

MINUTES OF THE SPECIAL NG CDFC MEETING HELD ON 18th/01/2021 AT THE NG CDF BOARDROOM

MEMBERS PRESENT

NO.	NAME	DESIGNATION
1.	PAUL KINYANJUI GITAU	CHAIRMAN
2.	ISABELLA N. MWANGI	FUND ACCOUNTS MANAGER/SECRETARY
3.	JANE M. NYOKO	MEMBER
4.	BENSON KAMAU RUGURU	MEMBER
5.	MIRIAM MUTHONI NJEHIA	MEMBER
6.	JOHN NJUGUNA NJAU	MEMBER
7.	EVANSON BORO	MEMBER
8.	ESTHER MWAURA	MEMBER
9.	CYNTHIA MUCHIRU	MEMBER
10.	ETYANG OKAKA	MEMBER(DCC)

AGENDA

1. OPENING PRAYERS
2. APOLOGIES
3. CONFIRMATION OF AGENDA
4. CORPORATE SOCIAL RESPONSIBILITY PROJECT
5. VOTING OF A.I.E NO.B12478 OF KSHS. 8,000,000.00
6. CHANGE OF ACTIVITY-DCCs FURNITURE
7. A.O.B
8. CLOSING PRAYERS

OPENING REMARKS

The meeting was called to order at 7.15 a.m. with a word of prayer from Esther Mwaura. The Chairman then welcomed all members and thanked them for observing punctuality. He reminded them the importance of following the Government regulations on keeping safe from the Corona Virus, by washing hands regularly, sanitizing, and wearing masks every time one is in public and observing the social distance.

MIN 01: 18/1/21: CORPORATE SOCIAL RESPONSIBILITY PROJECT (CSR)

FAM informed members that Kabete Constituency have been sampled by the Board under the CSR Programme and has an allocation **kshs. 4,000,000.00** for Financial Year 2020/2021.

FAM also took members through the circular she had received from the Board briefing members what is anticipated from them. Members appreciated and discussed this matter at Length where they agreed to prioritize Kamuguga Police Station as it had been proposed by the community through public baraza. Members tasked FAM to liaise with the Public Works Officer and develop the Bill of Quantities and Drawings of the same at the earliest time possible.

The committee agreed to monitor the progress of the project, in addition they unanimously agreed to facilitate the Public Works Officer for all logistics towards this project from inspection to completion.

MIN 02: 18/1/21: A.I.E NO.B12478 FOR KSHS. 8,000,000.00

FAM informed the members that she has received an A.I.E No.B12478 for Kshs. 8,000,000.00. Members agreed to allocate the funds as hereunder:

NAME OF THE PROJECT	ACTIVITY	AMOUNT ALLOCATED
Administration –Salary	Payment of staff salaries	1,000,000.00
Administration-Committee expenses	Payment of Committee sitting allowances	2,000,000.00
Bursary	Bursary to needy students	5,000,000.00
TOTAL		8,000,000.00

MIN 03: 18/1/21: CHANGE OF ACTIVITY-DCCs FURNITURE

FAM reported that the DCCs purchase of furniture had not been approved by the Board due to the change of the type of furniture. The committee discussed this matter at length and it was noted that the need arose after the committee assessed the complete DCCs block and noted that the office had several offices which required different kind of furniture. It was also reported that some items had been donated thus there was no need of buying them ie. Curtains, coat hanger, visitor's book, office flag and conference table. The committee agreed to buy the following furniture as tabulated below:

No.	ITEM	UNIT	QUANTITY	UNIT PRICE	TOTOAL PRICE
1.	4 Workstations –L shape desk on panel legs, complete with 3 drawer desk height pedestal and keyboard tray standard laminate screen 1500x400MM Dimm: 2400x2400x750m	SET	3	140,000.00	420,000.00
2.	3 SEATER Link chair seat and on chrome frame	Pcs	3	29,500.00	88,500.00
3.	Executive Medium back office orthopedic mesh chair with armrest, fabric seat Swivel heavy duty star base with castors	Pcs	10	19,000.00	190,000.00
4.	Modified Secretary desk/Reception with wooden top, complete with drawers.	Pcs	1	135,000.00	135,000.00
5.	Medium Back Mesh visitors chair on chrome cantilever base	Pcs	2	30,000.00	60,000.00
6.	Secretary seat with neck rest, office orthopedic mesh chair with armrest,	Pcs	1	26,000.00	26,000.00

	fabric seat Swivel heavy duty star base with castors				
7.	Executive medium/high back chair with padded arms in leather, Swivel heavy duty chrome star base with castors	Pcs	2	35,000.00	70,000.00
8.	Two door 5 drawer metallic filing cabinet	Pcs	3	32,000.00	96,000.00
9.	Four drawer fire proof cabinet	Pcs	1	250,000.00	250,000.00
10.	Credenza Table	Pcs	1	67,500.00	67,500.00
11.	Water dispenser	Pcs	1	25,000.00	25,000.00
12.	Office desk on panel legs, complete with side extension and 3 drawer mobile pedestal DIM: 1500*90*760MM	Pcs	1	72,000.00	72,000.00
	TOTAL				1,500,000.00

The Fund Accounts Manager was tasked to communicate to the Board on the same.

A.O.B

There being other business, the meeting was closed at 12.30 p.m. with a word of prayer by John Njuguna.

Minutes signed by
 Secretary Date 18/01/2021
 Chairman Date 18/01/2021

