KISII UNIVERSITY COMPUTING STUDENTS ASSOCIATION.

Minutes of the meeting held on 17/04/2024 as from 3pm -4pm in Administration block.

Present Executives
1. Cynthia Bosibori - Vice chairperson
2. Curtis Mwarema - Secretary General
3. Lucia Katheu - Treasurer
4. Joseph Owino - Organising Secretary

Absent with apology
1. Tillen Kungu - Third Year Rep

Absent without apology
1. Kevin Magu - Chairperson
2. John Brian - Secretary

Agenda
1. Auditing of reports from the previous executive.
2. Familiarizing the entire executive team with legal processing within the institution.
3. Addressing the shortcomings of the previous regime.
4. Laying out the structure of the calendar of activities for the academic year 2024/2025.

AGENDA 1: Auditing of reports from the previous executive.
We planned to audit the reports from the previous executives but it happened that the team present couldn't trace any.
Reports to be audited:
   a. **Financial report for 2023/2024 academic year** - A clear record on the clubs transactions including member registration, renewal, and the amounts collected as trip charges.
   b. **The academic trips** - A clear report including stamped financial requisition for the two academic trips that KUCSA participated in 2023/2024 academic year.
   c. **Road map for financial and bus requisition** - A clear sequential roadmap on how to do financial and bus requisition for the association, this shall include who to be included in KUCSA trips and who not to be included.
   d. **KUCSA projects** - A clear report on the projects that KUCSA organizes for the department eg. Packages courses and Purchase plans i.e. purchase of the clubs projector.
   e. **Report on the money for purchasing projector** - A clear report of how much is the amount that was left to purchase the projector, who is holding the amount and why has it not been submitted to the current treasurer.
   f. **JKUAT ICP HACKATHON REPORT:** A clear report for this trip including expenditures and financial requisition …. Stamped documents.

Being that none of these reports were available, we concluded that they should be prepared by the the following executives:
   a. Financial report for academic year 2023/2024 - **Tillen Kungu,** former Treasurer.
   b. The academic trips, {**JKUAT ICP HACKATHON REPORT**}, Road map for financial and bus requisition, KUCSA projects, Report on the money for purchasing projector - **Brian Adams and Kevin Magu,** former Chair and current chair**.**

These reports should be precisely shared on our next meeting which shall be held on Friday between 8pm - 9pm virtually in google meet.
If by any chance some of the reports won't be submitted by then, legal and constitutional procedures shall be followed to acquire these reports for the sake of accountability by the involved executives and the club at large.

AGENDA 3: Addressing the shortcomings of the previous regime.
KUCSA is an association registered under the umbrella of the Computing Sciences department, however in service for all tech enthusiasts to cultivate the idea of practical skills and tech inclusion.
KUCSA is led by one patron from the computing sciences department, who spearheads all the clubs activities without having to be answerable to the department.

However, KUCSA doesn't operate as a totally independent association as it still requires various authentications and support from the department i.e Projector and other signing of other legal documents.
Similarly, we won't wish to make KUCSA an independent entity as we belong to the department.

This thereby calls for a clear report from the previous chair, **Brian Adams,** to clarify the boundaries and constraints under which KUCSA operates within the institution.
After the clarification, the new executive shall formulate a new policy of operation at the same time review and update the **KUCSA CONSTITUTION,** on the same.

After these reviews and expedition of these reports, the executive team shall henceforth work in solidarity in all aspects of its operations.
Legal bindings shall be highlighted in the updated **KUCSA CONSTITUTION** to ensure this.

Due to limited time, the team present agreed to schedule a virtual meetup on Friday from 8pm -9pm. All executives are bound to attend. Also a special request is sent to our Congress, **Brian Ngoko,** and our chair emeritus, **Brian Adams** to be in attendance.
The team also agreed that a copy of this document to be shared with our Patron, **Dr. Benard Maake** for filling and future follow up.