

**MINUTES OF THE 9TH VIRTUAL ANNUAL GENERAL MEETING OF THE ALUMNI ASSOCIATON OF KCA UNIVERSITY HELD ON SATURDAY 28TH MAY 2022, FROM**

**10.30 AM**

**MEMBERS PRESENT**

1. Noah Ndakala - Ex-Chairman

2. Brian Kiprono - Chairman

3. Margaret Ngari - Vice Chairman

4. Sylvester Mutie - Treasurer

5. Joshua Okeyo - Secretary

6. Edwin Wanyama - Board Member

7. Martha Muchiri - Board Member

8. Doricah Opimbi - Board Member

9. Felix Ratemo - Board Member

10. Elzeever Odhiambo - Board Member

11. Susan Aduwo - Dr. Alumni R.

12. Christine Kawe - Alumni Officer

13. Stephen Buluku - Alumni Officer

14. Anne Malawa

15. Bernard Mukundi

16. Abraham Kiptum

17. Thomas Getengah

18. Magdaline Mwangi

19. Peter Kimani

20. Waeni Mbithi

21. Charles Wafula

22. Florence Karanja

23. Gladys Mukaya

24. Philip Kakai

25. Marceline Nyamu

26. Jedida Wamucii

27. Francis Ochieng

28. Mary Wachira

29. Victor Muinde

30. Robinson Kweyu

31. Kelvin Atianyi

32. Maria Manzi

33. Perpetua Bulemi

34. Simon Asienwa

35. Solomon Kigoma

36. Cornelius Kioko

37. Daniel Otieno

38. Mutie Wamaitha

39. Douglas Kipngetich

40. Grace Sewe

41. Fridah Bulemi

42. Douglas Nyakwoyo

43. Susan Aoko

44. Janice Musyimi

45. Richard Jobiese

46. Samuel Kilazi

47. Calvin Atianyi

48. Irene Waeni

49. Evans Kiprotich

50. Dr. O. J. Onyango

51. Moses Owino

52. Rose Ndambuki

53. George Omanya

54. David Masika

55. Rahab Wanjiru

56. James Maringa

57. Kipto Mengich

58. Searh Ndonga

59. Cendrine Otieno

60. Reuben Gitu

61. James Muisyo

62. CPA Harun Wambua

63. Dennis Ngetich

64. Grace Sewe

65. Doreen Linus

66. Raphael Munyui

67. Stephen Mukakah

68. Benedict Ochieng

69. Brian Mwaura

70. Okubo Stephen

71. Meshack Mbithi

72. Daniel Karimi

73. Amos Nziu

74. Byron Yongo

75. Vitalis Okumu

76. Collins Njite

77. Samuel Kamunge

78. Caroline Masai

79. CPA Siprosa Maroko

80. Bonface Asiligwa

81. Naomi Kinyanjui

82. Peter Musera

83. CPA Kilazi

84. Edward Rotich

85. Josephine Mutinda

86. Clememt Amukhuma

87. Mathew Maweu

88. Peter Irungu

89. John Mbaluka

90. Lewis Mutua

91. Catherine Mueni

92. Emmanuel Kitche

93. Katula Regina Mueke

94. Sam Kamunge

95. Patrick Siele

96. Irungu Samuel

97. Carolyne Talam

98. Pricilla Kinyua

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**IN ATTENDANCE**

|  |  |  |
| --- | --- | --- |
| 1. | Prof. Simon Ngigi | - Director, Center for Excellence |
| 2. | Roggers Abongo | - Director, KCAU Foundation |
| 3. | Benson Ngobia | - Department of Performing Arts |
| 4. | Mercy Epiche | - Vice - Chancellors Office |
| 5. | Marcus Etyang | - ICT Officer, CBD Campus |
| 6. | Movine Otieno | - SAKU, Chairman CBD Campus |
| 7. | Churchill Odhiambo | - SAKU, Secretary General, CBD Campus |
| 8. | Catherine Makena | - SAKU, Finance Secretary, CBD Campus |

**AGENDA**

1. To read the notice convening the meeting. Ordinary Business

2. To confirm the minutes of the 9th Annual General Meeting held on 25th July, 2021 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, 2021 together with the budgets for 2022 and 2023.

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.

7. Consideration of other matters for which due notice has been received. i. Registration of the AAKCAU with the Registrar of Societies.

**PRELIMINARIES**

The Chairman called the meeting to order at 1015hrs and welcomed all participants to the virtual AGM. The word of prayer was done by Joshua Okeyo. He recognized the presence of the Vice-Chancellor representative Prof. Simon Ngigi, fellow Board members, Secretariat, Chapter Management committees, Director KCAU Foundation, and alumni members from the different chapters and the diaspora. He then invited the Director KCAU Foundation, Mr. Rodgers

Abongo informed members about the mandate of the Foundation and later he invited the Vice-Chancellor’ representative to address the gathering.

Prof Ngigi indicated that he was honored to get a chance to join the Alumni Association event. He informed members of having a discussion with the Vice Chancellor and stated that he was very keen on the establishment of the alumni chapters. There was a need to look more into the chapters and leverage them for the benefit of the association and the University.

He emphasized also on the need to categorize the alumni based on the age factor (i.e. young vs Mature) for this would dictate the levels of engagement with the members. The Director for the Centre of Excellence stressed on the development of unity between the University and the association and encouraged members to seek internships for the University graduates and support the institution in terms of mobilization. On team building, members were urged to think holistically about ways to bring alumni together. He concluded by urging the Alumni Association to position itself in the University operations and see how best it can do to leverage its members.

He thanked the members for the invitation and said he was looking forward to more engagement with the alumni association.

The Chairman appreciated Prof. Ngigi for his wise setiments and also thanked all visitors present for gracing the event. He stressed how the association can tap the needs of the alumni in the diaspora and how to address the different member categories. He then invited the Director of Alumni Relations who made a brief presentation highlighting the structure and role of the alumni association. At this point, the formal business began and the Chairman called upon the secretary to start the meeting.

**MIN.01/28/05/2022: READING OF NOTICE AND RECORDING APOLOGIES**

The Hon. Secretary read the notice for the meeting. The proposed agenda was then adopted by a proposer, Elzeever Odhiambo, and seconded by Maria Manzi.

**MIN.02/28/05/2022: REVIEW OF PREVIOUS MINUTES**

The Secretary took members through the minutes of the previous virtual AGM meeting which were then adopted as proposed by CPA Felix Ratemo and seconded Dorcas Opimbi.

**MIN.03/28/05/2022: MATTERS ARISING FROM THE LAST MEETING MINUTES**

1. **External auditor –** The alumni association is yet to register, by that we are not able to present or provide audited reports. The report available is an extract from the University ledger which can not be subjected to an audit due to the level of incompleteness in those ledgers.

The board will facilitate the registration of the association and ensure future audits are carried out.

2. **Alumni Sacco** – Upon consultation, it was determined that due to logistic issues of forming the Sacco and the associated management cost, members be advised to join the University Sacco which opened its bonds for members to join. The Sacco is active with working structures for members to join. The Sacco official will be making a presentation to showcase their benefits for members' consideration.

The board member who is in charge of the committee to oversee the process will also present a report on behalf of the University Sacco.

3. **Constitution Review Process**– Thiswas notdonetotimeconstraintsand the realization of the need to register the association. This can be done in the current year even as we finalize the registration of the association. It is a matter of determination even in this meeting.

**MIN.04/28/05/2022: CHAIRMAN ’S REPORT**

The Chairman welcomed all participants to the virtual 9th AGM of the AAKCAU. 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. He then took members through his report on behalf of the board.

The Chairman informed members that the association is not to uphold the brand of the University but to propel it tothehighestlevel in themarketplace and society. The association has a strategic plan with its pillars being to engage learn and grow. The board can give direction for the sustainable future of the association.

Members were informed that the year 2021 continued with the challenges of the pandemic and most of the associations’ engagements were limited and those that were done were conducted virtually.

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

1. Thanksgiving breakfast – This is a precursor of the graduation. We had a chance to interact with over 1,500 grandaunts. The alumni took time to interact with the grandaunts throughnetworking and members are eligible to join the association upon graduating. One of the alumni was the Chief Quest on that occasion.

2. Chairman’s dinner – This took place on 17th December 2021 at INTI, Westlands, where

members had a chance to catch up before the close of the year. It was a time to meet the busy alumni and distance learners where members had a chance to meet and interact in a formal setting. Members who came were joined by their families and the Chairman urged members to take note of the Chairman’s dinner which usually happens at the end year for them to interact as they close the year.

3. Chapters activities – Chapters were not left behind, there was a virtual Money-economics forum sponsored by the Western Chapter.

4. The board engaged in various activities – The Chairman informed members that the board had dinner with the Vice-Chancellor where matters concerning the alumni took a center stage. Members had also a chance to meet with the KCAU Foundation team for consideration of areas of collaboration.

5. **CSR** - The association continued to care for the less privileged in society. There was a visit at Soul Mercy Children in Kariobangi, whereby board members and the secretariat interacted and had a fellowship with the needy students at the home. Members were called upon to continue being vigilant and participating in such events when called upon.

6. **Growth** – This is one pillar of the Association and there was welcoming the graduating class of 2021 to the alumni association. Members were asked to ensure that they remain active by participating in alumni events and by paying the subscriptions for membership growth. It was noted that there was an effect due to the reduction of the annual subscription from Kshs. 2,000 to Kshs. 1,000. Members were encouraged to remain in good standing by paying their annual subscription.

Those who have paid subscription were applauded while those who are yet to were asked to regularize their status as per the by-laws.

7. **MIS –** The board is pursuing the acquisition of a Management Information System with the help of the University. Members were informed that the process though slow, was still underway and hopefully, it will be completed in the current financial year for it is a Key Performance Indicator for the board. Once done, the platform will bring the alumni together in terms of getting all of their details, broadcast alumni events, and stream and upload information for all activities being carried by the association including other resources that members can access. Members will be kept updated on the progress to get their feedback before rolling the system once it is done.

Going forward, the Chairman informed members that the association was looking forward to resuming physical engagement due to the recovery from the pandemic.

The board had plans to review the constitution and this will be done hand in hand with the formal registration of the association. This will provide the much-needed autonomy of the association that will help to Fastrack the achievement of the association’s objectives.

The association will continue collaboration with the university and the board will also embark on vigorous of sound corporate to ensure proper direction at the board level of the alumni association.

It was reiterated that other activities will be geared towards the growth and revitalization of the association.

On alumni Chapters, there was the hope of upscaling the existing chapters (Western & Kitengela Chapters) and also coming up with the diaspora chapter during the year for the alumni spread across the globe.

The chair informed members that his tenure on the board for the past six years has been of learning and growth and is coming to an end after the AGM. He pledged his support to the board and the alumni as a whole. It has been a pleasure for him to serve on the board and asked fellow board members were asked to continue on the course as entrusted by members to their service. He thanked members for trusting him to serve on the board and that it has not been through commitment and teamwork it is possible to create an impact anywhere.

Members were informed that there are four vacant positions to be filled on the board. The new chairman will also be elected today. He congratulated the contestants for putting in a good fight. He urged members to have faith and when elected to commit themselves serve diligently the alumni association. Members were asked to make wise decisions when electing new members to the board for the good future of the association.

He thanked members for taking their time to grace this auspicious occasion. He wished them in their future endeavors.

The Chairman’s report was proposed by CPA Felix Ratemo and seconded by Roggers Abongo.

**MIN.05/28/05/2023: THE T TREASURER'S REPORT**

The Treasurer thanked members presentfor making the event possible. Forallowing him to serve on the board and thanked the board for allowing him to serve as a Treasurer. Members were informed that the accounts were prepared on a cash basis (the money spent is only accounted for the year it has been used) and are extracts from the University books.

It was reported that the university is audited while the association is not and that the association does not have a mandate to have its auditor but the university has one that has confirmed the numbers given.

Members were informed that the chart of the accounts has been re-aligned differently from the one presented last year. This is because the association has a strategic plan that needs to be implemented and the monitoring and evaluation have to be simple thus the need to align everything.

The Treasurer proceeded to present the combined Financial report for the year 2022 together with

proposed budgets for the years 2022 and 2023 as shown below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REVENUE** | **Actual** | **Budget** | **Revised**  **Budget** | **Proposed**  **Budget** |
|  | **2021** | **2022** | **2022** | **2023** |
|  | **KSHS** | **KSHS** | **KSHS** | **KSHS** |
| Subscriptions for the year | 109,000 | 300,000 | 200,000 | 450,000 |
| Convocation fee - Students (Graduates) | 2,490,00 | 1,750,000 | 2,500,000 | 2,200,000 |
| Sale of Merchandise | 14,799 | 520,000 | - | 400,000 |
| Alumni fundraising | - | 300,000 | 500,000 | 700,000 |
| Solicited sponsorship | - | 500,000 | 250,000 | 350,000 |
| Other Investment Income | - | - | - | - |
|  |  |  |  |  |
| Total Income | 2,614,299 | 3,370,000 | 3,450,000 | 4,100,000 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXPENDITURE** |  |  |  |  |
| Chapter management committee expenses | 157,548 | 552,000 | 559,500 | 914,000 |
| Members Cost | 204,305 | 685,000 | 925,000 | 1,016,000 |
| Professional fee | - | 300,000 | 830,000 | 970,000 |
| Board-Stakeholders engagement cost | 517,311 | 450,000 | 294,000 | 314,000 |
| Board & Committees Training and development  cost | 46,800 | 300,000 | 525,000 | 275,000 |
| Board subsidies for events | 120,000 | 220,000 | 185,000 | 185,000 |
| General office expenses | 34,351 | 834,000 | 118,000 | 411,000 |
| Financial Cost – Bank and other transaction costs | 12,864 | - | 10,800 | 10,800 |
|  |  |  |  |  |
| **Total Expenditure** | **1,093,179** | **3,341,000** | **3,447,300** | **4,095,900** |
|  |  |  |  |  |
| **SURPLUS / DEFICIT** | **1,521,120** | **29,000** | **2,700** | **4,100** |

The Treasurer noted that there was some expenditure incurred before approval of the 2022 budget as the last AGM approved budgets up to April 2022. 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 2021 were higher than in 2020 however, this increase was not to be celebrated yet as less than 1% of members were paid up. Some members werewilling to subscribe with higher amounts. He challenged more members to pay the annual subscription to support the activities of the association.

2. Board allowances – Members who attend monthly board meetings are facilitated.

Some activities were not done thus, a reduction in cost on member activities. AGM – We had one and hiring the service providers.

3. Chairman’s dinner – Members were urged to support the association by attending the event and paying the attendance fee.

**In summary**

There was a surplus of **Kshs. 1, 5** million compared to the previous year of **1.7 million.**The Treasurer’s report was proposed by Warsame Galgalo and seconded by CPA Nelson Kore for adoption.

**Budget Presentation**

The Treasurer took members through the proposed budget roe 2022/2023

1. Merchandise - We expect to buy merchandise for sale

Fundraising - Members were urged to support the fundraising by donating say, Kshs 1,000 per member.

Member activities – The association was looking forward to engaging members more.There will also be a CSR activity as well as another AGM in 2023.

1. Management Information System – Members were informed that the stage at which it has reached, we will need to inject more funds.

The Budget was proposed by Galgalo Noor and seconded by Thomas Getangah.

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

**Report on Sacco**

The report was presented by a committee member of the Liaison Committee and showcased the University Sacco and how members could benefit from it. She shared an official communication from the board for adoption members.

The association had been given a mandate by members for forming a Sacco but it realized the following:

1. Patronage to the Sacco could be a challenge going b the low rate of subscription which translates to a low level of member commitment
2. Formation of the Sacco has stringent requirements/regulations
3. Slow growth due to low patronage maybe discouraging to members who join.

This report was sharedwith the 2021 AGM and recommended members to join KCA University Sacco which was already a going concern. On members' insistence to the formation of the Sacco, the board revisited the matter and on further exploration, realized the following.

1. Formation of the Sacco would require a qualified secretariat to run it and this would be expensive

2. With patronage being low, members joining would have to wait for a substantial length of time before they can borrow reasonable amounts of money

3. Should the uptake be too low, the procedure for dissolving the Sacco would be tedious

4. The University Sacco was in the process of opening its common bond and KCAU alumni would be the first group to be considered for their affiliation with the University.

The board discussed with the university Sacco management and explored the benefits of the alumni joining the Sacco.

1. It was decided that alumni can join the Sacco as individual members

2. New members will not have to wait for long for the capital base to build up before the can get reasonable loans

3. No worry about the secretariat or specialized software to run the activity.

4. Subscription fee will be collected and paid-up members will get additional benefits like last expense, medical cover, and group live cover (for those interested).

5. The association will have no challenge of following up on loan or subscription payments for Sacco members as they will be done through the Sacco mechanism.

6. With a large membership joining the Sacco, the association can negotiate for a slot on the

Management Committee of the Sacco.

The board requested membership to approve the KCAU University Sacco as the Sacco for members to join so that modalities and additional benefits can be worked on.

This was proposed by Martha Muchiri and seconded by CPA Nelson Kore for adoption.

**Presentation from KCAU Sacco**

A Sacco administrator took members through a presentation about the University Sacco. This entailed, what they are, how to join, and its products. Members were informed that the Sacco team had met with the association representatives and agreed on modalities on how the alumni can join the Sacco. Sacco membership stands at 330 members with a total asset base of Kshs. 78 Million

The Chairman thanked the KCAU Sacco officials for their presentation and urged members to take advantage of the opportunity offered by the Sacco b joining for they will get financial freedom. The better part of it is that you become a member of the Sacco as well as a paid-up member.

**Members Reaction:**

Members were asked whether there were any questions from members.

1. One member suggested that members should have a system where members should have an audited financial report.

2. A member asked about the tentative timelines to register the alumni association as an independent entity. He was informed that this was to be done during the year for it is a process and a proposal that needs to go a long way up to the University council.

Members were urged to pass the resolution today to start the process for it has to be done in the year so that members should start receiving audited accounts.

3. A member wanted clarification on the Sacco contribution being linked to the association.

It was reiterated that the Sacco mandated that the alumni joining the Sacco pay their annual subscription.

4. Joining the Sacco - There was a question on what was the requirement for a member to join a Sacco. This was well explained whereby one had to be an alumnus or a student of KCAU and meet other statutory requirements.

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

**MIN.6/28/05/2022: RESOLUTIONS**

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

1. Registration of AAKCAU - This was proposed Doricah Opimbi and seconded by Grace

Sewe.

2. Review of the constitution - This was an ongoing process for it was passed during the last

AGM.

3. Joining the Sacco – Members were to approve joining the University Sacco - This was proposed by Thomas Getanga and seconded by CPA Felix Ratemo.

**MIN.7/28/05/2022: ELECTION OF BOARD MEMBERS**

The Director of Alumni Relations was introduced to report to the vetting committee. She pointed out that the vetting process was done by the committee which is the Advisory committee of the board and it comprises former board members.

The Director informed members that the call for the application for board positions was sent out to the alumni and 10 applications were received. The application went through three stages of vetting, first by the secretariat (checking whether the applicants meet the requirements as per the call for the application. Some applicants feel off at that stage. 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 who were then invited for interviews. Unfortunately, one or two did not make it to the interview but had met the requirements. The vetting committee process cleared 8 candidates to vie for the three vacant board positions.

The Director AR also briefed members about the voting process to be followed. She confirmed that preparations for online voting were in place and only paid-up members and registered members of the class of 2021 were eligible to vote. An email with a voting link was sent to paid-up members to enable them to vote for the Candidates and then later the Chairman.

The Director informed members of the need to have two parts to the elections. One of the board members and another one for the Chairman. When calling fora vacancy, three vacancies were to be filled but on the morning of the AGM, one board member expressed interest of retiring thus making four board vacancies to be filled. Out of the vetting process, eight (8) candidates were cleared to vie for the board positions.

According to the Alumni Association Constitution, there is the election of the Chairman which is done from the floor. The Chairman is elected from the nine board members. Not all the nine are vying for the Chairman and by the association’s tradition, the Chairman is picked from the ongoing older board members.

Before the voting process, each candidate was given three minutes opportunity to introduce themselves to do their elevator pinch for members to tell whom they were going to vote for.

The Director of Alumni Relations invited the SAKU representatives, who were the returning officers who introduced themselves.

The Director then invited the Secretary who was the technical lead, who took members through the election system that was used in the voting process. The list of voters was counter-checked by the email, Phone numbers, and official names. Members were asked to choose only four candidates of the eight and those with challenges were guided on how to do it. The voting process went on smoothly and was closed at 4.20 pm.

The returning officer was invited to declare results and to confirm the four ‘elected’ board

members as follows:

1. Elzeever Odhiambo

2. Martha Muchiri

3. Felix Ratemo

4. Doricah Opimbi

The newly elected members were each given a moment to address the alumni. Those who did not make it were invited to serve members on the board committees. 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.

The Directorof Alumni Relations moved a motion mooted by the previous board to nominate Brian Kiprono as the Chairman but also gave the option to the newly elected members of opening up the position to a vote. New members were of the view that it was prudent for the Chairman to come from the existing board members. Members unanimously voted in Brian Kiprono as the Chairman. The returning officer, declared Brian Kiprono as the Chairman and congratulated him for his endorsement by the members.

The new Chairman was allowed to address members. He appreciated members for allowing him to serve them and promised to work together with members.

The former Chairman congratulated the New Chairman and congratulated him for his election. He stressed the need for the other contestants to be incorporated into the board committees for the association to leverage their capabilities. The vote of thanks was then given by Edwin Wanyama, who thanked everyone for their participation in the Annual General Meeting.

There being no other business, the meeting ended at 1645hrs with a word of prayer from Edwin Wanyama.

Signed…………………………… Date…………………………………………….

Chairman

Signed……………………………… Date…………...................................................

Hon. Secretary