



MATERIALS RESEARCH SOCIETY OF KENYA

C/O CHEMISTRY DEPARTMENT

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MINUTES OF THE MATERIALS RESEARCH SOCIETY OF KENYA (MRS-K) **MEETING HELD ON MONDAY 09/04/2018 10:00 AM AT TECHNICAL UNIVERSITY** **OF KENYA -SCIENCE BOARD ROOM.**

MEMBERS PRESENT

- | | |
|-----------------------|-----------------|
| 1. Prof George Amolo | Chairing |
| 2. Dr. Dickson Andala | Secretary |
| 3. Mr. Victor Odari | Treasurer |
| 4. Dr. George Manyali | Member (Skype) |

Apologies

1. Dr. Robinson Musembi
2. Dr. Henry Barasa
3. Dr. Boniface Ndinya
4. Dr. Maxwell Mageto

AGENDA

1. Communication from the Chairman
2. Opening of MRSK bank account
3. Website loading with contents
4. Material Science Committee
5. AOB

PRELIMINARIES

The meeting was opened by a word of prayer from Mr. Victor Odari. We were served with tea and snacks.

Communication from the Chairman

The Chairman welcomed the members and introduced the agenda for the day

Confirmation of Minutes

This being inaugural meeting no minutes of the previous meetings were to be confirmed and members agreed to proceed with the agenda.

Minute 1: Opening of MRSK bank account

Following the issuance of Certificate of Registration by the Registrar of Societies it was necessary to open MRS-K bank account. The treasurer was tasked to check for required documentation to facilitate bank account opening. The following were deemed mandatory:

- i. Certificate of Registration
- ii. Introduction letter – from NACOSTI (National Commission for Science Technology and Innovation)
- iii. Constitution
- iv. Minutes approving account opening
- v. ID & KRA pins of officials
- vi. Passport photos of officials
- vii. Search fee
- viii. Minimum balance
- ix. Signatories: Three

The Governing Council agreed to open an account with the Kenya Commercial Bank at Head Office-KENCOM, Moi Avenue Branch. The bank account should facilitate:

- Membership dues payment/deposits via MPESA option
- Issue with a cheque book
- Online account access
- Allow for minimum basic charges

The treasurer was asked to present the papers at KCB bank to verify if we met the requirements to facilitate initiation of the process by Friday 13/04/18.

It was agreed upon account opening we embark on membership drive from institutions and other organizations

Min. 2. Website Loading With Contents

Following acquisition of web domain and hosting by KENET and subsequent payment by Prof Amolo it required to be uploaded with MRSK details. The web content details had been prepared by Dr. Andala and Mr. V. Odari in readiness for uploading. This was to be linked to existing partners like the NACOSTI, NRF, Universities, Research groups etc. Updating was to be continuous done since all materials for uploading weren't ready yet. Prof Amolo was requested to circulate cpanel details. Dr Andala was to forward the same to IT person Mr Dismus Kiplimo for website design and uploading of content. Mr Odari was to share updated webcontent and contact us form. The following emails were to be generated

- info@mrsk.or.ke

- chairman@mrsk.or.ke
- secretary@mrsk.or.ke
- treasurer@mrsk.or.ke
- editorinchief@mrsk.or.ke

Min. 3. Material Science Committee

Mr Odari indicated he had sent emails out for Materials Science Committee meeting scheduled 20/04/18 for Cabinet Memo drafting. However Dr. Otwoma would not be available for the same. Dr Otwoma suggested we engage Mr Situma. Dr. Andala was tasked to consult Mr Situma for his availability on 20/04/18

Min.4. AOB

There being no other business the meeting was adjourned at 10.55 AM

Approved for issue:
 Signed by _____ **Chairperson** _____ **Date:** _____

Confirmed in meeting: _____
 Signed by _____ **Chairperson** _____ **Date:** _____