



CULTURE INFORMATION AND PASTORALIST DEVELOPMENT

P. o. Box 302-60700 MOYALE

Email: [cipadhome@yahoo.co.uk](mailto:cipadhome@yahoo.co.uk)

---

**CIPAD STAFF MEETING HELD ON THURSDAY 9/12/2021**

**MEMBERS PRESENT**

1. Gufu Guyo – Chairman
2. Abdub Halake – secretary
3. Gufu Duba – Mondeco representative
4. Kalicha Oba Sarite – support staff compound
5. Abdi Okotu – OVC field officer
6. Arabo Godana – Mother caretaker
7. Malich Boru – House helper
8. Diid Tadicha – Watchman
9. Guyo Halake – Green house
10. Guyo Dub Jillo - Watchman
11. Qabale Guyo Guracha – Mother caretaker
12. Boru Diba – Watchman
13. Alinoor Wario – Watchman
14. Rob Galma – Watchman
15. Rob Sora – Watchman
16. Bonaya molu – greenhouse
17. Fatuma Hussein – watchman

**AGENDA**

1. Work performance
2. Children welfare
3. Maintenance activities
4. Watchmen performance
5. Food productions in green house
6. Trees planting

## **INTRODUCTION**

The meeting started off by a word of prayer from Mzee Boru Diba at 2.30 pm. The chairman Mr Gufu Guyo made his welcome remarks. He explained that this is normal quarterly meeting .He stressed importance of quarterly meetings. He said since this was our end of year meeting we evaluate ourselves, and make way forward. Also advice each other, strengthen where we have weaknesses remind and awake each other on our roles.

The chairman reminded members not to relax but be careful on COVID 19 take vaccination and observe social distance and use of mask .it was noted that none of the staff members were vaccinated against corona except Mr Gufu Guyo. Members were also notified of new corona strains and government laws for those who did not take up vaccination Members reported outbreak of chicken pox and common cold in the community.

## **MIN:1/ 3/12/2021: MATTERS ARISING FROM PREVIOUS MEETING**

The previous minute was read out and confirmed as the true deliberation of previous discussion.

1. Mr Guyo Halake also reported greenhouse pit latrine not repaired and bee hives too close to pit latrine and danger of bee sting.
2. Dinning tables not replaced because a lot of money was used at the guest house pipes replacement and also actual budget not done and not requested
3. The daily supervision of cleanliness in houses and that of every Saturday not done.

## **MIN.1/3/2021. STAFF PERFORMANCE**

The chairman appraised staffs by the category; he commented that there were under performance in the areas of supervision, and maintenance activities.

1. Mother caretakers – performed well, especially among the 5 young children within the compound. They are clean and well dressed; food was well cooked, balanced and timely.
2. The house helpers reported on duty timely o but leave before 5Pm in the afternoon,. They were committed and cooperated with mother care takers
3. The Day watchman seems ti be idle since there were no cattle to look after, hence he was assigned to Borte to do maintenance activities like splitting firewood, moving around the fences to keep watch of intruders grazing their animals on the compound, repair of fences
4. Night watchmen – reported on duty in time. They lacked movement at night hence and alertness to respond to movement especially Mr Gufu when he comes out .
5. Maintenance – there was laxity with mr. Borte . he could not account for activities, unless directed. He also hid to sleep during the day and could not be seen when needed. He

request for permission more than other staffs. Mr. Borte is on last warning due to absenteeism for 2 days during his son's wedding. The 2 days will be recovered from his January salary.

There was poor supervision from the management team of the maintenance work and inspection of general cleanliness of children's houses.

After a lengthy discussion by members it was concluded that

1. Both Borte and day watchman be doing daily maintenance work since there are no cows to look after
2. The office to strictly supervise them and direct them every morning and record for them what they will be doing daily.

### **MIN 2/3/12/2021 STAFF WELFARE**

The chairman asked the staffs whether they were contented with meals. They replied in affirmative and agreed staff meals programmes went on well and their rights observed. It was also noted that staff relationship has improved. Most of the staff members felt they were happy and committed to their work than before.

### **MIN 3/3/12/2021 CHILDREN WELFARE**

Mother care takers were asked to report on children welfare and needs. Mrs Qabale Guracha mother caregiver to family 2 boys' house reported that Abdi child no.0425 needed bed sheets and more clothes. Some of her children also needed shoes. Bathroom floors need repair and steps. Door for family 3 also broken

The mothers agreed that foods were adequate and balanced; they said children are well fed and help them in home chores do.

Mrs Arabo Godana mother caregiver for girl's house reported small girls needed more clothes. She noted Sadia 0482 who was a poor feeder is now feeding well now.

Mr Guyo Duba informed members that Guyo Gollo child no. 161 is a big boy in his adolescence hence associate himself with watchmen. He has age gap compared to other children.

Members also noted that Hadija Iowa had risky behaviour of walking lonely to and from school despite several advises she was given. Other big children should encourage and insist that Hadija should walk to and from school with them. Hadija should also be advised not to walk home alone.

Mr Guyo Halake also noted that children needed shoes he saw some of them in shoes not in good condition

Mr Diid Tadicha also reported that he has seen some behaviour changes in Gamachu, Gamachu is also starting adolescence behaviour and its normal

Mr Gufu Guyo advised mothers and watchmen to educate children on culture, borana language, through games, play, riddles, tongue twisters and change children mind and keep them busy. He said management team will often call for children gathering to educated children and teach them also life skills.

#### **MIN 4/3/12/2021: WATCHMEN**

The night watchmen were tasked to be more alert and pull up their socks. Their movement is supposed to be seen at every corner of the compound.

The day watchman Mr Borte was told to be alert and take care of project assets as he frequently uses stores and bundles of keys.

The watchmen were also asked to manage their time and be mindful of each other during reporting and departure from work place.

Mr Guyo Halake requested for a rasp, spear and a jembe for green house use. Both mothers and watchmen were asked to take care of tools and equipment under their care.

Mrs Qabale Guracha mother care giver for family house two for boys also requested for bulbs replacement.

After a lengthy discussion it was agreed that whoever loss any tool and equipment under his/her care will have to replace by buying a new one.

#### **MIN 53//12/2021: FOOD PRODUCTION IN GREEN HOUSE**

Mr Guyo Halake reported that there is enough spinach and sukuma wiki only for Obbitu children consumption. He said 1 green houses is operational due to water shortage. They were also asked 3 greenhouses are idle, 4 open field and the nursery were all idle due to shortage of water.

**MIN 6/3/12/2021 TREE PLANTING**

The chairman reported that there only few trees on the compound . Even some are old and drying. The previous beauty of the compound is fading off. He informed the meeting that the 2 day worker should plant trees along the road to the guest house and to the children houses. The bougainvillea trees can be good since it is resistant to adverse weather and can grow with little water. Members discussed and found out that there was need to plant more trees and flowers. The two day watchmen were tasked to remove thorny trees and plant more trees and green house workers to prepare tree nursery.

**A O B**

1. Members were asked not to ask for permissions but use their off duty days for their domestic issues.
2. The chairman asked members to adapt good virtues like speaking the truth and transparency
3. Mr Abdi Okotu said everything discussed in the meeting should be implemented. He also asked for more pressure on education activities for Obbitu children

Since there was no any other business to be transacted ,the meeting was closed by a word of prayer from Mr Gufu Duba at 4.00 pm

Minute recorded by Abdub Halake Sign ----- Date -----

-

Confirmed by \_\_\_\_\_ Sign ----- Date \_\_\_\_\_