



# Kenya Section

## Quarterly Section Meeting

MINUTES

AUGUST 25, 2012

10:30AM-12:45PM

2nd Floor, New Rehema House,  
Westlands, Nairobi

<b>MEETING CALLED BY</b>	SECRETARY, IEEE KENYA SECTION – Kelvin Kiplagat
<b>TYPE OF MEETING</b>	QUARTERLY SECTION MEETING
<b>FACILITATOR</b>	CHAIR, IEEE KENYA SECTION – Vincent Kaabunga
<b>NOTE TAKER</b>	SECRETARY, IEEE KENYA SECTION – Kelvin Kiplagat
<b>TIMEKEEPER</b>	
<b>AGENDA</b>	<ul style="list-style-type: none"><li>• Welcome and Introductions</li><li>• Minutes of the last meeting</li><li>• Reports from the section, chapters and affinity groups</li><li>• Matters arising</li><li>• Procedures for election of 2013 officers</li><li>• Proposal for the formation of a section consultants network</li><li>• Any other business</li></ul>
<b>ATTENDEES</b>	<p>Andrew Nyawade Benard Morintat Christopher Njuguna Daniel Ochieng Dominic Juma Felix Kariuki Gerald Kiplagat Heywood Ouma * Kelvin Kiplagat * Kennedy Ronoh Louis Kabiru Mwaura Njogu Robert Gateru Simon Mungai Vincent Kaabunga Wilfred Mwema*</p> <p>(* onsite registration)</p> <p><u>Absent with apologies:</u> Anne Ndugire Edwin Keverenge Elijah M. Mwangi Kevit Desai Macharia Wanjoike Noorali H Amarsi Steven Mwadime</p>

## Agenda topics

**MIN 1/25/08/2012:**

**MINUTES OF THE LAST MEETING**

**VINCENT KAABUNGA**

<b>DISCUSSION</b>		
<p>The minutes of the last section meeting held on 03 March, 2012 were presented to the members present for review and comments.</p> <p>It was observed that the format of the document presented was not in compliance with the stipulated standards for keeping of the section's minutes.</p> <p>Minute 7/03/03/2012 was observed to have erroneously captured ERB as the Engineers Regulatory Board, instead of Engineers Registration Board – this error would require to be corrected in the minutes.</p>		
<b>CONCLUSIONS</b>		
<p>The members accepted the minutes with amendments to be made by the secretariat prior to signing and filing.</p>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
The minutes from the 03 March, 2012 meeting are to be updated and reformatted to meet the stipulated standards for keeping of the section's minutes.	Kelvin Kiplagat, Secretary IEEE Kenya 2011-2012	15 Sept, 2012
The updated minutes are to be signed and filed in the section's records	Kelvin Kiplagat, Secretary IEEE Kenya 2011-2012	15 Sept, 2012

**MIN 2/25/08/2012:**

**REPORTS FROM THE SECTION, CHAPTERS AND AFFINITY GROUPS**

**VINCENT KAABUNGA**

<b>DISCUSSION</b>		
<p>The report on the section, chapters and affinity groups highlighted the process that was used in the 2012 election of officers and the offer of office space, office furniture, a computer and communications facilities received by the section from Centurion Systems under its corporate social responsibility program.</p> <p>Members were also advised that the section was able to prepare and submit its financial and activity records for 2011 in order to comply with IEEE MGA requirements, and received a rebate amounting to \$2,285.50.</p> <p>At the end of August, the section was able to secure official registration as a Society under Kenyan law and is now in a position to start engaging with other institutions as a legal entity.</p> <p>While the section has held multiple events and hosted visitors from other sections, the chapters and affinity groups were noted to have had limited activity owing to low membership participation, and a change of status for IEEE Kenya GOLD.</p>		
<b>CONCLUSIONS</b>		
<p>Members concluded that low member participation in chapters and affinity groups was partly because they had not been formed as a result of a consensus within the section. Chapter and Affinity Group affairs will, therefore, be subsumed under the section until such a time when their discussions will require a separate forum. All new chapters will be formed after the issues of the concerned group shall be deemed to require a separate forum.</p> <p>Following the status change of IEEE Kenya GOLD, a new petition for the formation of IEEE Kenya GOLD shall be submitted to IEEE.</p> <p>In order to support members to join the section's Women In Engineering affinity group that is under formation, the National Council for Science shall be approached to assist and financially support women engineers wishing to join the IEEE Kenya WIE.</p>		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Prepare and resubmit a petition for formation of IEEE Kenya GOLD affinity group	Vincent Kaabunga, Chair IEEE Kenya 2012 Edwin Keverenge, Membership Development Officer & Convener IEEE Kenya GOLD	15 October 2012
Approach the National Council for Science to assist and financially support women engineers wishing to join the IEEE Kenya WIE affinity group.	Vincent Kaabunga, Chair IEEE Kenya 2012 Anne Ndugire, Treasurer IEEE Kenya 2012 & Convener IEEE Kenya WIE	15 October 2012

**MIN 3/25/08/2012: MATTERS ARISING I**

**VINCENT KAABUNGA,  
WILFRED MWEMA**

DISCUSSION		
Following the its legal registration, the section is now ready to seek out and establish formal relationships with identified strategic partners including ERB, IEK, KEPSA and LIWA		
CONCLUSIONS		
The section needs to establish strategic relationships with partner institutions in the same space in order to gain recognition and build value for its members. Members having strong linkages with the identified institutions shall assist the section to initiate the process.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Engage with ERB, IEK, KEPSA and LIWA through members that have strong relationships with them.	Vincent Kaabunga, Chair IEEE Kenya 2012 Dr. Wilfred Mwema, University of Nairobi Dr. Kevit Desai, Centurion Systems	15 October 2012

**MIN 4/25/08/2012: MATTERS ARISING II**

**WILFRED MWEMA**

DISCUSSION		
There is very low participation and activity that has been observed within the section's chapters of technical societies. Many members of society chapters like the Computer Society do not seem to know each other and choose stay away from chapter events causing the events to have less than expected success.		
While the section was responding to calls from the Region 8 committee to form more section chapters, the collection of signatures to petition for the formation of new society chapters in the section may have created a false impression about the need for the chapters within the section.		
CONCLUSIONS		
The administration of the existing section chapters and councils shall be subsumed by the section administration and all matters relating to the chapters and their running that require consensus shall be referred to the section membership.		
All new petitions for the formation of section chapters shall only be allowed to commence after wide consultations within the section and a resolution passed at a section meeting.		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Integrate administration of existing chapters into the section administration	Vincent Kaabunga, Chair IEEE Kenya 2012 Anne Ndugire, Treasurer IEEE Kenya 2012	15 October 2012

**MIN 5/25/08/2012: PROCEDURES FOR ELECTION OF 2013 OFFICERS** **VINCENT KAABUNGA, WILFRED MWEMA**

DISCUSSION		
<p>Following the guidance provided to the section during the meeting on 3<sup>rd</sup> March 2012, the section is committed to complying with the provisions of IEEE MGA Operations and will hold its elections of the 2013 section and chapter officers before the commencement of the 2013 term on 1<sup>st</sup> January 2013.</p> <p>As the section is starting to look at working on long-term projects including hosting of AFCON 2015, which will span multiple officer terms, it is essential that the section devises mechanisms to ensure that successive office bearers are aware of the status of all the section's projects, maintain the gains and are able to make progress on the projects.</p>		
CONCLUSIONS		
<p>The section shall conduct elections of the 2013 officials during the month of November in order to allow time in December to handle any election petitions and report the new officers before 1<sup>st</sup> January 2013.</p> <p>In order to promote a succession planning culture, the section shall start to elect its chair one year ahead of the officer's term. This will facilitate knowledge transfer from the serving officers to the chair-elect ahead of taking up office. This practice will commence this year (2012) with the election of the 2014 chair-elect.</p> <p>To facilitate transparency in the electoral process, the section shall use the online vTools balloting system, which was successfully used for the last section elections.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Call for nominations and constitute the section's nominating committee	Vincent Kaabunga, Chair IEEE Kenya 2012	15 October 2012
Call for nominations of officers and conduct elections of 2013 office bearers	Nominating Committee (to be constituted by 15 Oct)	30 November 2012

**MIN 6/25/08/2012: PROPOSAL FOR THE FORMATION OF A SECTION CONSULTANTS NETWORK** **VINCENT KAABUNGA, HEYWOOD OUMA**

DISCUSSION		
<p>Following the receipt of a proposal for the formation of the Section Consultants Network, a motion for its formation was presented to the section. The proposed Consultants Network is to be an affinity group of the section, which promotes the development of members' careers through professional and social networking, including publicizing members' skills and sharing potential professional opportunities</p> <p>The proposed Section Consultants Network will be an independently managed business vehicle that will enable its subscribing members to leverage their collective knowledge and networks to access business opportunities.</p>		
CONCLUSIONS		
<p>As the full benefits for the formation of and membership to the Section Consultants Network and its functioning were not clear at the time, members resolved to postpone further discussion of the motion to the next section meeting in order to allow them time to deliberate and consult widely.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None (discussion postponed)		

<b>OBSERVERS</b>	
<b>RESOURCE PERSONS</b>	
<b>SPECIAL NOTES</b>	The meeting was adjourned at 12:45PM. The next meeting is scheduled for 24 November 2012.

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