

RELISA HOUSING CO-OPERATIVE SOCIETY LIMITED
MINUTES OF THE 20TH ANNUAL DELEGATES MEETING
HELD ON 27TH APRIL, 2018 AT SIX EIGHTY(680) HOTEL, NAIROBI

ATTENDANCE LIST

CENTRAL MANAGEMENT COMMITTEE

- MR. MICHAEL S. DALLAH - CHAIRMAN
- MR. IDDI O. MWINYI - VICE CHAIRMAN
- MRS. SARAH A. KIWANUKA - HON. SECRETARY
- MR. STEPHEN O. JUMA - TREASURER
- PST. PEREZ CHEROP - MEMBER
- MR. WASHINGTON KULUNDU - MEMBER
- MR. CLEMENT KARANI - MEMBER
- MR. PHILIP WOKINDA - MEMBER

SUPERVISORY COMMITTEE MEMBERS

- MR. RAPHAEL B. OMONDI - CHAIRMAN
- PST. MARGARET EMALI - SECRETARY
- MR. JACKSON T. KINYILI - MEMBER

NAIROBI MAIN BRANCH

- MR. JOSEPH NDAISI NZOMBA
- MR. SAMUEL MBUVI
- MR. METHUSELAH ANJEYO
- MR. TITO KINYAMBU NGINDU
- MR. MAURICE OUMA OGONY
- MR. JOHN OMUKA ONJERO
- MRS. ESTHER NYOKABI
- MRS. EVAH WANJUGU MUTUGI
- MR. DANSON MAINA MWANGI

WORKSHOPS/SUPPLIES BRANCH:

- MR. CHARLES O. MASITA
- MR. JULIUS NYERERE OTILA
- MR. JAMES M. KABUE
- MR. ELLY OWINO ORWA

KISUMU BRANCH:

- MR. JAMES N. ALUCHIO
- MR. JAMES OCHIENG'
- MR. PATRICK O. AWUONDA

NAKURU BRANCH:

- MR. FRANCIS MUNYUA KAGWANJA
- MR. EDWARD KIPKOSGEY TALAM
- MR. SAMMY MATHENGE

ELDORET BRANCH:

- MR. B. C. K. TIREITO
- MR. JULIUS RUTO
- MR. PETER MULAMA

VOI BRANCH:

- MR. HEZRON MWAISAKA
- MR. GRISON KISANGI
- MR. GODFREY KICHOI

MOMBASA BRANCH:

- MR. CYRUS MBURU MWANGI
- MR. STEPHEN KHAYO

KARATINA BRANCH:

- MR. CHRISOSTOM MAINA WERU
- MR. JOSPHAT KWERA MWANGI

NAIVASHA BRANCH:

- MR. JOHN M. MURANGA
- MR. ELIUD GACHIE

BUNGOMA BRANCH:

- MR. BEN K. WATITWA

ABSENT WITH APOLOGY

- MR. AGGREY W. MBAI - C.M.C. MEMBER
- BP. STEPHEN K. KURIA - WORKSHOPS/SUPPLIES BRANCH
- MR. ARTHUR OKWEMBA - WORKSHOPS/SUPPLIES BRANCH

STAFF MEMBERS:

- MR. STEPHEN O. ODUOR - MANAGER
- MR. DENNIS W. WAMBONGO - OFFICE ASSISTANT
- MR. ROBERT K. LANGAT - OFFICE ASSISTANT

MINISTRY OF CO-OPERATIVES OFFICIALS

- MS. D. A. AREMO - DIRECTOR OF CO-OPS. (NAIROBI CITY COUNTY)
- MR. PETER THEURI - CO-OP. OFFICER (STAREHE SUB-COUNTY)
- MS. ROSELINE NYAMACHE - CO-OP. OFFICER (STAREHE SUB-COUNTY)

NACHU LIMITED

- ELIZABETH MUNGALA

ONSANDO, OGONJI & TIEGO ADVOCATES

- MR. PETER OKUNDI OGONJI

KIBIEGO KIPTUM & COMPANY CPA (K)

- MR. JOHNSON CHERUIYOT
- MS. JOAN KARIUKI

INVOCATION AND INTRODUCTIONS:

The meeting started by a word of prayer from Mr. Benjamin Tireito at 8.40am. The Chairman in his opening remarks welcomed the Delegates to the meeting and informed the meeting that Mr. Aggrey W. Mbai of Voi Branch, Mr. Arthur Okwemba and Mr. Stephen Kuria both of Workshops / Supplies Branch will not attend the meeting due to illnesses.

A minute of silence was observed in respect of the late former Nakuru Delegate Mr. Manoah Shiyayi.

The Vice Chairman then requested the Delegates to introduce themselves and thereafter closed by introducing the Guests there present.

MIN. 01/04/2018- ADOPTION OF AGENDA

Notice for the meeting was read and adopted. This was proposed by Mr. Mwangi - Mombasa Delegate and seconded by Mr. Kwera - Karatina Delegate.

MIN. 02/04/2018- CONFIRMATION OF MINUTES OF THE 19TH ADM AND MATTERS ARISING THEREFROM:

Unpaid Dividends – Mr. Talam – Nakuru Delegate suggested that a list for the paid and unpaid dividends be circulated to all the Branches. It was agreed that the Branches also to provide lists of the same for the office to identify those that have not yet been paid from the same.

Reli Sacco – The position of unpaid dividends by Reli Sacco amounting to KShs. 660,221/= and in respect of the period ended 1997 was clarified to the Delegates.

Lift Services – The meeting was informed of the current position of the lift and that the Management is looking for ways to replace the same since spare-parts of the current lift are not available in the market and therefore the lift is no-longer useful.

Aging Problem – The matter is already being handled in the amended By-Laws. Memo No. 2 is relevant in this respect.

MIN. 03/04/2018 – THE CHAIRMAN’S REPORT:

The following items were addressed in the report;

- Membership
- Share Capital
- Title Deed and Registration Certificate
- Land Rates / Rents
- Income and Expenditure
- Dividends
- Honoraria
- Education
- Value of the Property
- Nomination
- Share / Bonus Share Certificates
- Group Personal Accident and Last Respect Covers
- NACHU and CIC Membership
- Unpaid Dividends, Bomb Blast Compensation and Money owed to Relisa by Reli Sacco.
- Strategic Plan
- Manpower Utilization
- Elections by Rotations
- Bereavement
- Appreciation and Thanksgiving

The report was adopted by a proposal from Mr. Weru - Karatina Delegate and seconded by Mr. Watitwa - Bungoma Delegate.

MIN. 04/04/2018 – ADDRESS BY THE CHIEF GUEST:

The Director of Co-operatives – Nairobi City County, Ms. D. A. Aremo thanked Relisa for the invitation and stated that despite her busy schedule she had to honour the invitation.

- She informed the Delegates that she is addressing the issue of Reconciliation between Reli Sacco and Relisa.
- She gave a guideline on Co-operative Societies Elections rules especially on Section 91 of the Co-operative Societies Act, vide Legal Notice No. 3 of 2008 that amended the Co-operative Societies Rules by deleting Rule No. 23(1) and renumbering the provisions thereby removing the two term limitation for the Management Committee and adopting the rotation system to ensure continuity.
- She applauded the Management for meeting the deadline, by holding the ADM within the stipulated period. She invited any consultation with her office whenever need arises.
- She appreciated education to members in the Branches and especially the most recent one where Resolutions were made in respect of the disposal of the Building and hoped that the issue will now rest.

Address by NACHU:

- The Nachu Representative – Ms. Elizabeth Mungala conveyed greetings from her Chairman to the meeting.
- She asked the Management to pick Education to Members as a key item.
- She assured the meeting that Nachu is ready to help in the Strategic Plan.
- She requested the members to save with them so as to enjoy Nachu's Products that are cost friendly to its members.

MIN. 05/04/2018 – AUDITED ACCOUNTS AND REPORT

The Audited Financial Accounts and Report were presented by Mr. Johnson Cheruiyot of Kibiego Kiptum & Co. - Certified Public Accountants and Mr. Stephen O. Oduor - Manager Relisa. The report was adopted by a proposal from Mr. Muranga, Delegate Naivasha and seconded by Mr. Mulama, Delegate Eldoret.

The Manager read the Income and Expense statements for the year under review and clarified some issues that were not very clear to the Delegates.

MIN. 06/04/2018 – PROPOSED BUDGET FOR THE YEAR 2019:

The Budget for the year 2019 was presented by the Treasurer -Mr. Juma. It was adopted by a proposal from Mr. Muranga, Delegate Naivasha and seconded by Mr. Orwa, Delegate Workshops / Supplies.

- Clarification was made in respect of Lift Repairs & Building decorations.
- The Expenditure on Lunch / Subsistence trickle down upto and included the Delegates.
- There was recommendation and suggestion that regular Branch meetings should be conducted by the respective Branch Delegates.
- Post ADM Meetings - The Management to look into availability of funds for the same.

MIN. 07/04/2018 – APPROVAL OF BORROWING POWERS:

The meeting retained the Borrowing Power of KShs. 100 million. The approval was proposed by Mr. Edward Talam – Nakuru Delegate and seconded by Mr. James Ochieng’ – Kisumu Delegate.

MIN. 08/04/2018 – SUPERVISORY COMMITTEE’S REPORT:

The report was presented by the Committee’s Chairman Bishop Raphael Omondi and was adopted for discussion by a proposal from Mr. Anjeyo Delegate Nairobi Main and seconded by Mr. Akhaondi, Delegate Kisumu.

A Delegate suggested that any acquisition of a building should be done in a central place so as to attract prospective tenants.

There was also a recommendation arising from the report that the Management and Supervisory Committees should come together and come up with ways of improving the dividends by 20% as per the Supervisory Committee’s Report.

MIN. 09/04/2018 - DISPOSAL OF THE NET SURPLUS (DIVIDENDS AND PAYMENT OF HONORARIA):

The disposal of the Net Surplus and payment of Dividends adoption was proposed by Mr. Maina, Delegate Workshops and seconded by Mr. Kichoi, Delegate Voi.

The meeting was informed that Dividends will be paid at the rate of KShs. 350/= for those with KShs. 1,400/= as the shareholding.

MIN. 10/04/2018 – APPOINTMENT OF AUDITORS FOR THE YEAR 2018:

Quotations were received from six Firms as listed below;

No.	Firm's Name	Quoted Amount(KShs.) (V.A.T. Exclusive)
1	Kibiego Kiptum & Co.	120,000
2	Lameck Ogembo & Associates	130,000
3	Kinyori & Associates	120,500
4	Oloo M.A. & Associates	150,000
5	Nyasae & Associates	156,000
6	MSN Chris & Associates	200,000

Two firms were proposed for the contract as listed below:-

1. Lameck Ogembo & Associates

Proposed by Mr. Ochieng - Delegate Kisumu }
Seconded by Mr. Ouma - Delegate Nairobi Main } 16 Votes

2. Kinyori & Associates

Proposed by Mr. Tireito - Delegate Eldoret }
Seconded by Mr. Talam - Delegate Nakuru } 8 Votes

The meeting therefore appointed Lameck Ogembo & Associates to Audit the Books of Accounts for the Year, 2018.

MIN. 11/04/2018 – RESOLUTIONS:

1. Min. 14/04/01/2018 - Memo No. 1 – Disposal of Building / Property:

The meeting Up-held the majority's decision of members at the grass-roots level that the "**Property should not be sold but instead REVAMP Relisa.**" Adoption of the Resolution on the same was proposed by Mr. Kagwanja, Delegate Nakuru and seconded by Mr. Muranga, Delegate Naivasha. All the (43) Delegates present voted in favour.

2. Min. 14/04/02/2018 - Memo No. 2 – Amendment of the By-Laws:

The conference Up-held the Amendment of the By-Laws as was resolved by the members during the Branch Meetings. This was proposed by Mr. Otila, Delegate Workshops / Supplies and seconded by Mr. Khayo, Delegate Mombasa. All the Forty three (43) Delegates present voted in favour of the amendments.

3. Min. 14/04/03/2018 - Memo No. 3 – Branch Resolutions:

The Memo contained resolutions from the Branches as follows;

- That dividends be paid by way of M-Pesa and particularly so to the Shareholders who are not within the reach of established Branches and Depots.
- That Plots Acquisition to continue and cover all areas and the same to be included in the Strategic Plan currently being developed.
- That the property should not be sold and those instigating for the sale of the same be advised to sell their shares to other shareholders on willing buyer willing seller basis and as addressed in the Amended By-Laws and the Strategic Plan currently being developed.
- That the increment in the dividends will depend on the profits realized.
- That the Nomination of three persons of integrity to the positions of Trustees of the Society be rejected as the same does not exist in the Co-operative movement.
- The proposal to identify and engage the services of a Planner for the Society was also not approved.

MIN. 12/04/2018 – ELECTIONS BY ROTATIONS:

The Co-operative Officer – Mr. Theuri, presided over the elections of three members of the Central Management Committee and one member of the Supervisory Committee.

The results were as follows:-

Candidates for the Central Management Committee:

- Sarah A. Kiwanuka - Proposed by Ms. Emali - Mombasa
- Seconded by Ms. Nyokabi - Nairobi Main
- Washington Kulundu - Proposed by Mr. Ochieng - Kisumu
- Seconded by Mr. Akhaondi – Kisumu
- Phillip A. Wokinda - Proposed by Mr. Anjeyo - Nairobi Main
- Seconded by Mr. Gachie - Naivasha
- James K. Maina - Proposed by Mr. B. C. K. Tereito - Eldoret
- Seconded by Mr. Kichoi - Voi

Mr. Maina however withdrew his candidature thus leaving 3 candidates for the three positions.

Candidate for the Supervisory Committee:

- Jackson T. Kinyili - Proposed by Mr. Mbuvi - Nairobi Main
- Seconded by Mr. Kichoi - Voi

The three candidates for the Management Committee and one candidate for the Supervisory Committee were therefore unanimously re-elected.

Mr. Theuri thanked the Delegates for their co-operation and congratulated those elected and wished them well.

MIN. 13/04/18 – ANY OTHER BUSINESS

- Members donated KShs. 5,000/= for the late Manoah’s family.
- Mr. Talam – Delegate Nakuru apologized on behalf of Nakuru Branch for what happened in Nakuru during the Branch Annual General Meeting held on Saturday March 03, 2018.

The Chairman thanked the County Director of Co-operatives for availing herself despite her tight schedule. He appreciated her continuous support and guidance. He also thanked the Delegates for patience while conducting the business of the day.

There being no other business, the meeting ended by a word of prayer from Madam Perez Cherop at 6.10pm.

Confirmed in Meeting:

Chairman :

Secretary :

Date :