

**MINUTES OF THE 2nd INTERNATIONAL BIOMETRIC SOCIETY KENYA CHAPTER
MEETING HELD ON 13TH JULY 2018
AT
SCHOOL OF MATHEMATICS AT THE SCHOOL OF PHYSICAL SCIENCES (SPS) IN THE
UNIVERSITY OF NAIROBI, CHIROMO CAMPUS**

Agenda

1. Review and confirmation of previous AGM minutes
2. Matters arising from Minutes of previous meeting
3. Treasurer's report
4. Membership updates
5. Strategies for membership recruitments
6. Updates on IBS Kenya Chapter Logo and Seal
7. Election of IBS Kenya Chapter Committees
8. Election of IBS Chapter Governing Council
9. Election of Board of Trustees of IBS Kenya Chapter
10. Updates on opening of IBS Kenya Chapter Bank Account
11. Appointment of auditors
12. Updates on rebranding of IBS Kenya Chapter website
13. Updates on IBS Kenya Chapter Strategic Plan 2018-2022

Members present/ Apologies /Absent

Sn	IBS_ID	IBS-K_ID	Names	Institution	Email	Attendance/ Apologies
1	1273595		Henry Kissinger -Vice Chairman	JKUAT	ochiengabbort@yahoo.com	Attended
2	1169818		Elias Obudho -Secretary	University of Nairobi	eliasobudho@gmail.com	Attended
3	1170449		John Ali Mwangi -Treasurer	KALRO – Molo	mwangiali@yahoo.com	Attended
4	1252000		Caroline Wanja Mugo	JKUAT	cmuminja@gmail.com	Attended
5	1200072		Abraham Lagat -V. Secretary	KEMRI-Wellcome Trust	abraham.lagat.k@gmail.com	Attended
6	**		Shimon Otieno	University of Nairobi	poshimon@yahoo.co.uk	Attended
7	New		Maurice O. Oduor	University of Kabianga	moduor@kabianga.ac.ke	Attended
8	1265564		Nelson Owuor Onyango	University of Nairobi	nelsonowuor@yahoo.com onyango@uonbi.ac.ke	Attended
9	1321137		Melinda Chipango Lukungu	University of Nairobi	chipangoluk@gmail.com	Attended
10	**		Carolyne Ogutu	University of Nairobi	cogutu@uonbi.ac.ke	Attended
11	**		Caleb Mbayaki	University of Nairobi	calebwangira@gmail.com	Attended
12	1202121		Linda Chaba Akoth	Strathmore University	lindachaba@gmail.com	Attended
13	1276659		Emanuel Ogolla Ombaka	Garissa University	eombaka2000@gmail.com	Attended
14	**		Phelix Ojwang'	University of Nairobi	ojwangpas@gmail.com	Attended
15	New		Douglas Khamila	University of Nairobi	dkhamila@uonbi.ac.ke	Attended
16	1267491		Celestine Ingutia Khayeshe	KEFRI	ckingutia@gmail.com ingutiac@yahoo.com	Attended
17	**		Walter Wafula	University of Nairobi	wamagero@gmail.com	Attended
18	New		Dorcas Nduati	University of Nairobi	dnduati@gmail.com	Attended
19	New		Elizabeth Njoroge	CHUKA University	elizawn@gmail.com	Attended
20	**		Lucia Njeri Kamau	JKUAT	klucianjeri76@gmail.com	Attended
21	*		Wycliffe Kipkoech Cheruiyot	Masai Mara University	cherukikoech@gmail.com	Attended
22	New		Gladys Njoroge	CHUKA University	gg.njoroge@gmail.com	Attended
23	1168050		Elizabeth Poole Jane	International Livestock Research Institute (ILRI)	j.poole@cgiar.org	Attended
24	New		Catherine Mwangi	JKUAT	kaitecharles@gmail.com	Attended
25	**		Vallerie Anyona O.	JKUAT	valanyona.va70@gmail.com	Attended
26	**		Barbrah Phoebe L	JKUAT	barbrahphoebe@gmail.com	Attended
27	**		Valarie Adhiambo O.	JKUAT	adhis.valarie96@gmail.com	Attended
28	Renew		Simon B. Wepukhulu	KALRO –Thika	swbuyayi2001@yahoo.com simon.wepukhulu@kalro.org	Attended
29	1172599		Patrick G. O. Weke	University of Nairobi	pweke@uonbi.ac.ke	Attended
30	1298447		Damaris Felistus Mulwa	JKUAT	mulwadamaris01@gmail.com	Attended

31	1169932	Vincent Oeba –Chairman	African Forest Forum (AFF)	v.oeba@cgiar.org ; vongusoeba@gmail.com	Attended
		Apologies/Absent			
32	1166854	Dankit Nassuma K	Africa International University	nkdankit@gmail.com	Apologies
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74	Renew	John W Odhiambo	Strathmore University		Apologies
75	Renew	Romanus Odhiambo	Jomo Kenyatta University Agriculture & Technology		Apologies
76	New	Getrude Okutoyi Alworah	KALRO-CRI	gedohal@yahoo.com	Apologies
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90	*	Lucy Gathoni Ng'ang'a	University of Nairobi	lucyng27@gmail.com	Apologies
91	**	Alice Murage	Coordinator of Applied Statistics, KALRO		
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98	**	Kengo Dada	Coast		
99	**	Omar Balozi	Garissa University		
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113	*	Aggrey Adem	Mombasa Technical University	aggreyadem@gmail.com	
114	*	Caroline Mbithe	JKUAT	mutuacarolyne.cm@gmail.com	
115	*	Charles Kipkoech Mutai	Moi University	charlimtai@gmail.com	

116	*	Gideon Nyatuga Nyakundi	University of Nairobi	nyakundigideon8@gmail.com	
117	*	Agnes Liakonera	Kakamega	anguleagnes96@gmail.com	
118	*	Brigid McDermott	USA	br.mcdermott@gmail.com	<u>Apologies</u>
119	**	Erick Okuto	JOUUST	erickokuto@gmail.com	

Renew = Paid-up old member, waiting for IBS-ID;

New = Paid-up new member waiting for IBS-ID;

** = Old member, renewing registration for 2018,*

*** = Registering as a new member*

The IBS-Kenya ID will be assigned to each member later on the basis of local registration.

Introduction and opening remarks

- The meeting started at 12.55 PM with a word of prayer from Linda Chaba and self-introduction of the participants.
- The chair welcomed members for the meeting and thanked them for taking time to attend the special AGM. He also thanked University of Nairobi - School of Mathematics for accepting to host the IBS- Kenya Chapter meeting for the second time in a span of two months, specifically Prof. Weke and Dr. Nelson for their support.
- Prof. Weke welcomed members to University of Nairobi, Chiromo Campus and thanked the committee for choosing it as their venue again after the first bimonthly meeting.
- The chair presented the special AGM agenda to members. The agenda was then proposed by Nelson Owuor and seconded Douglas Khamila by without any addition. He notified members that the main objective of the meeting was to elect members for the different committees, especially the governing council and selection of a bank account to be opened for the society.

Min 1/13/7/2018: Review and confirmation of previous AGM minutes

Members went through the minutes of the Annual General meeting. It was thereafter proposed by Caroline Mugo and Seconded Douglas Khamila to be true reflection of what was discussed during the meeting subject to minor corrections.

Min 2/13/7/2018: Matters arising from Minutes of previous meeting

It was reported that first bimonthly seminar was held at University of Nairobi, Chiromo Campus on June 8, 2018 with presentations from Dr. Achia and Dr. Oeba. The next presentation will be held in September 14, 2018. Dr. Victor Mose and Prof Ratemo Michieka have forwarded their names for presentations. The venue will be communicated later. Members were informed to forward their interest to present to the Programs and Planning Committee for future seminar presentations.

No	Action items	Person responsible	Deadline
1.	Preparation and planning for the bi-monthly seminars	Program committee chairman	Every 2 months
2.	Presentations for the bi-monthly seminars	Members	Every 2 months

Min 3/13/7/2018: Treasurer's Report

The Treasurer presented the highlights of membership status since the last AGM to date. He reiterated the changes in membership fees that was the current sole source of income to the society and highlighted the expenditure items that included payment to the IBS Washington to cover membership and journals (Biometrics and JABES) costing \$20 and the related costs of this payment item that includes postage. Total expenditure for IBS payment per member was indicated as KES 2500 during the 2018 period.

The vice chairman reported that the IBS Council proposed to increase membership fees. He notified that the membership fee for developing countries, Kenya included, will likely to increase by \$1-2.

No	Action items	Person responsible	Deadline
3.	Information from IBS international office on current annual subscriptions.	Treasurer	Immediately

Min 4/13/7/2018: Membership updates

The treasurer presented a membership updates for the year. He notified the members' growth to the current number of 69 compared to the previous years. He reminded the members to update their membership both in the local (IBS-Kenya) and international IBS. In particularly the old members who had not updated (renewed) their membership for 2018 were urged to do so.

Min 5/13/7/2018: Strategies for membership recruitments

The Chairman highlighted strategies that had been proposed by the executive committee for growing membership that included individual member's networks; training, seminars, conferences and workshops; the IBS Kenya activities such as the bimonthly seminars and participations in regional meetings; package benefits for members such as membership certificates and templates for presentation; social media platforms; holding rotational meetings (bimonthly seminars) in different institutions; develop proposal for funding of IBS Kenya activities; develop knowledge products like journals and newsletters; create awareness through business cards to highlight vision, mission of the society; and actively participate in the IBS activities such as the current photo competition and providing information for the IBS bulletin.

Members provided further suggestions. These included prioritizing the strategies, for instance, institutional members and members networks should have the highest priority. Include student training as part of the activity. It was suggested that bimonthly seminars can include a training session such as analysis with specific software, particularly important to students. Social media should be utilized to post opportunities for members.

It was also recommended that the society can collaborate with relevant bodies and institutions.

No	Action items	Person responsible	Deadline
4.	Update on membership status and recruitment drive	Membership committee chairman	Every 2 months

Min 6/13/7/2018: Updates on IBS Kenya Chapter Logo and Seal

The members were informed that the IBS Kenya Chapter had obtained a Seal and was in custody of the Secretary. It was also reported that a receipt had been bought for receipting money received by the society.

The Vice Secretary also reported that a designer had been identified to create the society's logo. He would meet him after the meeting to provide the requirements for the logo that had been proposed: Mt. Kenya, Flamingoes and a statistical symbol sigma (Σ).

No	Action items	Person responsible	Deadline
5.	The status of the Society's logo and presentation for members' selection	Vice Secretary	Next seminar

Min 7/13/7/2018: Election of IBS Kenya Chapter Committees

The chair reiterated the main objective of the special AGM was to elect and fill up the vacant positions in various committees. He presented to the members the proposed candidates for the vacant positions in different committees. He pointed out gaps in the Constitution such as the assigned number of members of each committee and the mode of election/nomination. Members noted that for this year's election, being the first, use of secret ballot would not be the efficient way to achieve the same as it may require several repeat voting for the same positions. Thus members unanimously agreed that to ensure regional balance and gender equality, the election be done in an open manner.

Members were informed to review the constitution and present their suggestions to the secretary for forwarding to the governing council for consideration. Once consolidated, the proposed changes would then be presented to members for approval.

Members unanimously agreed to have Carol Mugo deputize Ali Mwangi as the Society's treasurer.

Other than the Executive Committee which was in place, all the vacant positions were filled. Following the election, this is the list of committee membership as reconstituted:

Committees

The Executive Committee

1. Vincent Oeba – The Chairman
2. Henry Athiany – The Vice-Chairman
3. Elias Obudho – The Secretary
4. Abraham Lagat – The Vice Secretary
5. John Ali Mwangi – The Treasurer
6. Hellen Gatakaa – Member
7. Caroline Mugo – Assistant Treasurer
8. Simon Wepukhulu – Member

Finance committee

1. John Ali Mwangi, Chair (Treasurer – Executive Committee)
2. Hellen Gataka – (Chair)
3. Elizabeth Njoroge
4. Wycliffe Kipkoech Cheruiyot
5. Edgar Otumba

Membership Committee

1. Simon Wepukhulu
2. Stephen Mburu
3. Maurice Oduor – (Chair)
4. Bernard Samba
5. Lilian Owino

Strategic and Programme Planning Committee

1. Nelson Owuor – (Chair)
2. Aggrey Adem
3. Gladys Njoroge
4. Reuben Langat
5. Joseph Nyakinda

Editorial Committee

1. Patrick Weke – (Chair)
2. Dorcus Nduati
3. Celestine Ingutia
4. Thomas Achia
5. Linda Chaba

Min 8/13/7/2018: Election of IBS Chapter Governing Council

1. Executive Committee*
2. Edwin Chirchir, Member (Rift Valley)
3. Ombaka Ogola, Member (North Eastern)

4. Shibairo Igosangwa, Member (Western)
5. Getrude Alwora, Member (Nairobi)
6. Kengo Dada, Member (Coast)
7. Prof. Patrick Weke, Member (Chair - Editorial Committee)
8. Maurice Oduor, Member (Chair - Membership Committee)
9. Valary Anyona, Student Representative
10. Omar Balozi, Student Representative

Min 9/13/7/2018: Election of Board of Trustees of IBS Kenya Chapter

1. John W Odhiambo – VC Strathmore University
2. Ratemo Michieka – UoN
3. Dankit Nassiuma – VC Africa International University
4. Romanus Odhiambo – DVC - JKUAT
5. Jane Poole – ILRI
6. Alice Murage -
7. Ann Mwangi – Moi University

No	Action items	Person responsible	Deadline
6.	Report on the status of the various committees	Committee chairmen	Every 2 months
7.	Review of the Constitution	Members	Continuously

Min 10/13/7/2018: Updates on opening of IBS Kenya Chapter Bank Account

Members agreed to open a bank account with Kenya Commercial Bank Limited at Kipande Branch, Nairobi.

No	Action items	Person responsible	Deadline
8.	The status of bank account opening	Treasurer	Next seminar

Min 11/13/7/2018: Appointment of Auditors

The chair reported that three (3) auditors had been identified and notified for selection to audit the accounting books of the society.

No	Action items	Person responsible	Deadline
9.	The Appointment of Auditors	Chairman	Next seminar

Min 12/13/7/2018: IBS Kenya Website

The Vice Secretary reported that IBS website was undergoing rebranding to a more interactive platform. He notified members of the social media platforms for the society (twitter: @IBS_ChapterKE, facebook: <https://www.facebook.com/groups/ibskenya>).

Members suggested that members be send a soft copy of the constitution, new members be added on the WhatsApp group and regional representatives be added as admin to the group.

No	Action items	Person responsible	Deadline
10.	The status of the IBS Kenya Website	Vice Secretary	Next seminar
11.	Participation in the Social Media and posting on updates, etc	All members	Continuously

Min 13/13/7/2018: Updates on IBS Kenya Chapter Strategic Plan 2018-2022

Members were informed of the importance of an office for the society. It was reported that the executive had considered and approached different institutions for collaboration to provide an office space for the society. KALRO Headquarters was still being pursued for such collaboration and Ali and Wepukulu were tasked to continue with this.

Members were informed that IBS Kenya Chapter will strategize to prepare members who would be presenting in the SUSAN 2019 in South Africa. The society will, through the strategic and programme planning committee, in coordination with the Governing Council will be tasked to plan for the IBS Kenya Chapter Conference in 2019, SUSAN 2021 and bid for IBC conference. IBC 2020 will be held in Seoul, Korea while IBC 2022 in Riga, Latvia.

No	Action items	Person responsible	Deadline
12.	The status of the Society's office	Secretary	Next seminar

13.	The Society's 2018-2022 Strategic Plan	Programs & planning committee	Immediately
14.	Preparation and planning for SUSAN 2019 in South Africa.	Programs & planning committee	Immediately
15.	Presentations for SUSAN 2019 in South Africa.	All members led by Editorial Committee	Immediately
16.	IBS Kenya Chapter Conference in 2019	Programs & planning committee	Immediately
17.	Bid for the SUSAN 2021 and IBC 2024 conference	Programs & planning committee	Immediately

Closing Remarks

The vote of thanks was given by Simon Wepukulu, who thanked UoN through Prof Weke for agreeing to host the meeting and for their hospitality. He also thanked the members for attending and actively participating for the meeting.

The meeting ended at 3.50PM with a prayer from Vincent Oeba and a group photo.

Signed for Circulation

Chairman

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Secretary

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