**BRILLIANT ALLIANCE SACCO MANAGEMENT COMMITTEE MEETING HELD ON 1ST APRIL, 2017**

**AT BRILLIANT OFFICE, TAZAMA BUILDING**

**MEMBERS PRESENT**

1. John Mbaki Nderu – chairman
2. Stephen kuria – secretary
3. Peter kiumbuku – treasurer
4. Jerusha wangechi - member
5. Peter Kiunjuri wageche – member
6. Wilson kimani – member
7. Nicholous maina - member

**IN ATTENDANCE**

1. Kelvin kahare

**AGENDA**

1. Prayers
2. Reading of notice
3. Reading and confirmation of previous minutes
4. Matters arising
5. New members
6. Financial report
7. Loans - Granting

- Recovery

1. AOB

**MIN 1/1/04/2017 PREMINARIES;**

Meeting was opened with a word of prayers from Nicholas maina and the chairman welcomed all members to the meeting.

**MIN 2/1/04/2017 READING OF NOTICE**

Notice of the meeting was read by Stephen kuria which was proposed by Jerusha wangechi and seconded by Wilson kimani.

**MIN 3/1/04/2017 READING AND CONFIRMATION OF THE PREVIOUS MINUTES**

The secretary read to the members the minutes of the previous meeting which was proposed by Nicholas maina and seconded by peter kiunjuri.

**MIN 4/1/04/2017 MATTERS ARISING**

It was agreed that defaulter to be charged a minimum of 1000.ksh to cater for the registration of CRB;

The guarantor of peter mbui mwangi to pick his motorbike in the office so as to sell it to recover his loan in arrears.

**MIN 5/1/04/2017 NEW MEMBERS**

Kelvin reported the following to the members:

There were two members who had joined the Sacco last month and two members had

opened an investment a/c.

**MIN 6/1/04/2017 FINANCIAL REPORT**

Bank balances were as follows:

* Equity = ksh. 487,075
* Mentor = ksh. 82,317
* Unaitas = ksh. 110,517
* Brilliant = ksh. 230

Total 680,193 ksh

**MIN 7/1/04/2017 LOAN**

Loan applications:There were 2 members who had applied for loans and it was as follows:

1. Jane waiyego m/no 109 loan of 63,000ksh. Approved.
2. JOseph kamau kagenya m/no 207 loan of 150,000ksh. Approved.

Member resolved that loan applicant to indicate other securities like house hold items and Joseph kamau to bring the copy of log book of the tuk tuk.

**MIN 8/1/04/2017 AOB**

The chairman reported to the member that Samuel mwangi kamau who was our staff was no longer with brilliant alliance Sacco society ltd.

He also reported that Samuel took with him ksh 17, 640 and on date 28th march 2017 he did not lock the front door. The issue was reported to the police on 30th march 2017.

The board concluded that the intention of not locking the door was behind bad motive.

The chairman reported to the members that the cashboxes were bought so that the cashier may be able to account for the money given to them.

It was agreed that the cashier should not go home with the office keys and the salary should be paid the last day of the month.

It was agreed that the appointment letter to be issued immediately the first day of employment to avoid future inconveniences.

Members adopt employees terms and condition of services.

Members agreed to suspend Samuel Mwangi (staff) which was proposed by Wilson Kimani and seconded by Stephen Kuria .

Members agreed to advertise the job vacancy to recruit a new account clerk

There being no other business the meeting was adjourned at 6.00pm

Chairman**: JOHN MBAKI NDERU SIGN……………………………………………………………**

Secretary**: STEPHEN KURIA MWANGI SIGN……………………………………………………………..**