**KATHIANI NG-CDFC MEETING HELD ON 4/02/2020 AT THE CDF BOARDROOM AT 10.00 AM**

**Present**

1. Philip Ndolo - Chairman
2. Agnes Muasya - Secretary
3. Caroline Mutua - Member
4. Bernard Kioko Ngila - Member
5. Christine Syombua - Member
6. Leonard Muindi Kioko - Member
7. Mirriam Nyiva - Member
8. Winfred Mulee Charles - Member
9. Raphael Makau - FAM

**Agenda**

1. Prayers
2. Address from the Chairman
3. Adoption of agenda
4. Reading and confirmation of previous minutes
5. Matters arising
6. Resubmission of projects
7. Cheques replacement
8. A.O.B.

**MIN 1/****04/02/2020 PRAYER**

The meeting was called into order at 10.03 am with opening prayers said by Agnes Muasya.

**MIN 2/04/02/2020 ADDRESS FROM THE CHAIRMAN**

The Chair thanked the members for attending and being punctual. He was also grateful for the support they gave during the just concluded exercise of collecting bursary beneficiaries.

**MIN 3/04/02/2020 ADOPTION OF AGENDA**

The Chair took the members through the agenda of the day and it was adopted unanimously without amendment.

**MIN 4/04/02/2020 READING AND CONFIRMATION OF PREVIOUS MINUTES**

The minutes for meeting held on 13.1.2020 were read and confirmed as what had transpired. Winfred Mulee proposed while Mirriam Muthoka seconded.

**MIN 5/04/02/2020 MATTERS ARISING**

There were no matters arising.

**MIN 6/04/02/2020 RESUBMISSION OF PROJECTS for 2019/2020**

The members agreed that it had become difficult in acquiring a commitment letter from Ministry of Education concerning the funding of Kathiani Technical Training Institute, which had been allocated Kshs. 10,000,000.00. Members agreed to fund different projects and resubmit them as below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROJECT NAME** | **PROJECT NUMBER** | **PROJECT ACTIVITY** |  **AMOUNT ALLOCATED THIS FY**  | **STATUS** |
| Kingongoi Primary School | 4-016-079-2630204-104-2019/2020-20 | Renovation of 4 classrooms-Reroofing, fixing doors and windows, plastering and painting to completion | 850,000.00 | New |
| Kwale Primary School | 4-016-079-2630204-104-2019/2020-021 | Renovation of 6 classrooms-Reroofing, fixing doors and windows, plastering and painting to completion | 950,000.00 | New |
| Kathuni Primary School | 4-016-079-2630204-104-2019/2020-022 | Renovation of 4 classrooms-Reroofing, fixing doors and windows, plastering and painting to completion | 700,000.00 | New |
|  |  |  |  |  |
| Imilini Primary school | 4-016-079-2630204-104-2019/2020-23 | Renovation of 4 classrooms-Reroofing, fixing doors and windows, plastering and painting to completion | 700,000.00 | New |
| KomaRock Primary School | 4-016-079-2630204-104-2019/2020-24 | Renovation of 3 classrooms-Reroofing, fixing doors and windows, plastering and painting to completion | 600,000.00 | New |
| Kwa Ngengi Primary School | 4-016-079-2630204-104-2019/2020-25 | Renovation of 3 classrooms-Reroofing, fixing doors and windows, plastering and painting to completion | 600,000.00 | New |
| Kaviani Primary School | 4-016-079-2630204-104-2019/2020-26 | Renovation of Administration Block-Tiles and ceilings for the room which is the size of a classroom | 200,000.00 | New |
| Kaewa Primary School | 4-016-079-2630204-104-2019/2020-27 | Renovation of a classrooms-Reroofing, fixing doors and windows, plastering and painting to completion | 200,000.00 | New |
| Misuuni Primary School | 4-016-079-2630204-104-2019/2020-28 | Renovation of 4 classrooms-Reroofing, fixing doors and windows, plastering and painting to completion | 700,000.00 | New |
| Mutondoni Primary School | 4-016-079-2630204-104-2019/2020-029 | Renovation of 2 classrooms-Reroofing, fixing doors and windows, plastering and painting to completion | 450,000.00 | New |
| Muthala Primary School | 4-016-079-2630204-104-2019/2020-030 | Renovation of 3 classrooms-Reroofing, fixing doors and windows, plastering and painting to completion | 600,000.00 | New |
| Mwanga Primary School | 4-016-079-2630204-104-2019/2020-031 | Renovation of 4 classrooms-Reroofing, fixing doors and windows, plastering and painting to completion | 800,000.00 | New |
| Kalambya Primary School | 4-016-079-2630204-104-2019/2020-032 | Renovation of 2 classrooms-Reroofing, fixing doors and windows, plastering and painting to completion | 300,000.00 | New |
| Isooni PrimarySchool | 4-016-079-2630204-104-2019/2020-033 | Renovation of 4 classrooms-Reroofing, fixing doors and windows, plastering and painting to completion | 700,000.00 | New |
| Kikaawani Primary School | 4-016-079-2630204-104-2019/2020-034 | Renovation of 3 classrooms-Reroofing, fixing doors and windows, plastering and painting to completion | 550,000.00 | New |
| Kaewa Secondary School | 4-016-079-2630205-104-2019/2020-017 | Equipping of borehole in the school-pump, solar installation and piping | 600,000.00 | New |
| Miumbuni Police Post |  | Completion of offices started by the community-roofing, plastering, fixing of doors/windows, flooring and painting of 5 rooms and 2 cells to completion | 500,000.00 | New |
|  | 4-016-079-2640507-108-2019/2020-003 |  |  |  |
| **Total** |  |  | **10,000,000.00** |  |

**MIN 7/04/02/2020 CHEQUES REPLACEMENT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| S/No. | Payee | Cheque No. | Amount | Reason for change | New institution  | amount |
| 1. | University of Embu | 008460 | 20,000.00 | Change of beneficially | South Eastern Kenya University | 20,000.00 |
| 2. | Precious Blood Girls High School-Ruiru | 008602 | 10,000.00 | Wrong account Name  | Precious Blood Girls High school- Juja | 10,000.00 |
| 3. | Machakos Teachers College  | 008549 | 5,000.00 | Wrong account name | MIT Teacher Training college | 5,000.00 |
| 4. | Kenya medical Training college chogoria  | 008478 | 5,000.00 | Wrong account name | Clive lrvine Chongoria School of Nursing | 5,000.00 |
| 5. | Machakos Teachers college  | 008475 | 5,000.00 | Change of beneficially  | University of Embu | 5,000.00 |
| 6. | Melkan Elite Secondary -Kitengela | 008423 | 5,000.00 | Wrong account name | Milkan Elite Education Center and School | 5,000.00 |

**MIN 8/04/02/2020 A.O.B.**

 There being no other business the meeting was adjourned at 11.50 am.

 Prepared by …………………………………………………date……………………….

 Secretary

Confirmed by……………………………………………….. date………………………..

 Chairman