



ANNUAL REPORT
1 JAN TO 31 DEC 2010
Adopted by the AGM on 26 March 2011

1. **MANAGEMENT**

1.1 **Members of the Governing Board**

1.1.1 In the course of the year under review, an Annual General Meeting (AGM) was held on 27 March 2010.

1.1.2 The following members were elected to the Management Committee at the AGM:

President	-	Michael A Png Tee Koon
Vice President	-	Anthony Soo Wai Seng
Secretary	-	Gerald F Pillay
Treasurer	-	Leonard Loh Tjit Kin
Asst Treasurer	-	Amy John
Committee Members	-	Jacinta Jamuna Rajoo Albert Teo Chu Ying Fabian Anthony Flaminia Lilli

1.1.3 Rev Father Adrian Anthony was the appointed Spiritual Director.

2. **STAFFING**

2.1 The following were employees of the Charity as at 31 December 2010:

<u>Name</u>	<u>Designation</u>	<u>Start Date</u>
Immanuel Lin Junyu	Executive	26 April 2010

2.2 The following employees left the employ of the Charity during the period under review:

<u>Name</u>	<u>Designation</u>	<u>Start Date</u>	<u>End Date</u>
Joseph Tham	Executive	17 Nov 2008	30 Apr 2010
Geraldine M Subramaniam	Administrator	1 Nov 2007	30 Nov 2010

2.3 **Volunteers**

2.3.1 As at 31 December 2010, CARE registered 27 active volunteer.

2.3.2 In line with the Charity's goal of providing a holistic and integrated support to both residents and non-residents, we re-ignited volunteers and kicked off the Befrienders' Programme, which sought to deepen our relationship and understanding of PLWHAs and

their concerns. Through various social activities, and employing the Review of Life method to see, judge and act, volunteers and members helped PLWHAs to be involved in decisions that directly impacted their well-being.

2.3.3 The majority of CARE Volunteers were involved as befrienders to our Resident and Non-resident clients. Four para-counsellors also provided pastoral care to residents on a one-to-one basis.

2.4 Training for Staff & Volunteers

Date	Name of Event	Participants
9/01/10	Module II HIV/AIDS Information for Volunteers	Geraldine Immanuel Brian Francis
6/03/10	CARE Annual Retreat	MC Members Staff
9/03/10	Residents Job Opportunities Worksite Visit to Multipac	Geraldine Immanuel
19/03/10	Volunteer Meeting Work Delegation	Geraldine Immanuel
20/03/10	CARE-AFA Meeting	Anthony Soo Geraldine
22/04/10	Module II HIV/AIDS Information for Volunteers	Geraldine Immanuel Gladys (Volunteer) Daphne (Volunteer)
26/06/10	CARITAS Members Forum	Michael A Png Anthony Soo Flaminia Lilli Leonard Loh Geraldine Immanuel
21/07/10	CARITAS Social Mission Conference 2010	Michael A Png Anthony Soo Geraldine Immanuel, Shyra Wong, Susanna Goh, Flaminia Lilli, Abel Tan, Jacob Chew, Marianne, Selveraj, Mavis Wheatly, Clara Nai
24/08/10	Module 2 HIV/AIDS Education	Geraldine, Beatric Ferdinand

3. **GOVERNANCE**

3.1 **Institution of Public Character Status**

The Charity received IPC Status on 1 November 2010.

With IPC status, comes the task of ensuring a high level of governance. We have put in place proper administrative and financial controls (see Item 3.2 - Financial Regulations), and are looking into establishing policies and standard operation procedures for Human Resource, Volunteer Management, complaint and whistle-blowing.

3.2 **Financial Regulations**

The Financial Regulations was adopted by the AGM held on 27 March 2010.

This document articulates the Charity's stance and policies covering important financial aspects such as funding, annual budgeting, fundraising, procurement, reserves and designated funds among others. It also provides a guide to proper accounting practices.

The adoption of the Financial Regulations reflects the Charity's commitment towards high level of governance and ensuring financial transparency.

4. **PROGRAMMES & SERVICES**

4.1 **Residential CARE Shelter**

4.1.1 During the year under review, the CARE Shelter remained our major activity.

4.1.2 Admissions:

Total residents as at 1 Jan 2010	16
Total admissions during the year	18
Total discharges during the year	4
Total evicted	4
Total as at 31 Dec 2010	26

4.1.3 Distribution by Gender:

Male	26
Female	0
Total	26

4.1.4 Distribution by Ethnic Groups:

Chinese	21
Malay	3
Indian	2
Others	0
Total	26

4.1.5 The year under review saw a significant increase in the number of residents from 16 to 26. This shows very clearly that CARE is serving an area of need that is real and on the rise.

4.2 Non-Residential Programme

4.2.1 Profile of Non-residential Clients:

Non-Resident Description	S'pore Malay	S'pore Indian	Thais	Total
PLWHA Women	2	1	7	10
PLWHA Children	1	-	2	3
Non-PLWHA Children	3	2	4	9
Total	6	3	13	22

4.3 Advocacy

4.3.1 Student Outreach

We launched our school outreach programme in 2008 with a presentation to 500 pupils and 12 teachers of St Joseph's Institution. Subsequently, the students and teachers came to CARE to work with our residents on programmed attachments. This programme has been extended to Catholic Junior College, St Joseph's Institution (Independent), and NUS University Scholars Programme.

4.3.2 World AIDS Day

The WAD Mass was held on 1 December 2010 at the Church of the Holy Cross. After mass, the congregation was invited to a poster exhibition highlighting the plight of the PWHAS and how they can help them live with dignity.

In conjunction with WAD, a workshop entitled "The Scourge and the Stigma of AIDS" was conducted for parishioners. The purpose of this workshop was to bring awareness to the public on the challenges faced by PLWHAS and to provoke discussion and reflections about these challenges. The workshop presenters included Dr Arlene Chua (Sr Consultant, TTSH), Ms Verena Tan (Medical Social Worker, CDC) and Immanuel Lin (Executive, CARE).

The parish generously supported CARE through their "Give One Dollar" (GOD) advent project. This much needed support is likely to materialize in the second quarter of 2011 but is very much anticipated and expected to go a long way in helping us be more self-sufficient.

4.4 Advocacy Programme (2010 Calendar of Events)

Date	Name of Event	No. of Participants
22 & 25/2/10	Presentation to St Joseph's Institution	200
Every Thursday in June	Franciscan Friars Attachment Programme	4 Friars
12/08/10	USS Navy George Washington Attachment Programme	15 Navy personnel
13/08/10	USS Navy Chung Ho Attachment Programme	15 Navy personnel
28/08/10	Presentation to Church of Holy Cross	70 Catechism

		Teachers and Youth Confirmants.
8/10/10	USS Navy Momsen Attachment Programme	20 Navy personnel
9/10/10	Church of St Francis Xavier Youth Group Attachment Programme	7 youths
23/10/10	Church of the Holy Cross Experiential Learning	64 confirmants
2/11/10	US Navy Harper's Ferry Attachment Programme	10 Navy personnel
19/11/10	US Navy Attachment Programme	15 Navy personnel
25/11/10	CNA Publicity Interview with CARE Resident & Non-resident Clients	Televised over CNA
26/11/10	ST News Article	
1/12/10	World AIDS Day Mass @ Holy Cross Church	About 500 parishioners

5. **MISCELLANEOUS**

5.1 On behalf of the Management Committee, I wish to record our thanks to the following people:

5.1.1 Anthony Soo and Jacinta Rajoo for their dedication in leading the volunteers in delivering pastoral care to our residents and non-residents.

5.1.2 Gerald Pillay, who is stepping down after serving as CARE's Secretary for 4 terms (from 2007 to 2010). During his tenure, Gerald was chief architect of CARE's administrative and financial framework. He also personally supervised constitutional amendments and election procedures. Gerald has been an integral part of CARE's growth as an organization.

5.1.3 Geraldine Subramaniam, our Administrator from Nov 07 to Nov 10 when she resigned. Geraldine was instrumental in running the temporary shelter and its different programmes.

5.2 Last but not least, I wish to record my personal thanks and appreciation to all the hardworking members of the Management Committee, staff and volunteers. Without their support and contributions, we would not get where we are today.

6. **STATEMENT OF ACCOUNTS FOR YEAR ENDED 31 DECEMBER 2010**

6.1 The audited Statement of Accounts for the financial year ended 31 December 2010 is attached.

Michael A Png
President
Catholic AIDS Response Effort