



**MINUTES OF THE BRITISH BUSINESS ASSOCIATION OF KENYA**  
**ANNUAL GENERAL MEETING, HELD AT THE HIGH COMMISSIONER'S RESIDENCE**  
**9<sup>th</sup> MARCH 2017**

**PRESENT**

H. E. Mr Nic Hailey	British High Commissioner
Dr John Murton	Deputy High Commissioner
Graham Shaw	Chairman
Sonal Sejpal	Vice Chairperson
Anthony Muthusi	Treasurer
Farida Abbas	Secretary
Jane Karuku	Board Member
Matthew Ward	Board Member
Marianne Mwaniki	Board Member
Radhika Moolraj	Board Member
Stavros Spyropoulos	Board Member

Other BCKK members in attendance (total count): 87

**ABSENT WITH APOLOGIES**

Members absent with apologies (total count): 10 BCKK Members

**Minute One: OPENING REMARKS**

- 1.1 The CEO, Ms Farida Abbas called the meeting to order at 0800 hours and officially welcomed and thanked all members present.
- 1.2 His Excellency Mr Nic Hailey, The British High Commissioner to Kenya welcomed and addressed Members. In his remarks, he congratulated the Chamber Board, CEO and Chamber Team for the objectives achieved in the previous year. The goals and objectives achieved in the previous year as highlighted in his address were:
  - 1.2.1 The opening of BCKK Coast Branch
  - 1.2.2 Sterling Membership Launch
  - 1.2.3 The MOU signing between the Chinese Business Association and BCKK
  - 1.2.4 The increase in membership

- 1.3 The High Commissioner reiterated his sentiments on Brexit as an opportunity to refocus on new trade agreements between Kenya and the UK.

#### Minute Two: **CHAIRMAN'S SPEECH**

- 2.1 The Chairman of BCCK, Mr Graham Shaw thanked all the Board Members, the CEO and Chamber team on the magnificent work done in closing fiscal year. The Chairman's speech highlighted key areas as follows:
- 2.1.1 He thanked the British High Commissioner, *His Excellency Mr Nic Hailey* and the Deputy High Commissioner, *Dr John Murton* for their continued support in assisting the Chamber achieve its goals and objectives in the previous year
- 2.1.2 He advised Members to take advantage of the Prosperity Fund and other avenues available for British businesses in Kenya
- 2.1.3 He announced that the Chamber was working with the Department of International Trade to launch a PR Campaign, aimed at publicizing British Businesses and their significant impact in Kenya
- 2.1.4 He mentioned the importance of reading newsletters, as they contain vital information pertinent to Members' opportunities
- 2.1.5 He emphasized that the Chamber will be sharing information with the Chinese Association to increase and build a working relationship between both associations
- 2.1.6 He revealed that the Chamber had automated its process for accounting through the Quick Books system, and adopted a CRM system. The automations will help the Chamber become more efficient in addressing members interests
- 2.1.7 The Chairman reiterated the importance of sustainability and that the BBAK and the Chamber must have sufficient resources to operate without revenue for 12 months.

#### Minute Three: **CEO AGM AGENDA ITEMS**

- 3.1 Following the Chairman's speech, the CEO reviewed the AGM agenda items and tabled them to members in this order:
- 3.2 Approval of the Minutes of the Annual General Meeting held on 26<sup>th</sup> of May 2016
- 3.2.1 The minutes were approved and adopted
- Proposed by: Ms. Radhika Moolraj  
Seconded by: Ms. Jane Karuku
- 3.3 Receive and approve Accounts for the year ended September 2016.

3.3.1 The Treasury - Mr Anthony Muthusi, went through the breakdown on costs related to two main revenue streams for the Chamber. Member services and Trade services. He explained how the costs are allocated and split for both divisions.

3.3.2 The CEO presented the accounts for approval and adoption. The accounts were approved and adopted

Proposed by: Ms. Anne Erickson  
Seconded by: Ms. Radhika Moolraj

#### Minute Four: **COMMITTEE MEMBERS**

4.1 All Committee Members retired and offered themselves for re-election for the next year as follows:

Chairman	Mr Graham Shaw
Vice Chairman	Ms Sonal Sejpal
Treasurer	Mr Anthony Muthusi
Secretary	Ms Farida Abbas
	Mr Stavros Spyropoulos
	Ms Radhika Moolraj
	Ms Marianne Mwaniki
	Mr Yida Kemoli
	Ms Jane Karuku
	Mr Matthew Ward

4.2 The following Board Members were re-elected and confirmed as follows:

Chairman	Mr Graham Shaw
Vice Chairman	Ms Sonal Sejpal
Treasurer	Mr Anthony Muthusi
Secretary	Ms Farida Abbas
	Mr Stavros Spyropoulos
	Ms Radhika Moolraj
	Ms Marianne Mwaniki
	Mr Yida Kemoli
	Ms Jane Karuku
	Mr Matthew Ward

Proposed by: Tillmann Proske  
Seconded by: Michael Monari

- 4.3 The Chairman requested members to consider being on the board for the next elections in 2018, noting that having new Board Members will bring fresh ideas and help grow the Chamber to achieve its goals and vision.

Minute Five: **APPROVE AMENDMENT OF THE SOCIETY'S CURRENT CONSTITUTION**

- 5.1 The amendment of the Society's current Constitution was primarily on Chamber expansion and representation, to have branch offices in other Africa countries namely Uganda, Tanzania, Ethiopia Burundi and Rwanda.
- 5.2 Members discussed the Chamber's agenda to expand and cover the East African region namely Uganda, Tanzania, Rwanda, Ethiopia and South Sudan. Members of these countries will join as associate members with no voting rights. It was agreed that vetting and approval will be done by the Board of Directors, just as was the case for Kenya.
- 5.3 The matter rested as, should members approved the proposal, the committee will work towards amending the constitution to incorporate the proposed changes.

Proposed by: Marianne Mwaniki

Seconded by: Neil Cuthbert

Minute Six: **MEMBERS OF THE EXECUTIVE COMMITTEE**

- 6.1 Members may nominate any member of the Association to serve on the Executive Committee in place of a retiring Member of the Committee. Such nominations shall be in writing and submitted to the BBAK Secretariat at least seven days before the Annual General Meeting. Each nomination shall be proposed and seconded by a Member and must include a statement that the nominee has declared him/herself willing to serve.
- 6.2 At the time of this meeting, the CEO had not received any notice of nomination for the Executive Committee.

Minute Seven: **APPOINTMENT OF AUDITORS**

- 7.1 It was proposed that the Executive Committee should be delegated the authority to reappoint or appoint auditors and agree on applicable fees, for the year ended 30<sup>th</sup> September 2017.
- 7.2 The CEO introduced **Baker Tilly Merali** and proposed their appointment as auditors for the next fiscal year.

7.3 The Chairman clarified that Baker Tilly Merali were not members and therefore had no conflict of interest to the Chamber.

Proposed by: Anthony Muthusi  
Seconded by: Jeffrey Bamford

**Minute Eight: AOB**

- 8.1 Any Other Business (*notice of which must be submitted in writing to the Secretariat seven clear days prior to the date of the Annual General Meeting*).
- 8.2 The CEO requested feedback from Members via a brief survey that was circulated. The aim was to collate feedback on what worked well for Members and areas of improvement that will increase value addition services to Members.
- 8.3 *Radhika Moolraj* informed Members of *Heshima Kenya*, A Corporate Social Responsibility project for supporting women and children by providing a safe house and enterprising opportunities. She appealed for support in kind.
- 8.4 *Stavros Spyropolous* informed Members of a Corporate Social Responsibility project to support women with Fistula. He appealed for any support from members to support the project.

**Minute Nine: ADJOURNMENT**

- 9.1 There being no other business, the CEO adjourned the meeting at 0840 hours.
- 9.2 Signed as a correct record.

Chairman..... Date.....  
Secretary..... Date.....  
Treasurer..... Date.....