**MEAC STAFF WELFARE ANNUAL GENERAL MEETING HELD ON 24TH NOVEMBER, 2022 AT AUGUST 7TH MEMORIAL PARK, NEXT TO COOPERATIVE BANK HOUSE.**

**MEMBERS PRESENT**

List attached

**APOLOGIES**

On list of attendance attached

**AGENDA**

**1. Adoption of the Agenda**

**2. Confirmation of the minutes of the AGM held in September 2019**

**3. Matters arising thereof from the minutes**

**4. Chairman’s report**

**5. Presentation of Audited Report**

**6. Treasurer’s proposed budget fo the year 2022-2023**

**7. Elections**

**8. AOB**

**Opening Remarks by the Chairman**

The Chairman of the welfare (Mr. Charles Ngunjiri) welcomed all members and also invited the Vice Chairperson who was the Master of Ceremony for the day. She in turn invited Madam Agnes Mkala to say the opening prayer.

**MINUTE 1: Reading of the Notice and adoption of the Agenda**

The Secretary, Agnes Mkala read the Notice for AGM and Agenda to the members. The members adopted the agenda as read by the Secretary. Proposer: Jane Kiarie Seconder: Peterson Kibicho

The Chairman, then recognized the presence of the Welfare Patron (The Principal Secretary, State Department for EAC) and officially welcomed him with his team. He also recognized all invited guests to the meeting, some of whom were members who had recently retired from civil service.

**MEAC Welfare Patron (PS)**

The chairman invited the Patron (Principal Secretary, Dr. Kevit Desai) to recognize the senior citizens and present them with a token of appreciation after which, he invited the Integration Secretary (EAC) and requested her to present a gift to the Patron.

The Patron thanked the members for their commitment and also confirmed that the Ministry is committed to supporting the growth of the Welfare. He noted that MEAC Staff Welfare is an outstanding achievement of the members and the Ministry at large.

**Introduction of members**

The Vice chair who was the MC of the day requested that the members introduce themselves as she introduced the former vice chair Madam Grace Wasike and the former treasurer Mr. Peterson Wachira.

**Min 2: Reading of the previous minutes**

The Secretary of the welfare read the minutes of the previous Annual General Meeting held in 2019. They were proposed by Mr. Douglas Araka and seconded by Dr. Alice Yalla.

**Min 3: Matters arising from the Minutes**

The Chairman confirmed to the members that the minutes of the 7th Annual General Meeting, 2019 were sent to all members electronically (through a link) before the 2022 AGM.

**Pay Bill number**

The Secretary clarified that the welfare Paybill number **(400222 Account no 457071#Name**) was still in use. Members can use the same to remit their contributions when need be.

**Min 4: Chairman’s Report**

The chairman thanked all the members most sincerely and confirmed that the welfare has been going on well since the last AGM held in the year 2019. He further noted that the Welfare was not able to hold its AGMs in 2020 and 2021 due to the onset of Corona pandemic which caused the Government to ban social gatherings as a control measure.

**Amendment to the welfare constitution**

The chairman reported that members, after perusing the current constitution were raising an issue with clause 5(c) on where the committee and office bearers are drawn from. After deliberation on the matter, members recommended that it should be amended to read as follows: “***All committee members and office bearers shall be drawn from the membership of MEAC Staff Welfare”***

***Claims***

The Chairperson reported that so far, the Welfare has paid out Kshs. 150,000 as Benevolent Fund to bereaved members since 2019.

He also confirmed that there is a token of ksh. 5,000 (for buying fruits) for those who are hospitalized for at least two (2) nights. Apart from the token, the welfare also makes an effort of visiting and encouraging them. This is to show unity as members even in times of sickness.

**MINUTE 5: Auditors report**

The auditor noted that, the welfare’s core activity was the contribution of the Benevolent Fund. He also noted that the benevolent funds are strictly used on settling benevolent claims.

The Auditor’s report included the following areas:

* Total income 994,506
* Total expenditure 309,586
* Interest 118,000

The Auditor proposed a Dividend of ksh. 385,000 to the members which the members proposed. Full details about the report are available from last year’s AGM Audit Report.

**MINUTE 6: TREASURER’S REPORT**

The treasurer reported that during the audit period, members were submitting their monthly subscriptions consistently. He presented the proposed budget for the year 2022/2023 for members to deliberate on and adopt.

The chairman noted that times have changed and the cost of living has gone up. It is therefore important to be realistic on the amounts on the budget items for the smooth running of the welfare matters.

The budget was adopted by the members with a few amendments on stationery, airtime and transport as listed below:

* Stationery Kshs.10,000
* Airtime Kshs.10,000
* Transport Kshs. 20,000

The budget was proposed by Sarah Chebet and seconded by Mr Juma Wakhungu.

**MINUTE 7: ELECTIONS**

The Returning Officer Mr. David Ayieko who is a Human Resource and Development Officer (Deputy Director) conducted the election for the two vacant positions, Vice chairperson and one committee member. The results of the election were as follows:

Vice Chairperson - Linner Chelangat Too (re-elected)

 Committee member - Priscilla Jeptoo Kipsang (elected for the first time)

The elected members thanked the team and entire membership for electing them into the positions and requested members to accord them maximum support as they offer their best towards building the welfare to the next level.

**MINUTE 8: ANY OTHER BUSINESS**

There being no other business, the meeting ended at 1.30 pm with a word of prayer by member Mr. Peterson Wachira.

Minutes Signed by: ……………………… ………………….

 Chairman Date

 …………..……. ……………………

 Secretary Date

 **……………….………… ………………… ………….**

Treasurer Date