



CULTURE INFORMATION AND PASTORALIST DEVELOPMENT

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MANAGEMENT TEAM MEETING HELD ON THURSDAY 20/12/2018

MEMBERS PRESENT

1. Gufu guyo
2. Gufu duba
3. Abdub halake
4. Abdi okotu

AGENDA

1. Introduction
2. Planning and budgeting for routine activities
3. Agreements for employment and supply of goods and services
4. Integration for Obbitu children during school holidays
5. Planning for end of the year party and meetings
6. Chanasa abduba health condition
7. Children engagement

INTRODUCTION

The meeting started at 10.00 AM, the chairman Mr Gufu Guyo welcomed members and outlined agendas for the meeting. Review of previous meeting was done

MIN 1/12 /2018 PLANNING AND BUDGETING FOR ROUTINE ACTIVITIES

Budgeting for Obbitu children and HBC activities was discussed, Mr. Gufu took the members through the December approved Budget. The members agreed on the activities and budget lines. Mr. Abduba reported that the money meant for shelter was partly used for other activities and it has not been replaced, the activities included Sabria transport t cure international hospital, Abdi's transport refund. The members agreed to withdrawal the short fall and Mr Gufu Guyo to write an email to margot for information sharing

BUDGET FOR END OF YEAR PARTY

Mr. Gufu informed the team that ends of the year party is for Obbitu children bonding with their relatives. It is also for motivation of the staffs. Further we report our activities and achievement to the OVC management committee. Mr Gufu requested the team to take the

lead roles to make the day remarkable and success. The team agreed to organize the party well. the members discussed the items and budget cost as described below

Budget for end of the year party

1. sugar 3kg 360
2. cooking oil 3 litre 550
3. powder milk 1500
4. potatoes 1 tin 700
5. cabbages 1 piece 150
6. Tomatoes 1 tin 1,100
7. pilipili 1kg 300
8. Onions red 1 kg 130
9. onions white 1 kg 300
10. Rice 25kg 2,100
11. Soda 4 crates 3,400
12. Water 3 crates 1,200
13. sweets 2 packets 600
14. Biscuit 1 box 550

Total 12,940

Members also agreed to refund transport and pay one day per diem for District children officer Moyale to officiate end of year and parents day party. The cost was estimated at 5,000/= shillings

MINUTE: 2/12/2018 AGREEMENT FOR EMPLOYMENT AND SUPPLY OF GOODS AND SERVICES 2019

Employment contract and code of conduct for the year 2019 for obbittu workers is ready and workers will read and sign during staff meeting.

Tender documents are also ready, notice be fixed on public notice boards for bidders to collect quotation forms for supply of goods and services for Obittu village and HBC programmes

Agreement with John Kalili for mechanical workshop service was discussed. Meeting was planned on 24/12/2018 to discuss way forward on two options. Either the project pays for his service and hire workshop or we share percentage of income

Members found out that Pastoralist foundation for life had challenges of documentation. Paul Guyo need to get involved and commit himself more on all health issues and collect sufficient information for data base. Paul's presence is needed most especially in obbittu village because of Chanasa health condition. There is need for him to make comments on health of children, refer them to CIPAD and health facility and put same information in data base. He has to do routine referral and give advice. He also needs to manage Obbitu dispensary. These will be reflected in the agreement of 2019.

MINUTE: 3/12/2018 INTERGRATION FOR OBBITU CHILDREN DURNG SCHOOL HOLIDAYS

Mr Gufu Guyo shared his meeting with District children officer Moyale on permission to allow children to go and stay with relatives during the holidays period. Members agreed to make it agenda for discussion during OVC management meeting for their approval to be effected in April 2019.

The District children officers agreed to participate in the end of year and parents day party on 27/12/2018 will advice on integration.

MINUTE: 4/12/2018 PLANNING DATES FOR THE MEETINGS

Members discussed vary dates to conduct the meeting. After many proposed dates the following dates were agreed upon

End of year staff meeting 24/12/2018

Meeting with green house workers to discuss how to improve on productivity 25/12/2018

Parents day/End of year party 27/12/2018

OVC Management meeting 27/12/2018

MINUTE: 5/12/2018 CHANASA ABDUBA HEALTH CONDITION

Mr. Gufu informed the team about the progress of Chanasa he further thanked all those who took part in managing him daily. Mr.Gufu informed that Chanasa health is still worrying since Puffiness is present, blood pressure is high. He will be referred again to KNH on his appointment date of 11/01/2019. He further informed the team that the situation has been updated to Children officer and requested that if possible if option to refer and place chanasa in a children's home near KNH to help chanasa access health care whenever need arise.

MINUTE 6: /12/2018 CHILDREN ENGAGEMENT

This holiday was very long and children were confined in Obbitu children home. They spent more of their time playing and entertainment. They almost forgot their academic life because of long school holiday. Members agreed to have more talks and engage with children to guide and counsel them on life skill. The team also promised to engage them in classroom activities depending on their level

AOB

That there was no any other business the meeting was closed with a word of prayer by Mr. Diqa Duba and the meeting closed at 5.00pm

Minutes recorded by Mr Abdub Halake Sign _____ Date _____

Confirmed by: gufu Sign gufu Date 2/01/2019