



HIMALAYAN  
INSTITUTE®  
CAMEROON, AFRICA

# 2012 Annual Report

June 4, 2013



## *Mission:*

*Himalayan Institute Cameroon is an integrated hub for a wide range of rural empowerment projects, all supporting one goal—to fight poverty, illiteracy, and inequality through education, healthcare, and environmental regeneration.*

## Programs

- ☐ Total Health Center
- ☐ School of Carpentry
- ☐ Kumbo Public Library
- ☐ Center For Education
- ☐ Clean Water Projects
- ☐ Sacred Link Jewelry

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# 2012 Operational Review

Last year, significant focus was put towards increasing efficiency around assets and systems, as well as expanding the competency of our staff and cross training throughout departments.

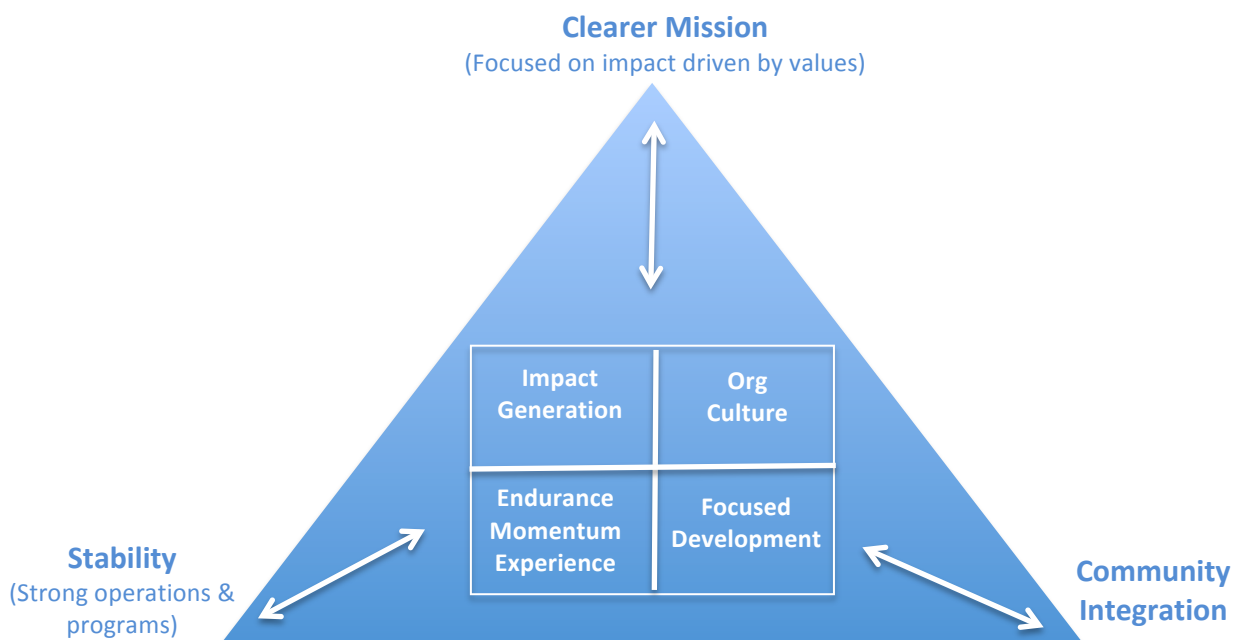
Every department and program at Himalayan Institute Cameroon was reviewed in depth last year in three main categories:

- 1) Resource usage and accountability
- 2) Community impact
- 3) System efficiency and productivity

All operational weaknesses were addressed accordingly. A few major adjustments/outcomes included:

- 1) Monthly funding amount is now based off of our previous months revenue generation + Himalayan Institute USA's monthly contribution amount.
- 2) Projects ("jobs") at the Carpentry School are now tracked in greater detail: listing every debit and credit according to its specific job, and all customers pay an advance.
- 3) 75% of our staff was crossed trained into three or more departments. This greatly added to the stability of the organization as a whole.
- 4) We reduced payroll and overall budgetary requirements, while increasing local revenue generation by 35% from 2011.

## We're Getting The Balance Right...



# Total Health Center

In 2012, the Total Health Center reinvented its supply chain and focused on internal fortification. The Center continues to offer preventative and curative holistic health solutions tailored to rural needs and treats thousands of patients every year.

**Product Pricing & Packaging:** We streamlined our pricing structure to make our offerings more affordable for the majority of customers while introducing new packaging and labels that more accurately represents our products.

**Improved Products:** All the ingredients for our herbal medicines are grown locally by farmers that were specially trained to use

proper organic methods. We switched from our prepackaged tablet line (from USA) to our in-house capsule products produced in Kumbo Cameroon! This made our products more potent and our business plan more sustainable.



**Staffing & Training:** Great improvements were made in how our lab equipment is used, maintained and stored. Our lab is now available on short notice. Additionally, our lab staff was trained on how to perform maintenance and troubleshoot small electrical issues. This training greatly reduced downtime last year. Also, various staff members are now cross trained as lab technicians.



## 2013 Outlook

### Health Education and Awareness Campaign

Since opening the Total Health Center in 2009, 2012 will mark the most comprehensive education effort ever made by the Total Health Center, and possibly the largest public awareness effort ever for the Himalayan Institute Cameroon. This program is the first of its kind in the region and will fill a critical gap in the local health system.

The “*Health Education and Awareness Campaign*” is currently in development. The program aims to teach specifically themed classes to targeted demographic profile groups. This campaign will provide an estimated 75,000 people with basic, meaningful health education in 10 different themes. This effort, designed and lead by Himalayan Insittute Cameroon, will be offered in tandem with the municipal and regional govenerment.





The importance of this campaign is three-fold:

- 1) Fill the gap currently existing around general health education
- 2) Create the public awareness needed to boost the level of visitors in our health center
- 3) Bring the Himalayan Institute Cameroon closer to the community, while presenting our organization's 3 mature programs in the proper light.

Currently in development are:

- 1) Training curriculum focused around specific modules (listed below)
- 2) Wide social marketing plan in Kumbo and Oku using poster, flyers, announcements, radio, TV, and more.
- 3) Collaboration with private and public groups, NGO and government offices, traditional government, and public and private schools.
- 4) Total Health Membership program. Member benefits include discounted products and services, free consultations and "THC network" access.

Curriculum module topics (begin considered and developed):

1. Module 1: Your Health in Context
2. Module 2: Basic Public Health
3. Module 3: Maternal and Child Health (0-3 years)
4. Module 4: Basic First Aid
5. Module 5: Diet and Nutrition (Gastritis, High Blood Pressure)
6. Module 6: CPR Course
7. Module 7: Women's Health/STI/AIDS
8. Module 8: Men's Health/STI/AIDS
9. Module 9: Seasonal (Dry season & Rainy season)
10. Module 10: Emotional Health such as stress management
11. Module 11: Infectious Diseases

# School of Carpentry & Construction (C&C)

Our training and production center offers vocational training, high quality furniture production and home construction. Last year we focused on our systems, refining production methods, equipment and technology sustainability, and customer service.



**Accountability, Quality, & Customer Satisfaction:** We have created improved shop Standard Operating Procedures, which have streamlined shop operations, allowing us to take on more jobs.



- Installed a Work Order board, which has improved staff responsiveness and customer satisfaction. Customers can now easily track the progress of their orders.
  - Added Lumber Technician position, which has greatly increased lumber inventory accountability and proper lumber choices for furniture orders.
  - Added Head Carpenter position, whose primary focus is on equipment and furniture construction; the managerial aspects are now in the capable hands of the HIC General Manager. This streamlines responsibilities and allows smoother HIC and C&C integration.
- Financial accuracy and transparency around budgeting, material purchasing, and estimating

## Electrical Training Course:

Finally, a course was taught to those with working experience, as well as those people just entering the electrical field. The course addressed the problems of ad-hoc electrical systems that arise in cramped neighborhoods across the developing world. Class outcomes included:

- Training needed to acquire higher paying jobs
- HIC with its own on-staff electrical technicians
- Lessons in Electrical Safety and Electrical Theory, Practical Electrical Wiring, Battery Maintenance, Transformers, Motors and an Introduction to Solar Power



## Student Internships:

Dozens of new technicians from around the country joined our work force in 2012 for hands-on training and work experience. After completing our internship program, 95% of the students successfully entered the carpentry and construction industry.

### **Improved the Operating Capability of Equipment**

- Constructed a sawdust burner and heating shed for our solar wood-drying kiln to make it capable of drying lumber in the rainy season.
- Replaced switches and added a motor controller to protect burnout prone motors from erratic city power issues.
- Installed a table saw sharpening machine so that old blades can be reused instead of buying new ones.



### **2013 Outlook**

#### **Marketing Campaign:**

This year, we are planning a marketing effort for the School of Carpentry and Construction products and services. Our two year goal is to double the quantity of paid jobs in our school and focus on high margin jobs such as home framing, caskets, and beds. We plan to take a strategic marketing trip through the Northwest, Southwest, Western, Central, and Littoral provinces and meet with key individuals, in government and private sectors.

#### **Training Course:**

A training course is being planned for Q4 2013 titled "Safety, Quality and Maintenance". This well-rounded class will cover production essentials for all modern carpentry businesses.

#### **Equipment upgrades:**

##### **Combination Thickness Planning Machine**

The C&C needs a high capacity planer and combination machine with the ability to prepare rough board quickly. The largest obstacle to the efficiency of C&C is preparing rough hewn lumber into furniture grade boards. The shops current planer is a finishing planer which means it does the delicate job of making a good board into an excellent board. What the shop needs is heavy duty all purpose machine (combination machine) that can cut through wood quickly and perform other tasks at the same time such as molding fabrication which we currently outsource. Such a machine will speed up our production time, save us money from renting other shops machines, reduce wear and tear on our machine.

- The planer capabilities of this machine will help remove the lumber preparation bottleneck that is currently hindering our production speed.
- The router attachment of this machine will allow us to create the local molding designs that customer's want, which we often have to outsource. This lowers cost and increases our production speed.

#### **Others**

- Band saw blades, sanding belts, paint sprayers and more.

# Kumbo Public Library

The largest public library in Northwest Cameroon continued to grow in 2012

## Thousands of attendees

- An estimated 35,000 people of all ages came to our library in 2012. At any given time, 80 to 100 people can be found using the facility.
- Students used our career focused books and textbooks to prepare for their exams. These books would not have been available otherwise due to their high cost.



## Climate Control and Book Preservation

- Ceiling fans were installed to keep air moving which prevents mildew growth on our books.
- The solid wood entrance doors were replaced with glass panel doors to improve lighting and surveillance.

## 2013 Outlook

### Improving the Library Experience

- New books in specific high demand categories are being collected in the USA, along with the resources needed to ship them to Kumbo.
- The purchase of local textbooks is being considered.
- Contingent upon financial resources, new windows will be installed to stop dust and rain from disturbing patrons and damaging books.
- We plan to replace the current low life, energy consuming incandescent lighting with long life, energy saving, high brightness LED's so that patrons can have plenty of reading light all day long.



# Center for Business & Education

In the summer of 2012, the Himalayan Institute built the region's first Center for Business and Education. A library/classroom that offer professionally focused learning resources and classes on a variety of topics.



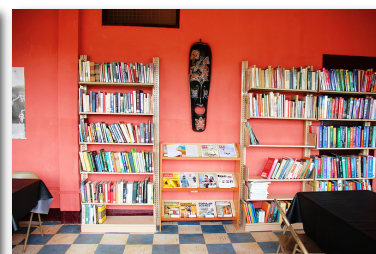
## Offerings

- Provides students with vocational and general education courses such as the Electrical Safety, Health Awareness, and French.
- Houses a growing collection of vocational books and relevant magazines on subjects such as management, law, accounting, marketing, farming, woodworking, electrical, plumbing, automotive skills, and more.
- Features modern technologies such as computers loaded with hundreds of digital textbooks.
- Features a modern conference room with audio/visual capabilities.
- Provides a comfortable well-lit space for people to study, which relieves pressure on our library.



## 2013 Outlook

Plans are underway to develop a class schedule for the CBE which will offer class of varies topics each year. The majority of these classes will be fee based, while also offering some free public class as well.





# Clean Water Projects

Water is a vital resource for any community. The Himalayan Institute Cameroon will continue to implement water projects on behalf of foreign-based funding partners. In 2012, we took the year to assess our previously completed water projects to ascertain their effectiveness and make adjustments as needed.



- The Jakiri well is fully functional and being used daily by hundreds of people
- The Takui Water catchment is fully functional and being maintained and used weekly by thousands of grateful citizens of Takui village.

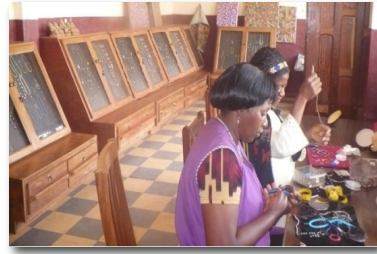


## 2013 Outlook

- Seeking funding partners for a well project that will feed our community center, serving thousands each year!

# Sacred Link Jewelry

Sacred Link Jewelry empowers women by providing technical training, business skills and market linkage.



## **Provided training in Jewelry Production in 2012**

- Completed training with women from Bui Division.
- Jewelry making tools were provided to the program, which allowed the students and staff to continue producing for the local markets.
- Maintenance staff members were taught to manufacture jewelry making tools from locally available tools with excellent results.

## **2013 Outlook**

- Continue to produce and sell locally, while also training men and women on jewelry production.
- Resupplying this program with more hand tools needed to continue its training.
- Specific jewelry components will also be procured for the program to allow students and staff to continue producing for the local markets.