

MINUTES OF THE KENYA PAEDIATRIC ASSOCIATION ANNUAL GENERAL MEETING, HELD ON 27TH APRIL, 2017 AT THE ACACIA PREMIER HOTEL, KISUMU

Present:

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| 1. Dr. Abdisalan Maalim | 28. Dr. Ezekiel Machira | 55. Dr. Osman Warfa |
| 2. Dr. Agisa Kegode | 29. Dr. Felicitas Makokha | 56. Dr. Owino Okongo |
| 3. Dr. Agnes Mithamo | 30. Dr. Florence Okwara | 57. Dr. Paul Musila |
| 4. Dr. Ahmed Dirige | 31. Dr. Florencia Kapanga | 58. Dr. Peter Ngwatu |
| 5. Dr. Ahoya Ademi | 32. Dr. George Bogonko | 59. Dr. Philip Ohero |
| 6. Dr. Alfred Shiroya | 33. Dr. Godfrey Allan Otieno | 60. Dr. Polycarp Mandi |
| 7. Dr. Ambrose Agweyu | 34. Dr. Inginia Rachel | 61. Dr. Rosemarie Lopokoiyit |
| 8. Dr. Angeline Ithoondaka | 35. Dr. Isaac Tsikhutsu | 62. Dr. Saida Ibrahim |
| 9. Dr. Anisa Bashir | 36. Dr. Jacqueline Lichuma | 63. Dr. Salim Bajaber |
| 10. Dr. Benard Gatinu | 37. Dr. Joan Ondere | 64. Dr. Sam Akech |
| 11. Dr. Benard Gwer | 38. Dr. Joe Mbutia | 65. Dr. Samwel Otido |
| 12. Dr. Beth Maina | 39. Dr. Joel Muthuri | 66. Dr. Scholastica Muriithi |
| 13. Dr. Bill Kigathi | 40. Dr. John Wachira | 67. Dr. Supa Tunje |
| 14. Dr. Brian Maugo | 41. Dr. Josephine Ojigo | 68. Dr. Syeda Raana Hussain |
| 15. Dr. Bridgit Kithinji | 42. Dr. Juliana Otieno | 69. Dr. Teresiah Njoroge |
| 16. Dr. Caroline Kosgei | 43. Dr. Justus Simba | 70. Dr. Thomas Ngwiri |
| 17. Dr. Catherine Mutinda | 44. Dr. Lucy Gachare | 71. Dr. Vankwa Indeche |
| 18. Dr. Cecilia G. Maina-Kireria | 45. Dr. Lucy Gachare | 72. Dr. Waceke Kombe |
| 19. Dr. Cecilia Wamanda | 46. Dr. Magdalene Kuria | 73. Dr. Wahu Gitakah |
| 20. Dr. Charles Nzioki | 47. Dr. Margaret Oloo | 74. Dr. Wairimu Kimani |
| 21. Dr. Claire Majisu | 48. Dr. Margaret Wainaina | 75. Dr. Zipporah Gatheru |
| 22. Dr. Daisy Ndwiga | 49. Dr. Martina Oneko | 76. Prof. Grace Irimu |
| 23. Dr. David Githanga | 50. Dr. Naomi Kiniu | 77. Prof. Mike English |
| 24. Dr. David Kimutai | 51. Dr. Nusrat Said | 78. Prof. Rachel Musoke |
| 25. Dr. Elizabeth Kibore | 52. Dr. Odero Agai | 79. Prof. William Macharia |
| 26. Dr. Eric Ngetich | 53. Dr. Ombeva Malande | |
| 27. Dr. Eustace Karo | 54. Dr. Osman Miiyanji | |

Members Absent with Apology:

1. Prof. Fred Were
2. Prof. Elizabeth Obimbo

Agenda:

1. Prayers.
2. Confirmation of the Agenda.
3. Welcome address by the Chairman.
4. Confirmation of Minutes of the previous AGM meeting held on 28th April, 2016 and Matters Arising.
5. KPA Secretary's Report.
6. KPA Treasurer's Report and adaptation of accounts for 2016
7. Appointment of Auditors and Legal Advisor
8. A.O.B. with permission from the Chairman
9. Vote of thanks.

Preamble:

The meeting was called to order by the National Chairman at 4:48 p.m.
The meeting began with a word of prayer

Minute 1/2017 – Confirmation of the Agenda

The members confirmed the agenda for the day as it was read out by the National Chairman.

Minute 2/2017 – Chairman’s Address

The KPA National Chairman, Dr. Thomas Ngwiri began his address with a warm word of thanks to the members for making this year’s Annual Scientific Conference an overwhelming success. He was particularly pleased with the energy and enthusiasm with which the Lake Region Local Organizing Committee has rallied together our members in this region to bring forth a first class conference.

He reported that the association was coming to the end of the Strategic Planning Period 2013-2017 and was glad to see a new generation take up leadership both in National board and also in different committees. This involvement had brought in new innovations to the associations, particularly in technology. He would also be launching the Senior’s Club this year in celebration of the great contributions of the senior member without whom the association would not be there.

He pointed out 3 strategic areas that would be a focus of the next Strategic Plan:

1. The establishment of the Kenya College of Paediatrics
2. The need for the association to increasingly expand to meet the needs of our members in all regions across the country.
3. Skills exchange and networks through a new model of mentorship. The aim of this was to foster learning and specialization across the board.

Dr. Ngwiri finished with the announcement of the inclusion of Dr. Nicholas Agai Odero into the Board, following the resignation of Dr. Deborah Omeddo. He thanked Dr. Omeddo for her passionate contribution to various paediatric issues in her short stint and warmly welcomed Dr. Odero to the Board.

Minute 3/2017 – Confirmation of Minutes of the Previous AGM meeting held on 28th April, 2016 and Matters Arising

The KPA Secretary, Dr. Rosemarie Lopokoiyit read out the minutes of the previous meeting.

The minutes were adopted as a true reflection of the previous meeting as proposed by Dr. Vankwa Indeche and seconded by Dr. Justus Simba with the following amendments.

A member noted that Dr. Sam Otido’s name was omitted as an attendee while he had been in attendance. It was also noted that Prof. Were should also have been recorded as being in attendance via skype

Comment:

A member still felt that it was not clear from the minutes what the relationship between KPA and KEPRECON was.

Resp:

The relationship is governed by an MoU. However the simple explanation was that KEPRECON was established to be a research arm of KPA. Under the registration act, KEPRECON had to be registered as an NGO which has different requirements. It is therefore registered as an independent entity governed under the NGO Council.

Minute 4/2017 – Secretary’s Report

The KPA Secretary, Dr. Rosemarie Lopokoiyit gave the Secretary’s Report.

She began with a brief overview of the Vision, Mission and Motto of the association. She then reported the achievements of the association in the past year as follows:

- The Electronic DBMS systems had been updated from 329 to 540 members in the database. Each member now had a unique Membership number.
- The website platform for online CMES now had a link to the Medical Board for automatic CPD points.
- This year had been the first time to have a Conference Page and an online registration portal.
- 7 CMEs and symposia on different topics had been held in the past year, championed by various members.
- A KPA Regional Needs Assessment had been conducted to inform KPA on what needs there were in the regions and what mentorship opportunities existed.
- KPA had participated in several Government Policy dialogue and formulations meetings through its members.

She also outlined the future plans of the association which included the launch of 6 online CMEs which would be made available to members in the coming months. There was also a push to engage other cadres of health workers and the formulation of a new strategic plan (2018 – 2022).

KEPRECON Report:

Prof. Grace Irimu, the secretary of the KEPRECON Board, read out the KEPRECON Executive Director’s report. The report included a list of the projects implemented in the year 2016 and proposals submitted in the past year.

Comments:

A member was impressed with the amount of activity going on in KEPRECON. He sought to know the process in which members with interest would get involved in the projects.

Resp:

KEPRECON is the research arm of KPA. All members are therefore welcomed to request for funding through KEPRECON. To be a member, one needed to make an application which would be reviewed and approved. Prof. Irimu welcomed members to take advantage of the services offered

KEPRECON provided an opportunity for members affiliated to other institutions to go through a process that would be relatively easier in terms of bureaucracy. KEPRECON had also built an institutional history that would give an advantage to members applying for grants. KEPRECON is independent of other institutions and therefore the processes would be easier.

Comments:

On behalf of young researchers who get small grants, a member sought to know what the cut off amount would be for the running costs? How does KEPRECON support young researchers?

Resp:

Dr. Ogutu’s response was that this would be addressed on a need by need basis to see how to support the young researchers. His advice was that the younger members could tag onto older members for collaboration.

Comments:

Are there grants assistance in KEPRECON and what are the costs of the same? Would there be a case for the younger researchers?

Resp:

Grants assistance is available on request. The 10% admin fee is not fixed as there is room for negotiation.

Comment:

A member felt that as members we needed to clarify how we belonged to the NGO. He felt that members with small grants might find it untenable. There was a cry for the support of upcoming researchers without adequate funding.

It was strongly felt that activities of the NGO must be well defined in terms of what you get when you engage their services. The organization needed to be a source of funding also for those who required it. Question was raised over how the organization utilized the 10% overhead charged.

Resp:

KEPRECON is available to help with the use of PI experience and CVs so as to help members to get grant. It was also noted that the organization was still small and as yet did not have funds to offer funding to researchers. The main objective was to serve as a fund manager for researchers.

The KPA Chairman noted with pleasure the great interest in the institution and encouraged members to keep engaging and to plug into KEPRECON. One advantage of the heavy weights choosing to go through KEPRECON raised the profile of the organization.

Minute 5/2017 – Treasurer’s Report

The KPA Treasurer, Dr. John Wachira read out the finance report.

The KPA Auditors, Horwath Erastus & Co., represented by Mr. Erastus Kwaka was at the meeting to present the accounts. He gave an outline of the statement of Comprehensive Income which showed the Income and Expenditure of the association.

Total Income:	Kshs 23,815,763
Total Expenditure:	Kshs 34,940,165

The over-expenditure was occasioned by the donation/ grant to KEPRECON of Kshs 9,851,140. The real deficit for the year therefore was was Kshs 1.6 million.

The Statement of Financial Position:

Total Net Assets:	Kshs 21,703,596
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He concluded by reading the Auditors’ Certificate which had changed via the International Reporting Standards.

Comments:

A member sought to know whether the Kshs 9 million sent to KEPRECON had been acknowledged in writing.

Resp:

The law does not allow the auditors to assume any accounting process without corroboration. This had been properly verified as the audit firms were the auditors for both KPA and KEPRECON.

Comment:

Is the board authorized to write off money without letting the members debate and decide on the issue? The worry was that there was a possibility that the monies had not actually been sent to the organization. It was felt that the Board had no authority to write off the amount. It was also felt that ethically, KPA and KEPRECON should have two separate audit firms.

Resp:

The Auditors' response was that he was not authorized to question any instructions he received from a Board chosen by members. He was however available to listen and take the instruction of members.

Comment:

Was there any benefit members would get in giving this grant to KEPRECON?

Resp:

Dr. Githanga sought to clarify that the monies being discussed had not been lost or given to individuals. The monies had been lost in an ICTP conference in 2014 which went at a loss due to the Ebola scourge resulting in travel advisories. The other substantive chunk of money had been spent on a CHAI project whose relationship with KPA had gone sour.

KPA Treasurer gave an extensive description of how the funds had been spent under the CHAI project. The matter had been discussed in the last 3 AGMs – funds that had been spent from KPA into the project

The Auditor confirmed on questioning that they had received sufficient documentation to account for the amounts in discussion. He also clarified that his own firm had raised the issue with the Board over whether there was any hope of getting a refund on the funds.

It was clear that the terms of engagement between KPA and KEPRECON needed to be reviewed urgently to avoid any misunderstandings. It was clarified that the decision to write off the debt had been informed by 3 points:

1. The advice from the auditors that if there is no likelihood of the funds getting paid, then there would be no need to retain it in our books
2. Retaining it in our books would make KPA overestimate our value
3. It was also causing our partner organization a problem in the perception of the funders. Retaining the loan would frustrate the efforts of KEPRECON to raise funds

The members felt strongly that it was beyond the mandate of the KPA board to write off the debt. The matter should have been brought to members for ratification.

Minute 6/2017 - Appointment of Auditors

It was unanimously agreed that the auditors and legal advisors be retained. This was accepted as proposed by Dr. Rosie Lopokoiyit and seconded by Dr. Ombeva Malande.

Minute 7/2017 - AOB

1. Re-Numbering the Annual Scientific Conferences:

Members felt that more records should be available in the Department of Paediatrics that would shed light as to the history of KPA and that this should be researched further.

It was clear to members that this is the oldest association. This was adopted as the 22nd Conference as proposed by Dr. Magdalene Kuria and seconded by Dr. K.C Wafula

2. Written request from KEPRECON to write off the debt:

Having taken into account the request from KEPRECON to write off the debt of Kshs 9 million, the KPA Board, through the Chair moved a proposal for members to write off the debt as had been advised by the auditors.

The meeting voted by a majority to write off the loan. It was however agreed that the members had voted on good will and in future, the Board would follow the constitutional procedures for giving proposals on such matters.

3. Membership Subscriptions:

The Chairman gave a charge to members to pay their annual membership subscriptions. A member suggested that the secretariat could send more reminders for members to pay. There was a suggestion for CMEs to be rotated to regions which will encourage member participation and payment.

4. Kisumu LOC:

The LoC, under the leadership of Dr. Juliana Otieno was commended for having done an exceptional job in planning the conference. It was suggested that in future the LoC be given more responsibility.

5. Venue of the Next Annual Scientific Conference:

The venue of the next Annual Scientific Conference was suggested as either Mombasa or Kilifi. It was agreed that the Scientific Committee would agree on the best suitable venue.

Minute 8/2017 – Vote of Thanks

The meeting ended with a vote of thanks from Dr. Stephen Muhudhia who thanked God for the incident free meeting, the KPA Scientific Committee and Secretariat, the hotel and all members who had attended. A final thanks was given to the KPA board for the good leadership without which all this would not be possible.

There being no other business, the meeting came to an end.

Signed as a true record of the proceedings;

Chairman: _____

Date: _____

Secretary: _____

Date: _____