

Meeting Minutes

Title:	AHS ENDOWMENT FUND MEETING
Location:	TELE-CONFERENCE MEETING
Date:	July 29, 2013, 8:15 AM - September 11, 2013, 3:15 PM
Attendees:	Jacob Sitati; Martin Mbaya; Okomboli Ong'ong'a; Tanvir Sharif
Agenda:	1) Adoption of the Bylaws 2) Vote for the Board of Directors 3) Confirmation of Officers of AHEF

Notes:

- At a duly convened and quorate meeting the chair, Okomboli Ong'ong'a called the meeting to order at approximately 8:15 AM;
- Agenda was read and agreed upon;
- Absent with apologies: Emmanuel Kitonyo

Minute 1:

- Chair asked for a motion to adopt the bylaws;
- Martin Mbaya moved a motion to adopt the bylaws;
- Motion to adopt bylaws was seconded by Jacob Sitati;
- Bylaws were adopted by a unanimous vote;

Minute 2:

- Chair moved a motion to vote on the proposed Directors of the Fund;
- Each proposed Director was named and voted on individually;
- Board of Directors Voted in order: 1) Emmanuel Kitonyo
2) Martin Mbaya
3) Okomboli Ong'ong'a
4) Jacob Sitati
5) Tanvir Sharif

Minute 3:

- Chair called for a motion to confirm the proposed officers of the AHEF Fund:
- Jacob Sitati moved a motion to confirm the Fund officers;
- Tanvir Sharif seconded the motion;
- Each officer was named and voted on individually;
- Officers voted in order: 1) President- Okomboli Ong'ong'a
2) Secretary- Jacob Sitati
3) Treasurer- Tanvir Sharif

Minute 4:

- Chair moved a motion for the confirmation of the application of resolution (e) with regard to compliance for organization;
- resolutions of the Board of AHEF were unanimously adopted by a majority vote;

Minute 5:

Any Other Business

- The Secretary will sign the adopted resolutions and send to the Treasurer for filing with the relevant authorities;
- The Treasurer will resend the corrected IRS forms to the Filers so that the organization can remain tax-exempt;

- Personal thanks from the President and Treasurer for getting a successful start to the organizations goals and overall program.

Meeting was called to a close at approximately: 8:32AM

Actions:

Title	Assigned To	Due Date	Complete
Minutes for first organization meeting taken by the Secretary	Jacob Sitati	Jul 29, 2013	✓
Secretary will sign adopted resolutions and send to Treasurer	Jacob Sitati	Jul 29, 2013	✓
Treasurer will resend corrected IRS forms to Filer for filing with the IRS	Tanvir Sharif	Jul 29, 2013	✓