



The Institute of Certified Public
Secretaries of Kenya
BENEVOLENT FUND

**MINUTES OF THE 21ST ANNUAL GENERAL MEETING OF THE ICPSK BENEVOLENT FUND
HELD ON FRIDAY, 19TH MAY 2023, AS A HYBRID MEETING AT THE CPS GOVERNANCE
CENTRE, KILIMANJARO ROAD, UPPERHILL, NAIROBI, AT 10:00 A.M.**

PRESENT

NAME	REG. NO.	
1. CS Dr. Peter Kitonyo	2082	Chairman
2. CS Joyce Njeri Mukururi	2202	Vice Chairperson
3. CS Stephen Saenyi	3176	Trustee
4. CS Pamela Otieno	3080	Trustee
5. CS Kathryn Maundu	2159	Trustee
6. CS John Saitoti Karia	2714	Trustee
7. FCS Jeremiah Karanja	2205	Chief Executive Officer, ICPSK
8. CS Gloria Kikete	3892	Corporate Secretary

APOLOGIES FROM TRUSTEES

1. FCS Fredrick Wasike	1269	Trustee
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IN ATTENDANCE

1. CPA. Dennis Gicheru	Representing JAD Accountants, the External Auditors
2. CPA Pius Kamau	Head of Finance

MEMBERS PRESENT

ATTENDING IN PERSON

Moses Wandera	3064	Judy Warui	3169
Hesbon Hongo	1903	Edwin Abuya	1224
Jacob Chacha	3008	Catherine Musakali	1037
Victoria Muya	2355	Lazurus Kimang'a	0085
Abdalla Abdi	3914	Patrick Mulwa	2929
Halima Ali Omar	4067	Kennedy Omanga	0654
Simon Peter Kariuki Mwangi	2879	Jophece Yogo	0003
John Njoka	2516	Jane Mathenge	2380
Sam Ogutha	0357	Joshua W. Wambua	1069
Peter Mwaura	3949	Yvonne Masinde	2754
Kinuthia Wamwangi	1500	Joseph Onyango	1689
Joyce Afanda	2534	Jane Mwangi	2631
Denis Ambira	2833	Salome Onyonka	1797

Edna Adala	2362	Julia Kinandu	0535
Willia Julah	3136	Wilson Nyamosi	2212
J. M. Karanja	1877	William Gatehi	0666
Jacob Mutai	1987	Joe Mbuthia	0020
Erastus Gitau	0001	Jackson Mwangi	0588
Wangoko Njoroge	2663	David Musili	2525
Jane Njeri	3624	John Mburugu	0755
George Athiambo	1953	Geoffrey Gitau	1952
Winnie Jumba	1468	John Gwada	3584

ATTENDING VIRTUALLY

Name	Member Number	Name	Member Number
Amota Nyasae	0002	Catherine Musakali	1033
Mundia Geteria	0025	James Ochami	1036
John Maonga	0026	Benjamin Achode	1046
Aruna Shah	0052	Martha Maina	1049
Job Kihumba	0069	Jane Wangechi Kabiu	1052
Lee Muthoga	0119	Bernadette Nyambura	1082
Vipinchandra Shah	0121	Madren Oluoch-Olunya	1084
Ian Hodson	0131	Evans Thiga Gaturu	1088
Harsha Shah	0133	Muriuki Njagagua	1099
Grace Muriagoro	0136	Dan Kagagi	1117
Geoffrey Maina Mwangi	0142	Hazel Kamau	1123
Catherine Fisher	0174	Rebecca Ngondo	1160
Barack Aggrey Ochieng	0185	Jennifert Nyagah	1204
Julius Mugwanga	0314	Leonard Maingi	1217
Sunil Devani	0320	Mary Noel Akinyi Wanga	1221
Ketaki Sheth	0324	Francis Muiruri	1239
Sam Omollo	0357	Annie Mutethia	1249
Peter Mathara	0432	Wanja Kanyi	1255
Paniel Nyaga	0450	Mercy Muthuuri	1272
Peterson Mwangi	0502	Jacqueline Waihenya	1296
Peter K Macharia Macharia	0508	Amyr Mussa	1317
Kakai Cheloti	0606	Ibrahim Yunis	1321
Muriithi Wanjau	0608	Symon Mbanya	1328
Felicina Nganga	0618	Nancy Kiruki	1336
John F Kennedy	0654	Waweru Mathenge	1337
Ferdinand Muchomba	0764	Dennis Kihara	1359
Sammy Ikingi	0777	Betty Kanyagia	1376
Edward Mugo	0824	Helen Mungania	1387
Samuel Wamatu	0831	Nancy Muriuki	1405
Rosemary Njogu	0861	Maria Ouya	1477
Kariuki Muigua	0966	Silas Kobia	1511
Patrick Mwiti	0976	Catherine Munene	1515
Hope Mwashumbe	0981	Judith Oduge-Otieno	1529
Margaret Chacha	0984	Virginia Ndunge	1531
Dennis Aroka	1024	Dominic Kirii	1532

Name	Member Number	Name	Member Number
Catherine Maringa	1533	Moses Waitthaka	2236
Doris Murimi	1605	Ruth Njeri Thandi	2240
Mildred Adhiambo	1643	Chris Chepkoit	2261
William Chepkwony	1653	Ruth Kiptoo	2278
Jackie Githinji	1684	Patrick Ndei	2297
Joseph Kimani	1700	Austin Ouko	2311
Kiprono Sigira	1712	Patricia Wanjama	2321
Eunice Mathenge	1715	John Omuga	2325
Job Weloba	1735	Lucy Mwangi	2334
Jacqueline Hinga	1747	Christine Muga	2341
Patrick Ngeny	1752	Caroline Kariuki	2342
Eric Sambu	1789	Victoria Muya	2355
Lucy Rono	1802	Bilha Mwangi	2356
Ivy Nyarango	1840	Edna Adala	2362
Lipio Mugambi	1864	Susan Kihato	2370
Robert Mahenia	1896	George Mwangi	2385
Lillian Ndenge	1899	Davidson Mwaisaka	2402
Mk Mukururi	1905	Caroline Kimani	2405
Nicholas Letting'	1909	Peter Kamau	2407
Rosa Nduati-Mutero	1921	Caroline Mukiira	2421
James	1941	Diana Koka	2466
Joyce Munene	1954	Benjamin Tarus	2471
Doris Macharia	1973	Caroline Gituma	2474
Tom Omariba	1975	Tom Nyambisa	2499
Peter Njuki	1977	Caroline Leiyan	2504
Charles Tanui	1984	Angela Nyangera	2505
Andrew Onguka	1989	John Njoka	2516
Isaac Sila	2057	Obare Nyaega	2517
Naphtaly Oyugi	2077	Boniface Gituke	2541
Mwangi Gitonga	2092	Danson Munioh	2543
Anthony Kisia	2101	Simon Ndiku	2553
Gordon Misigo	2108	Gabriel Kimani	2562
Justus Kisilu	2117	Doreen Karani	2569
Samson Lukoba	2132	George Omuok	2579
Evans Moturi	2145	Lucas Ondong	2588
Waeni Ngea	2151	Clare Kagwiria	2594
Francis Kakai	2158	Elsie Oyoo	2623
Mathew Kipruto	2160	James Otundo	2632
Sarah Kinyua	2179	Harriet Ngeera	2652
Julius Mungai	2180	Wangoko Njoroge	2663
Angela Kiptoo	2201	Stephen Mwanzia	2684
Joyce Mukururi	2202	Justus Kenani	2691
Paulina Wairimu Munyua	2206	John Karia	2714
Robert Ochieno	2211	Eddah Ngahu	2726
Ahamed Christopher	2216	George Waiganjo	2728
Sharon Kisire	2223	Lilian Njoki	2770

Name	Member Number	Name	Member Number
Rose Awero	2771	Christopher Ombunya	3142
Paul Meyo	2779	Sarah Morintat	3170
William Koech	2783	Joseph Langat	3181
Phillip Onyango	2786	Mary Oganga	3192
Terry Ngure	2801	Mikangi Wafula	3211
Anne Nyongesa	2802	Gad Kiragu	3220
Florence Kiawa	2812	Truphenah Eshibukule	3221
Denis Abisai	2826	Dorothy Njagi	3233
Angela Lebu	2836	Nelius Wairimu	3234
Kennedy Auka	2839	Caroline Gichina	3246
Ken Martin	2841	Collins Masai	3256
Elizabeth Karua	2861	David Warwathe	3257
Simon Kariuki	2879	Catherine Karanja	3272
Patricia Mbwiri	2883	Joyce Gichohi	3273
Fredrick Mugwang'a	2895	Titus Guandaru	3276
Silas Nalyanya	2900	Martin Maina	3281
Rose Nyamweya	2909	Patrck Nzue	3301
Kenneth Muhia	2915	Wilson Mapesa	3317
Emily Mugonyi	2919	Humphrey Ijaka	3322
Elizabeth	2925	Zipporah Ma,bo	3327
Malachi Adedeh	2926	Wycliffe Ogaga	3328
Effie Wambua	2954	Judy Wahome	3336
Steven Lombo	2960	Faith Osoro	3348
Ken Njagi	2962	Dominic Omboto	3353
Joshua Kiboi	2981	William Kiema	3369
Cyprian M'muriungi	2982	Mary Opembe	3373
Feisal Mulama	2988	Moses Kemei	3374
Josphat Ochoi	2996	Abednego Mutie	3375
Esther Mwaniki	2997	Livingston Kaptu	3392
Electine Nzaywa	3009	Solomon Kiawa	3406
Benson Njuguna	3011	Samuel Muruu	3420
Jane Munene	3013	Vincent Mirera	3422
Francis Nyagari	3014	Christine Kambo	3423
Peris Kanene	3021	Kenneth Kithinji	3425
Jennifer Ng'ang'a	3032	Samuel Mwaniki	3428
Carolyne Cheruiyot	3033	Glory Kinyua	3441
Margaret Kanja	3036	Sarah Wabwile	3443
Priscilla Karanja	3041	Brenda Kiberenge	3451
Sellestina	3043	Rose Arasa	3454
Beatrice Ngethe	3051	Charity Mukami	3461
Saidi Gongo	3057	Daniel Jumbale	3479
Linda Namiinda	3074	Hellen Nyaboke	3485
Antony Opondo	3077	Albert Mwaniki	3489
Pamela Otieno	3080	Elisha Nyapara	3497
Willis Nyamamba Kayanda	3089	Caroline Nyamunga	3501
Doris Kimitei	3121	Daniel Mureithi	3503

Name	Member Number	Name	Member Number
Brenda Wasilwa	3504	Justus Otiso	3786
Maureen Nyamai	3507	Felister Nyacuru	3787
Dennis Mukundi	3512	Bidan Mwangi	3789
Derick Epae	3531	Francis Kiura	3800
Nancy Muturi	3532	Judith Nyakundi	3817
Washington Ochuodho	3557	Michael Nderitu	3820
Oscar Gathura	3560	Maryanne Wachira	3823
Jaycinta Cheptoo	3561	Judith Opili	3824
Abdi Hassan	3563	Michael Wachira	3826
Stella Njagi	3565	Clemence Wangio	3831
Obadia Njagi	3582	Dennis Karuri	3835
Jael Okoth	3583	Joy Igandu	3840
Esther Njeri	3585	Faith Mutua	3848
Albert Anjichi	3586	Laban Cholyo	3849
Alexander Mvuko	3589	Hellen Olwanda	3850
Julius Mwatu	3590	Risper Olick	3851
James Muriithi	3595	Ivy Maina	3863
Sarah Mutune	3597	Maureen Murimi	3866
Jane Kahora	3600	Catherine Nyambura	3869
Edward Muinde	3609	Vivianne Wanjala	3878
Parnwell Gitongah	3614	Esther Rintari	3880
Cynthia Mudaye	3618	Christine Masinde	3881
Yvonne Wanjiku Njuguna	3619	Emma Raphael	3884
Emily Matano	3622	Teresia Mungai	3885
Phyllis Waruhiu	3630	Anne Njoroge	3898
Martha Waiguru	3637	Alfred Macharia Muikiria	3900
Joel Musomi	3679	Ettah Muango	3901
Faith Ndonga	3687	Laura Opondo	3905
Charles Muema	3689	Leila Orina	3910
Joseph Osoro	3700	David Njoroge	3916
Angeline Otieno	3706	Joshua Akwara	3922
Harrismus Nzavi Nzavi	3712	Margaret Miringu	3936
Claudine Chelagat Shreeve	3714	Fanuel Kakai	3938
Audrey Cheruto	3725	Paul Temu	3940
Beatrice Olele	3727	Fiona Khalayi	3946
Anastacia Muthoni	3732	Jacqueline Wangari	3947
Wesley Kiyegon	3742	Faith Oyaro	3948
Samuel Mwaura Mburu	3744	Damaris Mutindi	3952
Morris Muchuku	3745	Justin Njaunini	3954
Vincent Godana	3749	Eddah Mwanyumba	3959
Seth Wekesa	3753	Sylvester Namagwa	3964
Mary Aluvisia	3755	Andrew Kamau	3971
Bernhard Ng'etich	3762	Loice Mutai	3974
Dinah Murungi	3768	Felix Nasubo	3984
Bonareri Mochama	3772	Joseph Ndiku	3988
Vivianne Mmbaka	3783	Catherine Mungania	3991

Name	Member Number	Name	Member Number
Claire Kioko	3995	Halima Ali Omar	4067
Timothy Kambuni	4002	Jane Kyalo	4069
Guyo Malicha Ali	4008	Andrew Ochola	4073
Laura Lwigado	4009	Carol Thuo	4074
Lynn Rotich	4011	Jane Gikonyo	4080
Susan Mutali	4014	Judith Muthusi	4081
Brian Wambura	4015	Ian Mathew Ochieng	4083
Beatrice Chepkoech	4017	Joan Thuku	4098
Don Kevin Onyango	4018	Rita Waruingi	4103
Marygoreti Kisaka	4025	Millicent Lukasile	4105
Veronica Kituku	4026	Clifford Nyaosi	4112
Esther Karanja	4030	Akwana Mahero	4121
Halima Mayow	4038	Ezra Okello	1734
Christopher Kipketer	4041	Duncan Kabuga	3830
Virginia Miriti	4054	Dalton Mwaghogho	1910
Mohamed Abdirahman Adan	4062	Abdullahi Gedi	4106
Caroline Mutuku	4063	Emily Onyango	3658
Doreen Masheti	4064		

MIN.1/AGM/2023: PRELIMINARIES

The quorum being present, the Chairperson CS Dr Peter Kitonyo called the meeting to order at 10:10 a.m. and welcomed the members present. The Trustees present were introduced.

It was noted that there was a quorum with 44 members present in person and 146 members attending virtually. The Secretary, CS Gloria Kikete gave guidelines on how the Hybrid meeting would be conducted.

MIN.2/AGM/2023: NOTICE CONVENING THE MEETING AND AGENDA

The Secretary read the Notice and Agenda for the Meeting.

MIN.3/AGM/2023: MINUTES OF THE 20TH AGM HELD ON 20TH MAY 2022

The Minutes of the 20th AGM held on 20th May 2022, having been earlier circulated, were taken as read.

On a proposal by FCS Jophece Yogo and seconded by CS Halima Ali, the Minutes were adopted.

MIN.4/AGM/2023: TRUSTEES REPORT FOR THE YEAR ENDED 31ST DECEMBER 2022

The Report of the Board of Trustees for the year ended 31st December 2022 was presented by the Chairman with the following as the highlights: -

4.1 Board of Trustees

The following Trustees were appreciated for their stewardship and service to the Benevolent Fund during the year:

- (a) CS Joyce Njeri Mukururi -Vice Chairperson
- (b) FCS Fredrick Olunga Wasike -Trustee

- (c) CS Kathryn Maundu -Trustee
- (d) CS Pamela Akinyi Otieno -Trustee
- (e) CS John Saitoti Karia -Trustee
- (f) CS Victor Wakumile Ndururu -Trustee (Retired 20th May 2022)
- (g) CS Stephen Saenyi -Trustee (Appointed 20th May 2022)

4.2 Changes in the Board of Trustees

It was noted that CS Victor Wakumile Ndururu had retired and CS Stephen Juma Saenyi appointed as a Trustee on 20th May 2022.

4.3 Governing Document

It was reported that the Trust Deed and Rules had since been reviewed to meet the emerging issues and changing needs of members.

4.4 Objective of the Fund

The Benevolent Fund was established to assist distressed members and beneficiaries of the Fund. It was noted that all annual members are required to pay their annual membership subscriptions in full in a given year to be accorded any financial assistance.

4.5 Membership subscription fees

The Annual and Life membership subscriptions of the Fund was noted Kshs. 2,500 and Kshs. 30,000 respectively. All Annual members were required to pay their annual subscriptions in full in a given year to be eligible for any assistance from the Fund.

4.6 Financial Performance for the year 2022

The Fund balance was reported to have increased by 8.8% from Kes. 67,877,288 in 2021 to Kes. 73,857,084.00 in 2022. The growth was as a result of good performance of investments as well as growth in membership of the fund.

The portfolio was well diversified pursuant to the Fund's policies ranging from quoted shares, government securities, unit trusts and cash and cash equivalents with a view of protecting the members' funds from uncertainties of the economy.

4.7 Fund Membership

For the year 2022, it was reported that the total Fund membership grew by 129 members or 8.6% from 1,503 members in the year 2021 to 1,632 members in the year 2022.

Members were urged to continuously update their personal data to enable the Secretariat contact the families and dependents of members in case of any eventuality.

The members were requested to observe a moment of silence to pay tribute to the following members of the Fund who had passed on in the year 2022:

- (i) CS Florence Mungai Reg No. 0906
- (ii) CS Pauline Githugu Reg No. 1608
- (iii) CS Susan Wamae Reg No. 1563
- (iv) CS Rosemary Githaiga Reg No. 1138
- (v) CS Julia Nyaga Reg No. 1503

4.8 Beneficiaries of the Fund in 2022

The following members and/or their dependents were reported to have received financial assistance from the Benevolent Fund during the period under review:

MEMBERSHIP NO	PURPOSE OF PAYMENT	AMOUNT (KES)
0550	Bereavement	37,500
3077	Medical	37,500
1797	Benevolent Fund	37,500
1563	Medical	37,500
0706	Demise	45,000
Total		195,000

4.9 Trustees' Meetings

It was reported that the Trustees' meetings were held regularly and on need basis when any urgent business required consideration. The last meeting of the current Board was held on 9th May 2023. The Trustees' meeting attendance for 2022 was as below:

Name	08.03	01.04	05.08	10.08	18.08	03.09	27.10	Eligibility	Attendance	Percentage (%)
CS Dr. Peter Kitonyo	☑	☑	☑	☑	☑	☑	☑	7	7	100
CS Joyce Njeri Mukururi	☑	☑	☑	☑	☑	☑	☑	7	7	100
CS Pamela Akinyi Otieno	☑	☑	☑	☑	☑	☑	☑	7	7	100
CS John Saitoti Karia	☑	☑	☑	☑	☑	☑	☑	7	7	100
CS Kathryne Kamene Maundu	☑	☑	☑	☑	☑	☑	☑	7	7	100
FCS Fredrick O. Wasike*	x	x	☑	☑	x	☑	x	7	3	60
CS Stephen Juma Saenyi*	x	x	x	x	☑	☑	☑	3	3	100

Notes:

- CS Stephen Saenyi* - Appointed to the Board on 20th May, 2022 and attended his first meeting on 5th August, 2022
- CS Victor Wakumile Ndururu*- Retired on 20th May 2022

4.10 Strategic Plan

The Trustees had finalized the development of the Fund's Strategic Plan for the period 2023-2027, featuring the vision: "to be the premier welfare provider to members in times of distress", mission: "sustainable welfare for members", and Core Values being "Integrity, Empathy, Responsiveness, and Innovative". After a few highlights, the Chairman led members in launching the new strategic plan, with implementation scheduled to commence immediately.

The three key result areas (KRAs) were growth and development of membership; achievement of Fund sustainability; and enhancement of processes for excellent service delivery to stakeholders.

4.11 Stakeholders Engagement

The Board of Trustees organized a successful member engagement webinar on 29th November 2022 to sensitize all members of the Institute, on the objectives of the Fund and developments realized thus far, the benefits of joining the Fund as well as rights and obligations of the members.

4.12 Appointment of Corporate Secretary

The Board of Trustees had recruited CS Gloria Kikete, as the Corporate Secretary effective 18th August 2022. This was to replace the Chief Executive Officer (CEO) of the Institute who had been the Honorary Secretary of the Fund as per the Trust Deed. The Trustee's report was proposed by FCS Sam Ogutha and seconded by CS Malachi Adedeh.

MIN.5/AGM/2023: AUDITED FINANCIAL STATEMENTS OF THE FUND FOR THE YEAR ENDED 31ST DECEMBER 2022

The Fund's Audited Financial Statements for the year ended 31st December 2022 were presented by CPA Pius Kamau who thereafter invited the Independent Auditors, JAD Accountants, Certified Public Accountants (K) to present the Auditor's opinion.

The Engagement Partner, CPA Dennis Gicheru, read out the unqualified opinion signifying that the Fund's financial statements represented a True and Fair view of the financial position as at 31st December 2022, and in compliance with the accounting standards.

The Accounts were adopted with a proposal by CS Dr John Kennedy Omanga and seconded by FCS John Maonga.

MIN.6/AGM/2023: APPOINTMENT OF AUDITORS FOR THE FINANCIAL YEAR 2023

The External Auditor was excused from the meeting for discussions of this agenda. The Chairman notified members that the current Auditors, JAD Accountants, had expressed their willingness to continue in office.

It was resolved to re-appoint JAD Accountants, Certified Public Accountants as the Independent Auditors of the ICPSK Benevolent Fund for the year ending 31st December 2023 with a proposal by FCS Erastus Gitau and seconded by CS Jane Mwangi.

The Board of Trustees was authorized to fix the Auditors' remuneration.

MIN.7/AGM/2023: ANY OTHER BUSINESS

The Secretary confirmed that there was no notice of any other business that had been received for consideration at the AGM.

The Chairman thanked the members for attending the meeting.

There being no other business, the meeting ended at 11.10 a.m.

<p>Minutes drafted by:</p> <p>.....</p> <p>CS Gloria Kikete, Corporate Secretary</p>	<p>Date</p> <p>19th May 2023</p>	<p>Minutes reviewed by:</p> <p>.....</p> <p>FCS Jeremiah N. Karanja, Chief Executive Officer, ICPSK</p>	<p>Date</p> <p>16th June 2023</p>
<p>Minutes signed by</p> <p>.....</p> <p>FCS Dr Peter Kitonyo Chairperson</p>		<p>.....</p> <p>Date</p>	