

**MINUTES OF THE KAMBA PROFESSIONAL WOMEN  
ASSOCIATION(KAPWA) HYBRID GENERAL MEETING HELD AT MACHAKOS  
COUNTY OFFICE –BLESSED HARVEST EASTATE ON 3<sup>RD</sup> DECEMBER, 2022**

**MEMBERS PRESENT:**

1. Dr. Pauline Ngina-Chair
2. Daina Mutemi-
3. Pauline Mwinzi-
4. Juliana Horn-
5. Agnes Kyalo-Treasurer
6. Wasye Musyoni
7. Carolyne Kamende-Secretary
8. Dr. Jossylyn Mutua
9. Ruth Mbithe Kilundo
10. Dorothy Kithina
11. Marietta Mwikali
12. Angela Munyasya
13. Esther Mwikali
14. Bernedette Kyanya
15. Zipporah Ndunge
16. Annie Kyambati
17. Victoria Mulwa
18. Eunice Mutanu
19. Hon. Caroline Mutanu
20. Catherine Mukai
21. Beatrice Matee
22. Naomi Masaku
23. Pastor. Dr. Rose Mulwa
24. Jacinta Nthemba Maingi
25. Joyce Ndungwa Dennis
26. Julie K. Senga (Mrs)
27. Ruthyana Mumbua
28. Veronica Mwende
29. Ruth Mbatha Musyoka
30. Stacy Mbithi
31. Sally Mwikali

**AGENDA**

1. *Welcome , Overview and stage setting*
2. *Arrivals and registration*
3. *Welcome remarks and introductions*

4. *Minute of silence to honour the life of Christine Kipsang*
5. *Objectives , opening remarks, KAPWA journey, unveiling the Constitutional and current status*
6. *Presentation of current office bearers and confirmation as founding committee office bearers*
7. *Treasurer's report*
8. *TWGs, Business Plan, operationalizing TWGs and flagship projects*
9. *Strategic Plan 2022/2026*
10. *Office launch and tour and presentation of Certificates*

#### **OPENING PRAYERS AND CHAIR'S REMARKS**

- a. The Chair opened the meeting at 9.40am with Chair's remarks and a word of prayer from Agnes Kyalo.
- b. The Chair confirmed and ascertained the quorum before proceeding to business.

#### **MIN 1/3/12/22: WELCOME AND INTRODUCTIONS**

- a. The Chair welcomed on board all members present both physically and via the Zoom platform to the meeting .
- b. All members present were asked to introduce themselves, that being the first Annual General Meeting since inception (of KAPWA).

#### **MIN 2 /3/12/22: READING & ADOPTION OF THE AGENDA**

- a. The Secretary read the agenda of the meeting to the members as contained in the notice dated 29<sup>th</sup> November, 2022.
- b. The Chair requested for a proposer and a seconder of the agenda. Pauline Mwinzi proposed the agenda and Daina Mutemi seconded the same.

#### **MIN 3/3/12/23: MINUTE OF SILENCE TO HONOUR THE LIFE OF CHRISTINE KIPSANG**

- a. Ms. Carolyn Kamende gave a short tribute and life history of the late Christine Kipsang who passed away on 5<sup>th</sup> November, 2022. Members were informed that at the time of passing on Mrs. Kipsang served the Association as the Co-Chair , Environment , Technical Working Group(TWG).
- b. Members observed a minute of silence in honour of Mrs. Christine Kipsang's departed soul.

**MIN 4/3/12/22: OBJECTIVES , OPENING REMARKS, KAPWA JOURNEY, UNVEILING THE CONSTITUTIONAL AND CURRENT STATUS**

- a. The Chair gave a chronology of events and interactions leading to the formation and registration of KAPWA and the objectives thereto.
- b. The Chair also outlined the status of opening of a Bank Account for the Association and the signatories to the said Account.
- c. The Chair briefly read to the members the objectives of the Association as contained in the Constitution.
- d. The Chair, invited interventions from members attending the meeting both physically and virtually on how the Association will achieve its objectives.

**Resolution:** A resolution of KAPWA be and is hereby made that Resource Mobilisation Committee shall be formed to mobilise resources from all stakeholders to facilitate achievement of our objectives.

**MIN 5/3/12/22: PRESENTATION OF CURRENT OFFICE BEARERS AND CONFIRMATION AS FOUNDING COMMITTEE OFFICE BEARERS**

- a. The members present requested the interim office bearers present to express interest afresh on the positions they are holding and to briefly outline how they would assist the Association achieve its objectives and to make a commitment of service to the membership.
- e. The Chair requested for interventions from members attending physically and virtually on the confirmation of the interim office bearers as substantial official for the year 2022/2023.

**Resolution;** The Interim Leadership Committee members were confirmed as substantive office bearers to serve KAPWA for the next one years.

**MIN 6/3/12/22: TREASURER'S REPORT**

- a. The Treasurer of the Association tabled to the members the Treasurer's report as at 3<sup>rd</sup> December,2022.

- b. Members were informed that an Account had been opened with Kenya Commercial Bank (KCB) in the Association's name and a Paybill number subsequently issued.
- c. Members were informed that deposits had been made into the account in the form of Membership fees and the AGM attendance costs.
- d. Members were informed that no monies had been withdrawn from the Account since inception.

**Resolution;** A resolution be and is hereby made that a continuous recruitment of new members was encountered to ensure growth of KAPWA.

**MIN 7/3/12/22: TWGS, BUSINESS PLAN, OPERATIONALIZING TWGS AND FLAGSHIP PROJECTS**

- a. Members were informed that there were no TWG reports yet from the respective TWG heads.
- b. The Chair invited interventions from members attending both physically and virtually.

**Resolutions;**

- i. The Monitoring and Evaluation Committee shall be formed to keep all TWGs on their toes in development and implementation of flagship projects.
- ii. The other 6 TWGs from No. 7 to No. 12 will be formed and operationalized to ensure they also prepare and present flagship projects for 2023.
- iii. ICT and Innovation TWG to create a KAPWA website as a secure repository for the Association's documents and platform for information sharing and popularising KAPWA.
- iv. KAPWA Secretary to fast track copyright © of KAPWA logo and theme @"Kyeni Kya Ukamba" to safeguard our exclusive use of the same.
- v. Volunteers to Chair Education, Gender and Vulnerable Groups TWGs were approved by members and requested to source members from within KAPWA both locally and internationally and also bring on board like-minded stakeholders to ensure that skills are tapped and utilised to develop and benefit Ukambani.

**MIN 8/3/12/22: STRATEGIC PLAN 2022/2026**

- a. The Treasurer unveiled the Strategic Plan for the period 2022/2026.
- b. The Chair invited interventions from members and there was none.

**Resolution;** A resolution be and is hereby made that KAPWA Strategic Plan 2022 - 2026 to be shared with all members for input, comment and ownership.

**MIN 9/3/12/22: OFFICE LAUNCH AND TOUR AND PRESENTATION OF CERTIFICATES**

- a. The Treasurer took members around the office premises and the KAPWA office situated at Blessed Harvest Office, Machakos County was officially opened.
- b. Members present physically were then presented with their Certificates and those attending the meeting virtually were informed that soft copies of their Certificates will be duly emailed to them.
- c. The Chair invited interventions from members attending both physically and virtually.

**Resolutions;**

- i. KAPWA Machakos County Office to be retained for Leadership Committee's use and also members as need arises. Members to take up 3 rooms and cost share rent @ 10,000/= per room while the 4th and largest room to be utilized as boardroom with rent by KAPWA @ 15,000/= per month effective January 2023.
- ii. All KAPWA members encouraged to attend virtual General meetings which are held on monthly basis and AGM once a year. Core Values to be added to at all times, professionalism, participation and teamwork being some of them.

**MIN 10/3/12/22**

- a. There being no any other business, the meeting was closed by a word of prayer from Wasye Musyoni at 17.57pm.

Signed by;

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**CHAIR**

Confirmed by;

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**SECRETARY**