referred for reasons such as lack of facilities at the Local Clinic. The compelling factor here is the joblessness facing our communities more so PLWHA as often some were forced to leave jobs because of weakness due to sickness. During the reporting period, 102 people were assisted with the transport stipend on which M12,240.00 has been spent. Challenged with this project include people with reasonably stable jobs are also benefiting from this. The stipend is ideally to help people in a very serious need. The staff have identified the need to develop a policy regarding this process.

The first of December every year is World AIDS Day (WAD) and MDT always holds a public event. WAD 2014 was particularly very successful. Important members of the community came to speak and help like the local priest and the Head Nurse. MDT encouraged the local clinic to do voluntary testing on this day too. Over 30 people were tested! This was such an achievement. Awareness activities were also undertaken, including a trivia competition for youth. There was a large, shared meal with the community. In addition, last year, someone performed a condom demonstration and we hope for this again this year.

In regards to keyhole gardens, this still stands as another successful project. The objective is to supply PLWHA an available, fresh and diverse source of vegetables. People, who are not infected, also participate in this project. During the period of 2014/2015, 86 farmers participated. The field workers monitoring the keyholes have expressed 26 farmers as best performers (so 30% success rate). This project is ongoing in 23 villages.

Further, on a monthly basis, workshops are being conducted by the MDT and also supported by the local agricultural extension officer. These workshops focus on pest control and permaculture practices. The group encourages the use of mulch, plant protection, seed preservation, and companion planting. In addition, the group has spent much time developing a constitution to become a legally recognized cooperative. This has been completed with the district cooperative office. Some challenges that appear are more work and effort needs to be done in related to the pest control from the farmer's side. MDT has recently created a pest control tea to demonstrate on gardens. Due to the drought, pests have been particularly bad, especially grasshoppers, moths and mites.



ORPHAN AND SOCIAL CARE

In the orphan support and social care sector, MDT varies from full to partial support for orphans. MDT has an official orphan list and an orphan waiting list. In both lists, the orphans live with their relatives. Through the social worker the orphans are monitored at home or at school (mainly applied to the official listed orphans). Again, regarding the official listed orphans, there are a total of 31 children/teenagers that MDT has been able to provide support for. Then, at a high school level, nine students are being assisted to proceed with their education by MDT providing the essential school requirements. It all covers tuition, books for rent or purchase, uniform, boarding and home rental. Also, basic medication for children if they fall sick (no serious incidents have occurred for this reporting period). Lastly, the waiting list orphans receive food stipends from the Daimler/Mercedes group. Their support in food vouchers have supported the waiting list orphans for 11 additional months.

There are certainly some challenges with this project however. Two children dropped out of school for seemingly no apparent reason. The MDT staff were able to help (with the guardian) for one student to resume school. There is also reluctance from guardians to provide information or reasoning for bad behaviour from orphans. An example of this is a child who

deserted school and the guardian would not say the whereabouts of the child. Further, the (former) food supplier for the waiting list orphans could not supply the food needed. And so, MDT has agreed to use another supplier (this will be implemented October 2015). The last challenge that exists is that the orphan support program is from a multitude of small donations and therefore not stable for the future.

On the last Saturday of every month, MDT throws a Children's Day (CD) where it is a social event of fun, food, drink and health lessons. The attendance remains high with an average of 70-100 kids coming each time. There are many guided activities such as Grassroot Soccer (part of large Peace Corps study that tries to inform youth about HIV), building blocks, yoga exercise, drawing and football. At the end of time, a snack and drink is given out to boost the spent energy!

In relation to CD, MDT holds an annual Christmas Party for Orphans and Vulnerable Children (OVCs). This event is organized by MDT and funded by SOLMA and some special tourists who have a love for Malealea. The 2014 OVC Xmas was very successful with 120 kids receiving gifts and who were not able to get those gifts (but got extra cookies!) Further, there is a criterion for those who are **FIRST** served with gifts. Double and single orphans are the first ones in line. For 2015 OVC Xmas, there has been an increase in funding and outreach so MDT can plan for 150 kids and no one will be left without a gift. On top of this, Valarie Peet and her family donated hundreds of clothing items (handmade dresses, shorts, hats, and dolls) for this year. It will be the biggest celebration yet! The picture on the cover of this report is from the OVC Xmas Party 2014.

Thusanang Bacha is a young women's group who participates in learning sewing skills and life skills, especially related to HIV/AIDS. The group meets twice a month and first half of meeting is centered around sewing and knitting with the second half focused on health topics. There is currently a submitted Peace Corps grant for this group and it has been approved. The picture below shows the Thusanang Bacha group after an HIV/AIDS session.



COMMUNITY DEVELOPMENT

During 2014/2015 a panel of project approval committee approved a few projects. These projects must have 50% contribution. The applicants who forwarded their 50% contribution have been supported with materials for their project. For example, there are two irrigation projects for vegetables and for tree nursery, both in the Tsoenyane area. A third project is a block/brink making project requesting the support for cement. This applicant provided money worth of 20 cement bags and MDT matched that.

A donga reclamation project was organized and implemented under the auspices of the local chiefs and Headman. The site of the project was chosen at Lehlakaneng in honour of the area chief. Communities from the two neighbouring villages of Botsoela and Ha Tsoeunyane took part. It was a huge event during the World Environment Day (WED) on 5 June 2015. The construction of the structure was supervised by the Conservation Officers of the Ministry of Forestry, Conservation and Land Reclamation. Some individuals are approaching MDT to help with materials and expertise to engage this project for next year's WED.

Water systems repair in the villages of Khorong and Makhoseng were undertaken to continue community access to clean drinking water. The construction company was brought in to work on the systems.

During 2014, one group that normally visits every year had to withdraw due to political instability in the country. However, it has been realized that these problems are localized in the capital.

In 2015, a group of students from England (curtsey of Africa's Gift) worked with the community of Tsinyane doing keyholes and water diversion for the dam. This group also worked to improve the gardens and even classrooms at Malealea Secondary School as well on the teaching farm.

The Dartmouth group of students in October 2015 contributed toward reclaiming a donga at Ha Phatela. This group is still reviewing their time here.

Tsinyane community garden has been reworked with newly constructed keyholes and thus, the garden has born some impressive vegetables in the past. One of the field workers is working on harmonizing community relations with work in the garden. Developments including completion of the security fence, pruning of fruit trees, and clearing of silt has been wonderfully done. There are still challenges of course. The dam is the only source of water and the current drought has scorched the plants and they are dying.

Next, the community hall is used for meetings, workshops, events, and children's day. Also, the kid's library is in the hall, where twice a week, kids meet after school to do some reading. The hiring out of the hall procures a small income to cover maintenance issues at the hall (there was some wind damage on the structure). The hall still has yet to be protected against lightening but a rod has been purchased and only needs to be installed.

The scraper has been used to level the grounds around the hall. The grounds maintenance project is managed by the sports committee. MDT allocated M100,000 to the sports committee (this was split in two allotments). The committee purchased traditional dress for women groups and to maintain the grounds. MDT is waiting for the committee to submit a proposal for the remaining amount. Sports are very important and it is a fact that exercise enhances health and stops the idling youth.

EDUCATION AND TRAINING

MDT facilitates support for education as stated previously. The focus is on OVCs. Early Childhood Care and Development (ECCD) or preschools/kindergarten usually have set standards by the parents, but the government wants to be involved and require travel for teachers and students. These travel costs may cause conflict as many parents cannot pay for this and so, this has led to many closures recently. A revival method of these schools was sorted by MDT. Part of the fees for forty children in seven schools was paid for. This is only a temporary measure! While the actual fee is M50.00 per month, MDT has been paying M25.00 for the child.

At the Primary School Education level, MDT gets support for orphan learners. The costly item at this level is the uniforms since the government introduced free primary education but not free uniforms.

The Secondary and High School Education level again, is also supported with MDT for OVCs by paying requirements. At this level, 29 students enjoy this aid totalling MDT M56,182.00 from only direct school-related costs. Again, boarding and uniforms are extra! Challenges in this area include students that are chosen purely on need display a very low performance and failure rates are very high. Next, drop-out due to pregnancy happens and the student forfeits their given opportunity but still, must sit for their final examination as that fee was paid in the beginning.

With the high failure rate in mind, MDT has embarked on introducing Vocational Training as an educational option. This is also needed from the high unemployment rate countrywide to provide some basic skill to open opportunities for sound businesses in the future. This too requires high level of commitment and patience on the part of the trainees. The first group of five candidates graduated in April 2015. The duration of the course is 3 months as most vocational courses are (3-9 months). The second group of vocational students enrolled in August 2015. The budget for vocational training is estimated at M50,000.00 for ten candidates. The MDT is observing how the graduated progress in engaging in their business. The picture below shows the graduates of catering in April with fieldworker Matsepo.



As for general school development, four primary schools have submitted applications for assistance toward construction of classrooms. The project is financially, a big one. Through SOLMA efforts to fund raise for this project are ongoing through friends. These are schools located in very remote areas. A three classroom block at Malere Primary School has been funded with timber to repair damage. This work is currently being worked on.

Voiced Feedback from the Actual AGM

A few notes were taken during the live AGM and they are reported here. Firstly, it may be best to read out loud the report to all MDT staff before copies are made. Reading out loud will enable all staff to correct any typos or misinformation. Secondly, two trustees were absent who were supposed to attend and this was disappointing. Outside of these points, there were concerns with young girls and pregnancy and asked for this to be a focus in the future. Next, there was a discussion to reach out more to guardians who need support and those who are careless. Thirdly, the Head Nurse did not convinced by the health benefits of e'Pap, especially for the very young (MDT will follow-up on this even though early this year MDT wrote a paper for the clinic). Finally, what was said over and over again in feedback was the wonderful transparency MDT has in it's AGM and exactly where and how the monies are spent. Everyone was pleased with this aspect (although, another concern, especially of the Treasurer is the limited funds). Overall, the AGM was successful and fruitful.



THE STAFF OF MDT THANKS YOU FOR READING THIS REPORT!

Summary of Expenditures of the Malealea Development Trust Towards Projects

Below the expenditures of April 2014-December 2014 and January 2015-September 2015 respectively. These are based on the four components covered by the General MDT Donations exclusive of SLF.

April 2014-December 2014

ADMINISTRATION	M98,703.55
SMALL PROJECTS (IGA)	M76,336.95
SOCIAL CARE	M46,207.30
SCHOOL DEVELOPMENT	M38,359.75
TOTAL	M258,607.55

January 2015-September 2015

ADMINISTRATION	M73,309.70
SMALL PROJECTS	M56,632.60
SOCIAL CARE	M89,874.60
SCHOOL DEVELOPMENT	M18,451.50
SCHOLARSHIP	M56,182.20
TOTAL 2015	M294,450.60
PERIOD TOTAL SUPPORT	M554,058.15

Invitees to the AGM of MDT

8 November 2015

Trustees (7): Mahao Mahao, Tello Moeketse, Jacqueline Heijkoop, Me Manyanesu Taole, Thato Petoka, Me Masechaba Sekhesa, Qaba Mahao

Six from Staff(6): Moso Ranoosi, Tsoang Moyane, Matsepo Lebisa, Maphakiso Kelepa, Manthabieseng Makola, Amber Gellert

SOLMA Representative Gerard Heijkoop

Head Nurse: Nt. Mabele

HIV Support Group Representatives (2)

Education Sector Representatives (3)

Community Projects Representatives (2)

Orphan Care Representatives (2)

IGAs (income generating activities) Representatives (2)

Sports Committee Representatives (2)

Thusanang Bacha Representative

Lodge Representative

*30 invitees

**Amber the typist apologizes for any typos in this report.