
MARONDERA UNIVERSITY
OF AGRICULTURAL SCIENCES AND TECHNOLOGY

**MINUTES OF THE 3rd, 10th ANNIVERSARY MEETING HELD ON THE 9th OF APRIL 2024
IN ROOM 4 CSC CAMPUS AT 1030 HOURS**

1. Members Present

Dr F. Makore	Acting Director- Agri-work Related Learning Outreach Programmes (Chairperson)
Dr B. Nyagadza	Lecturer- Faculty of Agribusiness and Entrepreneurship
Mr S. Murombedzi	Acting Director- Marketing, Public and International Relations
Mr E. Manata	Acting General Manager Agro Industrial Park (A.I.P)
Dr M. Chimweta	Lecturer- Faculty of Plant and Animal Sciences and Technology
Ms N. Kurwakumire	Lecturer- Faculty of Earth and Environmental Science
Mr F. Karuru	Procurement Officer
Mr S. Mazhovore	Security
Mr F. Simbe	Supervisor- Department of Works
Eng. T. Dumba	Lecturer-Food Processing and Technology
Ms B. Chekenya	Assistant Registrar, Admissions and Student Records (Secretary)

By Invitation

Ms E.K. Nhau	Accommodation and Catering Manager
Mr C. Bangira	Geographical Information Systems (G.I.S) Laboratory Technician
Mrs F. Mutoya	Director- Sports and Recreation
Mr T. Gundiro	Transport Manager

2. Opening Prayer

The University Prayer was led by Ms E.K. Nhau.

ITEM	DISCUSSION	ACTION														
3.0	ADOPTION OF THE AGENDA The agenda was adopted without amendments.															
4.0	DECLARATION OF CONFLICT OF INTEREST															
4.1	There was no conflict of interest declared.															
5.0	OPENING REMARKS															
5.1	The chairperson welcomed all members and gave a brief background of the purpose of the committee, for the sake of the new members who had joined the meeting for the first time.															
5.1.1	Members were notified that MUASt would be turning ten in 2025 and that celebrations would run for the whole year.															
5.1.2	The chairperson summarised the progress made at the time of the meeting and outlined the agreed activities as follows: <table><tr><th>DAY</th><th>EVENTS</th></tr><tr><td>Tuesday</td><td>Agro Industrial Park (A.I.P) and Vice Chancellor’s address</td></tr><tr><td>Wednesday</td><td>Research and Innovation</td></tr><tr><td>Thursday</td><td>Research and Innovation</td></tr><tr><td>Friday</td><td>Exhibitions and Invited Artists</td></tr><tr><td>Saturday</td><td>Sports and Entertainment</td></tr><tr><td>Sunday</td><td>Sports and Entertainment</td></tr></table>	DAY	EVENTS	Tuesday	Agro Industrial Park (A.I.P) and Vice Chancellor’s address	Wednesday	Research and Innovation	Thursday	Research and Innovation	Friday	Exhibitions and Invited Artists	Saturday	Sports and Entertainment	Sunday	Sports and Entertainment	
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5.1.2.6																
5.2	The house noted the need for the department of Information and Communications Technology (I.C.T) to work on accreditation of all delegates.															
6.0	CHAIRPERSON’S STATEMENT															

6.1	Members were advised to start preparations early as the success or failure of the event would rest on the committee members.	
6.2	The house noted that the actual celebration dates would be advised but they would coincide with the winter wheat period.	
6.3	It was also noted that the celebrations would be done when students would be on campus but not during examination time.	
6.4	Members were advised to expect regional and or International visitors for the event.	
7.0	CONFIRMATION OF MINUTES OF THE 2nd, 10th ANNIVERSARY MEETING	
7.1	The minutes were confirmed as a correct record.	
8.0	MATTERS ARISING	
8.1	Matters arising were to be reported in the subcommittee feedbacks.	
9.0	BUSINESS OF THE DAY	
9.1	SECURITY	
9.1.1	The house was notified that additional security personnel would be provided depending on the numbers availed for the event on different days.	
9.2	SPORTS	
9.2.1	Members agreed to set aside two days of the celebration week, Saturday and Sunday for sporting activities, accommodating outside participants who would be charged participation fee.	
9.2.2	The house unanimously agreed to have the following activities, aerobics/Zumba, volleyball, soccer, fun run, netball and tug of war.	
9.2.3	A plan to engage stakeholders in the construction of sporting facilities was noted.	

9.3	ACCOMODATION AND CATERING	
9.3.1	The house was informed of the plans to have an outdoor kiosk so there was need to have furniture, power, security and waste disposal bins.	
9.3.2	An approximation of guests per day was recorded for purposes of planning.	
9.3.3	Imire game park was chosen as one of the venues where high powered delegates would have their meals on one of the celebration days.	
9.3.4	Members noted the plans of booking hotels in Harare for regional and international esteemed delegates and rent off campus accommodation for local partners.	
9.4	WORKS	
9.4.1	The house unanimously agreed to have a plague constructed for the 10 th anniversary.	
9.4.2	Members were notified of the need to have rehabilitation of the road which leads to the main campus.	
9.5	ENTERTAINMENT	
9.5.1	Members agreed to invite local, upcoming artists to be curtain raisers for the main artist, Mukudzeyi Mukombe affectionately known as Jah Prayzah.	
9.5.2	Mr C. Bangira was tasked to be the Disc Jockey (D.J) during the celebration week.	
9.5.3	The house agreed to involve the University Choir in the composition of a University jingle as part of the celebrations for the 10 th anniversary.	
9.6	MARKETING	
9.6.1	Members appreciated the need to have branded materials in all the departments.	

9.6.2	The house tasked the chairperson to ensure that the 10 th anniversary organising committee members have branded regalia and materials throughout the 2025 celebration year.	
9.7	TRANSPORT AND LOGISTICS	
9.7.1	The subcommittee assured the house that it would render the required services including transporting delegates to and from Harare for the smooth flow of the event.	
9.8	RESOURCE MOBILISATION	
9.8.1	The house deliberated on the importance of submitting budgets to the subcommittee for timeous engagement of sponsors and donors.	
9.9	USHERING	
9.9.1	The subcommittee agreed to work in collaboration with other subcommittees.	
10.0	NEXT MEETING	
10.1	Members agreed to reconvene on the 30 th of April 2024.	

There being no other issues to be discussed on, the meeting ended at 1300hrs

Approved for circulation by:



Dr. F. Makore
Chairperson

Date: 22/04/2024

Confirmed as a true record:

Dr. F. Makore
Chairperson

Date: