**THE MINUTE OF THE MEETING HELD ON THE  5th May, 2022**

**Attendance: Messrs. Alonge, Ogunnowo, Arua, Barry, Mgbaramuko, Momoh, Kukoyi, Akogun, Ekpo**

The meeting started at **7:20 am**. The minute of the last meeting was read by **Mr. Momoh**.

There were some mistakes in last minute. They are listed below.

* Suppliers are to revalidate their PO and not waybills.
* We have sections in store and not sessions.

After correcting the mistakes **Mr. Mgbaramuko** adopted the minute and was seconded by **Mr. Kukoyi**

**RISK AND OPPORTUNITY**

From the meeting, store risks include but are not limited to the following

* Giving item with memo without requesting for corresponding SR at the right time.
* Being careful in issuing a newly supplied inks.

The above listed points and many other conditions brings about stock imbalances.

On the other hand, store opportunity include but not limited to the following

* Prompt following up on items collected through memos.

These help in maintaining accurate stock balance.

**** **MINUTE OF MEETING (BL/GS/MM/001)**

**Matters Arising:**

* **General issues from the minutes:** **Mr. Ogunnowo** said the list stationeries for store has been sent to account**.**  **Mr. Arua** suggested store collecting stationeries on monthly basis and **Mr. Alonge** said we need to collect one before writing for another one.
* **Mr. Alonge** said there are much memos on memo logbook and he asked if the issuing section is still shipping and receiving TO promptly to avoid embarrassment from account.

**Matters of the Day**

**New Sample Inks Supplied in Test:** There is a newly sample ink supplied Pantone 185c and it is called pure sack. It is supposed to be 20kg but it may be 18kgs so the issuing section need to be careful when issuing the inks**.** It is supposed to be supply in kegs but it may be in buckets at the end of the day**. Mr. Arua**

**Memo Logbook: Mr. Alonge** went through memo logbook and he saw that some of the end users did not sign the memo logbook. **Mr. Arua** said it is wrong because the end users may deny collecting the items. **Mr. Ogunnowo** said that shift men should always follow laid down instructions.

According to **Mr. Alonge**, it is the supervisor that is to check the logbook to ensure things are okay.

**Mr. Ogunnowo** said that the problem of shift men is handling over memos to the in-coming shift.

**Mr. Alonge** said that if there are things to be done, we should do them right.

****  **MINUTE OF MEETING (BL/GS/MM/001)**

**Mr. Arua** moved a motion to close the meeting and supported by **Mr. Akogun** the meeting ended at **9:30 a.m.**

**Alonge J. Momoh I.**

**Chairman Secretary**