



**The Institute of
Certified Public Secretaries
of Kenya**

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MAY 16, 2017

NOTICE IS HEREBY GIVEN THAT THE 15TH ANNUAL GENERAL MEETING OF THE ICPSK BENEVOLENT FUND WILL BE HELD ON WEDNESDAY, JUNE 7, 2017, AT THE CPS GOVERNANCE CENTRE, KILIMANJARO ROAD, UPPER HILL, STARTING AT 10.00 A.M.

AGENDA

1. To note the presence of a quorum and the meeting as properly convened and constituted.
2. The Honorary Secretary to read the notice convening the meeting.
3. To consider and adopt the minutes of the 14th Annual General Meeting held on May 31, 2016.
4. To receive, consider and adopt the Board of Trustees Report on the activities of the Fund for the year ended December 31, 2016.
5. To receive, consider and adopt the Audited Financial Statements of the Fund for the period ended December 31, 2016.
6. To consider and elect Two (2) Trustees for a term of three (3) years:
 - FCS. Jane Muthaura retires by rotation and although being eligible does not offer herself for re-election as a Trustee.
 - CS. Florence Mungai retires by rotation and although being eligible does not offer herself for re-election as a Trustee.
7. To consider and appoint the auditor of the Benevolent Fund for the financial year 2017.
8. To consider and if found fit pass a resolution for the Fund to purchase space in the CPS Governance Centre Limited.
9. To consider any other business for which due notification will have been received by the Secretary forty eight (48) hours before the Annual General Meeting.

CS. Obare Nyaega
Hon. Secretary