

MINUTES OF THE KNDI'S 4TH AGM VIRTUAL MEETING HELD ON 30TH OCTOBER,2020

PRESENT

1. Dr. Evayline Nkirigacha-Chairperson
2. Dr. Gordon Nguka-Member
3. Dr. Joy Mugambi-Member
4. Mrs. Edna Warentho-Member
5. Mrs. Harriet Njiru- Member
6. Ms. Purity Njoki Chege- Member
7. Mrs. Angeline Korir- Member
8. Mr. Oscar Kambona Ayoma- Member
9. Mrs. Veronica Kirogo -Member
10. Dr. David Soti- Member
11. Dr. David Omondi Okeyo-CEO & Secretary to the Council
12. 471 Attendees

MIN 11/AGM/4/2020 PRELIMINARIES

- a) The Chairperson called the meeting to order and requested madam Angeline Korir to open by a word of prayer.
- b) It was noted that 2870 received notice for AGM and 813 Registered to participate in AGM.

MIN 12/AGM/4/2020 READING OF THE NOTICE

- a. The Chairperson asked the CEO to read the notice of the meeting.
- b. The CEO read the notice which included the business of the day which was delivered to the professionals on 14th October 2020.

MIN 13/AGM/4/2020 ADOPTION OF THE BUSINESS

The business of the day was adopted unanimously as per the notice. The proposer was Dr. Gordon Nguka and seconded by Mr. Mohammed Nur.

MIN 14/AGM/4/2020 READING AND CONFIRMATION OF PREVIOUS RESOLUTIONS

- a. The resolutions of previous AGMS (3rd and 4th AGM) were read by the CEO for members to confirm.
- b. The meeting unanimously confirmed the resolutions as true records of the previous meeting

MIN 15/AGM/4/2020 MATTERS ARISING FROM THE PREVIOUS RESOLUTIONS

- a. Matters arising from the previous meetings were summarized as shown in the tables below
- b. Members took record and agreed to proceed with other businesses

MIN 16/AGM/4/2020 CHAIRPERSON REPORT

- a. The Chairperson presented her comprehensive report which had the following key areas; -
 - i. The Nutrition landscape in Kenya
 - ii. Governance and Management of the Institute
 - iii. Standard operating procedures
 - iv. Major achievements
 - v. Professional registration and compliance
 - vi. Professional discipline
 - vii. Strategic plan launch
- b. Members were allowed react to the report and any possible queries answered appropriately.
- c. Questions that required were directed to the CEO. Members were asked to send emails on operational inquiries

Resolutions

- a. The Chairpersons report was adopted by the members with its entire content as proposed by Emily Wahome and Seconded by Betty Okere.
- b. The meeting resolved that members be at liberty to access the following standard operating procedures at KNDI offices for knowledge.

MIN 17/AGM/4/2020: PRESENTATION OF INCOME AND EXPENDITURE STATEMENT TOGETHER WITH STATEMENT OF ASSETS AND LIABILITIES

1. The Muiru Karanja and Associates limited presented the Financial audited accounts of KNDI for the period 1st July 2019 to 30th June 2020.
2. The report detailed statement of Income and expenditure as well as statement of assets and liabilities.
3. The report contained details that would be expected for accounts as follows:

- i. Statement of comprehensive income and expenditure
 - ii. Statement of financial position as at 30th June,2020
 - iii. Statement of cash flow
 - iv. Detailed notes with breakdown of income and expenses
4. The external auditors 'unqualified opinion' which indicated that the auditors were satisfied with the documentations on income and expenditure
5. Queries revised were satisfactorily responded to by the auditors and the CEO.

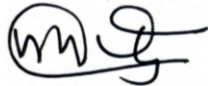
Resolution

- a. The external auditors reports were adopted as proposed by Ms.Emily Wahome and seconded by Abdow Abdi
- b. It was resolved that future audited accounts should be shared at least one day with professionals to review and make submission in good time.

MIN 18/AGM/4/2020 ADJOURNMENT

Having exhausted the business, the meeting was adjourned at 12:30pm by a word of prayer from Madam Warentho.

Written for Circulation by:
KNDI CEO

Signature _____  Date 11.11.2020 _____

Signed for Circulation by
KNDI Chairperson

Signature _____  Date 11.11.2020 _____

Minutes confirmed by:

Signature _____ Date _____