



MINUTES OF THE BRITISH BUSINESS ASSOCIATION OF KENYA
ANNUAL GENERAL MEETING
HELD AT THE HIGH COMMISSIONER'S RESIDENCE
ON THE 26th May 2016

PRESENT: His Excellency Mr Nic Hailey - British High Commissioner
Graham Shaw - Chairman
Anthony Muthusi – Treasury
Marianne Mwaniki – Committee Member
66 BBAK Members

APOLOGIES: 25 BBAK Members

The CEO opened the meeting at 08.20 hrs by welcoming all members present. The British High Commissioner to Kenya, his Excellency Mr Nic Hailey addressed and welcomed the Members, The High Commissioner also expressed his interests in working and growing UK Businesses in Kenya.

The AGM agenda item addressed as follows:

1. The minutes of the Annual General Meeting held on Tuesday, 14th April 2015 were approved and adopted.

Proposed: Mr Adam Miller
Seconded: Mr Tillmann Proske

2. The audited accounts for the year ended 30th September 2015 were approved and adopted.

Proposed: Mr Charles Njendu
Seconded: Ms Shilpa Haria

Notes on Audited Accounts

The Chairman talked about the last Christmas lunch, where the Chamber made a loss due to members confirming attendance and not showing up for the event. The No – Show and Advance payment policy was adapted and communicated to members as a result, the policy will be implemented to avoid losses for future events.

3. All Committee Members retire, but being eligible, offered themselves for re-election for one more year.
4. Election of Office Bearers of the Association. The following office bearers were Re –elected:

Chairman: Mr Graham Shaw
Vice Chairman: Ms Sonal Sejpal
Treasurer: Mr Anthony Muthusi
Secretary: Ms Farida Abbas - newly appointed CEO

The other members of the Executive Committee were therefore confirmed as:

Mr Stavros Spyropoulos
Ms Radhika Moolraj
Ms Marianne Mwaniki
Mr Yida Kemoli
Ms Jane Karuku
Mr Matthew Ward

Proposed: Ms Shilpa Haria
Mr Malcom Marega
Mr Adam Miller

Seconded: Mr Charles Campbell Clause
Mr Simeon Hutchinson
Mr Stewart Henderson

Notes on Committee Members

The Chairman requested members to consider being on the board for the next elections in 2017, having new board members will bring fresh ideas and help grow the Chamber to achieve its goals and vision.

5. The Executive Committee were authorised to and appoint auditors for this financial year.

No Auditors were appointed for the next financial year. The Chairman mentioned that we need to look for a professional company to carry out the audit for the next financial year, and also QuickBooks accounting system will be implemented for the financial year ending September 2016.

6. No other Executive committee was proposed by the Association during the AGM

7. Other Business – The Chairman had summited in writing a report of previous year’s achievement of the Chamber – below are points from Chairman’s report.

- **British Companies** - There are approximate 250 British companies in Kenya, the Chairman emphasised on the impact the British companies have on the Kenyan economy and asked to carry out a survey in finding out key statistics on British companies.
- **Membership** - The Chamber membership has grown from 4 corporate members in 2013 to 117 corporate members in 2016.
- **UK Trade and Investment** – The Chamber has been working with UKTI in assisting UK companies coming into Kenya and providing export opportunities via BCK website and other channels.
- **Advocacy** - Lobbying and addressing issues that hinder businesses such as land, KRA, VAT refunds, visas, work permits and company licencing.
- **Inter Chamber events** - working with other Chambers to increase networking and business opportunities
- **Objectives and goals for 2016 /2017**
 - Sterling membership category launch
 - Mombasa branch launch
 - Sector based events
 - Forming IP committee
 - Reserved Funds – striving to make the Chamber self sufficient
 - 2015- 2016 – Accounting from manual to QuickBooks

The CEO closed the meeting at 9.00 am.

Signed as a correct record.

Chairman.....

Date.....

Secretary.....

Date.....

Treasurer.....

Date.....