

**MINUTES OF THE MEETING OF THE KENYA SWIMMING FEDERATION INTERIM
MANAGEMENT COMMITTEE WORKING GROUP HELD ON MAY 3, 2022 AT KASARANI
AQUATIC CENTRE – VIP ROOM**

REGISTER

1. Ms. Jen Maina – Chair
2. Mr. Conrad Thorpe – Member
3. Mr. Kenneth Karani - Member
4. Ms. Emily Njeru – Member
5. Ms. Larissa Manson-Hart – Member (attending virtually)
6. Mr. Anthony Muriithi – Member
7. Mr. Zeff Ekumbo - Member
8. Mr. Thomas Muli – Member
9. Mr Tony Rosafio – Member
10. Mr John Wroe – Member
11. Mr Teddy Wamunyu – Member
12. Mr Stanley Kaberu – Member
13. Elijah Kimani – Member

The chairperson called the meeting to order at 09:47hrs.

The chairperson gave her opening remarks before the commencement of the meeting, setting the tone for the meeting to start.

AGENDA

1. Confirmation of the minutes of the meetings held on the 23rd March 2021.
2. Refunds.
3. Response to CANA President's letter
4. KSF LC Nationals
5. Swimmer Representatives
6. KSF / IMC Mandate and KPI's
7. Code of Conduct

8. Communication
9. Change of Bank Signatories
10. KSF National Calendar
11. Roadmap to Elections
12. AOB.

ADOPTION OF THE AGENDA

The Chairman presented the agenda of the meeting and it was adopted by the members with the reorganization to bring forward deliberation of the IMC Mandate.

MINUTE 1/03/05/2022

CONFIRMATION OF MINUTES OF THE MEETINGS HELD OF 23rd MARCH AND 6TH APRIL 2022

1. The minutes for the Committee Meeting held on 23rd March 2022 were deliberated on and approved as a true reflection of the meeting. Conrad Thorpe Proposed and Zeff Ekumbo seconded the motion approving the minutes with all in favour.
2. The minutes of the Committee Meeting held on 6th April 2022 were deliberated on and approved as a true reflection of the meeting. Ken Kirani proposed and Emily Njeru seconded the motion approving the minutes with all in favour.

MINUTE 2/03/05/2022

KSF/IMC MANDATE AND KPIS

The committee agreed that the key focus areas for the Working Group will be:

- a) Roadmap to Elections
- b) Federation Audited Accounts for the years 2018, 2019, 2020, 2021 and 2022
- c) Documented Federation Policies and Procedures
- d) Code of Conduct and Ethics
- e) Development of a Strategic Plan
- f) Elections by March 2023

The Committee deliberated on the deliverables under the mandate by the appointing authority. It was resolved that the Committee would carry out its mandate within the shortest time possible but not exceeding a period of 12 months from the date of appointment (with a term limit expiring March 21, 2023).

MINUTE 3/03/05/2022. -

RESPONSE TO THE LETTER OF CANA PRESIDENT – DR RAMSAMY

The draft response that was prepared by the sub-committee of Emily Njeru, Ken Karani, Elijah Kimani and Conrad Thorpe was presented and deliberated on. It was agreed that a final review would be made as recommended by the members. The final version would be signed by the joint secretaries. It was agreed that the appointment letter by the Chairman of the Sports Disputes Tribunal would be attached to the response.

MINUTE 4/03/052022

SWIMMER REPRESENTATIVES AND CO-OPTION OF MEMBERS

All members were in agreement that it was important to have Athlete representative co-opted to the IMC. It was noted that it would be ideal to have a criteria and process in place before co-opting members. It was agreed that Mr. Thorpe would approach two athlete representatives (male and female) at the KSF Long Course Nationals to get their concurrence to joining the IMC. It was highlighted that the co-opted athlete representatives should have an understanding and broad experience of issues that affect swimmers both locally and on the international stage. Proposed names were Ms Emily Muteti and Mr Cian Omondi.

MINUTE 5/03/05/2022

CODE OF CONDUCT

1. The proposed Code of Conduct and Memorandum of Understanding was deliberated on at length. Some members were of the view that it was intended to gag and silence some of the members. It was clarified that the Code of Conduct was supposed to be a governing document reducing the expectations and the manner in which members would be expected to interact with the NF and leaders and our commitment to serve with integrity, objectivity, professionalism and while observing the appropriate confidentiality. It was suggested that as opposed to a Code of Conduct, the members could be presented with a Contract highlighting all the responsibilities that each WG member was expected to deliver in their role. Some members indicated that they would not sign the Code of Conduct as they wanted to have the liberty to report back to their constituents and those that they felt they represented on the WG.
2. It was observed that failure to sign the CoC by certain members essentially meant that those that had signed the CoC had been gagged and would not freely engage with assurance of confidentiality as that would be open to being misinterpreted, misquoted and or misunderstood as a result of which the efficacy of the committee

would be affected. It was agreed that those opposed to the CoC would provide their feedback to Elijah Kimani who would then collate all the proposed amendments.

3. Elijah Kimani and Emily Njeru were mandated to review the proposed amendments and present the final version for consideration by those in objection by May 6, 2022. It was reported that certain members of the WG who had no objection to the CoC had already signed and forwarded signed copies to the Joint Secretariat.

MINUTE 6/03/052022

FORMATION OF SUB-COMMITTEES:

The WG agreed for improved efficacy, the mandate of the WG would be delivered through sub-committees that would deliberate on the issues under each of the Sub-Committees and make presentations the entire WG for adoption and deliberation if necessary.

The following sub-committees and memberships were approved:

- a) Technical Committee – Headed by Zeff Ekumbo, John Wroe, Larissa Hart, Tony Rosafio and Teddy Wamburu.
- b) Governance Committee – Headed by Emily Njeru, Elijah Kimani, Conrad Thorpe and Thomas Muli.
- c) Stakeholder Management Committee- Headed by Elijah Kimani, Conrad Thorpe, Ken Karani, Stanley Kaberu.
- d) Finance Committee. – Headed by Tom Muli and Anthony Muriithi. It was agreed that there would be a co-option of 2 additional subject matter experts (accountants) to this committee.

The Joint Secretaries would support all the committees as required.

It was agreed that the Governance Committee would prepare the Terms of Reference for each of the Committees for consideration and approval by the WG. Emily Njeru to action.

Zeff Ekumbo proposed the motion formulating the above committees and Elijah Kimani seconded the motion with all in favour.

MINUTE 7/03/052022

COMMUNICATION BY IMC/WG

It was pointed out that communication with stakeholders was key for the success of the IMC/WG. Stakeholders were identify to include but not exclusively athletes, parents, coaches, Ministry of Sports, NOCK, CANA, FINA, sponsors, corporates, media

It was reiterated the need to maintain constant communication with all our stakeholders in a transparent and orderly fashion. It was agreed that the Secretariat would develop a template to be adopted for frequent communication with stakeholders; more particularly athletes, parents and coaches on the goings on of the IMC/WG. CT was tasked with the responsibility of coming up with the template and sharing it with the WG immediately after the meeting.

All correspondence to the National Federation was as practically possible to be addressed by the joint secretaries. The joint secretaries are to ensure constant liaison to attend to correspondence in a timely manner. It was agreed that in order to foster trust and a good working relationship between the Joint Secretaries, each would ensure that all correspondence is copied to the other when it was not feasible to have both sign communication on behalf of the WG.

It was recommended that the current website needed to be revamped to be more user friendly and to best serve the purpose of being the sole repository for all NF documents and as the platform for communicating with the stakeholders about the general business of the NF. Elijah Kimani was mandated to review possible changes that should be made with making immediate improvements to the website as a useful tool. He is to make recommendations of changes that would be necessary and that can be quick games in the communication with stakeholders.

MINUTE 8/03/05/2022

CHANGE OF BANK SIGNATORIES

It was noted that it was important to change the signatories to reflect the current membership of the WG. This would enhance efficacy and make the Treasurer's work much easier than the current situation when he has to look for signatories who are no longer members of the IMC and/or the SDT.

The following members were proposed as the new signatories to the NF bank accounts:

1. Emily Njeru
2. Elijah Kimani
3. Tom Muli (mandatory signatory)
4. Zeff Ekumbo

The signing mandate for all accounts was going to be any 3 to sign with Tom Muli as mandatory signatory.

Tom Muli made the proposal for the above motion, Conrad Thorpe seconded the motion with all in favour.

MINUTE 9/03/05/2022

NATIONAL CALENDAR

The Committee noted and reaffirmed the current national calendar as posted on the KSF website. The following were noted as the upcoming national events and competitions that needed to be addressed immediately:

- a) KSF Short Course Nationals to be held in Mombasa in June
- b) FINA Long Course World Championships in Budapest Hungary
- c) Commonwealth Games, Birmingham
- d) Africa Youth Games, Cairo, Egypt
- e) FINA World Juniors, Lima, Peru
- f) CANA, Africa Seniors, Tunis, Tunisia
- g) CANA Zone 3, Dar-re-Salaam, Tanzania
- h) FINA SC World Championships (TBC)

The Technical Committee was mandated to come up with the necessary criteria and other logistics as a matter of urgency and made recommendations to the WG for adoption.

MINUTE 10/03/05/2022

KSF LONG COURSE NATIONALS – MAY 6-8, 2022

It was reported that the facility had been booked. Les Roches had come on board to sponsor the event via the brochure that was to be published and catering for the officials 'hospitality. The details were to be provided.

It was reiterated that this would be the selection trials for the Commonwealth Games as all in place to proceed. Members were encouraged to come out and support the successful delivery of the competition.

It was noted that in future, facility rental should be the first priority with any sponsors that come on board.

MINUTE 11/03/05/2022

NATIONAL FEDERATION BUDGET

The members were informed that a budget had been presented to the Ministry within the deadline set by the Ministry for Federations to share their annual budgets. The budget was based on targeted federation events and competitions but the details would be provided

for each event. The WG was informed that as part of the request for funding from the government, it was a requirement to have the Federation Strategic Plan. It was therefore noted that the formulation of a Strategic Plan was important and should be a priority for the WG.

Members expressed concern that the Strategic Plan by the WG could only be for the short term in view of the focus of delivery of elections by March 2023 for the reason that the process of coming up with a Strategic Plan for any organization required some research, data analysis and length planning sessions.

It was agreed that the current Strategic Plan would be reviewed if necessary with the engagement of the Governance Committee and the Head of Innovative Thinking and Strategic Thinking in the lead.

It was agreed that Tom Muli would come up with standard templates to be used for each competition funding application so that the process of application to the Ministry was standardized and simplified.

MINUTE 12/03/05/2022

REFUNDS

The Head of the WG excused herself for an existing conflict of interest on the subject matter.

The following refunds were deliberated on and approved:

CANA Zone 4 - Zambia –
CANA Zone 3 – Uganda

The discussions for CANA swimming championships for Zones 3 and 4 were discussed. Eligible individuals were approved to receive refunds based on the Federation's ability to cover those funds from their sources. The list of eligible names is with the financial controller Mr Thomas Muli and will be made available.

Payments for Zone 3 and 4 were approved.

Zone 3. Also concluded and approved and payments made.

Zone 4 have been remitted.

Dr Linda Thorpe's remittance is being checked and aligned with Government returns and awaiting signatures from respective signatories such as R Okumu. Zone 4 has been remitted. At the same time KSF is awaiting air ticket refunds.

AJC was not concluded. This remains outstanding and requires deliberation at a future meeting.

MINUTE 14/03/05/2022

AOB

There being no other business to be conducted the meeting adjourned at 19:15hrs.

Confirmed and signed as a true and correct record of the proceedings:

Name	Signature	Date
Jen Maina (Head, IMC)		June 3, 2022
Conrad Thorpe (Joint Secretary)		
Ken Karani (Joint Secretary)		

Original with Conrad Thorpe - Secretariat