

MINUTES OF THE 44TH KENIC BOARD MEETING HELD ON 1ST DECEMBER 2010 AT 8.30 A.M. AT THE KENIC BOARDROOM

PRESENT

Mr. Ali Hussein (Chairperson)
Mr. Michael Katundu
Mr. Charles Nduati
Mr. Moses Kemibaro
Mr. Joseph Kiragu (Administrative Manager)
Mrs. Lucky Kulecho (Secretary)

ABSENT WITH APOLOGIES

Mr. Charles Njoroge
Mr. Sammy Buruchara
Ms. Alice Munyua

The chairperson called the meeting to order at 8.45a.m. on the realization of quorum.

MINUTE 388/44/2010 NOTICE OF MEETING

Notice of the meeting was taken as read.

MINUTE 389/44/2010 AGENDA

The agenda was adopted as proposed.

MINUTE 390/44/2010 INTERVIEWING OF THE SYSTEMS ADMINISTRATOR

The Board interviewed three (3) shortlisted candidates. The interview consisted of predetermined questions which tested personality, professional and technical competence. The Board Directors individually assessed the applicants out of 10 and the results were as follows:

Candidate No.	Name	Total marks (out of 50)	Average marks	Position
4	Grace Kiplagat	48.6	8.1	2
5	Luka Mwangi	40.8	6.8	3
6	Brenda Nyanamba	55.2	9.2	1

While conducting the interviews, the Board noted that Mr. Luka Mwangi had undertaken, at the Committee interviews stage, to avail his original degree certificate should he qualify for the next interviews, but had failed to do so.

After due deliberation, the Committee approved the appointment of Ms. Nyanamba, the best candidate, as Systems Administrator. The Board further tasked the Company Secretary and the CEO to liaise with and inform Ms. Nyanamba of the appointment without delay.

MINUTE 391/44/2010 ACQUISITION OF THE KENIC ACCOUNTING SOFTWARE

The Administrative Manager presented Board Paper number 172 to the Board, proposing timelines for the re-tendering for an accounting software, following the Board's decision to cancel the earlier tender.

After due deliberation, the Board approved the draft Request for Proposal and requested Mr. Ali to join Management in conducting the initial tender evaluation, before the Finance Committee carries out the final evaluation and advises the Board.

MINUTE 392/44/2010 RECRUITMENT OF THE MARKETING AND COMMUNICATIONS MANAGER

The Administrative Manager introduced and took the Board through Board Paper number 173, which proposed the rundown for recruitment of a Marketing and Communications Manager for KENIC, expected to report to work on 1st March 2011. The paper also included the proposed advertisement.

After due deliberation, the Board decided as follows:

- i) That the job should be advertised on newspapers and on line
- ii) That the Consultant's quotation for the job should include the newspapers advertising
- iii) That the Consultant should shortlist the best ten (10) candidates for interviewing by the HR Committee. The Committee interviews should include the Consultant, Mr. Kemibaro and Mr. Ali.
- iv) That the advertisement should exclude direct reference to Kenic, and provide only a description of the organization. And further, that the details for sending applications should be the Consultants rather than Kenic's.

MINUTE 393/44/2010 ANY OTHER BUSINESS

The CEO explained to the Board that the table presented at the 43rd Board meeting comparing current and proposed salaries was erroneous as the current salaries as captured had already taken into account existing reviews for 2011. He thus presented the correct table for the Board's information.

The Board reprimanded the CEO for this misinformation and emphasized need for proper and full disclosure in future. After deliberation, the Board retained its decision on the salary reviews as the error had no direct bearing on the decision.

There being no other business, the meeting ended at 11. 45 a.m.

Confirmed on this _____ day of _____ 2010.

Ali Hussein
For Chairman

Lucky Waindi
Secretary