

**MINUTES OF THE 11<sup>TH</sup> BOARD MEETING HELD ON 24<sup>TH</sup> FEBRUARY 2005 IN THE BOARD ROOM OF THE COMMUNICATIONS OF KENYA, WAIYAKI WAY NAIROBI**

**PRESENT**

1. Victor Kyalo Chairman
2. Mugure Mugo NTF e-com Representative
3. Mwende Njiraini Acting Secretariat
4. Michuki Mwangi Administrative Manager
5. Sammy Buruchara Tespok
6. Charles Nduati KIF
7. Mr. Stephen Kiptinness Representing Secretary

**ABSENT WITH APOLOGIES**

- a) Sammy Kirui Member
- b) Michael Katundu Member
- c) Muriuki Mureithi Member
- d) Mercy Wanjau Secretary

The Chairman called the meeting to order at 10.05 a.m. on realization of quorum.

**MINUTE NO. 92/11/2005**

**NOTICE OF MEETING**

Notice of the meeting was taken as read.

**MINUTE NO. 93/11/2005**

**AGENDA**

The agenda was adopted as circulated.

**MINUTE NO. 94/11/2005**

**CONFIRMATION OF THE MINUTES OF THE 10<sup>TH</sup> BOARD MEETING HELD ON 22<sup>ND</sup> JULY 2004**

The minutes were confirmed as a true record of the deliberations.

**MINUTE NO. 95/11/2005**

**MATTERS ARISING**

**A) MINUTE NO. 90/10/2004**

The members noted the progress that had been made with regard to the marketing campaign and further that the advertisement involving the lady dressed up in red showing off the KENIC logo tended to be confused as being a Kenya Airways advertisement and that changes need to be made to this ad to bring out the KENIC log a lot more clearly.

**B) MINUTE NO.91/10/2004**

It was noted by the members that the timing of the KENIC open public forum for stakeholders and the local internet community had been scheduled at the same time as the board meeting. It was felt that the timing should be critically looked at next time to avoid such clashes.

**MINUTE NO. 96/11/2005**

**UPDATE ON AWARENESS  
CAMPAIGN (BOARD PAPER NO.  
34/2005)**

The Administrative Manager took the members through the board paper. He indicated that there had been a steady increase in the registrations. And further that there was need to increase the budgetary allocation this year for enhanced awareness projects.

It was noted that it was necessary to get in touch with a number of Kenyan companies who have filed for “.com’s” (dot-coms) who could be potential “.ke’s”

It was noted that it was important to use simpler language in communicating the vision so that KENIC can target not just the upper market but the lower market as well.

Finally, it was felt that ISP’s need to be targeted more as this will help in

marketing of KENIC.

**MINUTE NO.97/11/2005**

**KENIC ANNUAL GENERAL  
MEETING (BOARD PAPER NO.  
35/2005)**

The Administrative Manager took the members through the Paper. The Board noted that it ought to be more active in planning the way forward for more efficiency in a bid to improve the turn out for the next AGM. Members noted that the timing of the Board meeting could have been better since it clashed with another ICT meeting held on the same day in Nairobi. It was recommended that the next AGM be held in August upon due consultation within the industry, to forestall a similar happening.

**MINUTE NO.98/11/2005**

**ICT PROJECTS  
REGISTRATION OF KENYA.INFO BOARD PAPER NO. 36A**

The Administrative Manager took the members through this paper as an appraisal to the board on the Kenya. info domain name registration process. Members were invited to note and comment on the same. Members noted that KENIC ought to write to KIF/KEPSA and invite them to take over control of the site. It was proposed that the Chairman write to Mike Eldon along these terms.

It was also noted that as many participants as possible ought to be involved in this process as this will allow for the formation of a vibrant portal in Kenya which should be built upon. It was further noted that control of the content should not be taken away from the participants. All participants can be given a password and name that will facilitate access to the site and enable updates of content.

If possible, a letter to kick-start the process ought to be obtained from the Permanent Secretary Ministry of Information and Communications. Should there be delays in obtaining the letter the process of getting content from interested parties should still take off.

**MINUTE NO.99/11/2005**

**ICT PROJECTS**  
**MIRROR OF THE ROOT SERVER 36B**

The Administrative Manager led members through the board paper and invited them to comment.

It was agreed that funding partners like DFID, USAID etc should be approached to help facilitate funding of this project. Members will be kept posted of any developments in regard to funding.

**MINUTE NO.100/11/2005**

**ICT PROJECTS**  
**NETWORK TIME SERVER 36C**

The Administrative Manager took the board through this paper and invited comments as well as an approval for a budgetary allocation to facilitate funding.

Members noted no budgetary figure was proposed for this project. It was agreed that since the budget had not yet been looked at, then approval for this project should be considered at a later time.

**MINUTE NO.101/11/2005**

**ICT PROJECTS**  
**OPEN SOURCE PBX 36D**

The Administrative Manager took the board through this paper and invited the board to approve the carrying out of this project.

It was noted that the project had already commenced and in fact had already been installed and working effectively.

The Board gave its retrospective approval of the project noting that this was so because of the urgency with which the PBX was required to allow for smoother operations at the KENIC office.

The board noted and expressed appreciation to PCH and Bill Woodcock for the IP phones.

**MINUTE NO.102/11/2005**

**REGISTRAR TRAINING**

**BOARD PAPER NO. 37**

The Administrative Manager took the members through the paper.

The Board was invited to revise the strategy for training so that it is based on a cost recovery system.

It was noted that confirmations for attendance to the course were received but the number of participants were less than the number of confirmations received. To avoid this situation at the next training course confirmation ought to be with the payment of a deposit of at least 50% of the full amount for the training course. Further that, seven days before the course begins, participants have to pay up the full amount and no refunds will be given for non-attendance after this point.

It was proposed that the Regional Internet Registry (RIR) should be involved in conducting the trainings with KENIC, this will also allow them to foot part of the cost to be incurred in hosting this course.

**MINUTE NO.103/11/2005**

**KENIC EQUIPMENT**

**INSURANCE**

**BOARD PAPER NO. 38**

The Administrative Manager took the members through the paper and invited them to note that the relevant insurance covers had been placed with Insurance Company of East Africa (ICEA).

**MINUTE NO.104/11/2005**

**REGIONAL CCTLD's SUPPORT**

**BOARD PAPER NO.39**

The Administrative Manager led the members through the board paper.

It was noted that KENIC needs to conduct some public relation activities to show that KENIC is active in assisting other regional bodies in setting up their ccTLD's. This will assist in seeking additional funding from donors for KENIC activities. A picture and a story line in the print media were suggested as some of the ways KENIC could generate the relevant publicity.

It was also noted that KENIC ought to remain active in seeking opportunities to enhance its reputation through involvement in forums like the National ICT Convention. Additionally KENIC should be able to show the value it is putting back in society in various projects. This will also enhance KENIC's profile with the Government of Kenya which so far doesn't seem to appreciate what role KENIC plays in the country.

**MINUTE NO.105/11/2005**

**FINANCIAL STATEMENTS AS  
AT 31 DECEMBER 2004 AND  
PROPOSED BUDGET FOR 2005  
BOARD PAPER NO. 40**

The Administrative Manager led the Board through the paper and invited the members to review the income and expenditure statement and the statement of affairs.

It was noted by the members that at the 7<sup>th</sup> Board meeting, it was agreed that M/s Ernst and Young should continue as KENIC's auditors.

It was also noted that changes should be made in the accounts to discontinue the use of the words "Profit and Loss" to "Income and Expenditure and Surplus".

It was agreed that the debtors should to be pursued diligently to pay up on their obligations.

In the budget, the members noted that supplementary papers should be presented to the Board with regard to the ICT projects and Awareness Projects. These supplementary papers should be more detailed, giving the Board more information, that will enable it make an informed decision in approving allocations for the budget. The budget therefore, cannot be approved at this point in time.

The members noted that it was necessary to revise some of the budgetary allocations downwards so as to allow for a greater surplus contingency. The areas proposed for further cuts include the

- e) Awareness projects
- f) ICT projects: This can be allocated on a “need to” basis every year to avoid stretching the budget.

The Board also agreed that the budgetary allocations should be redone to show:

- g) Operational costs (Both for staff and material)
- h) Operational costs related to travel etc
- i) The costs attributed to each project

A spreadsheet of each allocation should be given to the Board containing a detailed analysis.

The Board agreed that the Chairman would negotiate with the auditors for a reduction in their fees, which were too high.

The Board also agreed that the internship allowances should be looked into. The Board proposed that the cost of holding the AGM be reduced by a certain margin as a means of further cutting costs.

**MINUTE NO.106/11/2005**

**ANY OTHER BUSINESS**

The Board proposed that a resolution be passed for the payment of a sitting allowance for Board members, as this is not provided for in the KENIC articles.

It was proposed that KENIC be the host of the KIF list as this would be more of a neutral home. However to facilitate the hosting of this list, KIF should consider donating their server KENIC.

The Board noted that with regard to registration to become a KIF member, the only drawback was the budget. KENIC should therefore find out if it is possible to obtain a waiver from subscription by KIF

There being no other business the meeting ended at 12.45 pm.

**Confirmed on this                      day of                      2005**

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**Victor Kyalo**  
**Chairman**

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**Mercy Wanjau**  
**Secretary**