



MINUTES OF THE HYBRID 54TH ANNUAL GENERAL ASSEMBLY HELD ON FRIDAY 4TH AUGUST 2023 AT 1.30 PM VIA ZOOM AND PRIDE INN PARADISE

Preamble: -

1. a) Constitution of the meeting: -

The President called the meeting to order at 2.15pm after playing of the National Anthem and word of prayer said by the CEO Rose Mwaura. There after the President welcomed all members physically present and those who were virtually logged into the meeting and encouraged them to participate fully.

The President called upon the CEO to confirm whether the meeting was properly constituted and whether there was quorum for the same. The CEO who is the Secretary to the Council confirmed the meeting was properly constituted as the notification for the same was relayed to members twenty-one days prior to the meeting as enshrined in the ISK Constitution.

As regards attainment of quorum, she confirmed availability of the same as she reminded members the meeting was hybrid and over 850 members were in attendance both physically and virtually. **(Vide the annexed List of attendance)**. The President then called on members to stand and observe a minute of silence in honour of ten (10) fallen colleagues over the year under review.

b) The President then read the agenda for the meeting for members and the same was adopted on a motion originating from Mr. Cyprian K. Riungu which was seconded by Mr. Joe Musyoki.

At this juncture the President invited the chairman of Independent Electoral Committee to say a word to members. The Chairman through the President sought permission from members to tweak the agenda to have the elections for various positions in the Council run concurrently with the AGM but upon deliberations the request was rejected as it would have contravened the ISK Constitution. As a reprieve, the President was urged to lead and conclude the agenda for the AGM as per the set program.

1. Ordinary Business

54.1 Apologies

There were no apologies that were received but Members were encouraged to share the same either physically or virtually on the meeting chat platform.

54.2 a) Confirmation of Minutes of 53rd General Assembly Meeting held on 10th June, 2022

The President read through the minutes of 53rd AGM which had been shared with all members and a motion of adoption was proposed and seconded by Messrs. Collins Kowuor member number 691 and Charles Peter Member number 689 respectively.

54.3 Matters arising therefrom

i) Property Acquisition: It was reported that the Council determination to procure office space as per last years AGM resolution was thwarted by the developer who changed their mind from selling the space out and also the high amount required to repay the loan which had been approved by the previous General Assembly. The Councils' effort to acquire another space for ISK is still on and the incoming Council can consider Purple Towers along Mombasa Road among other properties.

ii) Mobilization of funds: Members were encouraged to pay up the property contribution within the

extension period to avoid being affected by its deadline of next year where any member who will not have paid will not be able to access the certificate of good standing.

iii) Property Management Standards: the standards were finalized and launched in an event where the Cabinet Secretary, Ministry of Lands, Public Works, Housing and Urban Development graced the occasion.

iv) Georeferencing Report: The Council developed the guidelines and ISK is engaging with the Director of Surveys for implementation.

v) Review of the Survey Act- This was finalized and the next Council should take it up to the next level.

54.4 The Council Annual Report:

The President started his address by extending a warm welcome to all members to the 54th AGM. He further expressed the Council's appreciation to all members for the support in the year under review as he took members through the highlight of the operations of the Council as here under: -

1.0 Committee Reports

1.1.0 Executive Committee

The President reported that the Executive Committee continued playing its role of managing the Institution in between the meetings of the Council as well as supervising the Secretariat in the day-to-day performance of the function of the Institution. Through the able leadership of the President, the committee was able to successfully pursue all requests presented by various Committees and chapters at the Council level.

1.2.0 Professional Practice Ethics Committee

The Professional Practice and Ethics Committee which is constituted of Chapter Chairpersons who continued supporting the Institution in handling and setting of standards, disciplined where need arose, addressing complaints raised against any member or the Institution touching on professional performance, wrote articles on issue it feels members and the public need to be advised, educated or cautioned on and the following is the Committee 's report;

1.2.1 Complaint Reporting Module

The Institution tasked the developer of Membership System to prepare a complaint handling module which will be embedded on the ISK website with a view of facilitating easier reporting of complaints from our members and the public at large.

1.2.2. Nomination procedures to statutory Boards and other bodies

The Institution through PPE successfully prepared a nomination procedure to statutory Boards and other bodies and the same is ready for consideration and implementation for purposes of fairness in executing requests on nominations.

1.2.3 Volunteer Presentation Service (VPS)

The committee has also developed a volunteer presentation service. This is meant to guide the members who volunteer to serve the institution in various positions and offer other services to members. The **VPS** offers procedure of engagements and termination.

1.3.0 Education and Research Committee Report

The ERC Committee continued with its mandate of ensuring that members are kept up-to-date on issues of relevance to them. In executing its mandate, it organized seminars, luncheons, dinners, courses for continuing professional development, Out-reach/ public awareness, recommending

modalities for examinations and grant of awards among other tasks as stipulated by the ISK Constitution. The highlight of the committee activities over the year were as following: -

1.3.1 Valuation, PM, BS, EA & LAMS Chapters Examination Results

A total of 86 Candidates sat for the 2022 examinations, 55 passed the exams while 31 failed.

1.3.2. Geospatial Chapters Examination Results (LS, ES & GIS)

A total of 56 candidates sat for the 2022 examinations, 37 passed the exams while 19 of them failed.

1.3.3 Supplementary Exams

The Council allowed for conduction of supplementary exams for the candidates who had failed in the previously exam dispensation known as VEMS Chapters. Specialized papers were set for retake by candidates but with a view to choosing the chapter they wished to join thus Valuation, Property Management or Estate Agency. An option of specialized papers exemption in the common papers was availed to the candidate. A time limit was allowed for formerly VEMs chapter to finalized the previous curriculum within the period ending 31st December 2023.

1.3.4 Transitional Exams and Exemptions

Arising from the splitting of the previously VEMS chapter the Institution's curriculum was revised to accommodate the new chapters and as a result, the following units were scrapped thus: - i) Basic Accounts and bookkeeping ii) Land information and management iii) Property Valuation (Statutory and Non-Statutory) iv) Property and Facility Management and v) Property Agency & Marketing.

The Council further resolved that if a candidate sat and failed in some units and that he/she is not desiring to join the chapter that is related to the unit but he/she is qualified to join the other chapters an exemption shall be made based on the units that he/ she had passed and they apply to join in the two-year transition period provided that a candidate will be required to make a formal application for that exemption within the stipulated transition period of up to 31st Dec 2023.

1.3.5 Training Activities

The Institution continued with the mandate of capacity building for members in various areas to ensure that members are continually empowered with emerging trends in order to remain ahead of times. Towards that end, the following trainings were successfully conducted in the year 2022; i) EACC training, ii) Alternative Dispute Resolution iii) Ardhi Sasa Training iv) Full Membership Exam briefing v) Webinar on presentation of Cadastral jobs vi) ISK Leadership Forum vii) Sectional Properties Act 2020 viii) Pre AGM-Conference 2022 ix) African Regional Conference 2022 x) ISK Pre-AGM Conference 2022.

1.4.0 Finance and Audit Committee Report

The Finance and Audit Committee has been on the forefront in establishing control measures to guide the use of the Institution's resources and ensuring that such controls are adhered to by ensuring that procurement is done as per the guidelines on sound procurement practice, conducting internal audit of the Institution. The following are the highlights of the committee operations on the year under review thus;

1.4.1 Lease for ISK Mombasa Office

The ISK Mombasa Office lease was renewed for another term.

1.4.2 ISK Property Purchase

The Institution has been in progress of fundraising for purchase of a property to host the secretariat. Members have so far contributed a total of Kshs. 6,604,495 as at June 2023 where Full members (148) of them have contributed Kshs. 4,665,670, Graduates (80) of them have contributed Kshs.

1,733,325, Technicians (16) of them have contributed Kshs. 205,500 totaling Kshs. 6,604,495 from a total of 186 members.

1.4.3 Deregistered and Reinstated Members

That there are a total of 243 Deregistered Members owing Kshs. 8,540,985. Arising from the above the Council resolved to reinstate members at a fee and the total of 101 members were reinstated in the year under review and some Kshs. 3,320,700 was collected from the exercise.

1.4.4. 2022 External Auditor Bids Evaluation

That the Committee received and analyzed the bids received from Auditors who had expressed interest based on technical and financial proposals received from the Audit firms. This was presented to the Council and Barefoot was recommended for onward forwarding to the AGM for approval.

1.4.5. Transferring ISK Surplus to Investment Account

That the Council built a cash reserve of Kshs. 2,500,000 which was invested in CIC money market funds to assist the Institution to manage cashflow and meet its obligations.

1.4.6 Waiver of penalties on unpaid Annual Subscriptions

That the Council over the year approved waiver of penalties on unpaid subscriptions to members who commit and honour the settlement of their dues by 31st October 2022.

1.4.7 Tax Agency Supplementary budget

That the Institution is following up on KRA Tax that had been erroneously filed to get waiver of the penalties accumulated

1.4.9 Investment interest

That as at June 2023, a total Investment of up to Kshs. 18,471,438.10 with both Britam and CIC Insurance was in place and it earned an interest of Kshs. 1,233,005 in the year 2022. This was an increase of 25.62%.

1.4.10 Administrative expenses

That the Institution managed to maintain a low administrative cost as it continued being innovative in ways of earning revenue to support expenses.

1.4.11 Subscription Receivables

That the Institution as at the close of the year 2022 had an accumulated un paid arrears/uncollected subscriptions totaling to Kshs. 11.6 Million.

1.4.12 Growth in subscription for the past five years

That the Institution is grateful to all Members who have continued supporting the various functions and services through the membership subscription contributions. Indeed, the contributions enabled the Institution to improve its services to the entire membership of ISK.

1.5.0 Editorial and Public Relations

That the Editorial and Public Relations Committee has been in the forefront in championing for Publications of the Institution, speaking on behalf of the Institution on matters of public or professional interest, Advocacy and lobbying through the appropriate channels, mobilizing members for participation in the Institution's programmes and activities, Enhancing of local, regional and international linkages and Liaison with the government and other stakeholders. That the Public Relations and Editorial Committee under the guidance of the Council made several efforts to enhance the ISK visibility and engagement within the year. Under the business continuity plan, the committee managed to implement some of the following activities;

1.5.1. Launch of the Kenya Property Management Standards

That the Institution presided over the development of the Property Management Standards to streamline operations relating to property management in the Country. The activity was undertaken to enrich property managers and sector players and professionals in the Property Management sector and the first Edition of same was launched over the year under review.

1.5.2 Global Surveyors Day

That the Committee organized a successful Land Clinics in Nairobi, Nakuru, Mombasa and Kisumu to mark the Global Surveyors Day that was themed: ***"Technology Advancement for a Better Future in the Land and Built Environment"*** and celebrated on 21st March 2022.

1.5.3. ISK Surveyors Journal

That the committee developed 3 publications in the year under review that were shared with members electronically through email and also posted on the ISK website. The publication can be accessed on the website under the resources tab. The committee also launched an official blog which is embedded on the ISK Website featuring all articles that have been received by the editor for consumption of members.

1.5.4 Customer Service Week

That the committee organized a Member Service Week at all the regions where ISK Offices are located from 2nd to 5th October 2022.

1.5.5 Social Media Policy

That the committee developed and recommended for Council adoption of a Social Media Policy document. The policy seeks to restore discipline and order in the way members carry themselves in the digital space. The document was shared with the membership through chapters and is now pending Council approval.

1.5.6 Media Interviews and Mentions

That the institution participated in a number of Talk shows, Interviews with mainstream media in Kenya. That the Institution further issued a press released on mushrooming nondescript real estate agents and invasion of the Kenyatta University land by the state.

1.5.7 GIS Week Events.

That the committee marked the GIS day spearheaded by Young Surveyors Committee and took part in several learning Institutions.

1.5.8 Capacity Building for County Land Officers

That the Institution in partnership with Hanns Seidel Foundation (HSF) conducted a virtual County Capacity Building on procedures and processes of land administration in Kenya with a theme ***"supporting Smooth Implementation of Land Reforms"*** for County Land Officers and CEC from various countries.

1.5.9 ISK- HSF Exchange Programme

That the Institution held an ISK- HSF Exchange Programme that took place in Embu and Nairobi on 24th and 26th January 2022 respectively.

1.6.0 Human Resource Committee

That the Human Resources Committee continued with their role of checking on the welfare of the ISK Staff at the Institution. Throughout the year, they engaged in various discussions and activities which were geared towards a better working environment for employees. The committee processed the renewal staff contracts, recruitment of new staff as need arose, provided staff with medical cover, facilitated annual staff salary review and organized for a staff planning retreat on 7th to 9th December 2022 for Council approval.

1.7.0 Young Surveyors Committee

That the Young Surveyors have been vibrant in pursuing the mandate of their lot in the following fields:

- (i) A liaison between the Council of the Institution, learning institutions and the Young Surveyors;
- (ii) Address any issues concerning Young Surveyors, including vocational attachments, terms of employment and general social welfare; and
- (iii) Organize forums for, and networking among, Young Surveyors

2.0 Chapter and Branch Reports

2.1.0 Estate Agency

That the chapter has been active and transacted the normal operations for the benefit of members over the year under review where among others the highlights are as follows: -

2.1.1 Development of new curriculum

That the chapter leadership in collaboration with ERC developed the new curriculum through the assistance of the members. The curriculum was developed to take care of full membership examination. The new Curriculum was proposed for implementation in the year 2022 examination syllabus.

2.1.2 Education to public on Estate Agency

- i) That they had concern and urged the Council to urgently release pressers to counter the rogue developers who are confusing the public on who qualifies to be an Estate Agent. The single press briefing on the above subject matter is handily enough to educate the public.
- ii) That the Council in conjunction with the EARB should urgently collaborate with a view to educating the public and property buyers on whom to consult. That the chapter is currently more visible through effective service to its members.

2.1.3 Multiple Listing Service (MLS) and Property Price Index (PPI)

That the committee on MLS finalized its work and the chapter has since shortlisted a provider for the services for consideration by the Council. The said services will enable the Chapter to have a property sharing platform to enable our members share information on the properties in the market. That this will enable members record faster turnover and develop modalities on how the realized commissions shall be shared.

2.1.4 Annual Estate Agents Conference

The chapter leadership encouraged members to attend and participate in 2nd Annual Estate Agents Conference that took place on 7th October 2022 at Safari Park Hotel in Nairobi.

2.1.5 Membership growth

That in the year under review, the Chapter recruited 4 members thus 2 Affiliate Members, 1 Graduate Member and 1 Student Member.

2.2.0 Property Management Chapter

2.2.1 Curriculum review

That the chapter leadership in collaboration with ERC developed the new curriculum through the assistance of the members. The curriculum was developed to take care of full membership

examination. The new Curriculum was proposed for implementation in the year 2022 examination syllabus. The candidates will not be required to submit technical papers.

2.2.2 Property and Facilities Management Standards

That the Chapter Launched the Property Management Standards "**Green Book**" to guide the Profession. The book was launched at Villa Rosa Kempinski by CS Zacharia Mwangi Njeru as the Chief Guest.

2.2.3 Courtesy call to Business Premises Rent Tribunal (BPRT)

That a meeting between ISK and Business Premises Rent Tribunal (BPRT) was held at View Park Towers to address concerns raised by members of VS, PM and the Estate Agency Chapters: -

2.2.4 Meeting with Rent Restriction Tribunal (RRT)

That a meeting between ISK and Rent Restriction Tribunal (RRT) was organized where among others the chair of the tribunal noted they admit any residential property until it is determined that the property is not within their jurisdiction once a rental assessment is done. To minimize case of referrals, under tenancy agreements it has to be clear that the property is not a protected tenancy. Alternatively, the Institution endeavored to advise the landlord to undertake valuation assessment to determine jurisdiction.

2.2.5 Growth of membership

That in the year under review, the chapter recruited 8 Full Members, 2 Graduate Members, 1 Affiliate Member, 2 Technician Members and 3 student members.

2.3.0 Valuation Chapter

2.3.1 Re-organized VEMS & Curriculum development

That the Chapter leadership in collaboration with ERC embarked on Curriculum development of the re-organized previously VEMS Chapters to develop the content to suit the new Valuation Chapter while embracing contemporary issues and best practice.

2.3.2 Harmonization of Training & Examination Syllabus

That the Chapter engaged the ERC and joint collaboration with Property Management and Estate Agency Chapters between January and February 2022. This led to formulation and harmonization of the valuation Chapter trainings and examination.

2.3.3 Valuation for Rent Assessment

That the chapter held the usual chapter meetings, set adhoc committees, Kamukunji's in its effort to serve members. Here below are some highlights thus: -

2.3.4 Engagement with Rent Restriction Tribunal (RRT)

- i) That the Chapter shared a list of registered valuers with the Rent Restriction Tribunal (RRT) for purposes of future engagement in determining payable rents on new buildings.
- ii) That going forward, the Property managers should advise their landlords to undertake valuation for rental assessment to ensure that the properties are confirmed not to be within RRT's jurisdiction or otherwise.
- iii) That the Landlords should apply for Assessment of buildings before occupancy. This may be done by a Valuer at the RRT on payment of applicable charges.
- iv) That it was noted with concern that backlog of about 15,000 pending cases before the Tribunal and part of the reason was legal provision has it that it is only the chairperson who can chair the Tribunal meetings and as such he must travel to all regions a close the country in addition to daily emergency cases.

- v) That there was urgent need to decentralize functions of RRT, build capacity, address understaffing issues, automate the case management processes and appointment of at least three deputies and more valuers for assessments
- vi) That there was a deputy registrar handling ADR but more Landlords are turning to the small claims courts since there is a limitation of 60 days for conclusion of the litigation and judgement. This is causing concern because some Landlords move to small claims courts even when such matter are under review by the RRT and as such may lead to double jeopardy. ISK encouraged RRT to engage the registered professionals in ISK in solving rental disputes as a way of advocating for ADR.

2.3.5 Need Assessment Survey

That the chapter conducted an online Training needs assessment via google forms and members proposed a mixture of Physical and Virtual hybrid training. The suggestions were noted for implementation.

2.3.6 Career Talk University of Nairobi

The University of Nairobi's Construction and Real Estate Students Association (CRESA) invited ISK to its Career Talk that was organized on February 18, 2022 and the able chapter Secretary Mr. Michael Okello represented ISK. Also present for the talks were IQSK and AAK. The key concern noted during the events was that the real estate students direly need an interactive forum and partnership with ISK for mentorship.

2.3.7 Continuous Improvement

That the chapter is working through interdisciplinary and stakeholder's engagement aimed at enhancing and improving standards in the scope of Valuations practice as well as address concerns raised by members on a policy guideline on exorbitant PI standards set by certain banks/ clients.

2.3.8 Valuation Software

That the council is working on the system in partnership with a developer for a valuation software as recommended by chapter

2.3.9 Membership Growth

That the chapter admitted a total of 118 members this year therefore 42 Full Members, 28 Graduate Members and 41 student members.

2.4.0 Engineering Surveyors

2.4.1 Career Progression and Full Membership Exams

That the full members encouraged the Graduate members to enroll for the exam and get focused for the whole period of the exam. This will minimize the number of fail to complete the exam process and especially in submitting the technical paper and production jobs.

2.4.2 Full Membership Exams Briefing

That Members were encouraged to attend full membership briefing and upon attending, they were urged to apply for the full membership exam.

2.4.3 Membership Admission

That the chapter admitted a total of 37 members this year out of which 5 were Full Members, 16 Graduate Members, 8 Technician members and 8 student members.

2.5.0 Land Surveyors

2.5.1 Sensitization of Members towards upcoming professional exams

That the chapter took members through the steps necessary to be taken during the ISK professional examination, where members were encouraged to not only apply, but also focus on areas where candidates neglect.

2.5.2 A highlight of the Sectional Property Act (SPA) Regulations

That Members were taken through an overview of the gazetted SPA regulations, notably the new forms for operationalization of the Act, exemptions towards application of the Act and the proposed amendments. The chapter noted that the Act needed some amendments to fully realize the intentions of the Act. The area so far identified were on introduction of sections to allow sectional titling of phased development.

2.5.3 Joint Committee on Review of Land Surveying programs in TVET and Joint Committee on Revision of non-Title Surveying Guidelines

That the chapter together with GIS and ES chapters nominated a member to a joint Geospatial Chapters committee on: Curriculum Review of Land Surveying Programs in Technical and Vocational Colleges; and another on revision of the 2006 edition of the non-title surveying guidelines. The mandate of the joint committee was to look into the inconsistencies in various geospatial Courses/Curriculum and mushrooming TVET-colleges offering Diploma in Land Surveying, Scale of fees Committee: The second committee was to review Title and Non-title survey guidelines and scales of fees, Survey Manual/Regulations Committee.

2.5.4 Nomination of members to LSB

That a special Geospatial Surveyors Chapters meeting was held on 27th April 2023 at 680 hotels with a purpose of nominating ISK representatives to the LSB and the following members were elected: Prof. Faith Karanja; Joel Odhiambo; Kombo Mwero; and Christopher Kinyua.

2.5.5 Updates on Sectional Properties Manual

That the Chapter has Developed Sectional properties operational manual together with its scale of fees to regulate the profession.

2.5.5 Membership Admissions

That the chapter admitted 184 members over the year

2.6.0 Geospatial Information Management Surveyors Chapter

2.6.1 Membership Growth

That the Chapter managed to recruit a total of 77 members compared to 81 in the year 2021 where 1 member was a Full member, 41 Graduate members, 8 Technician Members and 27 Student members.

2.6.2 Registration with ICA and ISPRS

That the Institution of Surveyors of Kenya has finally registered with the International Cartographic Association (ICA). The Chapter has also commenced registration with International Society of Photogrammetry and Remote Sensing (ISPRS) as an affiliate member.

2.6.3 Drones Report

That the drone Report has been finalized and all stakeholders have been engaged and the book is now ready for launch and use.

2.6.4 International Cartographic Association (ICA)

That the 31st International Cartographic Conference and the 19th General Assembly will take place in Cape Town, South Africa, 14–18 August 2023. The conference theme is "Smart Cartography for Sustainable Development". <https://icc2023.org/>

2.6.5 GIS Day

That Members and Council Members participated in the GIS Days held in JKUAT, TUK, UoN, DeKUT. That the students appreciated ISK presence and requested to have more activities in the learning institutions. They also requested to have more team building activities where student and ISK members can network.

2.7.0 Building Surveyors Chapter

2.7.1 Membership Growth

That the Chapter managed to get a total of 6 members compared to 9 in the year 2021 with 5 Graduate members and 1 affiliate member

2.7.2 Mentorship Programme

That the chapter nominated and established a mentorship program which is being spearheaded by Evans Mutinda, Leah Muraguri, Joseph Ngayai, Matete Stephen, Joseph Ikinya

2.7.3 Syllabus Review

That the chapter is in the process of reviewing building surveyor chapter syllabus in order to incorporate the new emerging trends in this field especially on new technology.

2.8.0 Land Administration Manager Chapter

2.8.1 Committee on Admission of the new Members

That the chapter established a vetting committee for new applicants with representatives from the Ministry of Lands and Physical Planning, National Land Commission, Private Sector and from the Education sector. The role of the committee was to come up with guidelines on the admission of the new members that is made up of Zablon Mabea; Mancy Kathiga; Joseph Muthomi; Agatha Wanyonyi; Peter Adipo and Janet Orego

2.8.2 Guest Speaker Presentations

That through out 2022 the chapter has been having targeted presentation related to Land Administration and Management to enable members remind themselves about their profession in line with what is land admin? approaches to Land Administration so as to know our role as a profession. That the chapter also noted that there are dynamics in land administration and it is important to harness skills to tap the opportunities so as to fit in the emerging opportunities. Messrs, Dr. Winfred Mwangi and a representative from NSSF have done presentation during this session

2.8.3 Membership Growth

That the Chapter recruited a total of 20 members compared to 14 in the year 2021 where 1 was a full member, 16 Graduate members, and 3 student members.

2.9.0 Western Branch

2.9.1 Branch AGM

That the Branch held her AGM on the 22nd April 2022 at Victoria Ripples Hotel and a total of 34 members from the region attended.

2.9.2 Surveyors Forum

That the branch on the same day of the AGM held surveyors' forum immediately after transacting the business of the AGM. This was spearheaded by the Regional Kisumu Surveyor Mr. Nanzala. The purpose of the forum was to enable the Regional Surveyor and the County Government Surveyors explain to members the various survey procedures in the respective offices and also answer to various issues that surveyors have with regional and county survey offices.

2.9.3 Training and Visibility

That the branch hosted a webinar training on the Sectional Properties Act on 7th April 2021 and a total of 102 members participated.

2.9.4 Single Business permit

That the Branch paid a courtesy visit to the Director of Revenue, Siaya County to discuss the issue of Single Business Permit that affect our members practicing in the County and it was resolved that the county will engage COG on the matter of professional practice and the payable fees

2.9.5 Surveyors Meeting

That surveyors arranged for meeting at Best Western Hotel Kisumu on Friday 28th October 2022 at 9.00am with a view to discussing Business Environment in relation to Survey practice where a total of 18 Licensed Surveyors attended and participated.

2.9.6 End of Year Dinner

That the end of the year dinner was held on 9th December 2022 with very encouraging attendance.

2.10.0 Coast Branch

2.10.1. Branch's Annual General Meeting

That the Branch Annual General Meeting was held on 25th February, 2022 at Royal Castle Hotel – Mombasa City with very encouraging attendance. Members discussed issues affecting their practice and the available solutions.

2.10.2 Branch Meetings

That the branch held three meetings in the year under review where members deliberated on issues of common interest as they networked among themselves

2.11.0 South Rift Branch

2.11.1 Adhoc Recruitment Committee

- i) That the branch formed committee to look into possibility of recruiting more members and it noted that there are lot of members spread in the counties within the Branch (Nakuru, Baringo, Nyandarua, Kericho, Bomet and Narok) who needed to be sensitized on the need to join and also participate on ISK activities. With this in mind, the committee conducted county outreach programs to county and national government landed professionals. The committee has maintained a list of professionals in Kericho and Bomet County and their contacts.
- ii) That the committee noted a general apathy from valuers, estate agents, building surveyors, Property managers and land administrators' involvement in participating in management of the branch.
- iii) That the branch management committee held a Meeting/luncheon on 31st March 2022 with the focal persons from the counties of Baringo, Narok, Kericho, Bomet, Nyandarua and Nakuru Counties

3.0.0 Implementation of the Work - Plan

That the Institution set out to implement 2022 work plan as set out under 8 Strategic objectives including: -

- i) Enhance ISK Membership; Increase ISK Membership by 600, Enhance membership participation and Enhance membership progression
- ii) Strategic Policy Advocacy, Research and Projects
- iii) Enhance Legislative Agenda
- iv) Enhance the Professional Capacity of Members; Enhance Capacity Building, Establish Training Institute, Full Membership Examination
- v) Develop strong and sustainable Financial Base
- vi) Enhance the Institution's Investment; Property Acquisition
- vii) Propel ISK Visibility and Enhance Communication; Events & Visibility, Corporate Social Responsibility, Social Media, Young Surveyors,
- viii) Achieve best practice in leadership and governance

That the Council set out on the implementation of the above strategic objectives with the below results: -

3.1.0 Enhance ISK Membership

3.1.1 Increase ISK Membership by 600

That the Institution developed a recruitment strategy with a view to have 600 Members recruited from graduates, students, technicians and affiliate categories during the year and a total of 783 Members were recruited to the Institution with: Full -74, Graduates- 375, Technicians -100, Affiliates- 5 and Students - 229

3.1.2 Enhance membership participation

- i) That the Institution developed a Retention plan with a view to enhance membership retention by 90%. No physical visit meetings were done but over 100 Corporates were reached out via phone and emails and they supported the Institution in various events and activities.
- ii) That some 74 candidates who passed their exams which translates to over 92% transitioned to full members and 5 Land Surveyors were licensed.
- iii) That a good number of young surveyors were linked to internship by sharing contacts of possible member firms to enable them seek assistance from them.
- iv) That some 101 inactive Members were reached out and paid up their subscription's arrears amounting to 3,320,700 and got reinstated into the membership
- v) That five career talks were organized with Universities for mentorship and 250 Young Surveyors engaged in various programmes as well as 4 Young Surveyors' Baraza's over year under review
- vi) That all Chapters held 4 meetings virtual apart from Land Surveyors Chapter which held one physical meeting at the Kenya Bankers with an average attendance of 10%.
- vii) That the institution Conducted 4 induction Forums out of the targeted 6 this is a 50% achievement.

3.1.3 Enhance membership progression

- i) That contacts of all students' members who have graduated were established based on the year of joining ISK as a student member and reached out through the contacts in our database.
- ii) That were reached out to employers and encouraged them to support their staff to transition to next levels of membership.

3.2.0 Strategic Policy Advocacy, Research & Projects

3.2.1 Policy Advocacy and Legislations

That the Institution undertook various interventions in advocacy and legislations including:

- i) Research on development of property and facilities management standards, Research proposal developed and shared with FAO and HSF for funding on the following topics; Community land Sensitization on Land title conversion, Spearhead to Association of Surveyors in Africa by sensitizing members across the borders, organized one of the bi-annual planned engagement with Regulatory boards and Representatives of Boards and Committees to discuss on issues of mutual Understanding
- ii) That over 20 ISK Members were nominated to various boards of municipalities, Committees and other govt agencies, Various Meetings held with KeNHA, KICD, NLC, CUE and the Ministry of Land and Physical Planning to address specific land related policy issues; Senate Departmental Committee on Lands was engaged to address the closing of land registry; Engaged the Ministry of lands on the functionality of Ardhisasa and modalities on how to improve it, including forming an Ardhisasa committee to review and propose interventions on operation of the model
- iii) That the Western Branch engaged the District Surveyor Siaya and the county government of Siaya on business permits for professionals, nominated 60 Members into various Boards and Committees in County Governments as well as engagements with registration boards including VRB, EARB, LSB and BSRB to strengthen Collaborations.

3.3.0 Enhance Legislative Agenda

3.3.1 Bill Tracker

That the Institution developed a Bill tracker and submitted several memoranda's on the following bills and proposals: The National Rating Bill, The Land control Bill, The Valuers Bill, The National Addressing Bill, The Finance Bill, The Draft Konza Buffer Zone, SRS proposal to review non- Practicing allowance and Challenges on Ardhisasa

3.3.2 ISK Projects

The Institution carried capacity building workshops with support from Hanns Seidel Foundation (HSF) to not only bridge the gap in the aforementioned areas but also identify the salient issues to inform further, future intervention.

3.3.3 Capacity building for the Land Officers

That the Institution in partnership with HSF held Capacity building for the Land Officers, in Eldoret Town on 26th April 2022 that attracted County Land Officers from Baringo, Elgeyo Marakwet, Trans Nzoia, Nandi and Uasin Gishu Counties to empower/ impart them knowledge on Land matter and a total of 45 officers participated.

3.4.0 Enhance the Professional capacity of Members

3.4.1 Enhance Capacity Building,

- i) That the Council trained a total of 1,512 Members in the year under review in various areas of Professional growth and such trainings captured members from headquarter to branches.
- ii) That a total of Kshs.3, 875,000 was generated as compared to Kshs. 2,841,630 generated in the previous year. This was a 23% of the members attaining the minimum CPD points as opposed to 19% in the previous year.
- iii) That on monitoring of CPD points for members, all Members were sensitized on how to attain

CPD points. Meetings Registration links were shared before all meetings to register and all Members who attended various meetings automatically achieved CPD points after every meeting.

3.4.2 Establish ISK Training Institute

That the initiatives to register and establish ISK training Institute were started and relevant registration requirements acquired that requires to register a business name as a separate entity. This is ongoing.

3.4.3 Full Membership Examination

That the Examination process for the year under review was finalized within the year as planned and the council appreciates the efforts from the Candidates, Examiners, Moderators, ERC Committees and all the persons who were involved for the purposes of a successful examination process.

3.4.0 Propel ISK visibility and Enhance Communication

That in order to propel the Institution's visibility and to enhance communication, the Institution achieved the following in the year;

3.4.1 The following was achieved over the year thus: -

- i) That the Institutions' Event's Calendar was prepared and shared with members and encouraged to diarize the events and participate
- ii) That an average 99.4 % Email Delivery on Zoho was achieved for 3500 email accounts, prompt communications sent to members whenever required for events, trainings, and general communications, mobilized members to participate FIG Week, Global Valuation Summit, Young Surveyors Conference.
- iii) That press conference during the 7th Africa Pre- AGM Conference were organized, live TV interviews were conducted, published Opinion pieces, three Electronic Surveyors Journal, organized two land clinics during the International Surveyors Day and a one-week land clinic during the customer service week.
- iv) That 6 learning Institutions were visited under the year under review thus TUK, UoN, JKUAT, KU, Taita Taveta, KISM and RCMRD to engage with learners,
- v) That a draft review and Implementation of Social Media Policy in the 2022 Communication Strategic Plan was done

3.4.2 Enquiries and Feedback Mechanism

That the institution profiled all the incoming and outgoing communication and general inquiries in a bid to enhance interactivity and digital engagements across the membership.

3.5.0 Develop strong and sustainable Financial Base

That the achievement of the Institution's strong and sustainable financial base has been due to developing various revenue generating streams including Membership annual subscriptions, examination, seminars & training and events. Partnership and projects also contributed towards achieving specific goals. The subscription income is analyzed:

3.6.0 Achieve best practice in Leadership and Governance

That the Institution continued to align the Profession to the best practices and in the year under review, the Institution received Complaints which were handled on real time and those that required further intervention of the PPE Committee were referred for appropriately action. Over the year, a member was given a warning letter for going-against the institution code of ethics and practice.

That on governance, the Institution optimized the Organizational Structure by hiring competent human capital for improved efficiency in service delivery.

The Council report was adopted as proposed by Joel Ombati and seconded by Khalif Abdi.

Discussions of the Council Report;

Mr. Paul Peter congratulated the President for leading the Council for the past five years and emphasized the need to address issues concerning members in the same zeal as seen with Law society of Kenya.

Peter Gathua mentioned that there was need to put a timeline on property acquisition in order to achieve the goal rather than leave it open ended.

54.5 To adopt Audited Accounts and General Financial Report for the year 2022

Adoption of Audited 2022 Financial Statements

a) Audited Accounts and General Financial Report for the year 2022

The Chairperson Finance and Audit Committee Mr. Morris Omollo invited members to interact with the shared audit accounts and report and he invited the Auditor Mr. Samuel Mwaura of Barefoot Certified Public Accountants to take members through the audited accounts and report.

The External Auditor Mr. Samuel Mwaura took members through the audited accounts and thereafter gave an unqualified opinion on them. The audited accounts were approved on proposal and secondment by Messrs' Bartholomew C Mwanyungu member number 617 and Christopher Kinyua member number 1940 respectively. There were no queries on the audit report

54.6 Adoption Budget proposal for the year 2023

The Chairperson Finance & Audit Committee, Mr. Morris Omollo tabled the 2023 budget and espoused thus: -

- a) That the Council envisioned to raise Kshs. 78.97 Million for the year 2023 as opposed to Kshs. 48.5Million for the year 2022.
- b) That the Council on the same breath plans to spend Kshs. 77.78 Million in the year 2023 as opposed to Kshs. 47.5Million for the year 2022.
- c) That the Council envisions to have a surplus of Kshs. 1.18 in the year 2023 compared to Kshs. 942,808 thousand for the year 2022.
- d) The budget proposal was approved on proposal and secondment by Messrs Gideon M. Muange member number 620 and Joseph M. Inoti member number 458 respectively.

Discussion;

Ms. Ruth Okal while thanking the Council, she raised concern that the growth of expenses was way high as compared to growth of income and that portends a danger of sustainability and growth of ISK. The Chairperson, Finance and Audit Committee, attributed the growth of expenditure to growth of membership which in return required more human resource to serve the membership. Also coupled with that is the capture of loan, procurement of new furniture, equipment and partitioning of the new office.

54.7 Appointment of External Auditors for the year 2023

The Chair Finance and Audit Committee Mr. Morris Omollo informed members that the Institution floated expression of interest for external auditing through ICPAK Membership and the following firms submitted their bids;

- a) Nitram Accountants Africa
- b) MD Light & Associates

- c) Barefoot Certified Public Accountants
- d) O.M Ngotho & Associates
- e) MGN Associates LLP
- f) MGI Alekim LLP
- g) Ronalds LLP
- h) Dennis Paul & Associates
- i) Mbabuh Ochami & Associates
- j) Mazars

That upon doing the necessary evaluation on the tenderers, the Council recommended: - Barefoot Certified Public Accountants for Appointment as 2023 Auditors of the ISK as they scored the highest based on the technical, experience in auditing Membership Organizations as well as low financial proposal.

The above recommendation was approved on proposal and secondment by Messer's Michael J. Mbeshi member number 406 and Prof. David N. Kuria No. 901 respectively

54.8 Elections of office bearers and confirmation of members of the Council

As per the provisions of Rule 7 (h) the Chairman, Independent Electoral Committee Mr. Wafula Nabutola at exactly 4.00pm took to the podium and informed members that as earlier shared with all members on the vacant positions, all positions of the Council were decreed vacant and same was displayed on the members' portal. Members were encouraged to cast their votes online electronically via their Membership Portal or via USSD *483*255*0# for those using their mobile telephones.

The voting time was decreed starting from 4.00pm to 5.30pm. The analysed votes for all offices and announced the results as per the table below.

Subject to the provisions of Rule 7(L), at the close of the announcing the results by the returning Officer for all the filled posts, no contestant or member from the floor of the meeting invoked this sub-rule.

Subject to the provisions of Rule 7(m), the returning Officer announced the elected national Officials and members as per the table below and thereafter he called upon the President to take the chair and conclude on the reminder of the AGM agenda.

ELECTIONS FOR COUNCIL & COMMITTEE OFFICE				
	Applicant/ Nominee Name	Nominee Membership	Casted Votes	Winner
1	President			
	Eric Nyadimo	905	365	Eric Nyadimo
	Wycliffe Ong'ong'e	772	259	
	Jesse Kihoro	806	177	
2	Deputy President			
	Nelly K. Mbugua	475	286	Nelly K. Mbugua
	Gloria Awinja	953	280	
	Evans Kipkoech	2023	131	
	Stephen O. Ambani	641	87	
3	Chairperson Professional Practice and Ethics Committee			
	Joycelyn Makena	657	628	Joycelyn Makena

	Joel Ombati	710	144	
4	Chairperson Education and Research			
	Ayub Naburi	1192	382	Ayub Naburi
	John Mwangi Maina	757	379	
5	Chairperson Human Resources Committee			
	Peter Ouma Adipo	2675	391	Peter Ouma Adipo
	Dr. Abdul Ramadhan	524	366	
6	Chairperson Finance and Audit			
	Morris Omollo Okoth	865	Unopposed	Morris Omollo Okoth
7	Chairperson Editorial and Public Relations			
	Dr. Samuel Nthuni	1523	Unopposed	Dr. Samuel Nthuni
8	Chairperson Young Surveyors Committee			
	Frida Ngure	3814	492	Frida Ngure
	Walter Ogola	1507	229	
	Edgar Mkalla	5587	87	

54.9 To Conduct Any Other Business which must be received by the President on/or before Friday, 28th July 2023 or as may be approved by the General Assembly.

The President invited Mr. Nabutola Wafula to discuss on a matter concerning Corporate Social Responsibilities for Members which had been shared seven days before the AGM. Mr. Nabutola mentioned that, there was need for Professionals to get involved in matters land surveying, valuation and even maintenance of the building as a matter of Corporate social responsibility to the Nation.

There being no any other business, the President invited the Deputy President to give vote of thanks and thereafter he adjourned the meeting at 7.05pm after a closing word of prayer by Emily Njeru the outgoing PPE Committee.

Approved and signed for Issue  Date..... 19/4/2024

Augustine Munialo - Ag. Chief Executive Officer

Confirmed at the Meeting and Signed Date.....

Eric Nyadimo – President, ISK