

MINUTES OF THE 3rd ANNUAL GENERAL MEETING HELD ON 28TH AUGUST 2015 AT EMERALD HOTEL, KAMPALA

AGENDA

1. Welcoming remarks by the chairman
2. Verification of members
3. Adoption of the agenda
4. Introduction of members present
5. Presentation and approval of the 2nd AGM Minutes
6. Presentation of the Chairman's report
7. Discussion and reactions to reports
8. Presentation of the Treasurers report –auditor's report, appoint auditors for next year, fix maximum liability budget for the next financial year, supervisory committee
9. Reactions to the reports
10. Presentation of the management report
11. Reactions to the report
12. Commissioners speech
13. Elections and chairman's report vetting committee

ACTION POINTS FROM THE MEETING

	ACTION	RESPONSIBILITY
1	Amendment of the Union financial year from 1 st .July/30 th June to 1 st January/31 st December	UHOCU Board and Management
2	PHCs to submit housing plans to the Union	All PHCS
3	PHCS to submit quarterly reports and financial statements to the Union as per the templates	All PHCS
4	Submit annual reports to the registrar of cooperatives and a copy to the Union	All PHCS
5	Lobby to remit taxes on housing and building materials for housing cooperative societies in accordance with the Cooperative Societies Act CAP 112 SECTION 41	MTIC, MLHUD
6	SUPCO to submit written report to the Union	SUPCO

MINUTE	DELIBERATIONS	ACTION
MIN 1/03/AGM	WELCOMING REMARKS BY THE CHAIRMAN BOARD OF DIRECTORS	
	The Chairperson welcomed all members to the 3rd Annual General Meeting. He commended the members on their attendance and continued participation in the Union endeavours. He then requested the secretary to the board to first verify members present.	
MIN 2/03/AGM	VERIFICATION OF MEMBERS BY SECRETARY TO THE BOARD	
	Secretary to the board verified members present	
MIN 3/03/AGM	ADOPTION OF THE AGENDA	
	The motion to adopt the agenda was moved by Dr. Bakuneeta Chris a representative from Makerere Housing Cooperative Society Limited and seconded by Mrs. Donanta Muwonge a representative from Nkokonjeru Caritas Housing Cooperative Society Limited.	Note all
MIN 4/03/AGM	INTRODUCTION OF MEMBERS PRESENT	
	<ul style="list-style-type: none"> - Chairperson Board of Directors requested all members present to introduce themselves. - Each PHC member was asked to mention their name, name of the housing cooperative society, member number and their status in the housing cooperative society. 	
MIN 5/03/AGM	PRESENTING AND APPROVAL OF MINUTES OF THE 2ND ANNUAL GENERAL MEETING	
	<p>Minutes were read by the secretary to the board of directors and the following reactions were made from the report;</p> <ul style="list-style-type: none"> - Members suggested that the list of participants be on the front page of the minutes. - A correction was made on minute 6 which stated 300,000/= instead of 360,000/=. - Minute 7 mentions Union's affiliation to UCA. There was an inquiry on how the union benefits from affiliating with UCA. Benefits related to this affiliation 	

	<p>were explained in relationship to PHCS getting loans/ funds at reasonable interest rates to help PHCS handle the agendas and programs.</p> <p>This motion to adopt the minutes of the previous AGM was moved by Mr Ndibowa and seconded by Kenneth Karara and the minutes were adopted.</p>	
<p>MIN 6/03/AGM</p>	<p>PRESENTATION OF THE CHAIRMAN’S REPORT</p>	<p>Note all</p>
	<p>Mr. Aloysius Ndibowa presented the report.</p> <p>He started by reminding members how Uganda Housing Cooperative Union is the Apex body for all housing cooperatives in Uganda. He further noted to them the mandate of the Union which was to enable its members (PHCs) have access to adequate housing. He said that UHOCU to achieve this is guided by its strategic plan for the period of 5years starting from 2014 – 2018.</p> <p>He later introduced the Board members who were present and their different positions.</p> <p>The climaxes of the Chairperson’s report included;</p> <ul style="list-style-type: none"> - <u>Recent Developments in the Union</u> <p>A fully functional office was set up with space at Maria Tusabire building on Kireka - Kamuli - Naalya road. Office was fully equipped with two staff employed under the post of Program Coordinator and Administration and financial Officer.</p> <ul style="list-style-type: none"> - <u>Other related Developments by UHOCU</u> <p>UHOCU in the process of forming a housing finance fund. This product is intended for Union PHCS’ members, and the initial funds were meant to come from the shares and subscriptions made by PHCS to the Union bank account with Centenary Bank (A/C 4210600216). UHOCU was intending to have a land Bank, to enable PHCS secure legal land tenure.</p> <ul style="list-style-type: none"> - <u>Capacity Building in the Union</u> <p>Leadership and management training of the Board and Management was enhanced through a sensitization workshop on governance. The training will run for 5 years under study circle methodologies. Further financial management training were being organized especially in Income Generating Activities for all the PHCS. The Board was in consultations on the possibility to adopt Eco-fuel, BAT, and water</p>	

harvest as economic enterprises in the PHCS.

- **Union Administration Matters**

Plea notes were sent to some members to meet their subscriptions and other pending dues they owe the Union. Those who endeavored to respond positively to that noble cause were recognized.

- **Remobilize old and Mobilize new PHCS**

A baseline survey was done in all the Primary Housing Cooperative Societies, with the purpose to revitalize the old PHCS and mobilize new ones. In the course of revitalizing old PHCS, a template to profile their members was developed and circulated to enable the Union know its membership. The following Housing Cooperative Groups were mobilized; Nnongo HC located in Buikwe District, Nsambya Teachers HC located in Makindye Division- Kampala, Lubaga Teachers HC located in Lubaga Division – Kampala, Kyamula Munyonyo HC in Makindye Division and Kimombasa HC in Kawempe Division-Kampala which all received initial trainings on housing cooperative concept. And all have shown interest to become registered PHCS. Among other cooperative situated outside the Union scope of operations was West Budama Housing Cooperative Society which was contemplating to join the Union.

- **Challenges Noted During the Revitalization of Old PHCS**

1. Under Kasangati PHCS; members suggested to start afresh but with a new name.
2. Opulent PHCS most of the members derelict the Housing Cooperative because of loss of land to a real estate dealing company (Jomayi). The Housing Cooperative was in court with JOMAYI to see whether the Housing Cooperative Society gets its land title or be refunded its money.

SUCCESS REGISTERED

- **Updates on Advocacy**

- ✚ A lot of advocacy was done about UHOCU through profiles, brochures, and leaflets circulations. A number of radio talk shows and interaction in seminars, commemoration have been done

- ✚ More and updated information was posted on the UHOCU website, www.uhocu.org

How the Board of Directors perform its roles at the Union

- ✚ Board meetings were held on schedule and decisions were taken.
- ✚ The quarterly and semi – annual review meetings are held to assess and discuss Union performance.

Networks and partnerships established by UHOCU

a. Partnership at international level

UHOCU signed an a agreement of Cooperation between UHOCU and We Effect to regulate the collaboration between UHOCU and WeEffect with regard to the Districts of Kampala, Wakiso, Mukono, Buikwe, and Mpigi which are the current project area-scope. The agreement is valid from 15th / 01/ 2015 until 30th /04 /2017.

b. Networking at International level

UHOCU was a signatory to a memorandum of understanding between UHOCU and the East and Southern Africa Housing Network. This network brings together housing oriented organizations in East and Southern Africa to network, it advocates and influences regional agenda on access to adequate housing. The network enhances information and research on housing and strengthens national networks .Its Secretariat revolves among partner organizations, currently, SSA – UHSNET run the secretariat. In this Network managements are mandated to lobby and identify organizations who have interest in housing for low income earners. The Board was in contact with local stakeholders about land, technologies and funding.

Matters that Require Members' Decisions

According to UHOCU bylaws section 49, the Union financial year is from 1st July – 30th June. Therefore, the Board of Directors asks the General Assembly to consider altering the Union financial year to 1st January - 31st December so that it tallies with that of its PHCS. Other issues that needed members discussion and decision included the following;

- ✚ Fix maximum liability which the Union may incur in loans
- ✚ Determine fines on members failing to remit annual subscriptions to uphold their membership
- ✚ Members who fail to honor the administrative fees of 12,000 per person per year to UHOCU.
- ✚ Failure to send delegates to AGM, general meetings, official commemoration days and trainings when notified to participate

Areas that need improvement and solutions

- ✚ UHOCU did not contribute to the Cooperative Societies Act review. The Chairman noted that if it was still in order, MTIC may allow UHOCU to submit its contribution in regards to the act amendments.
- ✚ Urban land was expensive; yet most urban cooperators do not prefer rural land. He noted that Union lacks funds to find out in other Districts. He therefore, encouraged members to originate proposals for the housing fund and land bank and expansion which all members embraced.
- ✚ Unaffordable taxes levied from some urban PHCS for example plan fee which was 1500/= per sq meter of the block or bungalow, inspection fee of 20% as plan fee, Development fee which was plan fee + inspection fee ×25% ,Vat of 18% on total sum of plan fee + inspection fee + Development fee. Therefore, UHOCU requested MTIC and MoLHUD to lobby to the Minister responsible to reduce or remit taxes on housing and building materials for housing cooperative societies in accordance with the Cooperative Societies Act CAP 112 SECTION 41
- ✚ The BOD requests every PHCS to agree and finalize their housing prototypes and submit a copy of their plans to UHOCU secretariat. Among other things, PHCS were asked to submit their quarterly reports together with their financial statements as pre template. They were reminded that their Annual reports need to be submitted to the Registrar and a copy to UHOCU secretariat. These will be accompanied with the following documents below:

Form III, Form V, chairman’s report, Auditors report, budget, and minutes

	<p>of the AGM. Section 37 of the Cooperative Societies Act Regulation.</p> <p>He finally acknowledged the efforts by WeEffect both the country and regional offices, MTIC, MoLHUD, UCA, valued-stakeholders, partners, BOD, Management and all Members for their various contributions to enable the Union grow.</p>	
MIN 7/03/AGM	REACTION ON CHAIRMAN’S REPORT	Note all
	<ul style="list-style-type: none"> - One of the members pointed out that among the successes in the chairman’s report the UHOCU can also think of Facebook page and twitter account in addition to the website since they are free. And the UHOCU can be able to engage the public under such means. <p>The program coordinator noted that UHOCU had already subscribed some social media accounts and they are active. She encouraged members to start socializing with them as well as liking whatever is posted.</p> <ul style="list-style-type: none"> - On whether the union financial year can be changed to start from 1st January to 31st December. Mrs. Elios from Nabweru PHCS supported the alternation and she was seconded by Kenneth Karara from Karibu PHCS. <p>However, the Senior Cooperative Officer reminded members that for such an Amendment of byelaws, the following procedures must be followed;</p> <ol style="list-style-type: none"> 1. a notification to the MTIC after the meeting in which the resolution was made, 2. UHOCU will then fill form II to request for that amendment 3. UHOCU to notify members within 14 days in a letter in which the amendment is clearly mentioned in the agenda <p>It was also pointed out that, If UHOCU puts it together like it was being proposed, Union members would also be struggling to hold their AGMs because primary housing cooperatives would be required to hold their AGMs by March by the time people come to the Union Annual General Meeting in June they should have had their AGMs. There was need for compliance at the two levels. He therefore, advised members to defer the decision.</p> <ul style="list-style-type: none"> - On the presentation and discussion of the treasurer’s report and auditor’s report, the Assistant District Commercial Officer- Wakiso reminded the floor that form 3, 4 and 5 talk about maximum liability but members needed to look at the 	Amend ment of Union financial year

	<p>auditor’s report first the nominal value of shares held in a society if it was limited 3 times, that would be the Maximum liability. Maximum liability was the money members can get from government in form of loan after the societies had agreed to it. The chairman informed members how much money the UHOCU needed to borrow. He advised that if members were not looking at borrowing money in the next financial year, the UHOCU should not fix a maximum liability. In that meeting 3.3 million shillings was what members would be allowed to borrow because UHOCU currently had 11 members where each had contributed 100,000 shillings which amounted to 1.1 million shillings.</p> <p>- On the issue of fines to members who have failed to meet their administrative fees and annual subscription, the senior cooperative officer advised that if the byelaws followed were shallow then UHOCU could have guidelines on the same issue. The supervisory committee requested not to present a report but instead submit it in writing at a later date.</p> <p>DCO mentioned that they are four laws governing cooperatives;</p> <ul style="list-style-type: none"> • Cooperatives Act Cap 112 • Coop regulations’ 1993 • Coop registered bye laws • AGM resolution <p>The SUPCO was noted as a sensitive governing body as such it is supposed to be an independent audit committee of the union. It is a requirement to have a report from the SUPCO and they should have a reason if they did not have a report.</p> <p>The Chairman’s report was adopted by Elios Bizimenyera and seconded by Mr.Byaruhanga Emmanuel</p>	<p>SUPCO Submit a report in writing</p>
<p>MIN 8/03/AGM</p>	<p>PRESENTATION AND DISCUSSION OF THE TREASURES’ REPORT AND AUDITORS REPORT</p>	<p>Note all</p>
	<p>The report was presented by the Treasurer to the Board of Directors Ms. Victo Nalugonda. She noted how the project funds have helped the union to set up the secretariat. She however, clearly stated that if UHOCU had a proper chart of</p>	

accounts it would appear in administrative costs. She called upon members acknowledge with pleasure the efforts rendered by We Effect in supporting the Housing Union to acquire its status. She however alerted members that in terms of sustainability it still has a long way to go.

She noted that since the Housing Union is not business oriented she justified the essence of it not being able to pay taxes.

- **Opinion of the accounts**

- Some PHCS paid annual subscription as of 30th of June 2015 which justified reason for them to appear as debtors. The Union had 252,000 shillings in shares which was too small. She called upon members to think of strategies to show the relevance of member’s existence before the end of the day.
- She reminded members how they are operating against their byelaws and resolutions. She urged them that 12,000/= contributed by one individual in one each Housing Cooperative Society in the form of administrative fees was not so much if a member does it monthly at a breakdown of 2000/= per person per month.
- She suggested for the need to follow up to ensure that this money was collected; and she proposed the executive committee to be in charge of collecting the money and remit the money to the union. She encouraged members to develop their own resources. She noted that some members meet payments for other members in the group. She therefore called upon board to find a solution to such constraints.
- One member inquired on the purpose of on paying of 1,000/= where he was informed that that will boost the revolving fund and a land bank which was very crucial for the union’s sustainability.
- She however, noted that sensitization of housing cooperatives on group dynamisms need to be prioritized for PHCS to understand the group dynamics.

MIN 9/03/AGM

REACTIONS TO THE REPORTS

Note all

	<ul style="list-style-type: none"> - One suggested whether Union can get a mobile money account where the administrative fee was to be paid straight to the Union using that method. This suggestion was rejected by members and they insisted that it was the work of the executive to collect money and that not every member is friendly to mobile money services. - Mr. Karara from Karibu PHCS claimed for having not been receipted for the money his PHC paid as its annual subscription. Another participant mentioned that when they bring in the money they are not given receipts therefore there is no accountability and this needs to be corrected. - Another member suggested that it would be best if that money was generated from the chairperson at the PHC level if the individual was paying 50,000/=per month then they would be told to pay 62,000/= and then the 12,000/= comes to the Union. - There was a question on why administrative fee does not appear in the budget and it was mentioned that all administrative costs are catered for by the donor. And still an inquiry was raised by another member on whether the UHOCU signed a M.O.U that will cover administrative fees such that they donot need to appear in the budget at all, therefore he wondered how those fees would be catered for. In response members was informed that all administrative costs were being catered for by the donor by then. - Adoption of the treasurer’s report and auditor’s report was proposed by Mrs. Victoria Owana, Ms. Vicky Nalugonda and seconded by Mr. Byaruhanga Emmanuel. 	
MIN10/03/AGM	PRESENTATION OF MANAGEMENT REPORT	
	<p>Management report was presented by the Program Coordinator who informed members that following activities were planned and scheduled to be conducted between July and December 2015. These included;</p> <ul style="list-style-type: none"> - Update housing Union Website - Quarterly review meeting to be held in October - Support cooperatives on finalizing business plans and strategic plans - East and Southern Africa Regional Housing Network meeting in Dar – es – salaam in September - Printing of housing guidelines 	

	<ul style="list-style-type: none"> - Training in saving and income generating activities - Support the Union and cooperatives to develop environment policies - Train housing cooperatives in environmentally suitable land, land availability and land usefulness for housing. - Train on link between Gender HIV/AIDS and environment in connection with land and housing. - Train PHCS on appropriate cost effective building technologies - Train primary housing cooperatives in cooperatives management /financial management. - Develop a strategy for lobby and advocacy on housing - Commemorate World Habitat Day. - Build capacity of primary housing cooperatives. - Provide a training of solid waste management and solid waste management technologies. - Mobilizing housing cooperatives in Kampala. Union was to receive funds from SSA under the Comic relief funded KASTI project. 	
MIN11/03/AGM	REACTION TO THE REPORT	
	<ul style="list-style-type: none"> - Karara representative of Karibu PHCS asked to be copied-in when information is communicated to his administrative officer. He suggested that the reports be consolidated to have actual expenses and what was planned to be spent - Another member suggested that UHOCU Audit be done by an independent certified public accountant especially recommended by MTIC and the Union would pay for those services. He therefore, requested that this information should be appearing in the audited accounts. In the next budget UHOCU will have to put charges for the auditors and look for them instead of asking the auditor to do the auditing every year. - One member reminded the members according to the regulations for any hired auditing firm, its services should not exceed 3 consecutive years cooperative or union should not be audited for by the same auditor. <p>Right now we are looking that the registrar as pocket friendly so why should we look for someone who is more expensive and yet we can get the same service.</p>	
MIN12/03/AGM	COMMISSIONERS SPEECH	
	<ul style="list-style-type: none"> - The commissioner of Cooperatives was represented by the Senior Cooperative Officer who noted that the cooperatives are not complying at both primary, Union and government levels; <ul style="list-style-type: none"> • Failure to hold general meetings • Failing file returns with the ministry every financial year were among other weakness that had swam those entities. - He conveyed the commissioner's regrets for not being present for the meeting due to many commitments that coincided with the meeting include the one with 	

farmer's house. He however, proposed a schedule to have a thorough discussion on housing cooperatives with the management.

- Senior Cooperative Officer noted that majority of the members had not looked at the cooperatives regulations act and the byelaws for society's Act and union's constitution. He therefore reminded them that when they make resolutions in their meetings they were bind to look at their byelaws and consider the following;
- Genuinely constituted general meeting that was held, notice of 14 days to the members prior to the general meeting, the flow of the Agenda where by everything that was supposed to be done must be guided by the agenda.
- members needed to know how others are supposed to be conducted/carried out like, the review of previous minutes, Review of the financial accounts for the previous year estimated for next year, Appoint auditor. Elections if it is an election year. The registrar are supposed to be given the estimates for the society and review them. All these requirements are meant to be met Cooperative Societies being at the Union level or at PHCS level.
- work plans should be made at the society level so that if a donor was to come and support them he/she would support them in regards to their objectives and mission. He encouraged members to be strategic and committed to carry out and implement their mandates.

He challenged them that they cannot have houses in a period of 4 years when their savings are as low as 5,000/= per month.

- He encouraged them that as they mobilize members let them have clear targets of; where do they want to buy the land, how big should the land be? If members are 30 and they are looking at 2 acres of land for example if members want to buy land in Mukono it may cost them more than 100 million shillings. Then how long would it take them to raise that money?
- He further encouraged members to be transparent and account for members' savings. He reminded members that this was everyone's responsibility and that denial of this responsibility meant denial of freedom.
- He encouraged PHCS to endeavour to carry out their audits and this would be facilitated by member's level of record keeping. He referred to his records that in the last AGM the union was struggling with record keeping.

He recommended that the union needs to burn its fingers and see what was done out there in regards to the audit, members need to plan, budget and think about what UHOCU wanted to do. He informed members that a list of auditors that were certified was circulated for PHCS to have a number of options.

	<p><u>Reactions to registrar’s presentation</u></p> <ul style="list-style-type: none"> - One member sought guidance to what extent should he have access to his savings? - The registrar replied by stating that when a member saves for a house no one should come tomorrow and borrow his/her savings. And if members save differently for another income generating activity it would be on a separate account. He reminded members that the main objective of a housing coop was to save for a house. The registrar acknowledged Mr. Muyinza Jeffrey for having made the union logo. 	
MIN13/03/AGM	<p>ELECTION AND THE REPORT OF VETTING COMMITTEE CHAIRPERSON</p>	
	<ul style="list-style-type: none"> - The chairperson vetting committee informed members that the Registrar of cooperatives had sent a circular to all cooperatives and unions and the Union received it on 31st January 2015; which stated that all cooperative societies were to put in place a vetting committee to ensure that all members aspiring for leadership of societies are vetted prior to the elections. - The vetting committee was meant to be comprised of the district commercial officer and management as Ex-official members and three other co-operators of integrity but active in their primary housing cooperatives. - The chairperson vetting committee informed members that it was a statutory requirement that any leadership at the PHCS or union it should go through a vetting process. This committee consisted of 3 persons the chairperson, secretary and a committee member. Their tasks were to assess all members who are interested in leadership and the decision of the vetting committee was presented to the AGM for voting. - The chairperson informed members that on the post of chairman 4 people had applied and 3 were shortlisted then the AGM elect 1 out of the 3. These were elected basing on the shortlisted criteria which qualified them as eligible candidates for election. 	
	<p>REACTIONS TO THE CHAIRMAN VETTING COMMITTEE</p>	
	<ul style="list-style-type: none"> - The programs coordinator informed members that in cases where an institution had a manager the manager would be added as an ex-official. The area district commercial officer and the manager help to give information on which members have met the requirement to be eligible for candidacy. She further clarified why they invited an ex-official from Wakiso, because the Union Offices were located in Kireka a jurisdiction of Wakiso District. - She sought members consent on allowing the shortlisted candidates to give a brief on what they were going to do during their term of office as elected board members. Before she presented the eligible candidates to the members. She noted some of those who applied board candidacy did not go through vetting 	

	<p>exercise because they did not present the necessary requirements to qualify them.</p> <ul style="list-style-type: none"> - There was a comment that the post of the secretary should not have been advertised because then program coordinator was the secretary to the board. Reaction to this was that the said position was in the union byelaws. Once the UHOCU gets the Chief Executive Officer she/he becomes a secretary to the board. - A member suggested that those who went through unopposed were requested to give a vote of confidence to members. Then those who were eligible for elections were requested to present themselves to the members in the meeting to convince them why they think they are eligible candidates to stand for the Union board membership in their respective posts. - Posts should be well stipulated with their roles so that members know what they are applying for and also whether they do comply in the next election year. On compliance the two people are pre-determined a manager or Program coordinator as secretary and the D.C.O who brings in the legal perspective. - On the post of secretary one member clarified that the byelaws state the chairperson, vice and treasurer and the committee that would elect a secretary after members had elected the rest of the leadership, then the committee would vote a secretary. - Another member challenged the members in the meeting that on occasions when the board sits with or without management there would be a secretary. He therefore, justified why the post of the secretary needs to be advertised for he further stated that it's the work of the secretary to ensure that the minutes are filed and ready for the next meeting 																						
CONDUCTION OF ELECTIONS FOR UHOCU BOARD																							
	<p>Elections were conducted and the board was elected as follows;</p> <p>UHOCU BOADR 2015 – 2017</p> <table border="0"> <tr> <td>1</td> <td>Mr. Aloysius Ndibowa</td> <td>Chairman Board Of Directors</td> </tr> <tr> <td>2</td> <td>Mrs. Victoria Owana</td> <td>Vice Chairperson Board Of Directors</td> </tr> <tr> <td>3</td> <td>Ms.Victo Nalugonda</td> <td>Treasure Board Of Directors</td> </tr> <tr> <td>4</td> <td>Mr. Muyinza Jeffrey</td> <td>Secretary Board Of Directors</td> </tr> <tr> <td>5</td> <td>Mr. Lutwama Godfrey</td> <td>Member on Board Of Directors</td> </tr> </table> <p>SUPERVISORY COMMITTEE</p> <table border="0"> <tr> <td>1</td> <td>Mr. George Wasswa</td> <td>Chairperson</td> </tr> <tr> <td>2</td> <td>Ms. Rose Nakibaya</td> <td>Member</td> </tr> </table>	1	Mr. Aloysius Ndibowa	Chairman Board Of Directors	2	Mrs. Victoria Owana	Vice Chairperson Board Of Directors	3	Ms.Victo Nalugonda	Treasure Board Of Directors	4	Mr. Muyinza Jeffrey	Secretary Board Of Directors	5	Mr. Lutwama Godfrey	Member on Board Of Directors	1	Mr. George Wasswa	Chairperson	2	Ms. Rose Nakibaya	Member	
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Minutes read and confirmed on **30TH.September. 2016**

Chairperson

Secretary/General Manager