



**MINUTES OF THE 10<sup>TH</sup> (hybrid) ANNUAL GENERAL MEETING OF ENVIRONMENT INSTITUTE OF KENYA (EIK) HELD AT UTALII HOTEL, NAIROBI ON 30<sup>TH</sup> MAY, 2025 STARTING AT 10:30 AM**

**Agenda**

1. Preliminaries
2. Reading and confirmation of the previous AGM minutes
3. Chairpersons Report 2024/2025
4. Tabling and consideration of Annual Financial statements for the year ended 30th December 2024
5. Election Process
  - 5.1. Election of Committee Members
  - 5.2. Election of Office Bearers
6. Such other matters as committee may decide or as to which notice shall have been given in writing to the Secretary with the approval of the committee at least fourteen (14) days before the date of the meeting.
7. Any other business with the approval of the Chairperson

**MIN 1/30/5/2025: Preliminaries**

- 1.1 The meeting was officially called to order at 10:52 a.m. by the Secretary, Ms. Zelda Kerubo (EIK/2/4563).
- 1.2 Opening prayers were offered by two volunteer members, one from the Christian faith and the other from the Muslim faith, as a demonstration of interfaith inclusivity.
- 1.3 The quorum was confirmed and the agenda was adopted unanimously.
- 1.4 The Secretary, Ms. Kerubo (EIK/2/4563) extended a warm welcome to the members and guests, expressing her sincere appreciation for their presence. She also led the introduction of the committee members.

MIN. NO.	ITEM.	ACTION.
<p>MIN 2/30/5/2025</p>	<p><b>2.1. Confirmation of the Minutes of the 9th Annual General Meeting and Discussion of Matters Arising.</b></p> <p>2.1.1. The minutes of the 9th Annual General Meeting held on 31 May 2024 were read by the Secretary, Ms. Zelda Kerubo (EIK/2/4563), and confirmed as a true and accurate record.</p> <p>The confirmation was proposed by Ms. Wambui Mwangi (EIK/1/2575) and seconded by Mr. Stephen Murithi Ndung'u (EIK/2/1448).</p>	<p>The minutes were confirmed as a true record of the 9th Annual General Meeting</p>
<p>MIN 3/30/5/2025</p>	<p><b>3.1. Matters Arising from the Minutes of the 9th Annual General Meeting</b></p> <p>3.1.1. Dr. Benson Ouma (EIK/6208) raised a concern regarding the omission of the attendance list for the 9<sup>th</sup> Annual General Meeting in the minutes, specifically referring to MIN:3/5/2024.</p> <p>3.1.2. The Secretary acknowledged the oversight and clarified that while the list was inadvertently excluded from the minutes, it is available at the Secretariat and in the records of the Registrar of Societies. The list will be presented alongside future AGM minutes.</p> <p>3.1.3. Dr. Benson Ouma (EIK/1/6208) also sought clarification on the formation of Technical Working Groups and regional branches, as recorded in MIN:4/5/2024 of the minutes of the 9<sup>th</sup> AGM. He specifically referred to section 4.1.3, which addressed the engagement of environmental educators. In his remarks, Dr. Ouma emphasized the importance of establishing a robust pool of environmental professionals. He noted that such an initiative would strengthen the Institute's capacity to respond effectively to emerging environmental challenges and enhance its institutional influence.</p> <p>3.1.4. The Secretary responded by noting that a draft policy on Technical Working Groups had already been developed and would be presented as part of the Chairperson's report in the Institute Progress Report. She also acknowledged a recent meeting convened by the National Environment Management Authority on the development of the Environmental</p>	<p>List of attendants to be provided going forward</p>

	<p>Impact Assessment curriculum, in which the Institute had participated.</p> <p>3.1.5. Mr. Victor Kisaka(EIK/2/1919) emphasized the urgent need for members to regularly visit the EIK website in order to access available training opportunities, mentorship programs, and stay informed on current institutional updates.</p> <p>3.1.6. Prof. John Simiyu (EIK/1/1502) urged members to remain steadfast and focused in fulfilling their responsibilities as environmental professionals. He further encouraged the Institute to organize comprehensive and well-structured training sessions for Associate Members, with the aim of equipping them with the necessary knowledge and practical experience to effectively address complex and evolving environmental challenges.</p>	
<p>MIN 4/30/5/2025</p>	<p><b>4.0 Tabling of the Institute’s Progress Report by the Chairperson, Mr. Alex Mugambi.</b></p> <p>4.1 The Chairperson welcomed all members to the meeting and expressed appreciation for their attendance. He proceeded to present the Institute Progress Report, highlighting the following key focus areas:</p> <ul style="list-style-type: none"> <li>i. Progress of the Environmental Professionals Institute of Kenya (EPIK) Bill, 2024, emphasizing the need for continued lobbying in the National Assembly to ensure its passage.</li> <li>ii. Ongoing preparations for the 2025 World Environment Day and highlighted EIK’s participation in 2025 World Wetlands Day celebrations where he encouraged member participation in planning and implementation.</li> <li>iii. Steady membership growth, commending the commitment of members and encouraging continued recruitment of qualified professionals.</li> </ul>	<p>The Institute’s report was adopted by the AGM.</p>

- iv. The Chairperson noted that there was an increase of 3.8% of individual membership. The institute is targeting a series of recruitment drives to increase the associate members and the student member categories. This will be achieved through outreach programs.

#### 4.2 Trainings

The chairperson urged members to volunteer as trainers and mentors, particularly to support young and emerging environmental professionals through EIK's training and mentorship programs. The chair highlighted that EIK had conducted the following short courses;

- a) **Land Acquisition and Resettlement Planning.** The Chairperson informed members that the short course had attracted 100 participants. He noted that all those who successfully completed the course were examined and issued with certificates. He added that the training took a total of 35 hours, which is comparable in depth and structure to a standard university course unit.
- b) **Environment, Social and Governance.**  
The training was a joint initiative hosted by the International Finance Corporation (IFC), the National Environment Management Authority (NEMA), and EIK. The training was held in June 2024 and aimed at enhancing professional competencies in alignment with emerging ESG standards.
- c) **Climate Change and Carbon Trading**  
The Chairperson reported that a total of 146 participants had undertaken the course. Following its successful completion, members proposed the development of a Climate Change Handbook to support ongoing learning and practical application. He informed the meeting that, as of the 10<sup>th</sup> EIK Annual General Meeting, the development of the handbook was in progress.
- d) **UNEP-OFD Training of Trainers (ToT)**  
The Chair informed members that in December 2024, seven EIK members were selected to participate in a workshop on pollution management in the oil and gas sector. The training focused on the use of the United Nations Environment

	<p>Programme’s Resource Library as a key reference for best practices in pollution management within the industry.</p> <p>e) <b>Upcoming Training;</b> The Chairman noted the growing demand for short course training, which has encouraged the Institute to continue offering such programmes. He informed members that the Institute will be introducing training on Environmental, Social, and Governance (ESG) to further expand learning opportunities for its members.</p> <p>f) <b>Monthly Refresher Trainings;</b> The Chairperson informed members that the Institute has been conducting monthly refresher training sessions on topical environmental issues. He explained that these sessions take place on the last Thursday of every month and urged members to visit the EIK website to access information and participate in the training.</p> <p><b>4. 3 Webinar series</b></p> <p>In the spirit of promoting topical discussions in the environmental space, addressing emerging issues, and creating awareness about the Environmental matters, the Chairman informed members of the following webinar sessions that had been conducted:</p> <p>a) Pre- World Environment Day Career Talk, held in May, 2025 facilitated by EIK and Tharaka University.</p> <p>b) Data protection in public participation webinar, held on 13th November, 2024 facilitate by ODPC.</p> <p>c) Electric Mobility in Kenya webinar, held in September 2024, and facilitated by GIZ Kenya.</p> <p>d) Green Hydrogen in the energy transition webinar held in August, 2024 facilitated by GIZ Kenya</p> <p>e) Environmental and Social safeguards in Nuclear Energy, held in August, 2024, facilitated by KNRA</p>	
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	<p>f) Resettlement Action Planning, held in August 2024 facilitated by EIK member - Mary Randikiri</p> <p>g) The Sodium Cyanide Spillage information session at Kambembe in Kiambu County, held in July 2024, facilitated by Kiambu County, Nairobi City County and Murang'a University.</p> <p>h) Climate Change and Energy transition, held in July,2024 facilitated by EIK through its membership.</p> <p><b>4.4 Technical Working Groups</b></p> <p>The Chairman gave an update on the formation of Technical Working Groups, which are expected to guide thematic interventions and strengthen professional engagement. While addressing members, the chairman highlighted that the TWGs were intended to foster collaboration, knowledge sharing, and innovation among professionals across various sectors in line with the institute's vision of promoting professionalism and advancing environmental governance. The Chair, noted that, since the formal adoption of TWGs, over 540 members have registered through the EIK membership portal across nine key thematic areas that include;</p> <p>a) Climate Science- 107 members.</p> <p>b) Sustainable waste Management- 96 members</p> <p>c) Built Environment and construction - 86 members</p> <p>d) Environmental policy and governance- 77 members</p> <p>e) Water resource management - (Blue economy)- 64 members</p> <p>f) Environmental educators- 45 members</p> <p>g) Clean Energy and renewable- 39 members.</p> <p>h) Environmental Advocacy (Youth, PWDs, and Women Groups) - 28 members.</p> <p>i) Biodiversity and Natural Sciences - 1 member.</p> <p>4.5 The Chairman also noted active collaborations and partnerships, including: EIK–UNEP Partnership.</p>	<p>The updated EIK Thematic Working Groups Policy to be shared to the membership</p>
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	<p>4.6 The signed Memorandum of Understanding with Kenyatta University, University of Eldoret, KGBS, and Tharaka University among others.</p> <p>4.7 Engagement with the Environment and Land Court Users Committee to promote environmentally sound jurisprudence</p> <p>4.8 Issued a call for member nominations to represent EIK in external partner events and stakeholder meetings, ensuring that the Institute’s voice is present in national environmental discourse.</p> <p>4.9 Made an open call for sponsorship and fundraising support, particularly toward the acquisition of EIK office space, to enhance institutional capacity.</p> <p>4.10 Acknowledged challenges faced by members during the registration process and affirmed that the Secretariat is working to streamline systems and improve efficiency.</p> <p><b>4.11 Capacity Building and Empowerment programs.</b></p> <p>The chairman informed members that on 25th April, 2025, EIK in partnership with Kenyatta University and the Green Education Hub organized a capacity building program themed ‘Green opportunities and Career Forum’. This event brought together over 100 students and young professionals to explore opportunities in the green economy. He also noted that more than 10 stakeholders sent their delegates and experts to engage participants, share experiences, offer mentorship and highlight various career paths and innovations within the environmental sector. The partners included representatives from Africa Development Bank, Nairobi City County Government, Ministry of Environment, Climate and Forestry, Clean Cooking Association of Kenya, Safaricom, NEMA, Africa Nazarene University among others.</p> <p><b>4.12 EMCA bill;</b></p> <p>The Chairman informed members that on May 6, 2025, EIK members convened at the NEMA Headquarters to seek clarification on the updated EMCA Regulations, 2025. He explained that the regulations were initially gazetted in February but were subsequently revoked due to the Ministry’s failure to submit them to Parliament within the required</p>	
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seven-day period. Although the regulations were re-gazetted on April 25, questions remained regarding whether proper procedures had been followed, raising concerns about the transparency of the process. The Chairman expressed concern over the lack of stakeholder engagement, public participation and informed members that the Institute had petitioned Parliament to review or annul the regulations. Additionally, a legal case had been filed to advocate for a more transparent and participatory regulatory process.

**4.13 EPIK Bill**

The chairman, informed members that, The Environmental Professionals Institute of Kenya (EPIK) Bill, sponsored by Hon. George Gachagua, began its legislative process in July 2024 with pre-publication scrutiny and was later introduced for First Reading in the National Assembly. It was then referred to the Parliamentary Committee on Environment, Forestry, and Mining, which conducted public hearings in March 2025. Special thanks were extended to key contributors including Dr. Godwin Opinde(EIK/1/953), Dr. Kurauka(EIK/1/1183), Prof. Sammy Letema(EIK/1/970), Prof. Michieka, Prof. Muthama(EIK/1/5154), Caleb Mango, Hon. George Gachagua and the KWCA leadership. The Parliamentary Committee finalized its report in May 2025, and the Bill now awaits its Second Reading. Members are urged to lobby for its passage.

**4.14 Staffing**

The Chairman informed members that the Institute had appointed a new CEO, Mr. Titus Mutuku (EIK/2/6712) in January 2025. He further introduced Mr. Celvester Kitonga (EIK/2/7439) as the new Project Assistant, Ms. Selina Mkamburi as the Office Administrator, and Ms. Lilian Wangari, who joined the team as a Digital Intern through a partnership with KEPSA. He further informed members that the Institute remains understaffed and emphasized the need to strengthen the Secretariat to effectively support the Institute’s growing mandate.

**4.15 NEMA registration challenges**

	<p>The chairman informed members that the institute had noted with concern that a considerable number of our Environmental Impact Assessment (EIA) practitioners continue to experience delays in the renewal and issuance of NEMA licenses. These challenges have significantly hampered the ability of professionals to discharge their duties efficiently and in a timely manner.</p> <p>In response, the Chairman informed members that the Secretariat has consistently taken swift and proactive steps to support affected members whenever such issues are brought to our attention. We remain fully committed to continued engagement with NEMA and other relevant stakeholders to resolve these challenges. Our goal is to advocate for a more streamlined, transparent, and predictable licensing process that upholds professional standards and supports the work of our members</p> <p><b>4.16 EIK Branches</b></p> <p>The Chairman expressed appreciation for the efforts of all professionals and teams operating under EIK branches across the country. He informed members that a meeting had been held with branch leaders, marking a positive step toward improved coordination and collaboration. However, he noted the absence of formal documentation regarding branch recognition, structure, and leadership. To address this gap, the Chairman announced that the Regional Chapters Policy has been amended and will undergo validation. This revised policy seeks to establish a standardized framework to guide consistent, accountable branch operations in alignment with EIK’s strategic objectives.</p> <p><b>4.17 Recommendations</b></p> <p>The Chairman outlined the following strategic recommendations to strengthen the Institute’s impact and institutional coherence:</p> <ul style="list-style-type: none"> <li>a) Deepen member engagement by optimizing digital platforms as tools for communication, knowledge exchange, and active participation in Institute affairs.</li> </ul>	<p>The updated Regional Branches Policy to be</p>
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	<p>b) Promote structured involvement of members in technical and thematic Working Groups as a means of shaping discourse and influencing professional practice.</p> <p>c) Sustain institutional commitment to the enactment of the Environmental Professionals Bill by mobilizing expert input and advocacy support.</p> <p>d) Prioritize professional advancement by scaling up access to EIK’s training programmes and Continuous Professional Development (CPD) initiatives.</p> <p>e) Reinforce internal cohesion by fostering a culture of unity and cultivating a collective voice that reflects the shared values of the membership.</p> <p>f) Advance collaborative efforts toward the acquisition of permanent office space to enhance institutional presence and operational efficiency.</p> <p><b>4.18 Members Comments &amp; Remarks</b></p> <p>A. Ms. Magdalene Kagendo(EIK/1/5252) appreciated the training &amp; expert trainers. She further inquired about the evaluation process for trainers and requested the establishment of feedback mechanisms to support the improvement of our training programs.</p> <p>B. Wangui Mwangi (EIK/6310) raised a concern regarding EIK’s involvement in the recent building demolitions carried out in Mombasa by the Ministry of Interior and Coordination of National Government, and sought clarification on whether the Institute was formally engaged in the process.</p> <p>C. Mr. Naftali Mutuma (EIK/2/2872) proposed a review of the current membership fee structure, suggesting that reducing the entry costs for associate members could serve as a strategic incentive to attract and retain young professionals within the Institute. He also recommended that Thematic Working Groups (TWGs) strengthen collaboration with sector-specific institutions, such as those in water resource management, to enhance</p>	<p>shared to the membership</p>
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	<p>technical relevance and broaden professional engagement.</p> <p>D. Mr. Stephen Murithi Ndungu (EIK/1448) sought clarification on the rationale behind the proposed transition from EIK to EPIK. He further inquired about the formal designation or official title that certified environmental professionals would adopt under the new framework.</p> <p>In response, the EIK Chairman, informed members that the official title designated for certified professionals will be MEIK (Member of the Environment Institute of Kenya). He further explained that the proposed change of name was informed by a recommendation from the National Assembly, which advised aligning the Institute’s name with the title of the Environmental Professionals Bill currently under review.</p> <p>E. Prof. Michael Koech (EIK/1/033) raised concerns regarding the strategies currently being employed by the Institute to address the escalating challenge of plastic pollution. He emphasized the importance of strengthening collaboration with the National Environment Management Authority (NEMA) to enhance the enforcement of existing regulations aimed at curbing plastic waste. He further sought an update on the progress made in acquiring office space for the Institute and requested clarity on the status of the KES 3,000 contributions previously made by members toward this initiative. Additionally, he inquired about the management and utilization of the project account established for this purpose. Prof. Koech also encouraged the Institute to pursue Memoranda of Understanding (MoUs) with relevant institutions, such as the Kenya Forestry Research Institute (KEFRI), to support more effective and collaborative engagement on environmental matters.</p> <p>In response, the Chairperson, informed members that the Council had actively explored options for suitable office premises, ideally within the range of 1,300 to 1,600 square meters, with a preference for rent-to-own or mortgage arrangements. However, most available spaces were found to be financially unviable given the Institute’s current budgetary limitations. As a result, members were urged to propose alternative funding models to support this strategic goal.</p> <p>To ensure coordinated progress, it was proposed that one or two members join the committee</p>	
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tasked with securing office premises, thereby consolidating efforts and enhancing accountability. The Chair further reported that a dedicated project account had been opened in 2022, into which KES 5 million was deposited. Unfortunately, this investment was made contrary to the financial procedures as it was not ratified by the Council. Consequently, the funds received a low yield against the prevailing market rates.

- F. Dr. John Wandaka (EIK/1/12246) emphasized the need for timely communication on regulatory matters to ensure members are adequately informed. He urged the Institute's management to consider hosting key events such as the Annual Conference in centrally accessible locations to facilitate broader member participation. He specifically proposed Nairobi as a suitable venue for the first conference, given its accessibility to a wider demographic of members.

In response, the Chairperson, noted that prior to the organization of major events, the Institute conducts member polls to guide venue selection. He informed members that recent surveys have consistently indicated Mombasa as the preferred location for the conference. However, he assured the meeting that the Institute would take the proposal into consideration for future events especially on branches and engagements to promote inclusivity.

- G. Mr. Gerry Alati Olukoye (EIK/2/5242) congratulated the EIK management on the notable progress made to date, particularly in the area of training. He further emphasized the urgency of fast-tracking the EPIK Bill to establish a strong legal foundation for the Institute's operations and ensure its long-term sustainability.
- H. Dr. Eli Mbuvi (EIK/1/7793) emphasized the need to expedite the acquisition of office space, noting that the Institute stands to grow exponentially with the establishment of a well-organized and fully functional office.
- I. Dr. Benson Ouma (EIK/1/6208) commended the Institute on the progress report presented and offered strategic recommendations concerning the acquisition of office space. He proposed the formation of a task force comprising members of the Council,

the Secretariat, and additional members to deliberate on the matter and develop a practical roadmap for securing suitable premises. He underscored the need for a comprehensive cost assessment prior to making any financial commitments. Dr. Ouma further recommended that the resolutions and proposals developed by the task force be presented at a Special General Meeting for consideration. Additionally, he encouraged the Institute’s leadership to explore the establishment of an income-generating arm to support the long-term financial sustainability of EIK.

- J. Mr. Albanus M. Onkundi (EIK/1/1751) seconded Dr. Ouma’s proposal for the formation of a dedicated task force to oversee the office space acquisition process. The task force would be responsible for identifying a suitable location, determining the required size of the premises, and developing a practical acquisition strategy.

In response, the Chairman invited volunteers and individuals with resource mobilization expertise to join and support the efforts of the task force.

- K. Dr. Elizabeth Ngumbi (EIK/1/7793) encouraged environmental professionals to explore and promote alternative methods for plastic waste disposal. She stressed the importance of public sensitization, noting that imposing restrictions without offering viable alternatives often leaves communities without practical solutions for effective waste management.

In response, the Chairperson, informed members that EIK is collaborating with Tharaka University to address the challenge of plastic pollution through research, education, and community engagement. He added that the partnership includes plans for the construction of a Material Recovery Facility (MRF), aimed at demonstrating the value of waste as a resource and promoting income generation through waste recovery initiatives.

- L. Mr. Harrison Ngirigacha (EIK/1/3525) reiterated the importance of strengthening collaboration between EIK and county governments. He observed that many qualified environmental professionals are hesitant to serve at the county level due to limited professional recognition. He further expressed concern that individuals lacking proper

	<p>qualifications often occupy roles meant for certified environmental experts, thereby undermining the credibility and relevance of EIK members. Mr. Ngirigacha emphasized the need to institute more stringent measures for the registration of associate and lead experts to uphold and safeguard professional standards. He also urged EIK's leadership to actively advocate for fair remuneration and proper recognition of environmental professionals at both the national and county levels, including efforts to standardize consultancy rates across the sector.</p> <p>M. David Walala (EIK/1/2494) emphasized the importance of EIK being more vocal and visible in national environmental discourse. He expressed concern over the ongoing deforestation in various forests across Kenya and noted the apparent absence of EIK's voice in such critical conversations.</p> <p>In response, the Chairperson, acknowledged the concern and clarified that while some forest clearances are indeed legally sanctioned, the key shortcoming has often been the lack of proper public participation, which is a legal requirement in such processes. For instance, some parts of Mau Forest were cleared leading to objections from conservationists.</p> <p>N. Prof. Kivutha Kibwana encouraged the EIK management to strengthen collaboration with both government institutions and the private sector to effectively address pressing environmental issues, including environmental training and waste management. He underscored the importance of building a strong, well-structured institution capable of offering comprehensive solutions to the country's environmental challenges. Prof. Kivutha Kibwana offered strategic counsel to ensure the smooth operation and institutional growth of EIK. He advised the Institute to consider the following:</p> <ol style="list-style-type: none"> <li>I. Foster constructive cooperation with government agencies to avoid perceptions of rivalry or antagonism, and to promote mutual support in environmental governance.</li> <li>II. Strengthen internal cohesion within the management team to provide consistent and decisive leadership, which is critical to building a formidable institution.</li> <li>III. Cultivate close working relationships with other environmental stakeholders across</li> </ol>	<p>A call for members to join the office acquisition task force to be shared to the membership</p>
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	<p>sectors to effectively address complex and emerging environmental challenges.</p> <p>IV. Lobbying the president in order to ease the sailing of the bill through the National Assembly.</p>	
<p><b>MIN</b> <b>5/30/5/2025</b></p>	<p><b>5.0. Tabling and Consideration of Annual Financial Statements for the year ended 2024</b></p> <p>5.1 The Annual Report and Audited Financial Statements for the year ended 31st December 2024 were presented to the members by CPA Denis Wambua, Partner at DK Wambua &amp; Associates, the Institute’s appointed auditors accompanied by CPA John Kikalu.</p> <p>5.2. The Financial report was Proposed by Dr. Patrick Wekondi Watete (EIK/1/1612) and Seconded by Dr. Benson Ouma (EIK/1/6208)</p> <p><b>Raised Concerns</b></p> <p>5.3. Ms. Wambui Mwangi (EIK/1/2575) inquired about the reason behind the reported deficit for the year before tax. In response, the auditors clarified that the deficit arose because the Institute's expenditures during the financial year exceeded the total revenue collected. The difference arose from unsettled debt for conference services</p> <p>5.4. Ms. Mercy Mutavi (EIK/2/1533) sought clarification on the financial performance of the conference, particularly regarding the income generated and whether the event was self-sustaining. In response, the Chairperson explained that while the conference had managed to break even, it had not yet become fully self-financing. The Auditor added that all financial records, including income and expenditure related to the conference, are properly maintained and are under the custody of the Institute. The EIK Treasurer Ms. Ann Nduati further informed members that the books of accounts are open for inspection and can be accessed by members seven (7) days after a written notice.</p>	<p>Technical &amp; financial evaluation of the auditors to be shared for members to Adopt</p>

	<p>5.5. Ms. Ann Nduati (EIK/2/978), the EIK Treasurer, informed members that the tenure of the previous auditor had concluded. As a result, the Institute initiated a competitive procurement process in accordance with established procedures. A total of eight audit firms expressed interest in the assignment. Following a rigorous evaluation process, Muema &amp; Associates was identified as the most suitable firm. The firm was subsequently presented to the 10th Annual General Meeting for formal adoption as the new auditor.</p> <p>5.6. Ms. Deborah Mulamula (EIK/5588) raised concerns regarding the appointment of Muema &amp; Associates as the new auditor. She questioned why the former Auditor (DK Wambua &amp; Associates), who had served the Institute diligently, was not retained or considered, given his apparent expression of willingness to continue to serve. In response, the treasurer clarified that while the former Auditor had indeed served EIK well, he did not submit a bid during the tendering process. As such, he was not evaluated among the participating firms.</p> <p>5.7 Dr. Benson Ouma (EIK/1/6208) requested access to the supporting documentation that informed the decision to appoint Muema &amp; Associates as the preferred candidate for the position of Auditor. He emphasized the importance of transparency in the procurement process and sought clarity on the evaluation criteria used to arrive at the final selection.</p> <p>5.8 The Chairman, informed members that a poll would be shared after the AGM to enable proposer and seconder to the selected auditor and both financial and technical evaluation documents would be shared. A move intended to foster transparency inline with the constitution and ensure broad member participation in determining the institute’s audit service provider.</p>	
<p><b>MIN</b> <b>6/30/5/2025</b></p>	<p><b>6.0 Election of Two (2) Committee Members (Lead and Associate)</b></p> <p>6.1 The Returning Officer, Susan Manyasi (EIK/1/2121), presented the elections policy and provided an overview of the nomination process for the vacant Committee Member positions. She reported that the exercise was conducted through a transparent system in which interested individuals submitted their expressions of interest via an online Google</p>	

	<p>Form. Upon review, all 4 nominated candidates were found to have met the stipulated eligibility criteria and possessed the required qualifications.</p> <p>The Returning Officer highlighted that the process was guided by the principles of transparency, merit, and inclusivity, reflecting the Institute’s commitment to good governance. She then invited the nominated candidates to introduce themselves to the members. Each candidate was formally introduced and given the opportunity to deliver brief remarks.</p> <p><b><u>Associate Category</u></b></p> <ol style="list-style-type: none"> <li>1. Naftaly Mutuma Thiaru (EIK/2/2872)</li> <li>2. Robert Ngunjiri (EIK/2/4380)</li> </ol> <p><b><u>Lead Category</u></b></p> <ol style="list-style-type: none"> <li>3. Dr. Edwin Kiria –(EIK/1/1482)</li> <li>4. Magdalene Kagendo (EIK/2/5252)</li> </ol> <p>Voting was conducted through a secret ballot on a digital platform to accommodate both in-person and virtual participants, link was shared to only the members who had registered before the AGM deadline and were verified paid-up members.</p> <p><b><u>6.2 Election report</u></b></p> <p>The results of the polls conducted on 30th May 2025 for the EIK Committee member elections were as follows:</p> <p><b>6.2.1 <u>Lead Committee Member,</u></b></p> <p>Njiru Magdalene Kagendo (EIK/1/5252) 53, representing 56.38% of the total cast.          Dr. Kiria Edwin Muchomba(EIK/1/1482) 41 votes, accounting for 43.62%.</p> <p>A total of 94 members participated in this category.</p>	
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	<p><b>6.2.2 Associate Committee Member,</b>                  Robert Ngunjiri Njeri(EIK/1/2/4380) 63 votes, 54.78%.                  Naftaly Mutuma Thiauru(EIK/2/2872) 52 votes, making up 45.22% of the total.</p> <p>A total of 115 votes were cast.</p> <p>6.2.3 The election of the Institute's Chairperson did not proceed following the withdrawal of Lentana Apopo Adoto (EIK/1/3900) from the Chairperson's race. As a result, Mr. Alex Mugambi (EIK/1/3809) retained his position as the EIK Chairperson.</p> <p>6.2.4 In the election for Vice Secretary,                  Njiru Magdalene Kagendo(EIK/1/5252) received 49 votes, translating to 62.82% of the total. While, Robert Ngunjiri Njeri(EIK/2/4380), received 29 votes, accounting for 37.18%.                  A total of 78 members voted in this category.</p>	
<p><b>MIN</b>  <b>7/30/5/2025</b></p>	<p><b>7.0 Any Other Business</b>                  7.1 The CEO reminded members of the importance of observing key deadlines for event participation. This reminder followed an issue where some members were unable to vote because they had not registered in time. It was clarified that voting links could only be shared with members who had completed the registration process within the stipulated timelines.</p>	
<p><b>MIN</b>  <b>8/5/30/2025</b></p>	<p>8.0 Vote of Thanks and Closing Prayer                  Ms. Susan Manyasi (EIK/1/2121) thanked all members for their active participation and attendance at the meeting.</p> <p>8.1 There being no other business, the meeting was adjourned at 1700hrs</p>	<p>The next meeting to be called by a notice</p>

Confirmed By

**Secretary**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Chairman:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_