



**AKENTEN
APPIAH-MENKA
UNIVERSITY**
*of Skills Training and Entrepreneurial
Development*



**AKENTEN APPIAH – MENKA UNIVERSITY OF SKILL
TRAINING AND ENTREPRENEURIAL DEVELOPMENT
(AAMUSTED)**

**INFORMATION TECHNOLOGY STUDENTS' SOCIETY
(INFOTESS)**

PREVIOUS MUNITES

PREPARED BY:

MR. ZIELIEBE CLEMENT

PRESENT BY:

MR. ZIELIEBE CLEMENT

JUNE 20TH, 2024

**ZIELIEBE CLEMENT
(GENERAL SECRETARY)**

**MINUTE ON THE FIRST INFOTESS ASSEMBLY MEETING OF
THE FIRST SEMESTER OF THE 2023/2024 ADMINISTRATION
HELD ON THE 9th FEBRURY, 2024 AT THE AUTONOMY HALL
JCRC**

The meeting started at 3:54 pm.

Hon. Ayaaba Assibit prayed for the opening of the meeting.

Welcome Address

The president, H.E. Arhin Kwame Adu, welcomed the house and asked for their support for a successful meeting. The president then invited the General Secretary to read the previous minutes to the house. The previous minutes were made available on all the INFOTESS platforms and were read out to the house by the General Secretary.

Nomination of the Members in the Financial Committee

The president, Arhin Kwame Ezekiel, led the nomination of two I.A. members to be added to form the financial committee.

Names of I.A. members nominated:

- Hon. Awontra Amankwaa Stephen
- Hon. Yankson Godless
- Hon. Kwame Darko Darlington

Hon. Richmond Addai was called to take the house through the election.

Election Results:

Hon. Awontra Amankwaa Stephen and Hon. Kwame Darko Darlington were elected by the I.A. members to add up and form the financial committee.

Asset Declaration

The president then invited the Women Commissioner, Hon. Abigail Kobina, to declare the assets to the house. The document was made available on the INFOTESS platforms for the house to review. Hon. Ayaaba Assibit moved for deliberation and corrections of the asset declaration and was seconded by Hon. Rockson Agyei Boadi.

Deliberations and Corrections of the Asset Declaration:

- Hon. Opoku Marvin asked about the item "1 Cross" on the second page, which was clarified by the Chair.
- Hon. Francis Oduro inquired why items 54 and 39 were both listed as extension boards (NO, YES). The Chair clarified that NO means not working, YES means working.
- Hon. Oppong Alfred moved for the acceptance of the asset declaration and was seconded by Hon. Eshun – Eshilley Dominic.

Women Commissioner Message

The Women Commissioner read a brief message encouraging all women in the department to involve themselves in activities organized by the association, such as community of practice, catch-up classes, competitions, sporting activities, and other IT-related and campus activities. The Chair then discharged the Women Commissioner.

Swearing in of Newly Appointed Committee Members

The Chair called upon the appointees. The Chief Justice was invited to swear in the newly appointed appointees.

Message from the SRC President

The SRC president, H.E. Malba Yaw Prince thanked the Chair for the opportunity given. He promised to collaborate with INFOTESS and all departments on campus. He advised the house to participate fully in departmental and SRC activities, mentioning the efforts to improve teaching and learning facilities, including more lecture hall chairs. He emphasized that the SRC is the voice for students on campus and urged regular payment of departmental dues.

Presidential Message

The Chair handed over to the Counsel Attorney and presented the presidential message. The message was made available on all INFOTESS platforms and reviewed by the house.

- Hon. Opoku Marvin moved for deliberation and corrections of the presidential message, seconded by Hon. Kumson John.
- Hon. Owusu Ansah corrected the hyphenation on the cover page of APPIAH – MENKA.
- Hon. Eshun – Eshilley Dominic inquired about the difference between a T-shirt and a polo T-shirt, which was clarified by the president.
- Hon. Johnson asked whether the community of practice is free or not, and the Chair clarified that it would be free.
- Hon. Eshun – Dominic corrected the order on the cover page, stating the University name comes before the Department name.
- Hon. Senior Okyere Atta Rubben suggested fusing departmental dues with university fees if payment is a challenge.

- Hon. Emmanuel Opoku inquired why only level 400 students were to enjoy the dinner, which was addressed by the Chair.

Hon. Koomson John moved for the acceptance of the presidential message, seconded by Hon. Richmond Addai.

Financial Statement

The Financial Secretary and the Vice President presented the financial statement to the house. The document was made available on various INFOTESS platforms for review. The house was given time to go through the financial statement.

- Hon. Amenyo George moved for deliberation and acceptance of the financial statement, seconded by Hon. Obed Kobena Abakah.

- Concerns were raised about the time given to review the document. Hon. Amenyo George moved for deliberation and corrections on the financial message due to insufficient review time, seconded by Hon. Foster Richfield Doh.

- Hon. Amenyo George moved for the acceptance of the financial statement and was seconded by Hon. Owusu Ansah.

A.O.B

- Hon. Patrick asked why level 100 was not part of the skills training activities and was clarified by the Chair.

- Hon. Nathaniel asked why the sports and games committee was not captured in the budget, answered by the Chair.

- Hon. Eshun Dominic raised a follow-up question about the omission of the sports and games committee from the financial committee's budget and was clarified by the Chair.

- Hon. Amenyo George advised the house to thoroughly study the university constitution governing the society.
- Hon. Amenyo George suggested adjourning the meeting rather than closing it.

Hon. Joyce Opoku moved for adjournment of the meeting and was seconded by Hon. Mina.

Closing prayer was said by Hon. Foster Richfield Doh. The meeting closed at 7:30 PM.