



# KENYA INSTITUTE OF SUPPLIES MANAGEMENT

KISM Towers | 12<sup>th</sup> Floor | Ngong Road | P.O. Box 30400-00100 Nairobi, Kenya | E-mail: [admin@kism.or.ke](mailto:admin@kism.or.ke)  
Mobile: 0111 024800 | Website: [www.kism.or.ke](http://www.kism.or.ke)

## MINUTES OF THE 6<sup>TH</sup> HYBRID ANNUAL GENERAL MEETING OF THE KENYA INSTITUTE OF SUPPLIES MANAGEMENT HELD PHYSICALLY AT THE BOMAS OF KENYA AND VIRTUALLY VIA VIDEO CONFERENCING (ZOOM PLATFORM) ON 28<sup>TH</sup> APRIL 2023 AT 2.30 PM

### COUNCIL MEMBERS PRESENT

- |                         |   |                   |
|-------------------------|---|-------------------|
| 1. CM. John Karani      | - | Chairman          |
| 2. CM. Moses Omondi     | - | Council Member    |
| 3. CM. Henock Kirungu   | - | Council Member    |
| 4. CM. Fidel Muema      | - | Council Member    |
| 5. CM. Mark Kanda       | - | Council Member    |
| 6. CM. Maryanne Karanja | - | Council Member    |
| 7. CM. Jeremiah Nthusi  | - | Council Member    |
| 8. CM. Martin Omuse     | - | Council Member    |
| 9. CM. Jennifer Cirindi | - | Council Member    |
| 10. CS. Serah Okumu     | - | Ag. CEO/Secretary |

### MEMBERS PRESENT

1. Stanley Kamau
2. Timothy Kimani Wainaina
3. Denis Omolo Omolo
4. Johana Gitahi Githinji
5. Winnie Kalondu Josphat
6. Martin Shiati Mukabi
7. Anjilwa Onani Edwin
8. James Njaka Mchemi
9. Zacharia Njuguna Wanjama
10. Lazarus Onyango Okul
11. Heizel Nyanchoka Bwombengi
12. Kepha Nyangau Ombeta
13. Fridah Gacheri Gacheri
14. Mohamed Muhumed Issack
15. Hillary Odhiambo Oloo
16. Francis Kimani Mburu
17. Duncan Mbaluka Muema



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Mobile:0111 024800 | Website: [www.kism.or.ke](http://www.kism.or.ke)

18. Bernard Mbiti Mwanza
19. John Kamau Mwangi
20. Eva Wairimu Kimemia
21. Doreen Jebet Birgen
22. Joshua Kariuki Otieno Okoth
23. Wairimu Kinuthia Frasia
24. Yahya Musa Haji
25. Atieno Ako Loice
26. Philimon Moi Kipsang
27. Deffney Achieng' Otieno
28. Ongwera Juma Cecilia
29. Deborah Mwanika Inyangala
30. Naomi Kerubo Ongwae
31. Moses Sammy Ponda
32. Mumo Kitua Daniel
33. Abdallah Ali. O
34. Grace Nyokabi Wachira
35. Eliud Egiron Ekadeli
36. Githeru Kibuthu Michael
37. Joseph Mumo Philip
38. Isaac Kimaiyo Chebet
39. Nyaguthii Wanjiku Elizabeth
40. Ruth Anyango Okello
41. Pamela Maluti Maluti
42. Mwihaki Wangui Giteru
43. Kezia Njeri Wainaina
44. Lameck Okundi Koyugi
45. Irene Cherop Malakwen
46. Gerald Ndungu Nyoro
47. Claire Muhavi Mikhala
48. Agnes Longo Kajuju
49. Anyango Okelo Jacinta
50. Susan Jemutai Jemutai



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51. Faith Wambui Wambugu
52. Sylvester Paul Obunde
53. Roselyne O Opel
54. Musembi Moses Emmanuel
55. Ian Khisa Omondi
56. Lawrence Muendo Musyoka
57. Philip Joseph Okumu
58. Elisha Otieno Owiti
59. Fidel Ouma Juma
60. Gladys Jemutai Korir
61. Anthony Wangondu, Dtm
62. Hassman Onyango Obola
63. Abdi Hassan Alio
64. John Ochieng Auma
65. Denis Ngatia Muchiri
66. George Otieno Achilla
67. Mirriam Mumo Musyimi
68. Alice Kaluhi Amega
69. Priscilla Ndindi Musyoka
70. Philip Kiplimo Biego
71. Sila Kimondiu Cyrus
72. Bosire Okemwa Victor
73. James Odhiambo Otieno
74. Samson Samson Abunah
75. Jeremiah Mokuwa Bosire
76. Namasaya Otido Catherine
77. John Kennedy Mogeni
78. Joy Murugi Njau
79. Patrick Murithi Muchiri
80. Mark Sichangi Sichangi
81. Elvise Omondi Kisero
82. Stephen Munga Kinoro
83. Daniel Oyunge Moronge



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84. Haron Kamaret Kokure
85. Musyoki Mutua David
86. Dennis Orobo Abere
87. Rahma Mohamed Hassan
88. Samuel Kinyanjui Ngugi
89. Mutenge Alumasa Gilbert
90. Aggrey Mukolwe Sitendechele
91. Joyce Wangari Mbugua
92. Jesca Nabwile Wanjekeche
93. Kennedy Ondungu Ochieng
94. Nicholas Munyao Kivevu
95. Obadiah Kipkoech Kosgei
96. Amos Muregi Kimani
97. Cecilia Wanjiru Gakuha
98. Moses Kagema Mumbi
99. Godfrey Adede Matama
100. Kipngetich Dhopius Kirui
101. Samuel Kinyanjui Nganga
102. Betwel Kipngetich Seroney
103. Martin Mwiki Nyaki
104. Felistars Kemunto Kemunto
105. Collins Bigogo Omosa
106. Beverly Awuor Origa
107. George Otieno Ochola
108. Patricia Njambi Gachungi
109. Vincent Kimuli Tito
110. Wanja Kathurima Patricia
111. Kelly Murithi Ringera
112. Sammy Odari Namusonge
113. Celestine Nzave Mwaniki
114. Joshua Wamithi
115. Kiplang'at Nowoi Nowoi
116. Rajab Nurwin Fozia



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117. Marion Waceke Thiong'o
118. Caroline Njeri Waituika
119. Iteba Edwin Edwin
120. Maureen Muthoni Nderitu
121. Martha Namalwa Sirengo
122. Kuyiyi Dismas Dismas
123. Ndirangu Nderitu Nelson
124. Mustafa Mustafa Yegon
125. Zuhura Muhammed Muli
126. Lumula Lucy Kisame
127. Awino Odundo Mildred
128. Joseph Ndichu Maina
129. Victor Kipkorir Ngetich
130. Kennedy Auka Auka
131. Becky Inzai Ngaira
132. Francis Ng'ethe Nyoro
133. John Kipchoge Oreje
134. Thomas Afwambo Otieno
135. Billy Kiptoo
136. Ummi Nasirumbi Ali
137. Elsie Ingumba Aboka
138. Njeri Thiong'o Ann
139. Eunice Nanjala Waswa
140. Michael Omukhulu Omukhulu
141. Chiluyi Shirandula Francis
142. Juliet Warau Macharia
143. Alfred Kimutai Baliach
144. David Ochola Asuke
145. Richard Kiplimo Maiyo
146. Joel Onyango Osodo
147. Kipkosgei Timothy Siran
148. Mirigo Njuguna Teresia
149. Kipkoech Sang Kenneth



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150. Mohamed Omari Abdallah
151. Eunice Atieno Ngare
152. Florence Roxann Agatsiva Ambuga
153. Lameck Mogusu Mogeni
154. Annette Achom Oidi
155. Dolphine Njoki Kamau
156. Wambui Wangai Nancy
157. Kevin Okoth Okinda
158. Peter Mwandikwa Kathuki
159. Oliver Anyonge Mulama
160. Otwal Walter Walter
161. Jackson Munyoroku Karanja
162. Kennedy Kimuyu
163. Ezekiel Kipkoech Chirchir
164. Allan Ochieng Were
165. Ekichelei David Ereng
166. William Mmasava Mwanja
167. Duncan Duncan Osano
168. Fridah Malinda Musyoka
169. Mbogo Nyaga Charles
170. Wilfred Wafula Siakama
171. Mary Achieng Otiende
172. Mwae Waduu Hannah
173. Wavinya King'oo Lucy
174. Abdikei Haji Mohamedrashid
175. John Mulwa Ndunda
176. Pascaline N/A Mwikali
177. Susan Macharia
178. Hussein Hassan Yasmin
179. Gwaro Dennis Moreka
180. Vane Nyaboke Oyaro
181. Anne Wanjiku Ngari
182. Odanya Sengera Andrew



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183. George Titus Oduya
184. Alex Katabwa Kamba
185. Cherono Jedidah Kirui
186. Bernard Kipkoskei Mete
187. Susan Wairimu Wambui
188. Akinyi Otieno Janet
189. Joan Jelanga Kimosop
190. Kamau Mwithimbu Joe
191. Bedan Munene Gitonga
192. Ndereba Dennis Karani
193. James Kirumba Mbugua
194. Wambui Maguta Caroline
195. Graham Simiren Naibor
196. Mary Wanjiru Theuri
197. Loreen Bella Adhiambo Odondi
198. Dorothy Janette Mutimbia
199. Nicera Wangiri Ndwiga
200. Winfred Nzula Mukula
201. Okemwa Mayienda Hesbon
202. John Mbagara Mburu
203. Wyclife Omondi Odindo
204. Kyove Kivuva Boniface
205. James Mbugua Ndwiga
206. Onesmus Munga Haro
207. Charles Kuria Karanja
208. Gad Julius Rogo
209. Charles Kiprono Maritim
210. Woga Otieno Ayub
211. Francis Kariuki Kamendi
212. Samuel B Obwocha
213. John Ngure Kigera
214. Dickson Oruko Seda
215. Joshua Gitoho Njoroge



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Mobile: 0111 024800 | Website: [www.kism.or.ke](http://www.kism.or.ke)

216. Joseph Amurono Waka
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218. Josephine Wangui
219. Ahmed Mohammed Dahir
220. Stephen Ikhohi Esharanda
221. Oteki Evans Biraori
222. Caroline Anyango Okul
223. Francis Kamuren Yator
224. Kipkorir Francis Kosgei
225. Benedict Muoki Matibo
226. Jennifer Wangari Macharia
227. Anna Makesi Shegu
228. Peninah Chepitok Rutto
229. Peninah Chepitok Rutto
230. Grifthy Kinoti Koome
231. James Ndiritu Maina
232. Jackline Chepkoech Sugut
233. Beverline Kahungwi Aluse
234. Duncan Mburu
235. Vincent Okoth Abila
236. Mwake Githinji Githinji
237. John Hepher Otieno
238. Anthony Lung'aho Lusuli
239. Lincoln Njeruh Kagundu
240. David Kikungu Ndirangu
241. Phenita Mlongo Lung'anzi
242. Susan Kemunto Ngare
243. Keziah Ngina Ndeto
244. Juliet Kalondu Kiio
245. Nancy Waithira Mwangi
246. Alex Leonard Musungu
247. Jimmy Oreu Lemako
248. Wangari Githae Ruth





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249. Daniel Sandachi Lwangu
250. Joseph Orondo Getusi
251. "Margaret Wambui
252. Macharia"
253. Kibet Loyerer Brian
254. Midiwo Dietto Michal
255. Diana Atieno Dietto
256. Petwa Nawire Malaba
257. Wakhungu Nekesa Eve
258. Timothy Vaati Nguthu
259. Edel Gaudencia Ratemo
260. Joy Karia
261. Romeo Kiiro Kyendo
262. Rorogu Eric Milgo
263. Wanjiru Mwaniki Jane
264. Samuel Siku Munywoki
265. William Mathu Kiiru
266. Kisio Nzoka Veronica
267. Jane Apiyo Okeya
268. Fardosa Bare Shame
269. Gideon Mumba Mjambili
270. Abubakar Abdi Farah
271. Collins
272. Richard Kilundo
273. Felicina Muthoni Wanjohi
274. Ngiro Poghisho Evans
275. Stanley Kinyua Mwaniki
276. Alloice King'ala Ngereza
277. Shadrack Nduto Muendo
278. Saile Roseline Roseline
279. Hezron Kimani Gichuhi
280. Silas Kiptoo Koros
281. Paul Ekiru Sikukuu



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282. Ng'endo Mugo Bilha
283. Kamos Simon Ndiwa
284. Molly Wambui Ndege
285. Aminazahra Mohamud Sigat
286. Andrew Wangila Omondi
287. Martin Macharia Nderi
288. Billy Blasto Okoth
289. Duncan Ndegwa Nduhiu
290. Janet Wanjira Munene
291. Everlyne Nzula
292. Akoth Mondo Carren
293. Macharia Wilson Ngombo
294. Esther Wambui Muchira
295. Lucyanne .W. Njoroge
296. Kennedy Mbuthia Kairu
297. Mumo Zang'ala Faith
298. Titus Kamau Kangethe
299. Titus Kamau Kangethe
300. Kenyanya Moturi Samson
301. Fanuel Etale Ambole
302. Simon Wagura Waithaka
303. Ongalo Omutiti Philemon
304. Eric Mwangi Maina
305. Robert Macharia Mwangi
306. Margaret Wambui Karanja
307. John Kithaka Kinyua
308. Peter Njuguna Mwangi
309. Mohamed Hussein Mohammed
310. Okoth Oloo Antony
311. Mutugi Mugambi Mugambi
312. Henry Musau Philip
313. Evans Wambua Muendo
314. Adriel Mwagania Njumwa



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315. Isaac Kibuchi Muthii
316. Mbugua Kiragu Clifford
317. Flavia Gatwiri Gatwiri
318. Adalla Oduor Simon
319. Emmanuel Sila Nthia
320. Veronica Mwendu Kyumbe
321. Kipkosgei Komen Caleb
322. Daniel Gitau Irungu
323. Kemoni Nyamuro Tony
324. Maamun Salim Hussein
325. Kathambi Gitonga Caroline
326. Lucy Peter Kananu
327. Essy Gatwiri Murungi
328. Kithinji Gitonga Michael
329. Amos Chomba Mugo
330. Eunice Achieng Radiro
331. Mathew Lewa Chilumo
332. Mutwota Nyamu
333. Mutwota Nyamu
334. John Mutwiri Lawrence
335. Morris Timothy Nyaga
336. Jack Gumboh
337. Dennis Matoke Amanya
338. Kimutai N Amos
339. Julius Limo Longuriareng
340. Panitah Nafula Wakoli
341. Diana Aluoch Koremo
342. Okumu Ekeya Ezekiel
343. Samuel Manyenze Kimuyu
344. Cleophas Mwangangi Muthama
345. Fredrick Okumu Otieno
346. Mwangi Kahuho Eric
347. Jackline Kinanga Ondimu



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348. Margaret Kanini Makau
349. James Magero Ogomo
350. Wachira Gichuhi Richard
351. Cristopher Onwong'a Oanda
352. Ben Kipchichir Kitur
353. Lidbury Mugabe Were
354. Agnes Chelangat
355. Ngina Peter Catherine
356. Bathsheba Bwari Ombasa
357. Chilion Otieno Ogol
358. David Otieno Nyagaya
359. Jerry Ouma Muma
360. Charity Wavinya Muthini
361. Sarah Siambi Siambi
362. Nixon Kipkorir Lormotum
363. Kipruto Rop Aron
364. So Imbayi Omasso
365. Clita Gladys Waswa
366. Ann Wanjiru Kamau
367. Daniel Mukunga Mwendwa
368. Dennis Momanyi Onger
369. Augustine Musangi Micheni
370. Bonface Ratemo Matayo
371. Charles Chama Nzai
372. Newton Choge Kimutai
373. Linda Susan Ingari
374. Cheboss Juma Ben
375. Ireen Kendi Kigunda
376. Susan Chesang Chesang
377. Phelix Nyadwa Odhiambo
378. Abdirahman Sheikh Hussein
379. David Njoroge Maina
380. Betrice Achieng Omala



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381. Colletta Kikechi
382. Dan Kipsang Kiprop
383. Harley Kisyula Mutisya
384. Damaris Muthoni Mburu
385. Carol Nthambi Mwanja
386. Joyce Jerotich Muttai
387. Ouma Collins Bundeh
388. Peter Momanyi
389. Kimani Muema
390. Tracy Wanjiru Ndungu
391. Anthony Ndago Tunje
392. Evans Mugambi Kimaita
393. Ashley Njeri Muiruri
394. Peter Odhiambo Nyangwara
395. Wanyama Muchembi Jeremiah
396. Joyce Muthoni Kariuki
397. Kevin Moindi Omai
398. Leonard Mayende
399. Muthee Kaburu Stephen
400. Flormina Ngina Mbii
401. Odhiambo Omamba Julius
402. Felix Hosea Matasio
403. Richard Muoki Mutuku
404. Onesmus Musyoki Muema
405. Colletta Kikechi
406. Janette Mutumbia
407. Dennis Muchiru
408. Obunde Sylvester
409. Antony Tunje
410. Evans Muendo
411. Dan Kiprop
412. Nicera Ndwiga
413. Omar Kevin



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414. Flomina Ngura
415. Bundah Ouma
416. Joseph Maina
417. Dismas Kuyiyi
418. Elvise Kisero
419. Kiplagat Nowoi
420. Abdallah Mamigi
421. Joyce Kariuki
422. Juliet Soita
423. Ambrose Riasi
424. Francis Kamendi
425. Mwena Onesmus
426. Musyoka Justine
427. Davis Mutunga
428. Adan Shunu

## **6<sup>TH</sup>AGM(KISM)/28/04/2023/01: PRELIMINARIES**

### **1.1 PRAYER**

The meeting began at 2.30 pm with the Supply Chain Prayer.

### **1.2 OPENING AND WELCOME NOTE BY THE CHAIRMAN**

- a. The Chairperson of the Council thanked the Members for taking the time to attend the meeting.
- b. He added that this was the 6<sup>th</sup> Annual General Meeting (AGM) of the Institute and the first for the newly elected Council. It was also the second time that the Annual General Meeting was being conducted in a hybrid setting with members present both physically and virtually to ensure inclusivity and participation.
- c. He looked forward to a fruitful and productive discussion with members.

### **1.3 CONFIRMATION OF QUORUM**

The Secretary confirmed that a quorum had been met to convene the AGM with 237 members virtually and 15 members physically present at the start of the meeting. The quorum for the Annual General Meeting is 100 members.

### **1.4 READING OF THE NOTICE**



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The Secretary read out the AGM Notice and confirmed that the same had been circulated via the dailies duly notifying members of the meeting on 21<sup>st</sup> February 2023 and via email the same day. An amended notice was circulated to members on 7<sup>th</sup> March 2023 with an inclusion of agenda item 8 (AOB).

The planned AGM scheduled for 21<sup>st</sup> April 2023 was postponed after the day was declared a public holiday thus rescheduling the AGM to Friday, 28 April 2023, a change of notice was circulated and a subsequent one also circulated for a change of venue from KICC to Bomas of Kenya due to a state function.

## **6<sup>TH</sup> AGM(KISM)/28/04/2023/02: ADOPTION OF AGENDA**

The agenda for the meeting was read out as follows:

1. Preliminaries:
  - a. Prayer;
  - b. Opening;
  - c. Confirmation of Quorum;
  - d. Reading of Notice;
2. Adoption of Agenda.
3. Silence in tribute to members departed
4. Confirmation of Minutes of the AGM held on 22<sup>nd</sup> April 2022;
5. Matters arising from the AGM held on 22<sup>nd</sup> April 2022;
6. Chairman's report for the period ended 31<sup>st</sup> December 2022
7. Presentation of the Audited Accounts ending 31<sup>st</sup> December 2020, and the appointment of the Institute's Auditors;
8. Any Other Business (AOB).

The CEO reported that members had been requested to submit any motions by 5<sup>th</sup> April 2023 but no motions had been received by the Secretariat to date.

The CEO also reported that the Institute had received the KISM Audited Accounts ending 31<sup>st</sup> December 2021 from the Auditors on 20<sup>th</sup> April 2023, and the same was shared with members via email and on the KISM Website. Pursuant to this, the CEO requested the Chairman to consider placing a motion before the members to amend the agenda item to include consideration of the presentation of the 2021 audited accounts, as Agenda No. 8



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The proposal was adopted by members as amended, proposed by Joseph Mumo (Member No. 79505) and seconded by Abdallah Ali Ofula (Member No. 63239)

## **6<sup>TH</sup>AGM(KISM)/28/04/2023/03: SILENCE IN TRIBUTE TO MEMBERS DEPARTED**

Members observed a minute of silence in tribute to departed members.

## **6<sup>TH</sup>AGM(KISM)/28/04/2023/04: CONFIRMATION OF THE MINUTES OF THE 5<sup>TH</sup> ANNUAL GENERAL MEETING HELD ON 22<sup>ND</sup> APRIL 2022**

The minutes of the 5<sup>th</sup> Annual General Meeting were approved as proposed by Sang Kiprof (Member No. 72974) and seconded by Dismus Kuyee (Member No. 76740).

## **6<sup>TH</sup>AGM(KISM)/28/04/2023/05: MATTERS ARISING FROM THE 5<sup>TH</sup> ANNUAL GENERAL MEETING HELD ON 22<sup>ND</sup> APRIL 2022**

### **Noted that:**

1. The request on settlement of pending bills to Contractors of KISM Towers by the National Treasury was still pending with appeals made to the Cabinet Secretary for consideration. The National Treasury was considering the request in preparation for the 2023/2024 budget.
2. Compliance audits were undertaken in Quarter 1 of the year 2023.
3. The Council elections for the year 2023 were conducted electronically in line with the approved regulations.
4. Sensitization of the disciplinary instruments was undertaken by the Committee to the general public and the membership.
5. The Public Relations and Communications Policy was still not complete awaiting input from public relations professionals noting the gap in expertise currently at the Institute.
6. The Service Charter has been presented for Council approval and would be circulated to the membership once approval is received.
7. The Regional Chapter Policy sensitization was scheduled for the 2<sup>nd</sup> Quarter of 2023.
8. Implementation of the CPD and accreditation policy was not undertaken due to concerns raised by some licensed firms to the Competition Authority.





# KENYA INSTITUTE OF SUPPLIES MANAGEMENT

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9. The Human Resource Instruments were approved by SCAC and the Institute was categorized as a state corporation with approved salary structures.
10. The Supply Chain Management (SCM) Bill 2021 was still at the draft stage.
11. The adoption of general regulations for the conduct of the annual and special general meetings was not done due to the limited time in the development of the regulations which was further hampered by preparations for the Council elections.

There were queries on the following submitted by members with regard to the Matters Arising:

|    | <b>MEMBER NAME</b>                          | <b>QUESTION</b>                                                                                                                                                                       | <b>RESPONSE</b>                                                                                                                                                                                                                                                                              |
|----|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Samuel Obwocha<br>(Member No. 64356)        | What happens if the proposer or the seconder were not in the meeting? Mechanism to verify? We need to confirm that the proposer and seconder of the AGM minutes attended the meeting. | The Secretariat confirmed from the attendance register that the proposer and seconder attended the AGM last year.                                                                                                                                                                            |
| 2  | Flormina Mbii<br>(Member No. 64034)         | KISM as a parastatal; we have been selecting our directors, yet the parastatal directors were appointed by the Government.                                                            | KISM is a State Corporation. Reference is made to Executive Order No. 2 of 2022 which placed KISM as a State Corporation in the National Treasury. The Cabinet Secretary gazettes the elected members in line with the provisions of the SPMA. Election is therefore a provision of the Act. |
| 3  | Evans Oteki<br>(Member No. 65497)           | Addressed the case of Practitioners licenses. We are nearing May and have not received my Certificate, which is hindering my Consultancy work.                                        | Licenses are ready and the Secretariat sent an email on its collection.                                                                                                                                                                                                                      |
| 4. | Silvester Paul Obunde<br>(Member No. 69183) | Payment of membership and license. Harmonisation if you pay for membership, we need not pay for a License.                                                                            | The SPM Act makes provision for the two however this is considered for review in the draft bill.                                                                                                                                                                                             |



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|    |                                                                                                                                                                                                   |                                                                                                                                                                                                         |                                                                                                                                                                                                         |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. | Denis Muchiri<br>(Member No. 69988)                                                                                                                                                               | What the Council is doing to ensure all SCM Practitioners are our members                                                                                                                               | The Institute is undertaking compliance audits to establish the extent of non-compliance as well as sensitising members on the need to take up membership and licensing in compliance with the Act.     |
| 6. | Dismas Kuyiyi<br>76417                                                                                                                                                                            | The Institute has not considered Disability in its Board Management. Kindly consider the disabled on the Board                                                                                          | Inclusivity is key and the Institute is creating a mechanism to incorporate disadvantaged groups as part of affirmative action.                                                                         |
| 7. | YAHYA HAJI<br>(Member No. 81488)<br>Beverly Kahungwi<br>(Member No. 67128)<br>Abdi Alio<br>(Member No. 81119)<br>Wangari Githae<br>(Member No. 75211)<br>Chiluyi Shirandula<br>(Member No. 78323) | Request to be added to the KISM WhatsApp professional group                                                                                                                                             | Those wishing to join the KISM Community Group for Information purposes please join:<br><a href="https://chat.whatsapp.com/JSdeILTGBb85FVMVHYjzW2">https://chat.whatsapp.com/JSdeILTGBb85FVMVHYjzW2</a> |
| 8. | Vane Nyaboke<br>(Member No. 74175)                                                                                                                                                                | Last year we had challenges especially as most of the county staff did not attain the required points for the renewal of the licence in such a scenario what will happen? can one's licence be renewed? | The points acquired in a CPD event will be considered for renewal for members. This however is not the case for first-time applicants.                                                                  |
| 9. | Johana Gitahi<br>(Member No. 71153)                                                                                                                                                               | I propose that membership renewal run for a year effective from the date of renewal as compared to the current method of one calendar year from Jan- Dec.                                               | KISM in line with the SPMA follows the calendar year. It would not be possible to renew under the proposed terms.                                                                                       |



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|     |                                        |                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                               |
|-----|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. | Daniel Moronge<br>(Member No. 78499)   | Does the status of CPD policy imply that KISM members are eligible to renew their licenses regardless of the number of CPD points acquired? Kindly advise                                                                         | It is a requirement for members to have the requisite 24 CPD points to renew their licenses.                                                                                                                                                                                                                                                                                  |
| 11. | Naisera Ndwiga<br>(Member No. 76022)   | Most of the trainings are public based. How to reach out to the private sector to participate in the training, and how one attend and attain the 24 points in Nairobi.                                                            | CPD Calendar has been revamped and includes private sector training based in Nairobi.                                                                                                                                                                                                                                                                                         |
| 12. | Mohammed Hussein<br>(Member No. 75335) | Issues in the county such as the organisation structure where there is disparity, no scheme of service, and enforcing the PPADA. Move training to closer towns such as Isiolo, and Meru to enable us to attend those close to us. | This was noted for incorporation in the CPD Calendar.                                                                                                                                                                                                                                                                                                                         |
| 13. | Meshack Odago<br>(Member No. 62636)    | The KISM calendar be redefined to run from July to June as the calendar year                                                                                                                                                      | The KISM calendar year is defined in the SPMA and cannot be altered.                                                                                                                                                                                                                                                                                                          |
| 14. | Richard Kiplimo<br>(Member No. 75560)  | How can the KISM Council help members who are working in the public sector to be facilitated for training these organizations allocate funds for training but procurement staff are discriminated against.                        | KISM has written to organizations on the need to comply with the renewal of licenses and the required 24 CPD points to actualize this. Employers are required to facilitate their staff to attend the training and gain the required CPD points to renew their licenses. Members can also take advantage of the low training cost and free webinars offered by the Institute. |
| 15. | James Kirumba<br>(Member No. 74175)    | Procurement controls 70% of the exchequer, yet even at the National Treasury, we don't have a fully-fledged directorate of procurement. What is the Council doing to resolve this anomaly?                                        | A representative from the National Treasury confirmed that they were working on the same, especially with the State Corporations. He added that they had also affected the Directorate level of SCM at the National Treasury                                                                                                                                                  |



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## 6<sup>TH</sup> AGM(KISM)/28/04/2023/06: CHAIRMAN'S REPORT FOR THE PERIOD ENDED 31<sup>ST</sup> DECEMBER 2022

The Chairman's Annual Report was presented as noted and highlighted below:

### Noted that:

1. The Annual Report provided an overview of the impact made through the Council and Statutory Committees, operational and governance performance, and activities undertaken by Management for the Institute in the Financial Year 2022.
2. The Report recorded the following achievements by the Statutory and Council Committees respectively:
  - a. Registration Committee: This Committee is charged with the mandate to register and license members functioning as professionals in the field of Supply Chain Management (SCM). The achievements recorded were as follows:
    - i. Overall total number of members in the Institute in the year 2022 stood at 7,708 this number constituted 6325 members, 667 Associates and 716 students, thus an increase in membership to 7708 members from the previous year's 6500.
    - ii. Transition from the Manual Membership, upgrade and licence registration to an online end-to-end membership registration of first-time applicants was complete.
  - b. Disciplinary Committee: The Committee is mandated to receive and investigate complaints related to cases of professional misconduct by supplies practitioners. The achievements of the Committee during the year included:
    - i. Two complaints were received which were submitted anonymously, investigations as to the allegations levied were undertaken and are currently under review by the committee.
    - ii. Sensitization of the Disciplinary policies was undertaken.
    - iii. Currently working on an investigation procedures manual that will ensure a systematic approach to an investigation, and provide a detailed plan on sensitization to give more insights to the members on the disciplinary instruments.
  - c. Professional Standards Committee of the Council: The Committee is mandated to assist the Council in the professionalization of the procurement practice in Kenya. The achievements of the Committee included:



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- i. Organized 26 workshops, 21 webinars, 29 in-house trainings and 3 KISM workshops in support of the CPD program. The Institute further provided other free webinars that attracted free CPD to members cumulatively led to 24 free CPD.
  - ii. In 2022, KISM trained a total of 1647 individuals through in-house training. 37 workshops were held for 26 different organizations.
  - iii. In addition, the Institute accredited other partners to offer CPD training to meet the minimum requirements of 24 CPD.
  - iv. Sought strategic collaborations with key state entities such as the Public Procurement Regulatory Authority (PPRA) and the Ethics and Anti-Corruption Commission (EACC) which were under review.
  - v. An expression of interest was done in November 2022 to expand the trainer's database and ensure the Institute is equipped with trainers with expertise within a wide spectrum of supply chain. The Institute received 150 applications from interested trainers and a virtual training of trainers (ToT) was conducted.
  - vi. A team of eight trainers was constituted to support in development of the KISM CPD workshop course outline, followed by a three-day workshop to review the course outline.
  - vii. Revision of CPD policy was underway.
  - viii. Automation of Workshop Registration and Award of CPD points.
  - ix. The KISM Spurs SCM Excellence Awards categories were eighteen (18).
  - x. The Council in October 2022 approved the reduction of webinar costs from KSh.2,000 to KSh.1,500 in comparison with other professional bodies
- d. Corporate Affairs Committee of the Council: The Committee is tasked with oversight over Governance aspects of the Institute focusing on Financial and Human Resource Optimization. The achievements highlighted were as follows:
- i. Categorization of the Institute at PC 6C through National Treasury and approval of HR Instruments (HR Manual, Career guidelines and Organization Structure, grading and Staff Establishment)



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- ii. The institute onboarded three members of staff: the Corporate Secretary/Manager, Legal Services, Supply Chain Manager, Human Resource and Administration Manager and Finance Officer.
  - iii. The Institute carried out a performance appraisal in the year 2022. The evaluation was done and the Reward, Recognition and sanction Policy would be applied to the results achieved. The Performance targets for 2023 have been signed by the Appraisees and the supervisors.
  - iv. Staff were given opportunities for learning and development. The institute also carried out Training Needs Assessments (TNA) for 2023
  - v. The Internal policies approved by the Council in 2022 were as follows: Organizational structure and staff establishment; Human Resource Procedures Manual; Career Progression Guidelines; Financial Management and Procedures Manual; Procurement and Asset Disposal Policy; Code of Conduct for Staff; Sexual Harassment Policy; Reward, Recognition and Sanction Policy
  - vi. The Institute's performance for the year up to December 2022 recorded a gross surplus of 38.6M against an expected surplus of 4.4M realising growth of 716%. The annual financial statements and their accompanying notes for the period ended 31<sup>st</sup> December 2022 have been submitted to the Office of the Auditor General in preparation for review.
  - vii. As at the end of period December 2022, the Institute closed with a total of Ksh 121.8M growing from 79M for a similar period in 202.
- e. Audit and Risk Committee of the Council: The Committee is tasked with assuring the effectiveness of the Institute's operations with regard to the quality of risk management, financial reporting, financial management, governance and internal control processes. The achievements highlighted were as follows:
- i. Development and rolling out the approved Audit Committee and Internal Audit Charters
  - ii. Development of the Internal Audit Policy and Procedure Manual, Business Continuity Plan, Corruption Prevention and Whistleblowing Policy, Gifts Policy and Conflict of Interest Policy;
  - iii. Reviewed processes scheduled in the year 2022, provided recommendations to auditees, appraised the council on outstanding



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matters quarterly and continuously tracked recommendation implementation for sustained improvement.

- iv. Approval of Year 2023 Risk-Based Annual Audit Plan.
- f. Strategy Council Committee: The Committee is tasked with oversight over the implementation of the Strategic Plan in efforts to enhance implementation. The achievements highlighted were as follows:
  - i. Mid-year review of the Strategic Plan 2020-2024 in August 2022 where areas of amendments were identified in efforts to address emerging issues in the Institute.
  - ii. The Institute had successfully submitted a request for onboarding in the 20<sup>th</sup> Performance contracting cycle. The Performance Contracting Secretariat had already trained the Management of the Institute in efforts to identify areas for incorporation in the Performance contract with the inclusion of the strategic plan deliverables. The performance contracting cycle shall be under the National Treasury as the parent ministry.
  - iii. The Kenya College of Supply Chain Management has been established and is in the process of accreditation by the Technical and Vocational Education and Training Authority (TVETA). Courses to be offered include our own KISEB certifications CPSP-K and APS-K, Chartered Institute of Logistics & Transportation (CILT) certification, APICS/ASCM, VCARE, CIPS, ITC, ICS, E-Learning platforms, among others. The college shall be housed on the 2<sup>nd</sup> floor of KISM Towers along Ngong Road.
  - iv. KISM Mashinani Initiative (Regional Chapters) through devolving its activities in the regions, developing the Regional Chapter Policy
  - v. Development of policies which were approved by the Council and are now in force: Corporate Social Investment Policy; Stakeholder Management Policy; ICT Policy; and Information Security Policy.
  - vi. Spearheaded operationalisation of mentorship and coaching which was launched this year in March 2023. We invited interested mentors to avail themselves to take the first cohort of mentees through the programme
  - vii. Secured strategic collaborations in efforts to enhance implementation of its mandate with Strathmore Business School; CIPS; Chartered Institute of Arbitrators



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3. The Council underwent a Board Evaluation in the FY2022 and the results were as follows:

|                                    | Name                          | Position    | Raw Score | Score2021-22 |
|------------------------------------|-------------------------------|-------------|-----------|--------------|
| 1                                  | John Karani                   | Chairperson | 4.0875    | 81.7500      |
| 2                                  | Diana Mwacharo                | Member      | 3.9313    | 78.6250      |
| 3                                  | Grace Catherine Njeri Murichu | Member      | 3.8438    | 76.8750      |
| 4                                  | Henock Kirungu                | Member      | 4.2438    | 84.8750      |
| 5                                  | Jeremiah Kiio Nthusi          | Member      | 4.3188    | 86.3750      |
| 6                                  | Moses Allan Omondi            | Member      | 4.2750    | 85.5000      |
| 7                                  | Nimo Abdullahi Hussein        | Member      | 4.3375    | 86.7500      |
| 8                                  | Dr. Vincensia Anyango Apopa   | Member      | 3.8875    | 77.7500      |
| 9                                  | Martin Gachukia               | CEO         | 2.4619    | 49.2381      |
| 10                                 | Serah Esendi Okumu            | CS          | 4.3333    | 86.6667      |
| <b>CORPORATE BOARD PERFORMANCE</b> |                               |             | 3.7480    | 74.9600      |

4. The second Council Elections were held from 11<sup>th</sup> to 13<sup>th</sup> January 2023 electronically, and the Election results of the successful members were gazetted on 3<sup>rd</sup> February 2023.
5. The Council Election Regulations were approved by the National Assembly and utilised in the first-ever electronic elections held on 11<sup>th</sup> to 13<sup>th</sup> January 2023

## Resolved that:

The Chairman's report was adopted as proposed by Ms. Ann Thiong'o (Member No. 75448) and seconded by Mr. David Mutua (Member No. 77878).

## 6<sup>TH</sup> AGM(KISM)/28/04/2023/07: ANNUAL AUDITED ACCOUNTS FY 2020 AND 2021

The annual audited accounts for the financial year 2020 and 2021 were highlighted below:

### In-attendance

1. David Otunga - Office of the Auditor General
2. Adan Shiolo – Office of the Auditor General

### Noted that:

1. The Office of the Auditor General stated that the financial statements presented fairly in all material respects, the financial position of the Institute and further added that the Institute had complied with International Financial Reporting Standards and





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compliance with the Public Finance Management Act as well as the Supplies Practitioners Management Act.

2. The opinion issued on the Financial Statements for the FY 2020 was qualified on the following grounds:

- a. Inaccuracies in the Financial Statements
- b. Inaccuracies in the Statement of Cash Flows
- c. Budgetary control and Performance
- d. Late submission of financial statements
- e. Failure to maintain a fixed assets register
- f. Failure to remit withheld taxes
- g. Procurement activities outside E-Procurement
- h. Unsurrendered imprest
- i. Lack of Risk Management Policy and Risk Registers
- j. Non-compliance with State Corporation Advisory Committee Circulars;

2. The annual audited accounts for the financial year 2021 were qualified on the following grounds:

- a. Budgetary Control and Performance
- b. Late submission of financial statements

3. The members present sought explanations on the listed issues that led to the qualification of the books of accounts for the FY 2020 and 2021. The response from the Secretariat was as follows:

- a) FY 2020 reconciliations have been done and the periodic books and management accounts are in place. The issue was occasioned during the period when the Institute was transitioning to a new system which was now in place.
- b) Under-funding and the COVID-19 pandemic occurred during the year 2020 hindering our revenue collection and thus reducing absorption.
- c) The Human Resource Instruments have been duly signed by SCAC and the National Treasury.
- d) Financial statements for the year 2022 have been submitted within the established timelines and the same was confirmed by Officers from the Auditor General's Office.
- e) A fixed assets Register was developed by the Institute.



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- f) Unpaid withheld taxes were remitted to KRA due to the pending bills arising from the construction of KISM Towers
  - g) E-Procurement; all processes are now system-based; End-to-end ERP system; with the Institute reporting to the PPIP system.
  - h) Unsurrendered imprest have been fully recovered from the listed staff.
  - i) The Risk Management Policy and standards were approved by the Council on 9<sup>th</sup> December 2022.
  - j) There has been a significant improvement in FY 2021 compared to 2020.
4. The Office of the Auditor General in line with Section 48 of the Public Audit Act, 2015 and Article 229(7), would be retained as the Institute's External Auditors for the year ending 31<sup>st</sup> December 2022.

## **Resolved that:**

1. The Financial Statements for the year ended 31<sup>st</sup> December 2020 together with the Directors' and Auditors' Reports thereon be adopted as proposed by Mr. Walter Otwal (Member No.76964) and seconded by Kipruto Aron (Member No. 80064).
2. The Financial Statements for the year ended 31<sup>st</sup> December 2021 together with the Directors' and Auditors' Reports thereon be adopted as proposed by Mr. Elvis Khwisero (Member No. 81038) and seconded by Mr. John Mburu (Member No. 63196).
3. The Office of the Auditor General conclude the review of the 2022 financial statements within the year for review by the membership.

## **6<sup>TH</sup> AGM(KISM)/28/04/2023/08: ANY OTHER BUSINESS (AOB)**

The following issues were discussed.

## **Noted that:**

1. There is a need to ensure that a sign language instructor is present at the next AGM.
2. Clarity was sought on the requirements of a procurement agent and how members would benefit from it. The Council clarified that one needs to be a licensed member of the Institute to qualify for procurement agency. The Institute would hold webinars in the year to sensitise the membership on the requirements.
3. Members requested the Council to pursue procurement audits and ensure that the same be restricted to licensed members of the profession.
4. The Council should have more forums to engage with members on the many general questions on the profession.



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## 6<sup>TH</sup> AGM(KISM)/28/04/2023/CLOSING

The meeting ended at 6:40 p.m. with the Supply Chain prayer.

### Circulated by:

Nicholas Wafula

7/4/23

.....  
**Secretary**

**Signature**

**Date**

### Confirmed by:

.....  
**Chairman**

**Signature**

**Date**

.....  
**Secretary**

**Signature**

**Date**