

MINUTES OF THE 15TH ANNUAL GENERAL MEETING OF THE HORTICULTURAL ASSOCIATION OF KENYA (HAK) HELD ON 2ND DECEMBER 2015 AT KALRO KANDARA AT 5.30 P.M.

AGENDA

1. Attendance and apologies
2. Reading and confirmation of minutes of the previous AGM (Held 2nd Dec 2014, Kenyatta University)
3. Matters arising from the previous minutes
4. Journal editors report
5. Financial report
6. Internal auditor's report
7. Chairman's report
8. Way forward for tackling food waste and losses
9. Way forward for HAK
10. Next Workshop
11. Elections
12. A.O.B.

MIN 1/12/2015: Attendance

Members Present

(Appendix 1)

Apologies

Ms Grace Abucheli

Dr Darius Andika

Min 2/12/2015: Reading and confirmation of minutes of the previous AGM

The minutes were read by the assistant secretary Dr. Lucy K. Murungi. They were proposed by Dr Joseph Mwafaida and seconded by Mr Elisha Gogo as a true recording of the deliberations during the meeting.

Min 3/12/2015: Matters arising from the previous minutes

- i. Minutes were not numbered correctly. The year was supposed to be 2014 instead of 2013 as stated in the minutes. This was corrected
- ii. "Admiration" was noted as a typographical error. It was changed to "administration."
- iii. Dr Rose Kigathi's affiliation was noted as wrongly assigned. It was changed to Pwani University instead of JKUAT

Min 4/12/2015: Journal editors report

The assistant editor, Dr R. Kigathi, of the African Journal of Horticultural Sciences informed members that they had received only 13 papers in 2015 which were mainly from students sponsored by the HORTINLEA project. She regretted that most papers were of poor quality and thus were rejected by the reviewers. Only 2 were ready for publication and another 5 were waiting for the responses from reviewers after authors' corrections. She further indicated that in 2013 and 2014, only 17 and 9 papers had been received respectively. Out of

these only 4 and 3 were accepted from the 2013 and 2014 lots respectively and published online. The following issues were raised after this report:

- i. That presenters of the 2015 workshop may prepare full papers and submit to the journal
- ii. Supervisors must work closely with students in order to improve on the quality of papers submitted
- iii. A scientific paper writing workshop should be organized during the next HAK workshop
- iv. A reputable chief editor could be sourced from other organizations

Min 5/12/2015: Financial report

The financial report was presented by the treasurer Dr. Jeska Mbaka as follows;

HORTICULTURAL ASSOCIATION OF KENYA INCOME AND EXPENDITURE REPORT (1 DEC 2014 TO 27 NOV 2015)

INCOME			
No.	Description	Verifiable indicator	Amount (KES)
1	Balance brought forward	Bank statement	874,387.95
2	Annual subscription	Bank statement	3,000
3	DAAD workshop grant	Bank statement	1,202,815
4	Credit interest	Bank statement	11,113
	TOTAL INCOME		2,091,316.20
EXPENDITURE			
No.	Description	Verifiable indicator	Amount (KES)
5	Accommodation + meals (committee meetings)	Receipts + payment vouchers	117,310
6	Refund to DAAD	Bank statement	121,327.85
7	Payment for German team (accommodation +transport)	Receipts	189,000
8	Mpesa charges	Confirmation	2,000
9	Airtime	Receipts	2,000
10	Payment for printing ACTA Horticulturae	Bank statement	215,662.50
11	Bank charges	Bank statement	8,500
12	Stationary +name tags +bags	Receipts	114,900
13	120 books of abstracts	Receipts	140,000
14	Printing of 4 banners	Receipts	32,000
	Catering services (KALRO)	Receipts	420,000
15	Payment of DAAD alumni	Mpesa transactions	160,000
16	Hotel accommodation (workshop)	Receipts	200,000
17	Transport costs (committee meetings & conference)	Receipts	148,780
	TOTAL EXPENDITURE		1,871,480
	Balance (income –expenditure)		219,836
	Cash at bank		176,178.55
	Cash in hand		43,657.45

After reporting, the treasurer indicated that the decorations, public address system and balances for accommodation and transport had not yet been paid. Also, the registration fees were also not reflected which approx KES 180,000 had been collected.

Min 6/12/2015: Internal auditor's report

The report below is in reference to Books of account audited on 30th November, 2015.

The treasurer can avail the report to any members who wish to scrutinize the records.

1. Status

- i. The treasurer availed the bank statement for the period (1st Dec 2014 – 24 Nov 2015)
 - o Cash flow: Balance carried forward (1st Dec 2014 – KES **874,387.95**)
 - o Money in:
 - KES **1,202,815.00** (from DAAD)
 - KES **11,113.25** (credit interest)
 - KES **3,000** (Membership)
 - o Money out KSH **1,915,137.35**
- ii. Ledger balance as at 24th November 2014 – **KSH 176,178.85**
- iii. The expenditures in the period under review were limited to
 - o Executive committee meetings to plan for the HAK 2015 workshop
 - o Refunds to DAAD and payments to DAAD Alumni
 - o Payment to ISHS for *Acta Horticulturae*
 - o Conference costs for HAK 2015 Workshop (accommodation, conference package at HRI, transport, bags, banners etc.)
 - o Cash at hand to cater for pending payments such as public address and decorations
- iv. Accompanying documentation for all expenditures were provided (receipts, signed vouchers, M-Pesa transaction details)

2. Compliance to previous audit queries

- o A standard payment voucher (for HAK): Done
- o Receipt books: The last receipt book (old batch) is in use under the treasurer. The next batch of receipt books will be printed and issuance records kept.

3. Audit on other HAK activities/functions

- i. The only active cash stream left is DAAD funds
 - a. Other cash streams (NACOSTI, HCD etc) have dried up!
- ii. Urgent need to expand the scope of HAK activities within the year so that the HAK Annual workshop is just a culmination of what HAK has been doing during the year.
 - a. Such action is critical if HAK wants to remain relevant (with an impact on the Horticultural sector) and visible and to fundraise.
- iii. Areas of engagement (suggested before)
 - o HAK-organized field days (in counties)
 - HAK demonstration sites in liaison with relevant institutions in the counties e.g. Universities, KALRO centers etc
 - Reach out to other development partners (e.g. USAID, AVRDC) who are already working with farmers in counties and partner
 - o HAK facilitated training in key areas of interest in Horticulture such as Postharvest handling, Food safety, MRLs, Phytosanitary Regulations/Standards, GAPs, Greenhouse management, Processing and Value addition
 - o Media engagement

- HortiNews
 - HortiFresh
 - Mutafiti (KALRO)
 - Other mainstream media such as NMG (Julius Sigei – Seeds of Gold Editor), SmartFarm?
 - Farmer TV
 - Others
 - Consultancy services
 - HAK Newsletter /bulletin
 - Start initiatives on topical issues affecting the sector e.g. Food Loss and Waste reduction, Climate change, Soil health, Biodiversity conservation etc
- iv. These activities will not only make HAK a key and relevant player in the dynamic horticultural sector but will also generate the much needed funds for HAK.
- v. HAK membership: The membership register are currently being updated.
- Membership numbers to be given

Min 7/12/2015: Chairman’s report (verbatim)

Dear Colleagues,

Welcome to our Annual General Meeting at this 15th workshop. I hope thus far, you have found the workshop a worthy event. I believe you have had an opportunity to renew acquaintances while at the same time establishing new ones. The annual workshop gives us an opportunity to discuss and exchange information on our activities during the year. It also serves as a “Family Reunion” for the HAK fraternity. As most of us are aware, last year’s workshop was a learning experience; and the committee therefore felt it was necessary to look at how best the association can make itself more sustainable. Ladies and Gentlemen, we are gathered here today to reflect on our activities and relevance of HAK since our last meeting at Kenyatta University. During the last two years, there has been a committee that has been driving HAK affairs and dedicating their time and energy to see that the HAK ship remains afloat. I do sincerely thank them for their dedication to serve the association. The committee is comprised of the following members:

S/No	Name	Position	Institution
1	Dr. Arnold Opiyo	Chairman	Egerton Univerty
2	Dr. John Wesonga	Vice chairman	JKUAT
3	Dr. Darius O. Andika	Secretary	JOOUST
4	Dr. Lucy Murungi	Ass. Secretary	JKUAT
5	Dr. Jesca Mbaka	Treasurer	KALRO - Kandara
6	Dr. Gweyi Joseph	Ass. Treasurer	Kenyatta University
7	Dr. Jane Ambuko	Internal Auditor	University of Nairobi
8	Dr. Ann Muriuki	Member	KALRO - Kandara
9	Dr. Joseph Mwafaida	Member	Pwani Uni. College
10	Dr. Maina Mwangi	Journal Editor	Kenyatta University
11	Dr. Rose Kigathi	Ass. Journal Editor	Pwani Uni. College
12	Finyange Pole	Member	KALRO - Matuga
13	Prof. Peter Masinde	Member	Meru University

Status of the association

The association has recruited new members during the year and also seen members update their subscriptions. As was reported last year, we noted that some inactive members only update their membership when proof of their affiliation to professional organizations is required. The committee proposed that members who have been inactive for a period of 3 years or more pay a penalty of Kshs. 2,500/- and clear the accrued subscriptions; renew membership at a fee of Kshs. 500/- in addition to the annual subscription (for the year of renewal).

I wish to report that the updating of the membership register and the issuing of membership numbers is in progress. As agreed in the last AGM, from the year 2016, members will be issued with certificates. The challenge here is that most members pay their annual subscriptions during the annual workshop. To facilitate issuance of the certificates early in the year, we are appealing to members to pay subscription for the following year during the workshop. The committee has explored the feasibility of using the “Lipa na Mpesa” platform and found that it is possible for the Association to access this facility. Members’ opinion is sought in this regard.

Online application system is now in operation and at least 9 people have used it.

Statutory obligations

The association has met its statutory obligations as per the requirements.

Journal publications

The journal has continued being a challenge. Very few of us are submitting research papers for publication. Challenges are also being encountered in getting reviewers; and also reviewing of papers in time. It is my appeal to all of us to participate in the journal activities by submitting and/or reviewing papers when requested to do so.

ACTA volume

The ISHS symposium volume was published; and I believe all eligible members received their copies.

Trustees

The Board of trustees has been dormant for several years. To have a Board that is active, the committee felt that in reconstituting it, member(s) from the Private Sector be incorporated. The recommendations are as follows:

1. Prof. Dr. Hartmut Stützel – Leibniz Universität Hannover
2. Dr. Monica Waiganjo- Kiambu County Executive Board Member for Agriculture and Livestock
3. Ms Grace Kyallo – Horticultural Crops Directorate
4. Mr. Richard Shikuku - Agrochemicals Association of Kenya
5. Dr. Charles Waturu - Director Horticulture Research Institute

Support

I wish to register our appreciation to DAAD for their continued financial support to the association. Our gratitude also goes to our friends from Hannover led by Prof. Stützel for their continued support and guidance. Due to austerity measures put in place by the Government, we did not receive financial support from National Commission for Science Technology and Innovation (NACOSTI) this year. However, we are grateful for their support in the past and hope that they will continue supporting us in the future.

15th Workshop

I would also like to extend our gratitude to the DAAD Director and the County Executive Member – Agriculture (Muranga County) for finding time to join us during the opening of this year’s workshop. Our thanks to the panelists for the session on Food Loss and Waste; and of course Dr. Ambuko for organizing and facilitating the session. Our appreciation to the County Executive Member – Agriculture (Kiambu County) for accepting to participate and officially close this year’s workshop. Dear members, I would like to thank KALRO – Kandara and HRI for successfully hosting this year’s workshop. The Centre Director and Deputy Director (HRI) and the Local Organizing Committee led by Mr. Kihara, bravo for the good organization.

Conclusion

I would like to conclude that the year has been great for HAK. God has smiled down at us and showered his blessings on members of the association.

1. The year 2014 ended on a positive note when our Vice Chairperson (Dr. Wesonga) was promoted to the position of Associate Professor in the Dept. of Horticulture at JKUAT.

2. Thereafter, in 2015 following the reorganization at KALRO led to the promotion of the following:
 - i. Ms. Scholastica Wambua – Head, Agri. Business Sub-unit (KALRO HQS.).
 - ii. Dr. Margaret Muchui – Centre Director, (KALRO – Tigoni).
 - iii. Dr. Anne Muriuki (HAK committee member) – Centre Director, (KALRO – Kabete).
 - iv. Dr. Jessca Mbaka (HAK treasurer) – Centre Director, (KALRO – Kandara; Deputy Director, HRI).

It is important to note that these new responsibilities have also resulted in challenges to the committee as the officials may not be always available to attend to the affairs of HAK.

On behalf of the committee, I take this early opportunity to wish all of us a **MERRY CHRISTMAS and A VERY HAPPY and PROPEROUS NEW YEAR!**

Thank you all!

The following issues were raised from the chairman's report:

- i. Penalties for members seeking to get back to the society after 3 years: the proposed charges were not agreed upon and therefore members agreed to discuss the issue in the next meeting. Also members agreed that the membership register should be updated before penalties are imposed and reminders circulated early enough
- ii. Annual subscription: Members agreed to increase from KES 500 to KES 1000 for ordinary members and from KES 200 to KES 500 for students
- iii. Registration fee: Members agreed to increase from KES 500 to KES 1000 for ordinary members and from KES 200 to KES 500 for students
- iv. Members endorsed to pay fees via MPESA
- v. The proposed five trustees were endorsed

Min 8/12/2015: Way forward for tackling food waste and losses

Dr Ambuko who was chairing the FW & L program proposed the following:

- i. The discussions from the panellists will be consolidated

Way forward:

- i. A Task force/working group will be formed. A list for those interested was circulated for signing in
- ii. The working group is voluntary
- iii. There will be no allowances

Min 9/12/2015: Way forward for HAK

The following were suggested by Prof. Stützel:

- i. Increase membership and participation in future meetings esp. for DAAD alumni
- ii. Propose interesting topics including writing abilities
- iii. Set measures to achieve what's necessary
- iv. Long term planning

Min 10/12/2015: Next workshop

The following were proposed as venues for to cover three years in order to apply for an extension of funding from the DAAD

2016: Chuka University (contact person Dr Gathungu)

2017: Pwani University (contact person Dr Mwafaida)

2018: Tea Research Institute, Kericho (Mr Simon Ochanda)

Min 11/12/2015: Elections

The returning officer was Prof. Dr. Hartmut Stützel and the following officials were nominated to serve the HAK for 2-year duration.

Chairman	Dr John Wesonga (JKUAT)
Vice-Chairman	Dr Joseph Mwafaida (Pwani Univ.)
Secretary	Dr Lucy K. Murungi (JKUAT)
Vice-secretary	Mr Simon Ochanda (Tea Research Institute)
Treasurer	Dr Jeska Mbaka (KALRO)
Vice-treasurer	Dr Geoffrey Gathungu (Chuka Univ.)
Internal auditor	Mr Finyange Pole (KALRO)

Committee members

Dr Jane Ambuko (UON)
Dr Rose Kigathi (PU)
Dr Joseph Gweyi (KU)
Ms Linah Muhonja (KALRO)

The journal editorial board

Appropriate candidates will be identified and the board constituted by the executive committee

There being no other business, the meeting was adjourned at 7.45 P.M.

Minutes approved for circulation

Secretary.....Sign.....Date.....

Chairman.....Sign.....Date.....

Appendix 1

Members present

Name	Institution
Mwafaida Mghalu	PU
Jane Ambuko	UON
Hartmut Stützel	LUH
Simon Ochanda	TRF
Peter Mwirigi	KU
Felix Matheri	KU
Patrick Ajwang	JKUAT
Maina Mwangi	KU
Geoffrey Gathungu	CU
Elisha Gogo	EU
Peter Caleb	EU
Andreas Fricke	LUH
Moses Muraya	CU
Moses Kivungi	KU
Agnes Ndegwa	KALRO
Samson Kihara	KALRO
Kamau Ngamau	JKUAT/CUCK
Carolyne Anaye	CU
Grace Ngatia	UH
Cecilia Ngugi	KALRO
Eliezah Kamau	KALRO
Joseph Gweyi	KU
Lenard Mounde	PU
Linah Muhonja	KALRO
Paul Kiuru	KALRO
Nicholas Kyalo	UON
Ann Nyambura	KU
Stephen Maloba	UON
Naomi Chelimo	JKUAT
Wafula Nelson	KU
Kenneth Tembe	UON
Osia Odula	JKUAT
Emily Kipsura	KALRO
James Mureithi	KALRO
Mary Mutembei	MOALF/UON
Kariithi Esther	UON
Samson Lagat	UON
Sam Koile	UON
Ann Munene	UON
Rose Kigathi	PU
Finyange Pole	KALRO
Lucy Murungi	JKUAT
John Wesonga	JKUAT
Arnold Opiyo	EU
Monica Waiganjo	MOALF