

Q2 2024 - 21st April 2024

Attendees: Tanvir Sharif, Miano Njoka, Wandimi Muchemi, Jacob Sitati

Location: Online Conference Call

Agenda

- Disbursement process

Notes

- Meeting called to order at 7.11pm Kenyan Time
- Tanvir and Jacob laid out the challenges we have had in getting information from the school that is required to disburse funds.
 - Muchemi shared that the OBC Secretariat has very good record keeping. Every time a sponsor pays the school fees for a student, a physical receipt is generated and filed.
 - It was also shared that Mr. Malesi targeted students that had need and invited them to apply for the need-based scholarships.
- Luchiri shared that the OBC Secretariat was created in order to help with any tasks that donors or Old Boys need.
 - The OBC Secretariat has a full time employee that can help with the execution of tasks.
- The Board resolved to cc. Luchiri on emails to make sure there is proper followup on all tasks.
 - Jacob invited Luchiri to join the board meetings whenever he could.
 - Muchemi and Miano will join the OBC Secretariat WhatsApp group and update the Secretariat as needed.
 - Luchiri will help follow-up on the needs of the school with regards to sports.
- Luchiri informed the board that the OBC Executive Committee will meet on Tuesday and get back with a point of contact at the OBC Secretariat
- Muchemi proposed that there be a common workspace for the OBC Secretariat, OBC Board and AHSEF to share information. The board concurred unanimously.
- Jacob adjourned the meeting at 8.16pm.