

**2019 ANNUAL GENERAL MEETING OF THE MEAC STAFF WELFARE HELD ON 6<sup>TH</sup> DECEMBER, 2019 AT THE MEAC BOARDROOM ON 18<sup>TH</sup> FLOOR OF THE COOPERATIVE BANK HOUSE**

**Members Present**

List attached.

**Agenda**

1. Adoption of the Agenda
2. Confirmation of the minutes of the AGM held on 30<sup>th</sup> November 2018
3. Matters arising thereof from the minutes
4. Chairman's Report
5. Presentation of Audited Accounts 2019
6. Treasurer's report
7. Election
8. AOB

**Minute 1/6/12/2019: OPENING REMARKS AND INTRODUCTION**

The meeting started at 11.00 am with Vice Chairperson welcoming members present to the AGM. she invited Agnes Mkala to open with a word of prayer. Thereafter, the Vice chairperson led the members through self-introduction

**Minute 2/6/12/2019: ADOPTION OF THE AGENDA**

The Hon. Secretary, read the Notice of the AGM 2019 dated 8<sup>th</sup> November, 2019 which was adopted by the members. **Anthony Akama** Proposed and **Jane Kiarie** Seconded.

**MINUTE 3/6/12/2019: READING OF THE MINUTES OF 2018 AGM**

Hon Secretary read the minutes of the last AGM. Members confirmed the minutes and adopted them. This was Proposed by Douglas Araka and Seconded by: Anthony Akama.

**MINUTE 4/6/12/2019: MATTERS ARISING FROM THE MINUTES**

**4.1 List of Delegates (correction of names) as follows:**

No. 21: Douglas (name misspelt)  
Auditors name is Samuel Kabachia (Name Kabachia had been misspelt)  
Apologies: no. 8 Sammy Chachole (Name had been misspelt)

**4.2 Token upon Retirement**The directive of AGM 2018 on members retiring to be given a token of 10% (of their contributions and Ksh. 2000 for transport is already being implemented as resolved.

#### **4.3 Token on Hospitalization**

A token of ksh.5,000 as agreed earlier in the past AGMs for members hospitalized has been implemented and members have been receiving their tokens. The members were urged to be informing committee members on any hospitalization immediately they are admitted. The main purpose is to pray and fellowship together with the member, while in the hospital where possible.

#### **4.4 Auditor**

Bids were placed for acquisition of Auditors to enable any auditor to forward their interest to audit welfare books of accounts. The same request was also done through committee meetings for members to submit any name of an auditor. This year the committee was able to get an auditor.

#### **4.5 Welfare office**

The first sentence to read “The members were informed that the welfare is still using the Chairman’s office for welfare transactions”.

#### **4.6 Open day**

Members agreed that the idea was good but there was need to build the welfare first in terms of finances. Therefore, each member should make an effort to recruit and invite many other members to join the welfare and be good ambassadors.

#### **4.7 Committee members seeking re-election.**

The word gender was misspelled. It should read “He reminded members that 1/3 gender rule should be maintained.

#### **4.8 Token to pensioners**

Beatrice Waruta was given her 10% token but not transport since she did not attend the AGM.

### **MINUTE 5/6/12/2019: CHAIRMAN’S REPORT**

The chairman welcomed all members to the AGM, which is an important event of the Welfare. He thanked them for their sincere support of the welfare in achieving its objectives and informed them that the welfare has continued to perform well in settling claims in good time and loans have been granted to members as they apply.

The chairman invited members to welcome the new Patron, the Principal Secretary Ministry of EAC & Regional Development, Dr. Margaret W. Mwakima, PhD, CBS who has been very supportive of the Welfare Activities. He also recognized the presence of new members who had joined the welfare and called

upon the older members to continue to induct the new staff deployed in the Ministry to join the welfare.

The welfare had invited three retired members, Lucy Mwangi, Joyce Maingi and Johnson Kanyi. The two sent their apologies but one Mr. Johnson Kanyi was

able to honor the invitation. The chairman then invited Mr. Kanyi to say a few words.

### **5.1 Johnson Kanyi**

Mr. Johnson Kanyi thanked the welfare members, appreciated and commended the committee for a job well done. He retired on 29<sup>th</sup> August, 2019. He expressed his joy and said that though he is retired, he is not tired. He urged members to be prepared for retirement and be ready to face challenges. He is now into Agricultural activities.

### **5.2 Lynette Ahoi            CIC Representative**

Lynette Ahoi who is the CIC representative commended the welfare for maturity and growth. She noted that MEAC Welfare meetings have been peaceful, no war and no negativity. Ms. Ahoi once again assured the welfare that the money invested with CIC is safe. The welfare initially invested ksh.800,000 in 2015 which has now grown to ksh.1,125,762.00.

She also reminded the members of two products offered by CIC called Loan guard and Jipange. Loan Guard will guard all members who have taken a loan, in case of death, pay off the loan and give out some money for burial purposes. Jipange is a product for pensioners allows members to save for their retirement. The starting amount is ksh. 500 minimum.

### **5.3 Pensioners as welfare contributors:**

The chairman again, on this reiterated that members on reaching the retirement age can continue being members of the welfare as long as they continue paying their shares and contributions.

### **5.4 Assistance on bereavement and sickness**

A total of Ksh. 290,000 claim to bereaved members has been paid within the audit period while a total of ksh. 20,000 assistance to hospitalized members; has been paid.

Members proposed that when a member loses a loved one, the welfare sponsors one or two committee members to represent the welfare. This also depends if the Administration of the ministry sponsors a staff who is a welfare member, then the welfare can sponsor one member to represent it. The committee to discuss this further and see how it can be implemented.

### **5.5 Partnership with Insurance companies**

The welfare is exploring partnership with insurance companies so as to enhance the benefit to the members. Once this partnership is concluded the members are expected to benefit double more than they are currently benefitting. For this reason, and to speed up the process, members were requested to provide their details and those of their dependents as follows:

- ❖ Contributor and spouse            -            copies of their ID Card
- ❖ Children                                    -            Copies of their ID Card or Birth Certificates for those aged below 18 years

- ❖ Biological Parents/Parents In Laws Identity card numbers and where possible copy of their ID Card

## **5.6 Loans**

The chairman informed members that since 1<sup>st</sup> September 2015 the welfare has been granting emergency loans to members at 1% interest rate on reducing balance. The current period of Audit a total of ksh. 1,074,900 has been disbursed as loans. He urged members to build their share which are the member's savings and therefore refundable on exit.

The auditor though, had advised that the loans should be based on shares contributions only and not the welfare contributions (benevolent fund). This recommendation is to be implemented with immediate effect and therefore the amount of loan will be pegged on three times the members share contributions with effect from 6<sup>th</sup> December, 2019, the date of AGM.

Next year the Committee should be able to provide a shares schedule during the AGM among other matrices.

## **5.7 Welfare Pay bill**

To enable members enhance their Share contributions and for those members who want to speed up repayments of their loans and clearing loans, the Welfare officials have opened a cooperative Bank Mpesa Paybill number 400222 and the Account No. 457071.

## **5.8 Investments**

In August 2015, the Welfare invested Ksh. 800,000.00 with Cooperative Insurance Company (CIC) Unit Trust and to date has earned an interest of Ksh. 374,657.19. After paying withholding tax of total Ksh. 56,198.58 to the Government, the welfare net investment with CIC is now Ksh. 1,118,458.57. He thanked the CIC Representative, Lynette Ahori who has continually guided the welfare in the money market investment.

In the year 2018, the AGM tasked the Welfare Management Committee to look for more investment. The chairman reported that the management was able to purchase a 1/8<sup>th</sup> plot at Machakos Junction along Mombasa Road (Kyumvi area) at a total cost of Ksh. 750,000.

## **5.9 Auditor**

The management was able to engage Gad Wekesa & Associates who is based at NACICO Building, Room 417 Landhies Road, Mobile Tel. No. 0711457598 to audit the books of the Welfare.

The chairman's Report was adopted and proposed by Jane Mogoï and seconded by Peterson Wachira.

## **MINUTE 6/6/12/2019: TREASURER'S REPORT**

### **6.1 Auditor's Report**

The chairman invited the Auditor to read his report, which he did. He had a few points for the members to note:

- ❖ That, as the welfare grows, they should be prepared for changes;
- ❖ The welfare may need to have an office and an employee
- ❖ Observed that part of the welfare fund has gone into loans which should not be the case;
- ❖ The welfare has good funds but it is not easy to segregate the shares and welfare;
- ❖ There is need to keep proper record system for all the monies coming in especially in the shares;
- ❖ Have a data bank showing individual members, their shares; and
- ❖ Dividends: there is no basis for paying dividends in a welfare association.

The Auditor's report was adopted subject to amendments on the following:

Proposer: Linner Too

Secunder: Stellah Oduogi

## **6.2 Audited Accounts**

The treasurer was not able to attend in the 2019 AGM since he had an emergency to attend to so the Chairman read his report. Chairman took the members through the Audited Accounts.

**Desktop computer:** Members also proposed that the Management should buy a desktop computer so that the Welfare data is safe and easy to access by the management. The management should therefore check the market price for the computer and purchase.

**Members shares schedule:** Members proposed that the treasurer should do a proper schedule on members' shares during the next AGM.

**2020 Budget:** The chairman presented the budget on behalf of the treasurer and it was adopted as presented. Members proposed a budget for the AGM to be Ksh. 50,000. Stella Oduogi was proposed to assist in the budget for the coming year.

The Treasurer's Report was adopted and proposed by Jane Mogo and seconded by Willis Maganda.

## **MINUTE 8/6/12/2019: ELECTIONS**

The returning officer Mr. Dhuka Kitsao conducted the election for the two vacant positions, chairman and Assistant Secretary. The results were as follows:

**Mr. Charles Ngunjiri** was re-elected unopposed to retain the position of the Chairman while **Ms. Gladys Ogaro** unanimously was elected to the position of Assistant Secretary.

During the next AGM, the Secretariat will allow members to submit names of those who wish to be elected to the Secretary before the AGM.

**MINUTE 9/6/12/2019: ANY OTHER BUSINESS**

**9.1 Drivers**

It was noted that drivers are not well represented in the Welfare. Departments/Sections/Units can organize their staff and have the welfare committee to talk to them on welfare matters.

**9.2 Recruitment of more members to the welfare**

Members were urged to recruit each at least three other members to join the Welfare in order to grow it further.

**9.3 By Products**

Members were asked to make an effort in bringing their byproducts to make work easier for the team especially on loans.

**9.4 AGM Documents (Minutes)**

Members requested that the Secretary to be circulating minutes through their emails early enough so that they can go through them before coming to the AGM.

There being no other business, the meeting was adjourned at 2.30 pm.

**Confirmed: Chairman..... Date.....**

**Secretary..... Date:.....**

**LIST OF DELEGATES TO THE MEAC STAFF WELFARE AGM 2019 HELD ON  
6<sup>TH</sup> DECEMBER, 2019**

1.	Charles Ngunjiri	Chairman
2.	Linner Too	Vice Chair
3.	Brenda Musalia	Member
4.	Douglas Araka	member
5.	Vincent Kahara	member
6.	Ruth Omom	member
7.	Sheila Koyiet	member
8.	Stella Oduogi	member
9.	Peterson Kibicho	member
10.	Lynette Ahori	CIC Representative
11.	Dhuka Kitsao	member
12.	Anthony Akama	member
13.	Sorophina Mwamburi	member
14.	Joyce Lasoi	member
15.	Jane Kiarie	member
16.	Violet Wabwire	member
17.	Aileen Bonuke	member
18.	Kimanthi Kimotho	member
19.	Willis Otieno	member
20.	Damaris Mutua	member
21.	Jane Mogoi	member
22.	Gad Wekesa	Auditor
23.	Norah Miyayi	member
24.	Johnson Kanyi	Retired member
25.	Anthony Akama	member
26.	Agnes Mkala	Taking Minutes

**Apologies**

1. Francis Ouma
2. Mary Chore
3. Evanson Musau
4. Joseph Gathungu
5. Grace Wafula
6. Simon Kamande
7. Edith Azegele