



**MINUTES OF THE 8<sup>TH</sup> VIRTUAL ANNUAL GENERAL MEETING OF THE ALUMNI ASSOCIATION OF KCA UNIVERSITY HELD ON SATURDAY 15<sup>TH</sup> MAY 2021, FROM 10.30 AM**

**MEMBERS PRESENT**

- |                     |   |                |                       |
|---------------------|---|----------------|-----------------------|
| 1. Noah Ndakala     | - | Chairman       | 27. Kelvin Atiany     |
| 2. Serah Ndonga     | - | Vice Chairman  | 28. Joseph Bwana      |
| 3. Sylvester Mutie  | - | Treasurer      | 29. Perpetua Bulemi   |
| 4. Brian Kiprono    | - | Secretary      | 30. Benjamin Musembi  |
| 5. Maxwell Mengo    | - | Board Member   | 31. Francis Ochieng   |
| 6. Mary Njenga      | - | Board Member   | 32. S Maroko          |
| 7. Dennis Walter    | - | Board Member   | 33. Peter Mutua       |
| 8. Susan Aduwo      | - | Dr. RM & AR    | 34. Daniel Otieno     |
| 9. Christine Kawe   | - | Alumni Officer | 35. Mutie Wamaita     |
| 10. Stephen Buluku  | - | R. Officer     | 36. Caleb Kipto       |
| 11. Margaret Ngari  |   |                | 37. Makemba           |
| 12. Anne Malawa     |   |                | 38. Priscah Mwema     |
| 13. Kawira Njogu    |   |                | 39. Jackson M. Karaya |
| 14. Joshua Okeyo    |   |                | 40. Susan Aoko        |
| 15. Edwin Wamyama   |   |                | 41. Dorcas Kanini     |
| 16. Bernard Mukundi |   |                | 42. Richard Jobiese   |
| 17. Abraham Kiptum  |   |                | 43. Samuel Kilazi     |
| 18. Stephen Ochieng |   |                | 44. Calvin Atiany     |
| 19. Charles Wafula  |   |                | 45. Brenda Nasiuma    |
| 20. Otieno Achieng  |   |                | 46. Nashipae Asumpta  |
| 21. Gladys Mukaya   |   |                | 47. Ida Ochieng       |
| 22. Fidel Castro    |   |                | 48. Collins Njite     |
| 23. Karen Mwalimu   |   |                | 49. Rose Ndambuki     |
| 24. Charles Musyoka |   |                | 50. George Omany      |
| 25. Eva Hagoi       |   |                | 51. David Masika      |
| 26. Lucy Mworira    |   |                | 52. Rose Ndambuki     |
|                     |   |                | 53. James Maringa     |

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|----------------------|--------------------------|
| 54. Kipto Mengich    | 75. Collins Njite        |
| 55. Bernard Orina    | 76. Samuel Kamunge       |
| 56. Cendrine Otieno  | 77. Marion Mayabi        |
| 57. Reuben Gitu      | 78. CPA Siproso Maroko   |
| 58. James Muisyo     | 79. Francis Ochieng      |
| 59. Jenipher Mshai   | 80. Vincent Osewe        |
| 60. Kibuthu Vincent  | 81. Peter Musera         |
| 61. CPA Harun Wambua | 82. CPA Bernard Nyalenge |
| 62. Dennis Ngetich   | 83. Irene Gitonga        |
| 63. Grace Sewe       | 84. Martin Ngiga         |
| 64. Doreen Linus     | 85. Monicah Oburu        |
| 65. Raphael Munyui   | 86. Emmanuel Kitche      |
| 66. Stephen Mukakah  | 87. Katula Regina Mueke  |
| 67. Benedict Ochieng | 88. Sam Kamunge          |
| 68. Dora Osok        | 89. Mercyjane Ambaisi    |
| 69. Boniface Mbeche  | 90. Humphrey Otieno      |
| 70. Meshack Mbithi   | 91. Timothy Kisang       |
| 71. Daniel Karimi    | 92. Victor Kedogo        |
| 72. Amos Nziu        | 93. Jean De Dieu         |
| 73. Byron Yongo      | 94. Otiende Monica       |
| 74. Vitalis Okumu    |                          |

### **IN ATTENDANCE**

1. Vice Chancellor- Prof. Isaiah Wakindiki
2. Benson Ngobia - Department of Performing Arts, Film, Media & Economic Studies
3. Marcus Etyang - ICT Officer, CBD Campus
4. Benjamin Mumo - SAKU Chairman CBD Campus
5. Claire Wanambisi - SAKU Finance Secretary, CBD Campus

### **AGENDA**

1. To read the notice convening the meeting.

#### Ordinary Business

2. To confirm the minutes of the 7<sup>th</sup> Annual General Meeting held on 25th July, 2020 via zoom. The minutes will be posted on the website and will be considered read.
3. To receive and adopt the Chairman's report.

4. To consider and adopt the financial report for the year ended December 31, 2020 together with the budgets for 2021 and 2022.
5. To receive and adopt the Treasurer's Report thereon.
6. To elect Directors:
  - a. Pursuant to section (7) of the constitution of the AAKCAU, alumni are invited to apply for four (4) board positions that will fall vacant as a result of retirement by rotation and an additional three (3) positions held by co-opted members should their continued stay on the board not be ratified by the AGM. All seven incumbents are eligible for re-election / election and are presenting themselves as such. Visit the website [www.alumni.kca.ac.ke](http://www.alumni.kca.ac.ke) details. Deadline is Monday 26th April, 2021.
7. Consideration of other matters for which due notice has been received.
  - i. Review of the constitution of AAKCAU and present any changes made to the next AGM for adoption.

### **PRELIMINARIES**

The Chairman called the meeting to order at 10.15am and welcomed all participants to the virtual AGM. He recognized the presence of the Vice-Chancellor, fellow Board members, Secretariat, Chapter Management committees and alumni members from the different chapters and from diaspora. He then invited the Vice Chancellor to address the gathering.

The VC indicated that he was honored to get a chance join an event of the Alumni Association within his first 100 days of taking the office. He pointed out the significance of the Alumni Association to the university. He commended leadership of the alumni association, both current and past, for the growth in the association over the last two years, despite the challenges brought about as a result of the Covid – 19 pandemic. He observed that despite the difficulties in fundraising at this time, there was still an opportunity for alumni to step forward and make a difference. He touched on several areas in which the alumni can be of benefit to each other, the current students and the university at large. He gave the example of Harvard University alumni association and what that has done for Harvard. He shared his experience on what role the alumni play and reiterated that when alumni come together, they network, assist the underprivileged and provide mentorship to their juniors.

The Vice-Chancellor stressed that KCA University was very of the alumni. He stated that alumni engagement is critical for building the university's reputation and brand, for securing donations and creating a community around the university. He concluded by urging the Alumni Association to create new virtual

opportunities to engage with the broader KCAU community. He thanked the members for the invitation and said he was looking forward to more engagement with the alumni association.

The Chairman led members to appreciate the Vice Chancellor for his powerful speech. He then invited the Director RM & AR who made a brief presentation highlighting the structure and role of the alumni association, highlighting the following:

1. **Objectives** – to connect alumni; to promote the welfare and image of the university; to promote collaboration between the industry and the university; to engage in fundraising; and to support the alumni
2. **Membership** – The membership to the association is obtained at graduation upon paying the alumni fees with an exception of those who graduated before 2009. CPA finalists to pay membership fee of Kshs. 1,000. Members should go ahead and register online. To be a member in good standing, one should pay an annual subscription fees of Kshs 1,000 for the current year. An active member is the one who participates in the alumni events.
3. **Organization** – It is run by a board of 9 members. We have three chapters (Nairobi, Kitengela and Western chapters). Save for Nairobi Chapter which is overseen by the Board, the Chapters are run by three-member management committees. Chapters organize activities for their members as supported by the board and secretariat. Future chapters will be formed around geodemographics and interest areas. Alumni can support the board by joining the board committees and attending alumni activities.
4. **Benefits** – There are general benefits for all members and exclusive ones for paid up members. Members were encouraged to pay their subscription fees early in the year to enjoy full benefits and sustain activities of the alumni association.
5. Members were given a glimpse of some alumni activities held in the past.

At this point the formal business begun and the Chairman called upon the secretary to start off the meeting.

#### **MIN.01/15/05/2021: READING OF NOTICE AND RECORDING APOLOGIES**

The notice was read by Hon. Secretary. The proposed agenda was then adopted through a proposer, Charles Bilali and seconded by Meshack Mbithi.

#### **MIN.02/15/05/2021: REVIEW OF PREVIOUS MINUTES**

The Secretary took members through the minutes of the previous virtual AGM meeting which were then adopted as proposed by Austin Omanyia and seconded by Anne Malawa.

#### **MIN.03/15/05/2021: MATTERS ARISING FROM THE LAST MEETING MINUTES**

1. **Annual subscription**- As resolved at the last meeting, this was lowered to Kshs. 1,000 from Kshs. 2,000 and was in effect.
2. **CSR** - The alumni association had adopted Soul Mercy Children's home and continued to support them event through the COVID-19 pandemic season.
3. **Elections** - There were no elections at the last AGM and three members had been co-opted as had been agreed at the meeting.
4. **Chapter management** – Management committees were in place to run the affairs of the two chapters: Western and Kitengela.
5. **Alumni Sacco** – The Chair proposed that instead of forming another Sacco, the alumni could consider joining the existing KCAU Sacco. The alumni however insisted on having a Sacco independent from the one for staff as the common bond was not open to accommodate them. The board agreed to explore this further as suggested by members. This was proposed by Calvin Atianyi and seconded by Bernard Mukundi. The Director RM & AR was requested to reach out to the KCA University Sacco on information on how members can join the Sacco.

#### **MIN.04/15/05/2021: CHAIRMAN'S REPORT**

The Chairman welcomed all participants to the virtual 8<sup>th</sup> AGM of the AAKCAU. He took members through the history of the Alumni Association of KCAU after which he introduced the AAKCAU board members and the Secretariat. The Chairman appreciated the continued support of the members which had enabled the alumni association to pursue its mandate. In his report, he highlighted that due to the COVID-19 pandemic, most physical activities were curtailed and a new way (virtual events) was adopted. The last virtual AGM was one such event which saw a transition in the board with retirement of some board members and co-option of others. He appreciated the retired board members for their tremendous contribution in service to the association. There was also a virtual Chairman's Connect event in place of the Chairman's dinner and it was successful.

The highlights of the Chairman's report were as follows:

1. **CSR** - The association continued to care to the less privileged in our society. The former Vice Chair led the alumni in provision of foodstuffs to students who were hard hit by the pandemic. The board members and secretariat had also visited and donated food to Soul Mercy Children in Kariobangi.
2. **Strategic plan** - Members were informed that the alumni board reviewed the status of the strategic plan for 2019-2023 by coming up with a matrix to monitor the KPIs for each pillar in the strategic plan. This helped the board execute and monitor progress of the strategic plan. Board committees

were re-organized and a vetting committee put in place to work on the 2021 election of board members and beyond.

The Chair invited alumni members to join the committees whenever called upon. More and more, members will be approached to give their advice, services and resources to ensure that in the future the association is anchored on solid structures.

3. **MIS** – the board had embarked on sourcing for a Management Information System to improve handling of members’ data and other modalities of communication. Various potential vendors have been approached and hopefully this will be concluded this year.
4. **Constitutional review** - The association is guided by the constitution which is due for review. There is a need to review some clauses to harmonize it with the recently reviewed university statutes and Charter and embrace future trends. The board will be seeking members’ resolution to grant a mandate for a review of the constitution.

The chairman on behalf of the association thanked and congratulated the VC for accepting to join KCA University. He welcomed the VC to the alumni association and pledged to work with him for the benefit of the University.

The Chairman’s report was proposed by Calvin Atianyi and seconded by Samuel Kamunge.

#### **MIN.05/15/05/2021: THE TREASURER’S REPORT**

The Treasurer extended his gratitude to members present of making the event possible. He proceeded to present the combined Financial report for year 2020 together with proposed budgets for the year 2021 and 2022 as shown below:

<b>REVENUE</b>	<b>Actual</b>	<b>Actual</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
	<b>KSHS</b>	<b>KSHS</b>	<b>KSHS</b>	<b>KSHS</b>
Subscriptions for the year	28,000	41,000	150,000	300,000
Convocation fee - Students (Graduates)	1,801,000	1,775,000	1,950,000	1,750,000
Sale of Merchandise	61,160	2,700	690,000	820,000
Support fund	87,000	103,000	500,000	500,000
Other Income	-	-	-	-
<b>Total Revenue</b>	<b>1,977,160</b>	<b>1,921,700</b>	<b>3,290,000</b>	<b>3,370,000</b>

<b>EXPENDITURE</b>	<b>Actual</b>	<b>Actual</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
	<b>KSHS</b>	<b>KSHS</b>	<b>KSHS</b>	<b>KSHS</b>
Chapter management committee allowances	448,816	-	366,000	332,000
Members' forums	-	-	350,000	300,000
Merchandise Purchases	115,299	-	300,000	400,000

AGM	105,807	32,480	75,000	100,000
Foundation donation (for scholarship)	-	-	200,000	200,000
Professional fee - Strategic Plan	178,050	-	50,000	50,000
Board Stakeholders engagement cost	56,215	-	100,000	100,000
Alumni Breakfast (Pre-graduation)	235,000	3,000	200,000	200,000
Board Chairman's Dinner	33,850	-	150,000	150,000
Board & Committees Training and development cost	295,049	35,750	300,000	300,000
Board Meeting Expenses	63,707	179,045	298,000	220,000
Board event subsidies	58,816	-	150,000	100,000
Board Sitting Honoraria	-	-	120,000	120,000
Corporate Social Responsibility	8,000	38,955	50,000	75,000
General office expenses	69,900	42,005	129,000	74,000
Newsletter Cost	-	-	10,000	10,000
Interns' placement cost	-	-	180,000	360,000
Alumni management information system	-	-	250,000	250,000
<b>Total Expenditure</b>	<b>1,668,509</b>	<b>331,235</b>	<b>3,278,000</b>	<b>3,341,000</b>

<b>SURPLUS / DEFICIT</b>	<b>Actual</b>	<b>Actual</b>	<b>Proposed Budget</b>	<b>Proposed Budget</b>
	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
	<b>KSHS</b>	<b>KSHS</b>	<b>KSHS</b>	<b>KSHS</b>
Total Revenue	1,977,160	1,921,700	3,290,000	3,370,000
Total Expenditure	1,668,509	331,235	3,278,000	3,341,000
SURPLUS / DEFICIT	308,651	1,590,465	12,000	29,000
Transfers from previous years	5,410,237	5,718,888		
<b>Surplus as per Bank</b>	<b>5,718,888</b>	<b>7,309,353</b>		

The Treasurer noted that there was some expenditure incurred prior to approval of the 2021 budget as the last AGM approved budgets up to April 2021. He suggested that this could be prevented by presenting two-year budgets going forward; for the current and the following year.

### **Highlights of the Treasurer's Report**

1. Subscription payments in 2020 were higher than in 2019 however, this increase was not to be celebrated yet as less than 1% of members were paid up. He challenged more members to pay the annual subscription in order to support the activities of the association. That way the board would be even more confident on the proposal to begin a Sacco as payment of subscription gave an indication of commitment to the association and its activities.
2. Income on merchandise - members were requested to buy merchandise to support the association.

The Treasurer's report was proposed by CPA Siprosa Maroko and seconded by Timothy Kisang for adoption.

The Chairman thanked the Treasurer for the elaborate report and opened the floor for members to react to the report.

**Members response:**

A member queried the low allocation to CSR vis-à-vis the high amount for the Information Management System. It was explained by the Treasurer that the aim of CSR budget was just to provide seed money upon which alumni are to contribute to support the identified cause.

For the IMS, it was explained that systems are expensive and this was a very modest amount. To get a system that can have all alumni on the same platform and give the desirable features for interaction, we would have to spend a good amount. A good system would be a great way to reach as many alumni and also allow them to interact with each other and enjoy other services such as mentorship, job boards, searching for old classmates, reunions, fundraising, payments, etc. all on the same platform

A member asked if ICPAK can give members a discount on membership fees. The Chairman informed members that there was already a discussion for ICPAK to give members a reprieve if they proved attendance to alumni events that could translate to CDP hours. The idea was extending the same to other professional bodies which members associated with.

The chairman added that there was need to mobilize more KCAU graduates to register and join the association. Members were urged to help in mobilization of new members to strengthen the association.

**MIN.6/15/05/2021: ELECTION OF BOARD MEMBERS**

The Director RM & AR introduced the representative of the vetting committee, Bernard Mukundi. She pointed out that the vetting committee was actually the Advisory committee of the board and it comprised of former board members. Identification of candidates for the board was one of their mandates.

The Director informed members that the call for the application for board positions was sent out to the alumni and 16 applications were received. The secretariat made a summary of the 16 applications indicating whether or not they had met the requirements as on the “Call for Board Applications” document. This process was followed by a vetting by the university departments as follows: Dean of Students, Registrar and Student Finance. All results were then forwarded to the vetting committee to interrogate and come up with a final list of successful applicants. The vetting committee process cleared 9 candidates to vie for the seven vacant board positions. It was explained that the seven positions were as a result of having had no elections in 2020 despite three board members retiring and not presenting or being eligible for re-election.

The Director RM&AR also informed members that on the morning of the AGM, two candidates dropped out of the race and therefore we had seven vacant positions on the board and seven applicants for the positions.



She confirmed that preparations for online voting were in place and only paid up members and registered members of the class of 2020 would be eligible to vote.

Since the number of vacancies and positions was the same, on behalf of the board and the vetting committee, the Director moved a motion for members present to absorb all the seven qualified candidates for the seven board positions without going through voting. Members unanimously agreed to the proposal and all the candidates were deemed elected.

The Director RM & AR invited the SAKU representative, who was the returning officer to confirm the seven 'elected' board members as follows:

1. Sylvester Mutie
2. Margaret Ngari
3. Brian Kiprono
4. Dennis Kamau
5. Joshua Okeyo
6. Mary Njenga
7. Edwin Wanyama

The newly elected members were each given a moment to address the alumni. The SAKU representative on behalf of the larger SAKU body congratulated the new board members and urged them to stir up the association to attain a higher mandate. Another SAKU representative, Claire Wamambisi, also congratulated the new board members for their ascent to the board.

The Director RM & AR guided the members that after filling the vacancies to get a full board with nine members, there was need to elect a Chairman from among the nine as per the constitution. She moved a motion mooted by the previous board to retain CPA Noah Ndakala as the Chairman but also gave the option of opening up the position to a vote. A member proposed one of the new board members, Joshua Okeyo for Chairman but there was no seconder. Members unanimously endorsed CPA Noah Ndakala to continue serving as the Chairman. The returning officer therefore declared CPA Noah Ndakala as the Chairman and congratulated him for his endorsement by the members.

The Chairman appreciated members for the confidence they had bestowed on him to continue serving them.

### **MIN.6/15/05/2021: RESOLUTIONS**

The Chairman then presented the resolutions proposed by the board to the AGM for adoption as follows:

1. The AAKCAU board be allowed to source an external auditor to audit the 2021 financial reports to be presented at the next AGM. This was proposed by Kawira Njogo and seconded by Grace Sewe.

2. The AAKCAU board be allowed to put the AAKCAU constitution to a review in line with the revised KCA University statutes and Charter, and to incorporate current trends. This was proposed by Byron Yongo and was seconded by Hendrick Otieno.
3. The alumni members to approve payment of the honoraria of Kshs. 120,000 to the former board and secretariat members. This was proposed Kelvin Atianyi and was seconded by Hendrick Otieno

The Chairman then invited one member from each Chapter to give very brief remarks. This was followed by a vote of thanks by Margaret Ngari.

There being no other business, the meeting ended at 2.30 pm with a word of prayer from Margaret Ngari.

Signed..... Date.....  
Chairman

Signed..... Date.....  
Hon. Secretary