

MINUTES OF THE INTERNATIONAL BIOMETRIC SOCIETY KENYA MEETING HELD ON 9th MARCH, 2018 AT JKUAT TOWERS NAIROBI.

Present

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Apologies

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Agenda

1. Introduction
 2. Welcome remarks
 3. Brief updates about IBS – Kenyan Chapter
 4. Membership registration and recruitment
 5. Emerging issues from IBS Kenya Constitution
 6. Treasurer’s report
 7. Bi-monthly meetings and conferences
 8. Committees of IBS – Kenyan Chapter
 9. Launch of the IBS – Kenyan Chapter Website
 10. Way Forward
 11. Vote of Thanks and Closing Remarks
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Min.1/09/03/2018: Introduction

The Chairman called the meeting to order at 9.40 with a word of prayer from Elias Obudho. He welcomed the members and thanked them for their valuable time to attend the meeting. The members in attendance had self-introduction, thereafter the Chairman presented the agenda of the meeting. The agenda was proposed by for adoption by Jane Poole and seconded by Dr. Robert Mathenge.

Min.2/09/03/2018: Welcome remarks

Kissinger, provided the opening remarks on behalf of the Director, JKUAT Nairobi Campus and he welcomed all IBS- Kenyan region members to JKUAT. He informed the meeting that due to the short notice of the meeting, the director could not be to make it. He thanked the director for accepting to provide the venue despite the short notice. He also informed the meeting the training programmes offered by JKUAT.

Min.3/09/03/2018: Brief updates about IBS – Kenyan Chapter

The chair provided brief background of the history of IBS – Kenyan Chapter from its formation in 1980s to date. He specifically addressed the following: leadership and membership growth; membership fee; members’ benefits; and participation in various events such as seminars, workshops, scientific conferences at local, regional and international levels. He also highlighted the society’s plan of recruiting more members.

He thanked the current leadership for tirelessly working hard towards successful registration and providing strategic direction of the Society. The Chairman informed the members that Henry Kissinger (IBS Vice-Chair) is the regional representative of IBS – Kenyan Chapter in the IBS. Moreover, he indicated that Henry has since been appointed to the IBS Finance and Budgeting committee beginning 1st January 2018.

Min.4/09/03/2018: Society registration and membership recruitment

The vice-chairman highlighted the progress of registration of the International Biometric Society – Kenyan Chapter and the challenges that delayed the registration process.

It was agreed that once the society is officially registered by the registrar of societies the executive will be opening a bank account, develop the logo and seal for the society.

On membership recruitment, he indicated different membership categories within the society as detailed in the constitution. He also highlighted ways of recruiting members such as during conferences, at workplaces, through networking and through other forums.

No	Action items	Person responsible	Deadline
1	Follow up on the registration of Society at the Registrar of Society, Nairobi office	Henry Kissinger Elias Obudho	30 March 2018
2	Opening of bank account for the society	Executive Committee	30 April 2018
3	Development of IBS logo	Executive Committee	30 April 2018
4	Development of seal for the society	Executive Committee	30 April 2018
5	Increase membership recruitment	All	Open

Min.5/09/03/2018: Emerging issues from IBS Kenya constitution

- The Secretary reported that there was no much feedback from the members on the constitution. It was noted that most of the members had not gone through the constitution. He proposed that the meeting go through the constitution page-by-page to which the members agreed. At the end of the activity, members agreed to adopt the constitution subject to some corrections on the errors noted on spellings, formatting and numbering/levels.
- The members were informed of the review of membership fee, as indicated in the adopted constitution, to cover both the international and local membership. In particular, the membership fee for the local operations will cover the activities for the society locally such as meetings and website maintenance.
- The following is the updated membership category and corresponding contributions, as par the latest update of the regional constitution:
 - Regular membership
 - KSh 500 for membership registration
 - Ksh 1000 for annual regional contribution
 - Ksh 2500 annual IBS contribution to Washington DC office
 - Student membership
 - Ksh 2000 for registration
 - Ksh 500 for annual subscription
 - Senior retiree membership
 - Ksh 1000 annual contributions
 - Institutional Membership
 - Ksh 20,000 for registration
 - Ksh 10,000 for annual subscription

No	Action items	Person responsible	Deadline
6	Payment of membership registration	All that have not paid up	30 March 2018

7	Periodical update of membership registration	Treasurer, John Ali Mwangi	Next bi monthly meeting 11 May 2018
8	Payment of annual subscription	All members that have not paid up	30 March 2018
9	Periodical update of annual subscription	Treasurer, John Ali Mwangi	Next bi monthly meeting 11 May 2018
10	Follow up on members registration and annual subscription	Treasurer, John Ali Mwangi	Open and update during the bi monthly meetings

Min.6/09/03/2018: Treasurer's report

- The treasurer presented the financial report of the society since 2007 to date. He detailed the contribution of membership registration and/or renewal fees and associated expenditure that included but not limited to: transaction and postage fees for funds transfer to IBS Office in Washington DC; general expenditure during members meetings; and registration of society among others. He also highlighted the following challenges:
 - delayed renewals of members;
 - failure of members to honor pledges; and
 - Inconsistency in membership.

The members commended him for the well job done.

No	Action items	Person responsible	Deadline
11	Sensitization of members for the need to comply with their obligations	Executive Committee	Open
12	Periodical update of membership compliance	Treasurer, John Ali Mwangi	Next bi monthly meeting 11 May 2018

Min.7/09/03/2018: Bimonthly Meetings and Conferences

- The chair reported that the society will be holding bimonthly meetings. This will provide opportunity for members and visitors visiting the society to present their work in progress or just published work and get feedback from the members. It will also provide a mentorship platform to young members. The meeting dates for the 2018 calendar year are: 11th May, 13th July, 14th September, and 9th November.
- The first bi-monthly meeting will be on 11th May, 2018 and the presenters will be Dr. V. Oeba and Dr. T Achia. The venue of the meeting will be University of Nairobi, School of Mathematics.
- Members were requested to forward the proposal for presentations in the subsequent meetings.
- The chair also indicated that the society is planning for IBS – Kenyan Chapter Conference in

Mar/April 2019 in preparation for members' participation in the SUSAN Conference to be held in South Africa later in 2019. Moreover, this would help the society to bid for future SUSAN and IBC conferences.

No	Action items	Person responsible	Deadline
13	Hold bi monthly meetings and seminars	Executive Committee	<ul style="list-style-type: none"> • 11 May 2018 • 13 July 2018 • 14 September 2018 • 9 November 2018
14	Provide presentation on different biometrical issues: Venue School of Mathematics, University of Nairobi	Dr Oeba Vincent Dr Achia Thomas	11 May 2018
15	Members interested in providing presentations to share their titles to the Secretary of the IBS Kenya	Open to members	31 May 2018
16	Holding for IBS – Kenyan Chapter Conference in March/April 2019	Local Organizing Committee to be appointed	13 July 2018
17	Participation in the SUSAN Conference to be held in South Africa in late 2019	Open to members with sponsorship	Late 2019 Actual dates to be confirmed
18	Bid for SUSAN conference 2019	Executive Committee & coopted members	February/March 2019

Min.8/09/03/2018: Committees of IBS – Kenyan Chapter

- The chair presented the committees that need to be filled in order to spearhead the strategic planning and implementation of the activities in the society.
- The committees include:
 - Governing Council;
 - Strategic Planning Committee
 - Programme and Programme Planning Committee
 - Editorial Committee; and
 - Local Conference Organizing Committee.
- Members noted of gender imbalance in the current Executive Committee and suggestions were given on some ladies to join the executive committee.
- Election of the members of the Governing Council, the different committees and Board of Trustees was postponed to the May (during the Bimonthly Meeting) and members asked continue familiarizing themselves with the different roles of the committees.

No	Action items	Person responsible	Deadline
19	Constituting of the Governing Council of IBS Kenya	Executive Committee and AGM	May 2018/or Next AGM

20	Constituting of the Strategic Planning Committee / (Programme and Programme Planning Committee)	Executive Committee and AGM	May 2018/or Next AGM
21	Constituting of the Editorial Committee	Executive Committee and AGM	May 2018/or Next AGM
22	Constituting of the Finance Committee	Executive Committee and AGM	May 2018/or Next AGM
23	Constituting of the Membership Committee	Executive Committee and AGM	May 2018/or Next AGM
24	Appointment of Board of Trustees	Executive Committee and AGM	May 2018/or Next AGM
25	Seeking for hosting arrangement of the Secretariat with national research and training institutions. Proposed ones University of Nairobi, School of Mathematics; Jomo Kenyatta University of Agriculture and Technology, CBD Campus, Kenya Agricultural and Livestock Research Organisation Headquarter, Kenya Forestry Research Institute, Headquarter, Strathmore University	Executive Committee	End of 2018 with periodical updates during bi monthly meetings

Min.9/09/03/2018: Launch of the IBS – Kenyan Chapter Website

- Abraham Lagat presented information available through the website. He also informed the meeting of the proposed developments on the site including regular updates about upcoming activities/events.
- The site allows registration (self) and approval (by the committee) of members. Approval of registered members will include assignment of membership numbers in consecutive order in the format **IBSK#####** (where # represents a digit in the range 0 - 9) which will act as a username when login to the website. Thereafter, Jean Poole together with the chair launch the website. The site can be accessed at <http://www.ibskenya.org>

No	Action items	Person responsible	Deadline
26	Populating and maintenance of the IBS Kenya website	Ibrahim Lagat	May 2018 Continuous

Min.10/09/03/2018: Way forward

- John Wepukhulu presented the way forward of the society.
- He noted that having activities for membership development, capacity building was key as a way of showing relevance of the society to its members.
- He also indicated the need for office space and revealed that progress was underway to collaborate

- with KALRO in provision of office space for the society.
- He reiterated the need for more membership recruitments strategies, regular meetings and participation of members in conferences and workshops.
 - He also suggested that the society need to be more active in the IBS through publication of its updates in the IBS bulletin.

Min.11/09/03/2018: Vote of thanks and closing remarks

Caroline Mugo gave a vote of thanks by first acknowledging the Executive Committee for arranging for the AGM that was long overdue. She especially thanked the treasurers for responsibly assisting the society in handling membership fee and forwarding to the IBS. She also thanked JKUAT, especially the campus director for accepting to host the IBS AGM despite the short notice. Finally, she thanked all members who managed to attend the AGM and urged them to maintain the spirit of working together as a team to achieve the society's objectives.

There being no other business, the meeting ended at 1240h with a prayer Henry Kissinger and a photo session thereafter.

Signed for circulation:

Chairman: Approved for circulation: Date ___30 April 2018

Secretary: Signed _____ Date 30 April 2018