

annual report

2015-2016





49th Annual General Meeting ▪ 23rd march 2016





CALL FOR PAPERS AND ARTICLES

The Architectural Association of Kenya is pleased to announce the AAK Annual Convention 2016, AAK's premier annual CPD Event. This year's theme-**BUILD. RESILIENT** will address subsistence in practice, urban context, building and project planning. We will focus our discussion on the following sub-themes:

BUILDING FOR RESILIENCE	CLIMATE CHANGE AND RESILIENCE	URBAN RESILIENCE IN EAST AFRICA	PROFESSIONAL AND PROJECT RESILIENCE
 <ol style="list-style-type: none"> 1. Transport/ Mobility: How mobility networks impact the resilience of Cities. 2. Designing for Resilience: Fundamental design principles for Consultants in designing for resilience 	 <ol style="list-style-type: none"> 1. The growth of resilient cities as a response to climate trends (a case study of Tsunami in Sumatra, Indonesia in 2004 or similar case study) 	 <ol style="list-style-type: none"> 1. Social/ Security issues in the region. How current factors e.g. terrorism have informed resilience in the built environment 2. Resilient Cities: How does urbanization inform resilience? Besides the physical aspects, population growth and cultural trends that should be anticipated. 	 <ol style="list-style-type: none"> 1. In Professional Practice, what principles can be employed to ensure a resilient career that survives economic and political changes? 2. Project planning and ensuring that projects from inception to the 'life of the project (building or city). Planning for survival.

AAK therefore invites interested persons to submit the following for consideration by the Editorial Committee

- **Articles for Publication in the Conference magazine:** To be received by 15th May, 2016
- **Conference papers in any of the sub-themes above:** Submission of an abstract (1 A₄ size sheet) to be received by 15th April, 2016. Presenters whose abstracts are accepted will be expected to submit full papers by 30th June 2016. Further details expected of each paper / presenter will be shared upon acceptance of abstract.

All submission to be sent by email to aak@aak.or.ke

For sponsorship and exhibition opportunities, please contact Jacob Mwangi on jacob@aak.or.ke



 The Architectural Association of Kenya
  @arch_ke
 www.aak.or.ke

Table Of Contents

- 4. Notice of Annual General Meeting
- 5. Notice of AAK General Meeting held on 25th June 2015
- 8. Minutes of AAK 48th Annual General Meeting
- 17. Governing Council Report from the President of AAK
- 23. Report of the Hon. Treasurer
- 24. AAK Budget
- 25. Financial statements of the Association
- 41. Financial statements of the AAK Registered Trustees
- 51. Motions

Notice of Annual General Meeting

NOTICE IS HEREBY GIVEN THAT THE FORTY NINTH ANNUAL GENERAL MEETING OF THE ARCHITECTURAL ASSOCIATION OF KENYA (AAK) WILL BE HELD AT THE SAROVA PANAFRIC HOTEL, NAIROBI ON WEDNESDAY 23RD MARCH 2016 AT 1400HR.

AGENDA

- 49-10 Record of Attendance
- 49-11 Reading of the Notice calling the Annual General Meeting by AAK Hon. Secretary
- 49-12 Confirmation of the Minutes of the 48th Annual General Meeting
- 49-13 Governing Council Report from the President of AAK
- 49-14 Receiving Trustees Report from the Chairman of AAK Registered Trustees
- 49-15 Receiving Hon. Treasurer's Report
- 49-16 Receiving Auditors Report for the Financial Year Ended 31 December 2015.
- 49-17 Appointment of Auditors for the 2016 Financial Year..
- 49-18 Any Other Business for which fourteen (14 No.) days Notice has been given to members in writing.

DATED THIS 29TH DAY OF FEBRUARY 2016

BENSON GITHINJI MWANGI
Honorary Secretary

Minutes of the General Meeting of the Architectural Association of Kenya 25th June 2015, Windsor Golf Hotel and Country Club

1. RECORD OF ATTENDANCE

a. MEMBERS PRESENT

- | | |
|---|---|
| 1. Arch. Benson Githinji - Hon. Secretary | 18. Arch. Mukesh Patel |
| 2. Arch. Mugure Njendu - Asst. Hon. Secretary | 19. Arch. Musembi Mumo |
| 3. Eng. Nathaniel Matalanga - Hon. Registrar | 20. Arch. Alex Gachanja |
| 4. Arch. Abdilatif Hussein | 21. QS. Dan Kimoro |
| 5. L/Scape Arch Hosea Omole | 22. Arch. Lee Karuri |
| 6. Arch. J.N. Mwaniki | 23. Arch. Mohammed Munyanya |
| 7. Arch. Steven Oundo | 24. Arch. Waweru Gathecha |
| 8. Eng. Ratna Hirani | 25. Arch. Abdi Ismail |
| 9. Lic. Arch. Paul Okich | 26. Lic. Arch. Dennis Tsenga |
| 10. Arch. James Waweru Gathecha | 27. L/Scape Arch. Robert Ngummo Kariuki |
| 11. Arch. Gad Opiyo | 28. Arch. Kibet Chebii |
| 12. Arch. C.A. Angira Okoth | 29. Arch. Gideon Mulyungi |
| 13. Arch. Stanley M. Kyalo | 30. Stud. QS Brian Sagero |
| 14. QS. Mutinda Mutuku | 31. George Omondi |
| 15. Arch. Juma Oino | 32. Arch. Christopher Otieno |
| 16. Arch. Florence Nyole | 33. QS. Olivia Otieno |
| 17. QS. Francis Mbaya | |

b. ABSENT WITH APOLOGIES

- 1. QS. Alfred Aluvaala
- 2. QS. Alexander Mutai
- 3. QS. Patience Mulondo

c. IN ATTENDANCE

- 1) Jacob Mwangi - Executive Officer
- 2) Sam Owino - Autodoc IT

2. AGENDA:

To receive Scrutineers' Report on election of President and Vice President of the Association for the 2015/2017 session

Meeting called to order at 3pm and started with a word of prayer from Arch. Lee Karuri, Chairman AAK College of Fellows

Meeting convened in accordance with BL 14.1. and confirmed that quorum attained.

3. COLLEGE OF FELLOWS INVESTIGATION INTO THE CIRCUMSTANCES THAT LED TO CANCELLATION OF THE 2015 AAK ELECTIONS

Members were informed that the AAK College of Fellows established a Committee to investigate circumstances that led to cancellation of election of President and Vice President of AAK.

Members of the Committee were:

- 1. QS. Dan Kimoro (Chairman)
- 2. Arch. Stanley Kebathi
- 3. QS Festus Litiku

Report of the College of Fellows presented by QS Dan Kimoro.

The committee undertook this exercise through sittings at the AAK Secretariat where the entire staff and candidates were interviewed, as well as the chair of the scrutineers in order to get insight to the whole election process.

The Committee observed that existing election process is inefficient and prone to abuse and therefore likely to bring the Association into disrepute. Further, the election process as provided by the AAK constitution allows sitting officials as well as secretariat staff to participate in conducting the elections, a matter that requires review.

The Committee recommended that:

1. The AAK membership database needs to be urgently updated and confirmed by the secretariat so that a proper voter register can be available.
2. The scrutineers need to be facilitated by the governing council to set up a secretariat outside the AAK to conduct future AAK elections as well as facilitate security for the election materials.
3. A modern and efficient voting system for AAK that will be acceptable to the membership needs to be identified and implemented for future elections
4. Sitting AAK governing council members who are potential candidates should in good faith disqualify themselves from participating in any election preparation process and an appropriate amendment to the constitution should be put forward to the next AGM or SGM.
5. Although the committee was able to narrow down to the likely perpetrators of the malpractice, it was not possible to pin point the actual culprit because of the many loose ends and the fact that the ballots were exposed to many people at the secretariat before the posting commenced. All candidates who so wish should be allowed to re-run for the elections.

4. SCRUTINEERS REPORT ON ELECTIONS OF PRESIDENT AND VICE-PRESIDENT OF ARCHITECTURAL ASSOCIATION OF KENYA

Report of the Scrutineers presented by Eng. Ratna Hirani (Chief Scrutineer).

AAK Annual General Meeting of 26th March 2015 adopted the Scrutineers report that cancelled the election of President and Vice President of the Association and recommended the adoption of an electronic voting system.

The AGM mandated the Governing Council to hold re-elections for the President and Vice President within three months. The Chairman of the College of Fellows nominated a Committee of Fellows to carry out the investigations and report back to the college.

While the above investigations were being carried out the GC proceeded to put in place a new voting system. M/s. Infotrak Kenya were commissioned to develop a mobile phone based electronic voting system for conducting the elections. The Association appointed the same three Scrutineers (Ratna Hirani, Peter Kibinda and Robert Kariuki) to oversee the election process as provided for in the AAK Constitution and By-Laws, 2015 amendments. AAK also contracted M/s. Autodoc IT to perform an independent audit of the system and the process.

The Chairman of the College of Fellows submitted their Report dated 6th May 2015 on Investigation into the circumstances that led to cancellation of the 2015 AAK Elections to the Scrutineers with the recommendation that any or all candidates who contested in the February / March elections and who wished to contest again be allowed to re-run in the elections.

The following persons were duly nominated for the vacant positions:

President	1.	Musembi Mumo
	2.	Waweru Gathecha
Vice-President	1.	Alexander Mutai
	2.	Emma Miloyo

The mobile phone based electronic voting was conducted by M/s. Infotrak Kenya on Tuesday, 23rd June 2015 from 0600hr to 1900hr and was constantly monitored by the Independent Auditors Ms. AutoDoc IT.

The Scrutineers were also in the picture throughout the process of the elections. According to AutoDoc IT, despite a number of challenges, the e-voting system performed what AAK had contracted Infotrak to deliver.

Having evaluated all the aspects of election process, e-voting and Auditor's Report the Scrutineers consider that the process resulted in a transparent elections and accurate results. None of the hitches noted by the Auditors was significant enough to alter the results.

RESULTS

Eligible Registered Voters - 619

Presidential Contestants:

Name	Votes	% of Votes Cast
Musembi Mumo	101	31.5%
Waweru Gathecha	220	68.5%
Total	321	100.0%

Vice-Presidential Contestants:

Name	Votes	% of Votes Cast
Alexander Mutai	96	30.85%
Emma Miloyo	216	69.2%
Total	312	100.0%

From the above results the Scrutineers recommend that Mr. Waweru Gathecha with 220 votes be declared winning candidate for the post of President AND Ms. Emma Miloyo with 216 votes be declared winning candidate for the post of Vice-President.

The Scrutineers note that of the total 619 eligible voters 316 people participated i.e. voter turnout of 58.3% which is much better than the March 2015 elections.

Adoption of Reports: Reports presented by the College of Fellows and Scrutineers was adopted by members. Proposed by Mukesh Patel and Seconded by Steven Oundo and Gad Opiyo

Comments from Members:

Gideon Mulyungi:

Members congratulated newly elected officials and the team of scrutineers that successfully managed the process. Noted that the successful transition to an e-voting system was a major milestone for the Association; and transitioning to the electronic voting system successfully;

Mohammed Munyanya:

Noted that nearly half the number of eligible voters did not respond to call to vote and members were encouraged to actively participate in Association affairs.

Also noted that a number of members were unable to vote, having not paid their annual membership subscription by 31st March 2015. Agreed that this position is supported by the AAK Constitution and By-Laws and members should ensure to settle their annual subscriptions in good time.

Steven Oundo

Congratulated newly elected President and Vice President and the members for supporting the transition to electronic voting system.

Waweru Gathecha

Thanked Governing Council members and Scrutineers for working meticulously to ensure the elections were conducted efficiently and in a timely manner under difficult circumstances and without scandalising the Association.

Eng. Ratna Hirani

Thanked the AAK Secretariat, Governing Council, Infotrak and AutoDoc IT for support in making the election process a success.

There being no other business, meeting ended at 1610h.

Arch. Benson Githinji
Hon. Secretary

Arch. Mugure Njendu
Asst. Hon. Secretary

Minutes of the 48th Annual General Meeting of the Architectural Association Of Kenya held on 26 March 2015 at the Windsor Golf Club and Country Hotel.

AGENDA

- 48-10 Record of Attendance
- 48-11 Reading of the Notice calling the Annual General Meeting by AAK Hon. Secretary
- 48-12 Confirmation of the Minutes of the 47th Annual General Meeting
- 48-13 Governing Council Report from the Chairman of AAK
- 48-14 Receiving Trustees Report from the Chairman of AAK Registered Trustees
- 48-15 Receiving Hon. Treasurer's Report
- 48-16 Receiving Auditors Report for the Financial Year Ended 31 December 2014
- 48-17 Appointment of Auditors for the 2015 Financial Year
- 48-18 Appointment of Members of the AAK Registered Trustees
- 48-19 Presentation of newly elected members of the AAK College of Fellows
- 48-20 Receiving Scrutineers' Report on election of office bearers- 2015/2017 session.
- 48-21 Announcement from the Chapters on elections of members of Chapter council
- 48-22 Announcement of the nomination of Chapter representatives to the AAK Governing Council
- 48-23 Any Other Business for which fourteen (14 No.) days Notice has been given to members in writing.
- 48-10 Record of Attendance

MEMBERS PRESENT

- | | |
|------------------------|-------------------------|
| 1. Alex Nyaga | 37. Jerry Magutu |
| 2. Alexander Mutai | 38. John Maina |
| 3. Alfred Aluvaala | 39. John Njeru |
| 4. Ambrose Ofafa | 40. Joseph Mbinda |
| 5. Andrew Mwaura | 41. Juliet Rita |
| 6. Arthur Adeya | 42. Kyaka Kyalo |
| 7. Austin Ogada | 43. Lee Munene |
| 8. Benson Githinji | 44. Lee Waititu |
| 9. Bertrand Ngaywa | 45. Linda Njani |
| 10. Brenda Githinji | 46. Macdonald Wafubwa |
| 11. Carolyne Wanza | 47. Mairura Omwenga |
| 12. Christopher Naicca | 48. Martin Nyamai |
| 13. Christopher Ondiek | 49. Mary Kimani |
| 14. Daniel Manduku | 50. Mohammed Munyanya |
| 15. David Kithakye | 51. Moses Munga |
| 16. Dempsey Murage | 52. Mugo Michire |
| 17. Dennis Chek | 53. Mugure Njendu |
| 18. Dennis Tsenga | 54. Mukesh Patel |
| 19. Emma Miloyo | 55. Mumo Musembi |
| 20. Emmnauel Gono | 56. Naomi Ndolo |
| 21. Florence Nyole | 57. Nathaniel Matalanga |
| 22. Francis Mbaya | 58. Oliva Otieno |
| 23. Francis Mungai | 59. Onesimus Gichuri |
| 24. Gad Opiyo | 60. Patrick Kathuli |
| 25. George Ndege | 61. Paul Ambatsa |
| 26. Grace Kagondou | 62. Paul Okich |
| 27. Ham Sikhila | 63. Peter Kibinda |
| 28. Hemorike Okuta | 64. Philip Koteng |
| 29. Hosea Omole | 65. Ratna Hirani |
| 30. Hussein Were | 66. Samson Obae |
| 31. Idis Barasa | 67. Simon Ngunjiri |
| 32. Isaac Mwangi | 68. Stanley Kyalo |
| 33. J.G. Njendu | 69. Steve Gome |
| 34. James Kimathi | 70. Waweru Gathecha |
| 35. James Ndungu | 71. Wilson Mugambi |
| 36. James Waweru | 72. Winny Nguti |

ABSENT WITH APOLOGIES

- | | |
|----------------------|-------------------------|
| 1. Haron Nyakundi | 6. Godfrey Kasaya Mabia |
| 2. Dan Kimoro | 7. John Gatundu |
| 3. Moses Nyakiongora | 8. Reuben Mutiso |
| 4. Kimani Mathu | 9. Lee Karuri |
| 5. Eunice Karoki | |

48-10-03 IN ATTENDANCE

Jacob W. Mwangi - Executive Officer

48-11 Reading of the Notice calling the Annual General Meeting by AAK Hon. Secretary

- a) Notice calling the Forty seventh Annual General Meeting was read by Musembi Mumo, Hon. Secretary at 14:05hrs.
- b) Record of Attendance: The meeting confirmed attainment of quorum.

48-12 Confirmation of the Minutes of the 47th Annual General Meeting

- a) Minutes of the 47th Annual General Meeting which was held at the Sarova Panafric Hotel on 27th March 2014 were read and confirmed as a true record of the proceedings.
- b) Motion to confirm minutes proposed by Mukesh Patel and seconded by David Kithakye.

48-13 Governing Council Report from the Chairman of AAK

- a) Copy of Chairman's Report was tabled
- b) The Chairman's report was presented and read by Waweru Gathecha.
- c) Chairman's Report highlighted a number of issues, including:
 - i) AAK Strategic Plan and completion of the AAK Institutional Sustainability assessment undertaken by M/S PPD Consultants.
 - ii) AAK GC Committees: Restructuring the Governing Council committee system to provide for three permanent committees (the detailed functions of respective Committees will be specified by the Governing Council): Finance & Administration Committee, Membership Services Committee and Advocacy and Communications Committee
 - iii) Recruitment of Manager Level staff for each of the Committees starting an Advocacy and Communications Manager in 2015
 - iv) Implementation of a more vibrant Communications Strategy, strengthening AAK research and advocacy capacity, expansion of the Association's service offering to members and other industry stakeholders as well as consolidation of AAK financial base.
 - v) AAK Constitution and By-Laws – Document has now been updated and carries complete and up-to-date record of all amendments for the first time since 2003.
 - vi) AAK CPD Programmes – Including the AAK Annual Convention which continues to grow in profile, Chapter CPD events as well as AAK participation in international events.
 - vii) AAK Financial performance – The Association has maintained a healthy financial position with increasing revenues and surpluses. Noted there is need for AAK Chapters and branch to deliver more income generating programmes.
 - viii) AAK has set aside Ksh. 800,000/- to support all chapters/branches initiate and grow CPD programmes for members' benefit.
 - ix) AAK Membership – reported that AAK has a total of 1,148 members in good standing and plans to increase this number by 25% over the next three years. AAK terminated a total of 532 members on account of non payment of membership subscriptions. The Governing Council also expelled 11 members who failed to attend meetings as provided in AAK Constitution and By-Laws.
 - x) AAK continues to be actively represented in international professional organisations – International Union of Architects, Commonwealth Association of Architects, Africa Union of Architects, East Africa Institute of Architects, Africa Association of Quantity Surveyors, International Federation of Landscape Architects and the International Society for City and Regional Planners.
 - xi) Chairman presented an abridged version of AAK's plan for the next three years as well as newly published Policy Position Paper on Development Control in Kenya, AAK's first published Policy Paper.

Comments on AAK Chairman's Report:

- a) Members present thanked the Chairman and entire Governing Council for providing focused leadership that has yielded important results for the Association especially with regard to financial performance and advocacy.
- b) Noted with concern that AGM attendance remains low and there is need to rethink the programme with intention of encouraging more members to attend.
- c) Proposed that AAK to hold the AAK AGM at the same time as the AAK Annual Convention as is practice with other international professional organisations.
- d) Noted that there many more opportunities for AAK to engage with government and influence public policy.

Adoption of Report

- a) The Chairman's report was adopted.
- b) Motion to adopt report by Chairman proposed by O.M. Gichuri and seconded by Prof. Jerry Magutu

48-14 Receiving Trustees Report from the Chairman of AAK Registered Trustees

- a) AAK Trustees Report presented by Arch. Francis Mungai, Chairman.
- b) Auditors Report prepared by Mazars, CPA for the Financial Year ended 31 December 2014 presented to Members
- c) Members of the AAK Trustees are F.G. Mungai, A.S. Marjan, O.M. Gichuri, R.M. Hirani and J.E.O. Ndong. All have expressed willingness to continue serving.
- d) Trustees acquired and continue to manage property on Mucai Drive on behalf of AAK. Property generated Ksh. 988,000/- in rents during the year.
- e) Net surplus generated by the Trustees during the year was Ksh. 564,435/-
- f) Trustees have met all the tax obligations due.
- g) The Trustees received Ksh. 2 million from the AAK Governing Council toward purchase of new office suite for the Association.
- h) The Trustees have since made a payment of Ksh. 3.3 million to the property vendors, the additional Ksh. 1.3 million raised from reserves from rental income.
- i) Following consultation between the AAK Governing Council and the AAK Registered Trustees, it was agreed that the execution of sale agreement be put on hold pending the appointment of Trustees, a matter that has been placed in the General Meeting's agenda.
- j) AAK Trustees have discussed proposal to purchase office property for AAK Secretariat with the AAK GC.
- k) The Trustees fully support this initiative and are ready to commit financial resource to enable the purchase.

Comments on the Report of the Chairman, AAK Registered Trustees

- Proposed that AAK to consider option of purchasing land and building own premises – that can be identified with the Association. Agreed that this proposal be considered in the future as the Association's financial capacity improves.
- Noted that AAK maintains a tenant-landlord relationship with the Professional Centre Ltd and has no financial stake in the building.

Adoption of Trustees Report

- The Meeting adopted the report and accounts of the Trustees.
- Motion to adopt Trustees report and accounts was proposed by Wilson Mugambi and seconded by Alfred Aluvaala.

48-15 Receiving Hon. Treasurer's Report

- a) The Hon. Treasurer's report was presented by QS. Hussein Were, AAK Hon. Treasurer.
- b) The revenue of the Association (excluding Chapters) has increased from Ksh 23,141,475 in the year 2009 to Kshs 30,681,584 in 2014. The increase in revenue over the period is 32.15%.
- c) In the year 2014, our revenues stood at Kshs 30,681,584 against an expenditure of Kshs. 27,833,408 giving a surplus of Kshs 2,848,176
- d) The consolidated income and expenditure account (including chapters and branches) also registered phenomenal growth. The consolidated income grew from Kshs 40,802,038 in 2013 to Kshs 46,518,839 in 2014. Consolidated expenses rose significantly from Kshs 34,928,783 to Kshs 43,419,401. The consolidated surplus for the year was Kshs 3,099,438.00. As at the close of the year the Association maintained a healthy cash and bank balance of Kshs 9,709,580.
- e) Office Purchase: AAK has paid Ksh. 2 million to the Trustees and made provisions to pay another 1.2 million during year 2015.

- f) Members proposed that AAK to introduce a consultant – client contract document to expand portfolio and increase revenue.
- g) AAK Budget of Ksh. 37,632,209.00 for the year 2015
- h) Reported that due to long periods of inactivity, the bank accounts of the Landscape Architects and Construction Project Management Chapters were closed.
- i) The Treasurer thanked members for the opportunity to serve as the Association for the last six years and announced his retirement from the position.

Adoption of Hon. Treasurers Report and Budget

- a) The Hon. Treasurer's Report and Budget were adopted.
- b) Motion to adopt Treasures report was proposed by Francis Mungai and seconded by Christopher Ondiek

48-16 Receiving Auditors Report for the Financial Year Ended 31 December 2014

- a) Audited Accounts for the financial year ended 31 December 2013 were presented by Wachira N Associates, AAK appointed auditors.

Adoption of Audited Accounts 2013

- a) The meeting approved and adopted the Audited Accounts 2013
- c) Motion to adopt the Audited Accounts was proposed by Francis Mungai and seconded by Christopher Ondiek

48-17 Appointment of Auditors for the 2015 Financial Year

- a) Noted that Wachira N Associates have served as auditors of the Association for the last eight years;
- b) Reported that AAK had in the last year conducted a prequalification exercise for suppliers of goods and services and subsequently prequalified three audit firms.
- c) The Association had further contacted these firms to confirm willingness to serve as AAK auditors for the 2015 financial year and present a financial proposal.
- d) Noted that Wachira N Association have expressed willingness to continue serving.
- e) Quotations received as follows:

i. Mazars	-	Ksh. 279,000.00
ii. Kiragu Njiru & Co	-	Ksh. 126,962.00
iii. Mugo & Co	-	Ksh. 140,940.00

Wachira N Associates current fee is Ksh. 115,000/-

Members agreed that AAK to appoint Kiragu Njiri & Co to serve as Auditors for the 2015 Financial year.

48-18 Appointments of Members of the AAK Registered Trustees

- a) Noted that QS. Onesimus M. Gichuri has offered to retire from service after 24 years of service as a Trustee of the Association;
- b) Members agreed to retain two of the remaining trustees and appoint three new members of the AAK Registered Trustees, observing gender balance;
- c) The following were elected as Trustees:
 - i. Francis G. Mungai – nominated to be Chairman
 - ii. Ratna Hirani
 - iii. Hussein Were
 - iv. Mary Kimani
 - v. Grace Kagundu

48-19 Presentation of newly elected members of the AAK College of Fellows

The following members were presented at the meeting, having been invited as new members of the AAK College of Fellows:

1. Arch. Kamau J. G. Njendu
2. Prof. Jerry Magutu
3. QS. Alfred Aluvaala
4. Prof. Philip Ngunjiri
5. Landscape Arch. Hitesh Mehta

48-20 Receiving Scrutineers' Report on election of office bearers- 2015/2017 session.

Report by Scrutineers presented by Eng. Ratna Hirani and Plan. Peter Kibinda. Reported that:

- a) The AAK Governing Council appointed three scrutineers to provide oversight of the AAK election process as provided in the AAK Constitution and By-Laws. These were Ratna Hirani (elected Chairman), Peter Kibinda and Robert Kariuki;
- b) Following a call for nomination of Office Bearers, the following nominations were received:
 - i. Chairman: Michire Mugo, Musembi Mumo and Waweru Gathecha
 - ii. Vice Chairman: Alexander Mutai and Emma Miloyo
 - iii. Hon. Secretary Benson Githinji Mwangi
 - iv. Asst. Hon. Secretary Mugure Njendu
 - v. Hon. Treasurer Alfred Aluvaala
 - vi. Hon. Registrar Nathaniel Matalanga
- c) Having been properly nominated, the following candidates were declared elected unopposed:
 - i. Hon. Secretary Benson Githinji Mwangi
 - ii. Asst. Hon. Secretary Mugure Njendu
 - iii. Hon. Treasurer Alfred Aluvaala
 - iv. Hon. Registrar Nathaniel Matalanga
- d) There being two contested positions (Chairman and Vice Chairman), the AAK Secretariat commenced preparation of electoral material.
- e) These were inspected by the Chief Scrutineer on Thursday 26th February at the AAK Secretariat in the presence of the AAK Hon. Secretary and Executive Officer and was found to be accurate. A physical count of all ballots (1,034 No.) was conducted.
- f) Postage records presented to the Scrutineers however showed that only 930 ballots were posted. A total of 102 ballots could not be accounted for, with 2 ballots being returned on account of a double entry.
- g) The scrutineers further received numerous complaints from members who did not receive their ballots.
- h) Having being unable to obtain satisfactory account for the missing ballots, the scrutineers arrived at a unanimous decision to cancel the election of Chairman and Vice Chairman pending a full investigation.

Comments from members:

- a) Members expressed their displeasure following indication of electoral malpractice that led to cancellation of the exercise and called for a speedy inquiry onto the conduct of the election and repeat process.
- b) Noted that the AAK election process as currently structure is inefficient and open to abuse.
- c) Members agreed that the Association must adopt a modern electoral system, noting that appropriate technologies exist to conduct an electronic election exercise.
- d) It was therefore agreed that:
 - i. The election of AAK Chairman and Vice Chairman be cancelled;
 - ii. The AAK College of Fellows to conduct an urgent and detailed into the conduct of the election process and submit a report to members within ninety days;
 - iii. A repeat election be conducted within a period of ninety days and a special General Meeting of the Association be convened to receive the results;
 - iv. The AAK Governing Council to immediately initiate a review of the electoral process with a view to developing a modern system, utilising available technologies.
 - v. The Governing Council; was mandated to engage the services of suitably qualified and experienced information systems experts in the development of an electronic voting system.

48-21

Announcement from the Chapters on elections of members of Chapter council

The following Chapter officials elected at the various annual general meetings were announced:

ARCHITECTS CHAPTER OFFICIALS 2015/17	
Arch. Gad Opiyo	Chairperson
Arch. Wilson Mugambi	Vice Chairperson
Arch. Samuel Mbogo	Secretary
Arch. Maryrill Musyimi	Asst. Secretary
Arch. Alex G. Nyaga	Treasurer
Arch. Abdi Ismail	Registrar

QUANTITY SURVEYORS CHAPTER OFFICIALS 2015/2017	
Qs. Alfred Aluvaala	Chairperson
Qs. Cassius Kusienya	Vice Chairperson
Qs. Sally Otieno	Treasurer
Qs. Francis Mbaya	Secretary
Qs. Job Mwangi	Registrar
ENGINEERS CHAPTER OFFICIALS 2015/2017	
Eng. Grace Kagonda	Chairperson
Eng. Nicolas Gumbo	Vice Chairperson
Eng. Benjamin Nyawade	Secretary
Eng. Ratna Hirani	Asst. Secretary
Eng. Andrew Wahome	Treasurer
Eng. Michael Nderitu	Registrar
CONSTRUCTION PROJECT MANAGERS CHAPTER OFFICIALS 2015/2017	
CPM Andrew Mwaura	Chairperson
CPM Bertrand Ngaywa	Vice Chairperson
CPM Austin Ogunda	Secretary
CPM Josphat Musota	Assistant Secretary
CPM Douglas Osoro	Treasurer
CPM Muchiri Wachira	Registrar
TOWN PLANNERS CHAPTER OFFICIALS 2015/2017	
Plan. Mairura Omwenga	Chairperson
Plan. David Gatimu	Vice Chairperson
Plan. Juliet Rita	Secretary
Plan. Philip Olale	Asst. Secretary
Plan. Esther M. Githinji	Treasurer
Plan. Collins Nthuni	Registrar
ENVIRONMENTAL DESIGN CONSULTANTS CHAPTER OFFICIALS 2015/2017	
EDC. Musau Kimeu	Chairperson
EDC. Maina Kironji	Vice Chairperson
EDC. Gideon Olawo	Secretary
EDC. Mutua Mweu	Treasurer
EDC. Patrick Kathuli	Registrar
LANDSCAPE ARCHITECTS CHAPTER OFFICIALS 2015/2017	
L/Arch. Hosea Omole	Chairperson
L/Arch. Carolyne Wanza	Vice Chairperson
L/Arch. Allan Obatsa	Secretary
L/Arch. Brenda Githinji	Asst. Secretary
L/Arch. Samuel Mugo	Treasurer
L/Arch. Dempsey Murage	Registrar
MOMBASA BRANCH	
Arch. Steven Ogwapit	Chairperson
Lic. Arch Patrick Juma Otieno	Vice Chairperson
Arch. Irfan Hobaya	Secretary
Arch. George Adede	Treasurer

48-22 Announcement of the nomination of Chapter representatives to the AAK Governing Council

The following persons were presented as Chapter and branch nominees to the AAK Governing Council:

Quantity Surveyors Chapter Representatives

1. Alfred Aluvaala
2. F.R.N. Mbaya
3. Hussein Were

Town Planners Chapter Representatives

4. Mairura Omwenga
5. Juliet Rita
6. Mukesh Patel

Engineers Chapter Representatives

7. Grace Kagundu
8. Benjamin Nyawade

L/Architects Chapter Representatives

9. Hosea Omole
10. Allan Obatsa

Environmental Design Consultants Chapter Representatives

11. Arch. Musau Kimeu
12. Gideon Olawo

Construction Project Management Chapter

13. Andrew Mwaura
14. Oscar Ogunde

Mombasa Branch Representatives

15. Steven Ogwapit
16. George Adede

48-23 Any Other Business for which fourteen (14 No.) days Notice has been given to members in writing.

- a) Motion by Hussein Were to amend BL 12.1 to increase Governing Council membership to 29 from 27, to include immediate former Chairman and Treasurer of Governing Council. – Motion approved as read
- b) Motion to amend BL 13.4 to change official titles of Chairman and Vice-Chairman to read Chairperson and Vice-Chairperson, respectively: Motion approved as read
- c) Motion by Hussein Were to change AAK office bearer titles Chairman and Vice-Chairman to read President and Vice-President, respectively: Motion approved as read
- d) Motion by Hussein Were to amend the following sections of the AAK Constitution:
 - i. 5.4.2.1 President: Candidates shall have been Fellow or Corporate Members of the Association for a minimum of six consecutive years and shall have served in the Governing Council for a minimum of two Sessions. Agreed that the minimum qualifications for candidates for the position of President shall be: A Candidate shall have served the AAK Governing Council for at least one session.
 - ii. 5.4.2.2 Vice-President: Candidates shall have been Fellow or Corporate Members of the Association for a minimum of six consecutive years and shall have served in the Governing Council for a minimum of two Sessions. Agreed that the minimum qualifications for candidates for the position of Vice President shall be: A Candidate shall have served the AAK Governing Council or Chapter Council for at least one session.
 - iii. 5.4.2.3 Honorary Secretary: Candidates shall be Corporate Members of the Association for a minimum of six consecutive years and shall have served in the Governing Council for a minimum of one Session. Agreed that the minimum qualifications for candidates for the position of Hon. Secretary shall be: A Candidate shall have served the AAK Governing Council or Chapter Council for at least one session.

- iv. 5.4.2.4 Assistant Honorary Secretary: Candidates shall be Corporate Members of the Association for a minimum of four consecutive years and shall have served in the Governing Council for a minimum of one Session. Agreed that the minimum qualifications for candidates for the position of Asst. Hon. Secretary shall be: A Candidate shall have served the AAK Governing Council or Chapter Council for at least one session.
 - v. 5.4.2.5 Honorary Treasurer: Candidates shall be Corporate Members of the Association for a minimum of six consecutive years and shall have served in the Governing Council for a minimum of one Session. Agreed that the minimum qualifications for candidates for the position of Hon. Treasurer shall be: A Candidate shall have served the AAK Governing Council or Chapter Council for at least one session.
 - vi. 5.4.2.6 Honorary Registrar: Candidates shall be Corporate Members of the Association for a minimum of six consecutive years and shall have served in the Governing Council for a minimum of one Session. Agreed that the minimum qualifications for candidates for the position of Hon. Registrar shall be: A Candidate shall have served the AAK Governing Council or Chapter Council for at least one session.
- e) Motion by Hussein Were to amend BL 22.1 as below:
Candidate for Visiting Membership Kshs. 75,000.00 (valid for three years)
ANNUAL SUBSCRIPTION:
BL.22.2.1 Members normally resident in Kenya Delete 'Visiting Members'
BL.22.2.2 Members normally resident outside Kenya -Delete 'Visiting Members'

Motion approved as read

- f) Motion by Hussein Were to Introduce BL 22.3- DEVELOPMENT LEVY

A Development Levy shall be paid by all new and existing members as follows:	
Firm Members	Ksh. 15,000/-
Fellow Members	Ksh. 15,000/-
Corporate Members	Ksh. 7,500/-
Licentiate Members	Ksh. 5,500/-
Graduate Members	Ksh. 3,750/-
Technician Members	Ksh. 1,500/-
Institutional Member	Ksh. 50,000/-

- 22.3.1: Development Levy shall be a one-off payment levied on all members and applicable for a period of three years (2015-2017);
22.3.2 Development Levy shall not be applied with respect to membership to a second Chapter;
22.3.3 The Association shall apply all funds raised from this levy toward purchase and fit out of new AAK Office Suite.

Motion approved as read

- g) Motion to Introduce B.L. 9.7 The Hon. Registrar shall, upon receipt of full payment of a Firm, Corporate, or Licentiate member's Annual Subscription, facilitate the issuance of a serialised Annual Membership Certificate. This certificate shall be issued to the member within thirty days of receipt of payment and shall be deemed to be proof of membership valid for that calendar year, subject to B.L. 9.4. Motion approved as read
- h) Motion by Hussein Were to Introduce BL 12.1.c In the event that any Office Bearer's position is rendered vacant for whatever reason, the Governing Council shall appoint a suitably qualified person from within the Council to act in the vacated position for the remainder of the Session. Motion approved as read
- i) Motion by Hussein Were to Introduce BL 13.6 In the event that any Chapter Office Bearer's position is rendered vacant for whatever reason, the Chapter Council shall appoint a suitably qualified person from within the Council to act in the vacated position for the remainder of the Session. Motion approved as read
- j) Motion by Christopher Ondiek for AAK to advocate for a reduction on the fees charged by BORAQS for professional seminars: Members agreed that this was indeed an important matter as it seriously affected young professionals. The meeting directed the Governing Council to take up the matter with BORAQS.

- k) Motion by Christopher Ondiek to introduce electronic voting within the Association: Mover withdrew the motion on account of forthcoming comprehensive review of the electoral system in AAK as directed by the 48th Annual General Meeting.
- l) Motion by Patrick Kathuli to change AAK rules: Mover withdrew the motion on account of forthcoming comprehensive review of the electoral system in AAK as directed by the 48th Annual General Meeting. Meeting agreed to incorporate the mover and the views presented in the motion in the review process.
- m) Motion by Michire Mugo to amend AAK Constitution: Mover withdrew the motion on account of forthcoming comprehensive review of the electoral system in AAK as directed by the 48th Annual General Meeting. Meeting agreed to incorporate the mover and the views presented in the motion in the review process.
- n) Motion by Michire Mugo to discuss the AAK Architects Chapter elections: Mover withdrew the motion on account of forthcoming comprehensive review of the electoral system in AAK as directed by the 48th Annual General Meeting. Meeting agreed to incorporate the mover and the views presented in the motion in the review process.

There being no other business, the meeting adjourned at 2110hr

Signed on behalf of the Architectural Association of Kenya:

Benson Githinji
HONORARY SECRETARY

Waweru Gathecha
PRESIDENT

Annual Report of the Governing Council presented by Waweru Gathecha, AAK President

ESTEEMED MEMBERS OF THE ARCHITECTURAL ASSOCIATION OF KENYA

Allow me to begin by thanking you all most sincerely for having made time to attend this Annual General Meeting, the 49th in the life of our respected Association. This day marks the halfway point of the 29th Session of the Association; I appreciate all of you here present and the many other not present, for your support and contribution to the well being of AAK over the past year. It has been a privilege to serve you as President of the Association, and with humility I thank you all for the great honour and responsibility you have bestowed upon us - the Governing Council, and all other office bearers of this wonderful Association.

I offer special gratitude to members of the Governing Council whose continued dedicated service to the Association has enabled us make important steps toward realizing our vision of being the leading professional organization in the built and natural environment in the Region; kindly and unreservedly appreciate them all.

I also recognize and appreciate the staff of the Association, led by our most capable Executive officer Mr. Jacob Wanyoike Mwangi, and all who have worked hard to keep the AAK Secretariat active, and have helped deliver important programs and services to our members; again I request that we generously appreciate them all.

In the year since our last AGM, we have sadly lost some of our professional colleagues; I request all members present to rise in a moment of respectful silence, in remembrance of our dearly departed colleague A.S. Sehmi, a long standing member of the Association who passed away in July 2015. May his soul rest in eternal peace.

Ladies and Gentlemen of AAK, I will now present to you the Annual Report of this Association, primarily a record of the numerous activities and programs your Association has undertaken in the last one year:

1. AAK | INSTITUTIONAL SUSTAINABILITY

As I have reported to members over the last two years, the Governing Council of the Association has taken on an ambitious process of restructuring the Association so as to enable it operate more efficiently and effectively and deliver better services to members.

This exercise has been guided by the AAK Strategic Plan (2013 – 2018) and AAK Institutional Sustainability Report (2014), recommendations from which AAK G.C. has acted upon. These documents have been shared with members and are available at the AAK Secretariat and on its website.

The implementation of these plans is well on course. Towards this end, and as follow up to my annual report of 2015, I am pleased to report that the following planned initiatives have been implemented:

1.1. G.C. COMMITTEES

The standing Committees of the Association were constituted in July 2015, and are now fully operational. These are:

- 1.1.1. Advocacy & Communications Committee, convened by the Vice President, AAK
 - 1.1.2. Membership Services Committee co-convened, by the Hon. Registrar and Asst. Hon. Secretary
 - 1.1.3. Administration and Finance Committee, co-convened by the Hon. Secretary and Hon. Treasurer
- These committees are now firmly entrenched in the AAK Constitution and By-Laws, 2015 Amendments, ref. BL 12.12.

1.2. HUMAN RESOURCE

Further to above, the Association has planned to recruit additional staff at Manager level to provide operational support to each of these committees. The vacancies were announced in the Daily Nation of 12th November 2015 and which was followed by a rigorous selection process involving the respective committees. After a careful assessment of the proposed recruitments against the Association's financial position and other programs, the AAK Governing Council has approved the recruitment of 2 managers as a start. I am pleased to inform you that the AAK Governing Council has approved the hiring of:

- 1.2.1 Elizabeth Anyula as Administration and Finance Manager

1.2.2. Ms. Faith Dikirr as Advocacy and Communications Manager

Ms. Dikirr will assume office on 4th April 2016, and Ms. Anyula on 1st May 2016. We trust that the addition of these new staff members will go a long way in enhancing the capacity of the AAK Secretariat to cope with demand for better services to members. A decision regarding the recruitment of a Membership Services Manager will be made at a later date.

Members will also note that a Motion has been placed before members today to amend the AAK Constitution to create office of the Chief Executive Officer to complete the implementation of the proposed human resource structure.

Finally, I inform members that the employment contract of Ms. Rachael Musya who served as Accounts Assistant at AAK was terminated by the Governing Council, in January 2016, on account of gross misconduct after discovery evidence of misappropriation of Association funds amounting to Kes. 566,035.00. This matter has since been reported to the police to pursue criminal charges against the said person, and to seek recovery of the stolen funds. Further, the Association is presently in the process of recruiting a firm to conduct a thorough forensic audit of all financial transactions of AAK, to cover the years 2013, 2014 and 2015.

1.3. CORPORATE GOVERNANCE TRAINING

AAK held a one day Corporate Governance Training / Induction session for Governing Council and Standing Committee Members, on Friday 23rd October 2015. Training was facilitated by the respected Centre for Corporate Governance. Going forward, AAK Governing Council commits to hold such training / induction sessions at the beginning of each Session of AAK to help encourage adoption of good corporate governance practice within the leadership of the Association, and to induct new GC members and office bearers into the corporate affairs of AAK.

1.4. MANAGEMENT INFORMATION SYSTEMS

The implementation of a modern membership and financial information management system has been a key pillar in our effort to modernize the AAK Secretariat and enable delivery of superior services to members. I am pleased to inform you that the AAK Governing Council has recently approved the implementation of Sage Evolution - a world class Enterprise Resource Planning (ERP) System at AAK Secretariat. The Software has already been secured from Sage East Africa and implementation of the system is ongoing.

The successful implementation of this project will result in a fundamental transformation on the manner in which we conduct business with the automation of our critical business processes including membership records management, accounting, reporting and communication. The new system also includes a Customer Relationship Management (CRM) module that will enable staff at the AAK secretariat handle membership issues in a timely and professional manner. We will keep members updated on progress being made as we anticipate commissioning the new system by 30th April 2016.

2. AAK | OFFICE PURCHASE - SPACE 605, BLUE VIOLETS PLAZA

The Association has continued to pursue the matter of purchase of office space. Below I appraise members on progress made so far in this matter:

- 2.1. Second Amended Trust Deed: As you will recall, during the last Annual General Meeting, new members of the AAK Registered Trustees were nominated by members to replace retiring members. This necessitated an amendment and registration of the AAK Trust Deed. The AAK Second Amended Trust Deed was therefore registered on 15th November 2015, as required in Law.
- 2.2. Remittance to the AAK Registered Trustees: The Association has remitted to the Trustees a sum of Kes. 9,939,250.00 from commencement of this exercise, including Kes. 8,500,000.00 from AAK program surpluses, and Kes. 1,439,250.00 being the full development levy collected during 2015. G.C has committed itself to transfer all development levy monies collected to the Trustees in the first week of every quarter; the next tranche will be released during the first week of April 2016. Members should note that the target of funds to be raised from Development Levy collection, based on January 2015 membership numbers, was Kenya Shillings six millions; having collected only shillings one and a half million, the Association is under achieving in this aspect. I request all those who are yet to pay this amount to do so within the remaining period of 2016.
- 2.3. The AAK Registered Trustees have remitted a total of Kes. 11,800,000.00 to the property vendor, keeping the property acquisition well on course. We thank all members who have paid their development levy due and appeal to those who have not paid to do so as soon as possible to keep the project on course. At this point allow me to recognise one of our own, Architect Charles Kahura. He has been extremely understanding in his forbearance; indeed I dare say that without

him, this transaction would be considerably more difficult. Kindly applaud this fine gentleman.

- 2.4. AAK Office Bearers have signed a fresh Memorandum of Agreement (MoA) with the AAK Registered Trustees, committing office bearers of the Association to continue remitting funds to the Trustees until entire purchase price is paid and or any future borrowing is fully repaid.
- 2.5. Loan Application: This matter, frustratingly, is pending as AAK addresses a number of issues raised by our preferred lender, Kenya Commercial Bank, including:
 - 2.5.1. Incorporation of AAK Registered Trustees
 - 2.5.2. Consolidation of AAK Accounts (Association & AAK Registered Trustees Accounts)
- 2.6. AAK Governing Council will continue with other fundraising activities aimed at mobilizing resources for the office purchase project. A proposal for members to donate funds towards this effort (as individuals or firms) as one of the fundraising options is appended to this report for further discussion. I request that this meeting, in approving this proposal, permit us to put such request to the entire membership.

3. AAK | CPD & OTHER EVENTS

The Association has remained active in organizing continuous professional development programs for members. We have been inspired and encouraged by the active participation of members at these events and assure you that we will continue developing new programs and growing existing ones for the benefit of our members. Some of the events organized during the year included:

3.1. AAK Annual Convention, 2015

The AAK Annual Convention held at Leisure Lodge Resort, Diani was the most successful Convention on record with 283 persons in attendance, and with a collection of high quality presentations delivered. The Convention also featured a Students Competition that was very kindly sponsored by Konza Technopolis Development Authority (KoTDA) for Kes. 1,000,000.00. The event was also a financial success with a gross revenue of Kes. 16,289,200.00, and a net surplus of Kes. 3,710,769.00.

This year's Convention will be held on 10th – 13th August at the same venue. We encourage many more members to participate in this event that has seen phenomenal growth in the recent years. Registration is now open at www.aakconvention.com with exciting early booking discounts.

3.2. AAK Awards of Excellence in Architecture

The AAK Duracoat Awards of Excellence 2016 in Architecture, organised by the Architects Chapter Council, climaxed at the very successful dinner held at the Intercontinental Nairobi on 18th February 2016; another resounding success for the. The event was successful and received wide media coverage. Basco Products Limited has committed to sponsor the AAK Awards of Excellence in Architecture in 2018 and 2020, and we are looking forward to an even larger participation in 2018. On behalf of the entire Association, please join me in applauding the Chapter Council, the competition participants, the winners, and the wonderful jurors who sacrificed their time and resources to ensure a successful outcome. Separately, and in particular, I wish to recognize M/s Basco Products Ltd, led by their erstwhile managing director Mr Kamlesh Shah, for the continued support they have provided to this activity since its inception. With the greatest humility, I ask you to give a special applause to M/s Basco Products Ltd for being the single largest supported of AAK programs in the year 2015; long may this positive association continue.

3.3. International Federation of Landscape Architects (IFLA) – Africa Congress

This Congress, organised by the Landscape Architects Chapter, was successfully held between 14-16 October 2015, at the AICAD Centre, JKUAT. It was officially opened by no less than the Governor of Nairobi City County, H.E. Dr Evans Kidero. High quality presentations and interactive sessions were held. Join me in a special applause for the Chairperson of the Chapter Council, the indefatigable Hosea Omole.

3.4. AAK Quantity Surveyors Chapter CPD Seminar

This event was held on 3rd June 2015 at the Jacaranda Hotel and was well attended by professionals.

3.5. AAK Construction Project Management Chapter Learning Session

This event was held at the Strathmore Business School on 3rd September 2015 and brought together stakeholders from the Association, financial institutions and property developers.

3.6. AAK Engineers Chapter CPD Seminar & Annual Dinner

The Engineers Chapter Council organised a fantastic afternoon seminar under the theme 'Green Infrastructure for a Better Environment' on 10th March 2016, hosted at the Serena Hotel, Nairobi.

The G.C. remains committed to the support of all Chapter initiatives and in the provision of financial support towards organized programs and activities. All funds set aside as seed money remain available for use by the respective Chapters / Branch to encourage development of new programs and activities.

The Governing Council notes that the health and wealth of this Association has its roots in its Chapters. It is of course the case that Chapter specific programs and activities act as the basis for generating interest in the affairs of AAK, and lay the foundation for a deepened involvement in matters AAK. I therefore encourage respective Chapters / Branch to continue taking the challenge of organizing programs of interest to members and ensuring that value is delivered for membership.

4. AAK | FINANCIAL PERFORMANCE 2015

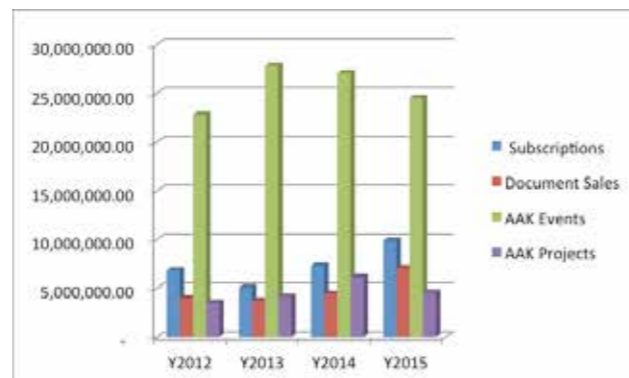
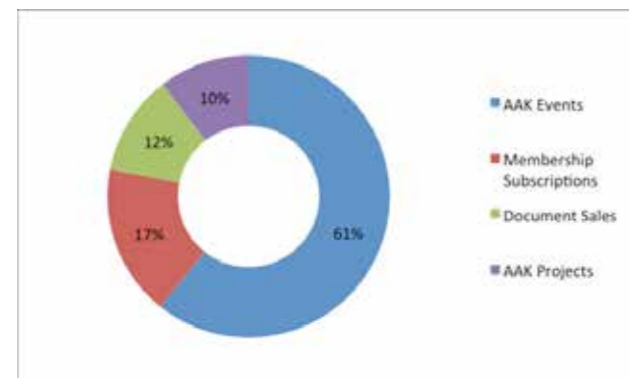
The G.C. is pleased to inform you that the Architectural Association of Kenya remains in a healthy financial position, having generated a surplus of just over Kenya Shillings seven million in 2015, a new and frighteningly high benchmark to set! It is on such factual basis that the Governing Council remains confident of its ability to carry through the AAK Office purchase project, as well as implement the specific strategies necessary to transform the Association, including recruitment of additional competent staff and deployment of the ERP system. Our focus to continue growing AAK finances remains unshakeable as a core sustainability imperative for the long term existence of a thriving community of professionals.

Summary of AAK Revenues

Revenue Source	Y2012	Y2013	Y2014	Y2015	Total
Subscriptions	6,869,562.00	5,126,952.00	7,341,193	9,901,019	29,238,726.00
Document Sales	3,999,354.00	3,746,246.00	4,458,704	7,102,213	19,306,517.00
AAK Events	22,830,485.00	27,844,552.00	27,116,790.00	24,524,700.00	102,316,527.00
AAK Projects	3,532,293.00	4,160,000.00	6,163,916.00	4,544,090.00	18,400,299.00

Total Revenue by Source

Four Year Comparison



5. AAK | 50 YEARS IN EXISTENCE

Dear Members, AAK will turn 50 in year 2017. This is indeed a time to celebrate this great Association that has stood the test of time and emerged as a strong and respected organization. All the reforms mentioned earlier could not have come at a better time as we mark this Golden Jubilee.

The Association has planned a series of events and activities that will commence shortly in 2016, and that will culminate in the celebration of this 50th Anniversary in May 2017. We look forward to your support and active participation in these activities as soon as they are announced.

6. WORLD BANK DOING BUSINESS REPORT 2016

In 2015 AAK was competitively awarded a contract by the World Bank Group to conduct data collection for the Sub National Doing Business survey 2016 – Dealing with specifically with Construction Permits – for a contract sum of Kes. 2,602,639.00. The project is nearing completion as the Association has already submitted the final batch of questionnaires to World Bank Group as required. The Association expects to generate a surplus of Kes. 700,000.00 from this project.

7. AAK | EDUCATION - VALIDATION OF COURSES IN ARCHITECTURE

7.1. Validation of Courses in Architecture:

The Association, in liaison with the Commonwealth Association of Architects (CAA) and the Kenyan schools of architecture (University of Nairobi, Jomo Kenyatta University of Agriculture and Technology and Technical University of Kenya) are currently preparing for a Validation visit in May 2016. This exercise, scheduled to take place in November 2015, was postponed in order to allow for TUK to be incorporated in the exercise.

7.2. Establishment of New Schools of Architecture

7.2.1. February 2016 saw the launch of a new School of Architecture and Spatial Planning at Kenyatta University; prior to the launch there was plenty of stakeholder engagement, with AAK widely consulted. AAK applauds the KU community and look forward to participation of the graduates of the programs on offer in the Built and Natural Environment.

7.2.2. Meru University of Science and Technology (M.U.S.T.) have held consultations with stakeholders, including AAK, as they discussion preparation of programs for a School of Architecture they intend to launch in the near future.

8. AAK | REPRESENTATION & MEMBERSHIP IN PROFESSIONAL BODIES

AAK has maintained its tradition as an active participant in local, regional and international professional organizations, and a key player in their various programs. We have also honoured all our financial obligations to these organizations, including:

- International Union of Architects (UIA)
- The Association remains a member of, continues to host, the International Society of City and Regional Planners (ISO-CARP) - Africa Liaison Office
- Commonwealth Association of Architects (CAA)
- Africa Union of Architects (AUA) - AAK is proud that one of its own members, Arch. Kaisi Kalambo, from the United Republic of Tanzania, was elected President of AUA. AAK congratulates one of its own for this grand achievement.
- Africa Association of Quantity Surveyors (AAQS)
- East Africa Institute of Architects (EAIA)
- Kenya Private Sector Alliance (KEPSA)
- Association of Professional Societies in East Africa (APSEA)

Treasurers Report

9. AAK | RECOGNITION OF HIGH ACHIEVERS

Members of AAK will be glad to know that a good number of its members, as below, hold high office nationally; we are proud of them and celebrate their achievements.

- 9.1. Arch. Prof Arch Paul Mwangi Maringa, Principal Secretary, State Department of Public Works, Ministry of Land, Housing and Urban Development
- 9.2. Arch Aida Munano, Principal Secretary, State Department of Housing and Urban Development, Ministry of Land, Housing and Urban Development
- 9.3. Arch Mariam el Maawy, Principal Secretary, State Department of Land, Ministry of Land, Housing and Urban Development
- 9.4. Eng Nicholas Gumbo (MP, Rarieda Constituency, and Chairman PAC of National Assembly)
- 9.5. Arch F.G. Mungai, Chairman National Housing Corporation
- 9.6. Arch Dr. Reuben Mutiso, Chairman, Konza Technopolis Development Authority
- 9.7. Planner Augustine Masinde, National Director of Physical Planning and Chairman PPRB
- 9.8. Planner Tom Odongo, County Executive Committee Member, Urban Renewal and Housing Sector, Nairobi City County
- 9.9. Arch Nathan N. Kureba, Chairman BORAQS
- 9.10. Arch Steven Oundo, Chairman National Construction Authority
- 9.11. Arch Daniel Manduku, Executive Director National Construction Authority
- 9.12. Dr. Rose Musyoka, Commissioner, National Land Commission
- 9.13. Mr Silvester Kasuku, Director General/ CEO, LAPSET Corridor Development Authority.

Finally, I take this opportunity to thank you all again for attending this 49th Annual General Meeting of the Association. As we proceed with the rest of this meeting, I invite you all to think deeply about the reasons for the existence of this successful Association, and in doing so consider your individual as well as collective contributions to AAK and its best interests; judiciously, honestly, enthusiastically, and in ways devoid of mediocre arbitrariness. A constant reflection that I personally find inspiring in all matters associated with this esteemed Association is based upon the words of the foremost management science guru of our time, the late Prof. Peter Drucker:

Effective leadership is not about making speeches or being liked;
leadership is defined by results, not attributes.

Please join us for the AAK Annual Gala Dinner tonight at the Sarova Panafric.

I wish you all a pleasant evening.

Waweru GATHECHA
President, Architectural Association of Kenya

INCOME

Our main revenue generating activities remain Annual convention, Sale of Documents and Membership Subscription. The Annual Convention continued to be our single most revenue earner rising with a 10.47% compared to the previous year, sale of documents rose by 59.29% due to improved activities in the construction industry while membership subscription rose by 15.26%.

EXPENDITURE

The office costs remain our highest single item in expenditure. It is bound to increase since we are restructuring the office by employing senior managers. These costs at the secretariat included salaries, rent, telephone, office running expenses and various obligations we have to honour. We have carefully managed these costs well so that we have not run into deficits.

We have also continued to associate well with other international organizations that do add value to our Association and to our members in particular. We have done so by subscribing to these organizations. These organizations include:

- International Union of Architects (UIA)
- Africa Association of Quantity Surveyors (AAQS)
- Commonwealth Association of Architects (CAA)
- Commonwealth Association of Surveyors and Land Economics (CASLE)
- ISOCARP
- APSEA

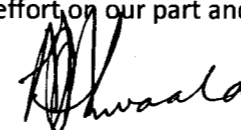
OFFICE PURCHASE

The process of office purchase is at advanced stage. Up to and including January this year, we have transferred about shs. 9.30 million to the trustees towards the purchase of our office property. This year I have allocated a sum of 11,129,000.00. Once we have fully purchased this property, we shall be left with fewer office expenditure and be able to run our secretariat in a better way. I encourage all of us to support this venture as will be suggested by the governing council.

FINALLY

As seen in our financial statements, AAK is fast growing and many have noticed it. Many organizations would like to be associated with us. The open door we have experienced with the government is but one of these organizations.

With such activities and involvement, our budget is bound to go up and more money will need to be looked for. To this regard, I have prepared a budget of shs. 42,025,500.00 for 2016. It will require a lot of effort on our part and together we shall succeed.



Alfred Aluvaala
Hon. Treasurer, AAK

BUDGET FOR 2016

	ACTUAL 2015	PROPOSED 2016	PROJECTED 2017
OPERATING EXPENSES			
Staff Costs	3,807,272.00	4,489,000.00	4,937,900.00
Rent and service charge	1,125,825.00	1,000,000.00	1,100,000.00
Telephone, postage, stationery	1,185,647.00	1,000,000.00	1,100,000.00
AAK office management system		200,000.00	220,000.00
Office Expenses	786,321.00	950,000.00	1,045,000.00
Insurance	-	60,000.00	66,000.00
Bank Charges	71,051.00	60,000.00	66,000.00
Document printing Expenses	162,400.00	180,000.00	198,000.00
Allowances	1,506,690.00	1,650,000.00	1,815,000.00
Donations & Contributions	10,000.00	15,000.00	16,500.00
Sub-total 1	8,655,206.00	9,604,000.00	10,564,400.00
PROGRAMMES			
AGM Expenses	903,025.00	500,000.00	550,000.00
Sub-total 2	903,025.00	500,000.00	550,000.00
CPD PROGRAMMES			
Dinner Expenses	1,681,475.00	1,750,000.00	1,925,000.00
Advertisement	250,000.00	350,000.00	385,000.00
Annual Convention	12,789,174.00	13,500,000.00	14,850,000.00
Sub-total 3	14,720,649.00	15,600,000.00	17,160,000.00
Subscriptions			
Subscriptions	400,713.00	692,500.00	727,125.00
Sub-total 4	400,713.00	692,500.00	727,125.00
Travel			
Travelling Expenses	981,179.00	1,550,000.00	1,705,000.00
Sub-total 5	981,179.00	1,550,000.00	1,705,000.00
Payment to Partners			
Trustees	4,810,250.00	11,129,000.00	12,241,900.00
JBC	659,400.00	700,000.00	770,000.00
Support to Chapters	658,281.00	1,000,000.00	1,100,000.00
Sub-total 6	6,127,931.00	12,829,000.00	14,111,900.00
Development			
Depreciation	142,902.00	150,000.00	165,000.00
BAF Project	1,381,540.00		
Training needs	755,600.00	200,000.00	220,000.00
CAA Book project	1,288,878.00		
World Bank project	1,925,000.00		
Audit Fee/Legal/professional fees	865,315.00	900,000.00	990,000.00
Sub-total 7	6,359,235.00	1,250,000.00	1,375,000.00
GRAND TOTAL	38,147,938.00	42,025,500.00	46,228,050.00

PROJECTED INCOME 2016

ITEM	ACTUAL 2015	PROJECTED 2016	PROJECTED 2017
Subscription & Dev. Levy	8,461,769.00	12,200,000.00	13,420,000.00
Annual Convention	16,289,200.00	17,500,000.00	19,250,000.00
Sale of Documents	7,102,213.00	8,000,000.00	8,800,000.00
AAK DINERS	2,215,000.00	4,000,000.00	4,400,000.00
Arbitration	265,000.00	400,000.00	440,000.00
			-
Year planner	300,000.00	-	50,000.00
World Bank	2,602,630.00		
CAA BOOK PROJECT	1,451,460.00	200,000.00	
BAF	225,000.00		
TOTAL INCOME	38,912,272.00	42,300,000.00	46,360,000.00

Financial Statements
For The Year Ended 31st December 2015

OFFICIALS AND OFFICE BEARERS

PRESIDENT	Waweru Gathecha
VICE PRESIDENT	Emma Miloyo
HON. SECRETARY	Benson Githinji
ASSISTANT HON SECRETARY	Mugure Njendu
HON. TREASURER	Alfred Aluvaala
HON. REGISTRAR	Nathaniel Matalanga

AUDITORS

Kiragu Njiru and Company
Certified Public Accountants
P.O. Box 61232 - 00200
NAIROBI

BANKERS

Kenya Commercial Bank Limited
Kipande House
P.O Box 30012-00100
NAIROBI

REPORT OF OFFICE BEARERS

The office bearers present their report and audited financial statements for the year ended 31st December 2015 in accordance with the Association's by-laws.

OPERATING RESULTS

The results for the year are shown on page 6.

OFFICIALS

The officials who served during the year are shown on page 2.

AUDITORS


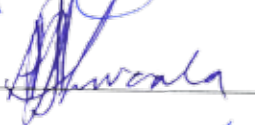
Kiragu Njiru and Company, Certified Public Accountants, have expressed their willingness to continue in office.

BY ORDER OF OFFICE BEARERS
PRESIDENT

 21/3/2016

STATEMENT OF OFFICE BEARER'S RESPONSIBILITIES

The law requires the bearers to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Association as at the end of the financial year and operating results of the Association for the year. It also requires the office bearers to ensure that the Association keeps proper accounting records which disclose with reasonable accuracy at any time the financial position of the Association. They are also responsible for safeguarding the assets of the Association. The office bearers accept responsibility for the annual financial statements, which have been prepared using appropriate accounting policies supported by reasonable and prudent judgment and estimates, in conformity with international Financial Reporting Standards and in manner required by the law. The office bearers are of the opinion that the Financial statements give a true and fair view of the state of financial affairs of the Association and of its operating results. The office bearers further accept responsibility for the maintenance of accounting records which may be relied upon in preparation of financial statements, as well as adequate system of internal financial control. Nothing has come to the attention of office bearers to indicate that the Association will not remain a going concern for at least the next twelve months from the date of this statement.

 PRESIDENT
 HON. TREASURER
 21/03/2016

**Report of Auditors to the Members of
The Architectural Association Of Kenya**

We have audited the financial statements on page 6 to 11 for the year ended 31 December 2015, and have obtained all the information and explanations which, to the best of our knowledge and belief, were necessary for the purpose of our audit. The financial statements are in agreement with the books of account.

Respective Responsibilities of Office Bearers and Auditors

As described on page 4, the office bearers are responsible for the preparation of financial statements which give a true and fair view of the state of affairs of the Association and of its operating results. Our responsibility is to express an opinion on these financial statements based on our audit.

Basis of opinion

We conducted our audit in accordance with International Standards on Auditing. Those standards require that we plan and perform the audit to obtain reasonable assurance as to whether the financial statements are free from material misstatements. An audit also includes examining, on test basis, evidence supporting the amounts and disclosures in financial statements. An audit also includes assessing the accounting principles used and significant estimates made by the office bearers, as well as evaluating the overall presentation of the financial statement. We believe that our audit provides a reasonable basis for our opinion.

Opinion

In our opinion, proper books of account have been kept by the Association and the financial statements give a true and fair view of the state of affairs of the Association at 31st December 2015 and its results of operations for the year then ended and comply with International Financial Reporting Standards and Association's By-Laws.



Kiragu Njiru and Company
 Certified Public Accountants(K)
 CPA Joseph Kiragu
 Practising Certificate No.412
 Embassy House, 1st Floor
 Harambee Avenue, Nairobi

Date: 21st March 2016



Consolidated Income and Expenditure Account For Year Ended 31st December 2015

	Note	2015 Kshs	2014 Kshs
INCOME	1(b)	46,230,372	46,518,839
EXPENSES		(39,083,675)	(43,747,151)
CONSOLIDATED SURPLUS FOR THE YEAR		7,146,697	2,771,688

Consolidated Balance Sheet As At 31st December 2015

	Note	2015 Kshs	2014 Kshs
NON CURRENT ASSETS			
Property, Plant and Equipment	2 (b)	499,188	495,363
Registered Trustee Account	5	16,717,672	11,907,422
		17,216,860	12,402,785
Current assets			
Inventory		763,257	268,257
Account Receivables	3	14,017,490	11,145,256
Investment	8	1,594,091	1,435,741
Cash and Bank Balances	4	9,018,376	9,709,580
		25,393,214	22,558,834
		42,610,074	34,961,619
TOTAL ASSETS			
EQUITY AND LIABILITIES			
General Reserves fund	6	38,907,303	31,938,865
Current Liabilities			
Accounts Payables	7	3,702,771	3,022,754
TOTAL EQUITY AND LIABILITIES		42,610,074	34,961,619

The financial statement on pages 6 to 12 were approved by the office bearers on

21/03/2016 and signed on their behalf by
 PRESIDENT
 HON. TREASURER

Association Balance Sheet As At 31st December 2015

	Note	2015 Kshs	2014 Kshs
NON CURRENT ASSETS			
Property, Plant and Equipment	2 (a)	496,470	483,371
Registered Trustee Account	5	16,717,672	11,907,422
		17,214,142	12,390,793
Current assets			
Inventory		763,257	268,257
Account Receivables	3	11,247,772	7,961,405
Cash and Bank Balances	4	6,617,808	7,453,690
		18,628,837	15,683,352
TOTAL ASSETS		35,842,979	28,074,145
EQUITY AND LIABILITIES			
Equity and Liabilities			
General Reserves fund	6	33,024,155	26,310,321
		33,024,155	26,310,321
Current Liabilities			
Account Payables	7	2,818,824	1,763,824
TOTAL EQUITY AND LIABILITIES		35,842,979	28,074,145

Note to the Financial Statements For The Year Ended 31st December 2015

1. ACCOUNTING POLICIES

a) Basis of Preparation

The financial statements are prepared under historical cost convention and comply with International Financial Reporting Standards (IFRS). The financial statements are consolidated with those of the Quantity Surveyors, Architects, Landscape, Engineers, Town Planners, AAK Mombasa Branch and Construction Project Management Chapters which are part of the Architectural Association of Kenya.

b) Subscriptions

Subscriptions and other incomes are accounted for in the year they are received.

c) Depreciation

Depreciation is calculated on the straight line basis to write off the cost of assets over their estimated the useful lives at following rates:

Computers	30%
Furniture, Fittings & Equipment	10%
Motor vehicles	25%

2. PROPERTY, PLANT AND EQUIPMENT

(a) Association

YEAR ENDED 31ST DECEMBER 2015

Opening Net Book Value
Additions
Charge for the year

Closing Net Book Value

AT 31ST DECEMBER 2014

Cost
Accumulated Depreciation

Net Book Amount

Computer & others Kshs	Furniture Fittings & Equipment Kshs	Motor Vehicle Kshs	Total Kshs
342,262	227,030	70,080	639,372
186,262	227,030	70,080	483,372
156,000	-	-	156,000
(102,679)	(22,703)	(17,520)	(142,902)
239,583	204,327	52,560	496,470
-	-	-	-
266,088	252,255	93,440	611,783
(79,826)	(25,226)	(23,360)	(128,412)
186,262	227,029	70,080	483,371

(b) Consolidated

FOR THE YEAR ENDED 31ST DECEMBER 2015

	Computer & others Kshs	Furniture Fittings & Equipment Kshs	Motor Vehicle Kshs	Total Kshs
Opening Net Book Value	198,254	227,030	70,079	495,363
Additions	156,000			156,000
Charge for the year	(106,276)	(28,379)	(17,520)	(152,175)
Closing Net Book Value	247,978	198,651	52,559	499,188
AS AT 31ST DECEMBER 2014				
Cost	1,436,818	1,193,194	700,000	3,330,012
Accumulated Depreciation	(1,238,564)	(966,165)	(629,921)	(2,834,649)
Net Book Amount	198,254	227,030	70,079	495,363

3. RECEIVABLES

	Association		Consolidated	
	2015 Kshs.	2014 Kshs.	2015 Kshs.	2014 Kshs.
Accounts Receivables	11,247,772	7,961,405	14,211,508	11,145,256

4. CASH AND BANK BALANCES

	2015 Kshs.	2014 Kshs.
Association	6,617,808	7,453,690
Quantity Surveyors Chapter	58,433	205,642
Architects Chapter	862,573	889,478
Landscape Architects Chapter	26,525	-
Engineers Chapter	1,205,064	979,937
Town Planners Chapter	1,956	16,286
Mombasa Branch Chapter	230,377	164,547
Construction Project Management Chapter	(4,360)	-
Environmental Design Consultants Chapter	20,000	
Total cash and bank balances	9,018,376	9,709,580

5. REGISTERED TRUSTEE ACCOUNT

The Accounts of the Registered Trustees are done separately from these Financial Statements. The amount in the Balance Sheet reflects cash that has been transferred to the Trustee's Account.

6. GENERAL RESERVE FUND

	At 1st January 2015 Kshs.	Adjustment 2015 Kshs.	Surplus (Deficit) Kshs.	31st December 2015 Kshs.	31st December 2014 Kshs.
Association	26,310,321	-	6,713,834	33,024,155	26,310,321
Quantity Surveyors Chapter	(120,558)	-	(72,950)	(193,508)	(120,558)
Architects Chapter	3,149,777	(182,119)	422,113	3,389,771	3,149,777
Landscape Architects Chapter	(28,450)	-	26,525	(1,925)	(28,450)
Engineers Chapter	2,755,818	(16,140)	59,477	2,799,155	2,755,818
Town Planners Chapter	(75,682)	-	(33,430)	(109,112)	(75,682)
Mombasa Branch Chapter	169,588	-	35,488	205,076	169,588
Construction P. M. Chapter	(142,340)	-	(4,360)	(146,700)	(142,340)
Environmental Design Consultants Chapter	-	-	20,000	20,000	-
Depreciation	(79,609)	-		(79,609)	(79,609)
Consolidated General Fund	31,938,865	(198,259)	7,166,697	38,907,303	31,938,865

ENVIROMENTAL DESIGN CONSULTANTS CHAPTER

7. PAYABLES

	Association		Consolidated	
	2015 Kshs.	2014 Kshs.	2015 Kshs.	2014 Kshs.
Accounts Payables	2,818,824	1,763,824	3,702,771	3,022,754

8. INVESTMENT

This is an amount invested by Engineers Chapter in British- American Money Market Fund. The cost of the investment was Kshs. 1,000,000.

9. REGISTRATION AND CURRENCY

The Association is registered under the Societies Act, 1968, (CAP.108). The Financial statements are presented in Kenya Shillings.

Detailed Consolidated Income and Expenditure Account For The Year Ended 31st December 2015

INCOME

		2015 Kshs.	2014 Kshs.
Association	Appendix II	40,051,522	30,681,584
Architects Chapter	Appendix III	4,306,000	12,279,469
Quantity Surveyors Chapter	Appendix IV	400,500	957,650
Landscape Architects Chapter	Appendix V	754,000	-
Engineers Chapter	Appendix VI	158,350	1,345,386
Town Planners Chapter	Appendix VII	330,000	1,236,650
Mombasa Branch	Appendix VIII	230,000	18,100
Construction Project Management Chapter	Appendix IX	-	-
Total Consolidates Income		46,230,372	46,518,839

EXPENDITURE

		Kshs.	Kshs.
Association	Appendix II	33,337,688	28,161,158
Architects Chapter	Appendix III	3,883,887	11,815,087
Quantity Surveyors Chapter	Appendix IV	473,450	933,766
Landscape Architects Chapter	Appendix V	727,475	1,815
Engineers Chapter	Appendix VI	98,873	1,223,889
Town Planners Chapter	Appendix VII	363,430	1,485,045
Mombasa Branch	Appendix VIII	194,512	125,491
Construction Project Management Chapter	Appendix IX	4,360	900
Total Consolidates expenses		39,083,675	43,747,151
SURPLUS FOR THE YEAR		7,146,697	2,771,688

Association's Income and Expenditure Account For The Year Ended 31st December 2015

INCOME

	2015 Kshs.	2014 Kshs.
Members' Subscriptions and Entrance fees	8,461,769	7,341,193
Sale of documents	7,102,213	4,458,704
Arbitration Fees	265,000	245,000
AAK Dinners	2,215,000	3,290,656
AAK Annual Convention	16,289,200	14,745,831
Grant from Business Advocacy Fund	225,000	500,000
Development levy	1,439,250	-
Other income	-	100,200
World bank IFC project	2,602,630	-
AAK CAA Book project	1,451,460	-
TOTAL INCOME	40,051,522	30,681,584

EXPENSES

	2015 Kshs.	2014 Kshs.
AAK Annual Convention	12,789,174	11,984,206
Telephone, Postage, Printing & Stationery	1,185,647	2,042,996
Traveling Expenses	981,179	2,159,626
Subscriptions	400,713	670,418
Annual General Meeting	903,025	169,199
Dinner Expenses	1,681,475	2,415,825
Depreciation	142,902	128,412
Audit Fees and Accountancy	247,660	115,420
Staff Costs	3,807,272	3,624,298
Rent and Service Charge	1,125,825	577,230
Repairs and Maintenance	-	40,000
Bank Charges	71,051	62,846
Documents Printing Expenses	162,400	162,400
Office Expenses	786,321	387,385
Insurance	-	18,538
BAF Project	1,381,540	2,134,049
Donations	10,000	-
Website Design and Maintenance	-	98,600
World Bank-IFC project expenses	1,925,000	-
Chapters Support	658,281	428,750
Allowances	1,506,690	740,500
Professional fees	412,950	36,540
Advertising	250,000	163,920
Training expenses	755,600	-
AAK CAA Book project	1,288,878	-
TOTAL EXPENDITURE	33,337,688	28,161,158
SURPLUS FOR THE YEAR	6,713,834	2,520,426

Architects Chapter Detailed Income and Expenditure Account For The Year Ended 31st December 2015

	2015 Kshs	2014 Kshs
INCOME		
Golf tournament	2,137,500	1,784,450
Magazine	890,000	1,396,750
CPD Seminar	427,000	437,900
Convention	-	1,300,000
UIA Direct Payments for Members	-	367,170
AAK awards	250,000	1,394,483
EAlA student bursary	-	5,318,716
EAlA Sponsorship for 100 years magazine	-	280,000
WIRE breakfast	601,500	-
	4,306,000	12,279,469
EXPENSES		
Bank Charges	9,185	30,329
Convention Sponsorship Refund	-	1,300,000
Golf tournament	929,949	800,153
Postage, photography and telephone	-	20,660
Traveling, entertainment and accommodation	692,098	532,920
Magazine expenses	988,167	647,376
CPD expenses	270,000	374,700
EAlA Student Bursary In Trust for Caravan	-	5,318,716
EAlA Sponsorship for 100 years magazine	-	317,320
AAK Awards expenses	-	1,420,915
UIA Direct Payments for Members	-	367,170
Student Bursaries and CSR Activities	-	78,100
Annual Subscriptions and Convention Registrations	246,178	528,750
Refreshments	-	32,978
Salaries and wages	-	45,000
Meeting expenses	158,998	-
WIRE breakfast	589,312	-
	3,883,887	11,815,087
Surplus for the year	422,113	464,382

Quantity Surveyors Chapter Detailed Income and Expenditure Account For Year Ended 31st December 2015

	2015 Kshs	2014 Kshs
INCOME		
Dinner	-	585,000
CPD Seminar	364,500	370,050
Other income	-	2,600
Revision seminar	36,000	-
	400,500	957,650
EXPENSES		
Bank Charges	4,890	6,166
Honoraria	20,000	30,000
Travels, entertainment and refreshments	11,040	28,370
Dinner expenses	-	591,310
CPD Seminar expenses	366,740	277,920
Revision seminar expenses	40,780	-
Donation	30,000	-
	473,450	933,766
Surplus (Deficit) for the year	(72,950)	23,884

Landscape Architects Chapter Detailed Income and Expenditure Account For The Year Ended 31st December 2015

	2015 Kshs	2014 Kshs
INCOME		
Conference fees	754,000	-
	754,000	-
EXPENSES		
Conference expenses	725,000	-
Bank Charges	2,475	1,815
	727,475	1,815
(Deficit) Surplus for the year	26,525	(1,815)

Engineers Chapter Detailed Income and Expenditure Account For The Year Ended 31st December 2015

	2015 Kshs	2014 Kshs
INCOME		
Dinner income and sponsorship	-	1,230,000
Interest income	158,350	115,386
	158,350	1,345,386
EXPENSES		
Dinner and luncheon expenses	-	674,601
Bank Charges	3,960	5,450
Printing, stationery and delivery	-	43,458
Events organising expenses	-	203,000
General expenses	-	40,980
Meals and entertainment	74,913	97,780
Awards and grants	-	158,620
Donations	20,000	-
	98,873	1,223,889
Surplus (Deficit) for the year	59,477	121,497

Construction Project Management Chapter Detailed Income and Expenditure Account Year Ended 31st December 2015

	2015 Kshs	2014 Kshs
INCOME		
	-	-
EXPENSES		
Bank Charges	4,360	900
	4,360	900
Deficit for the year	(4,360)	(900)

Town Planners Chapter Detailed Income and Expenditure Account For The Year Ended 31st December 2015

	2015 Kshs	2014 Kshs
INCOME		
Seminars	330,000	1,199,070
CPD workshop	-	18,330
AAK subscription	-	19,250
	330,000	1,236,650
EXPENSES		
Bank Charges	5,830	8,045
Printing, stationery and reproduction	1,350	35,225
Seminar expenses	338,500	1,190,450
Professional fee	-	120,000
Refreshments	4,050	11,650
AGM expenses	-	10,000
Sponsorship-PLASA	-	5,075
CPD workshop expenses	-	47,750
Traveling, entertainment, telephone and hotel	13,700	26,600
Subscriptions	-	30,250
	363,430	1,485,045
Deficit for the year	(33,430)	(248,395)

Mombasa Branch Detailed Income and Expenditure Account For The Year Ended 31st December 2015

	2015 Kshs	2014 Kshs
INCOME		
CPD charges	-	14,500
Contribution from sponsors	230,000	3,600
	230,000	18,100
EXPENSES		
Bank Charges	4,470	4,070
Telephone and postage	-	-
Travelling and entertainment	-	17,800
Annual Dinner Expenses and AGM Expenses	28,830	61,460
Miscellaneous expenses	-	-
Depreciation	1,212	2,161
Convention charges	160,000	40,000
	194,512	125,491
Deficit for the year	35,488	(107,391)

Report of the Auditors AAK Registered Trustees

PRINCIPAL PLACE OF BUSINESS

The Professional Centre
Parliament Road
P.O Box 44258-00100
NAIROBI

REGISTERED OFFICE

The Professional Centre
Parliament House
P.O Box 44258-00100
NAIROBI

BANKERS

Kenya Commercial Bank Ltd.
Kipande House
P.O Box 30012
NAIROBI.

AUDITOR

MAZARS,
Certified Public Accountants (K)
The Green House, 3rd floor Suite 8,
Ngong Road,
P.O Box 61120-00200
Nairobi – Kenya.
Tel: + 254 (02) 3861175/76/79.
Cell: +254 722 440270.
Fax: +254 (02) 3861169.
Email: contact@mazars.co.ke
Website: www.mazars.co.ke

Report of the trustees For the year ended 31 December 2015

The trustees submit their report and the audited financial statements for the year ended 31 December 2015 which show the state of the association's affairs.

1. Registration

The association is registered under the Societies Act and it's domiciled in Kenya.

2. Principal activity

The association was formed for the purpose of investing surplus funds obtained from its members.

3. Results

The results for the year are summarized below:-

	2015 Kshs	2014 Kshs
Surplus before tax	726,590	806,336
Tax expense	(217,977)	(241,901)
Surplus to retained earnings	508,613	564,435

4. Dividends

The constitution does not provide for payment of dividends.

5. Financial statements

At the date of this report, the trustees were not aware of any circumstances which would have rendered the values attributed to the assets in the financial statements misleading.

6. Reserves

The reserves of the association are set out in note 7 to these financial statements.

7. Trustees

The trustees who served during the year and to the date of this report were:-

Mr. Francis G. Mungai	-	Chairman
Ratna Hirani	-	Secretary
Dr. Mary Kimani	-	Treasurer
Hussein Were		
Grace Kagonda		

8. Auditor

The association's auditor, Mazars has indicated willingness to continue in office in accordance with the Societies Act

BY ORDER OF THE TRUSTEES
CHAIRMAN

Statement of trustees' responsibilities For the year ended 31 December 2015

The Societies Act requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the association, as at the end of the financial year and of its operating results for the year. It also requires the trustees to ensure that the association keeps proper accounting records which disclose with reasonable accuracy the financial position of the association. They are also responsible for designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements that are free of material misstatements whether due to fraud or error, selecting and applying appropriate accounting policies and making reasonable estimates that are appropriate in the circumstances. The trustees are also responsible for safeguarding the assets of the association.

The trustees accept responsibility for the annual financial statements, which have been prepared using appropriate accounting policies supported by reasonable and prudent judgements and estimates, in conformity with International Financial Reporting Standards and in the manner required by the Societies Act. The trustees are of the opinion that the financial statements give a true and fair view of the state of the financial affairs of the association and of its operating results. The trustees further accept responsibility for the maintenance of accounting records, which may be relied upon in the preparation of financial statements, as well as adequate systems of internal financial control.

Nothing has come to the attention of the trustees to indicate that the association will not remain a going concern for at least the next twelve months from the date of this statement.

The statement was approved by the board of trustees on _____ 2016 and signed on its behalf by:-

Chairman _____ Secretary _____

Report of the independent auditor For the year ended 31 December 2015

Report on the Financial Statements

We have audited the financial statements of Architectural Association of Kenya set out on pages 7 to 15 which comprise the statement of financial position as at 31 December 2015, statement of comprehensive income, statement of changes in reserves and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Trustee's Responsibility for the Financial Statements

The trustees are responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards and the requirements of the Societies Act. This responsibility include: designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatements, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

Our responsibility is to express an independent opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements, plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the trustees as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion the accompanying financial statements give a true and fair view of the state of financial affairs of the association as at 31 December 2015 and of its financial performance and cash flows for the year then ended, in accordance with International Financial Reporting Standards and the Societies Act.

Report on other legal requirements

As required by the Societies Act we report to you, based on our audit, that:-

- We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purposes of our audit;
- In our opinion proper books of account have been kept by the society, so far as appears from our examination of those books; and
- The society's statement of financial position and statement of comprehensive income are in agreement with the books of account.

The engagement partner responsible for the audit resulting in this independent auditors report is CPA Lucy Gichuki – P/no. 1740

MAZARS

Certified Public Accountant (K)
Nairobi
2016

Statement of comprehensive income For the year ended 31 December 2015

	Note	2015 Kshs	2014 Kshs
Income	3	976,780	988,136
Expenses			
Administration & establishment	4	(250,190)	(181,800)
Surplus before tax		726,590	806,336
Tax expense	5	(217,977)	(241,901)
Surplus for the year	6	508,613	564,435

Statement of financial position As at 31 December 2015

	Note	2015 Kshs	2014 Kshs
Capital Employed			
Retained Earnings	7	16,109,318	15,600,705
Revaluation reserve		10,341,030	-
Designated Fund	7	6,310,250	1,500,000
		32,760,598	17,100,705
Represented by:			
Non - current assets			
Investment Property	8	22,500,000	12,158,970
Current Assets			
Cash & Cash equivalents	9	3,567,596	1,879,365
Receivables	10	6,880,000	3,300,000
Tax recoverable	5	68,892	18,260
		10,516,488	5,197,625
Current Liabilities			
Trade and other payables	11	255,890	255,890
Net Current assets		10,260,598	4,941,735
		32,760,598	17,100,705

The financial statements on pages 7 to 15 were approved for issue by the trustees on _____ 2016

and signed on its behalf by: -

Chairman _____

Secretary _____

Statement of changes in equity For the year ended 31 December 2015

Note	Designated Funds	Revaluation reserve	Retained Earnings Kshs	Total Kshs
At 1 January 2014	-	-	15,036,270	15,036,270
Surplus for the year	-	-	564,435	564,435
Designated Funds	1,500,000	-	-	1,500,000
At 31 December 2014	1,500,000	-	15,600,705	17,100,705
At 1 January 2015	1,500,000	-	15,600,705	17,100,705
Surplus for the year	-	-	508,613	508,613
Revaluation	-	10,341,030	-	10,341,030
Designated Funds	4,810,250	-	-	4,810,250
At 31 December 2015	6,310,250	10,341,030	16,109,318	32,760,598

Statement of cash flows For the year ended 31 December 2015

Note	2015 Kshs	2014 Kshs
Cashflows from operating activities		
Surplus before income tax	726,590	806,336
Operating surplus before working capital changes	726,590	806,336
Increase in receivables	(3,580,000)	(2,800,000)
Increase in trade and other payables	-	160
Cash generated from operations	(2,853,410)	(1,993,504)
Tax paid in the year	(268,609)	(232,772)
Net cash generated from operating activities.	(3,122,019)	(2,226,276)
Cashflow from financing activities		
Contributions to the Designated Funds	4,810,250	1,500,000
Net increase in cash and cash equivalents	1,688,231	(726,276)
Cash & Cash equivalents at 1 January	1,879,365	2,605,641
Cash & cash equivalents at 31 December	3,567,596	1,879,365

Notes to the financial statements For the year ended 31 December 2015

1. Summary of Significant Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied over the years presented unless otherwise stated.

a) Basis of preparation

The financial statements are prepared in compliance with International Financial Reporting Standards (IFRSs). The financial statements are prepared under the historical cost basis of accounting and presented in the functional currency Kenya shillings (Kshs) rounded to the nearest shilling.

The preparation of financial statements in conformity with IFRS requires the use of estimates and assumptions. It also requires management to exercise its judgment in the process of applying the association's accounting policies. The areas involving a higher degree of judgment and complexity, or where assumptions and estimates are significant to the financial statements are disclosed in note 2

Adoption of new and revised international financial reporting standards

At the date of approval of these financial statements the following revised standards and interpretation were in issue but not yet effective:

- IFRS 2- Sharebased payment
- IFRS 3- Business combination
- IFRS 8- Operating Segments
- IAS 1- Presentation of Financial statements
- IAS 23- Borrowing costs.
- IAS 27- Consolidated and Separate Financial Statements
- IAS 32- Classification of Rights Issue

The adoption of these standards and interpretation, when effective, will have no material impact on the financial statements of the association.

b) Financial Instruments

Financial instruments carried on the statements of financial position include cash and cash equivalents and payables. The particular recognition methods adopted are disclosed in the individual policy statements associated with each one of them.

c) Investment Property

Investment properties are treated as long term investments and carried at market value determined from time to time by external independent valuers. Investment properties are not subject to depreciation. Increase in their carrying amounts is credited to revaluation and other reserves in equity. Decreases that offset previous increases of the same asset are charged against revaluation and other reserves. All other decreases are charged to the statement of their comprehensive income.

d) Revenue Recognition

Revenue is recognized to the extent that is probable that the economic benefits will flow to the association and the revenue can be reliably measured. The following specific recognition criteria must be met before revenue is recognized.

Interest on deposits

Revenue is recognized as the interest accrues

Rental Income

Revenue is recognized as the interest accrues

e) Foreign currency transactions

Transactions during the year are converted into Kenya shillings at rates ruling at the transactions dates. Assets and liabilities at the reporting period which are expressed in foreign currencies are translated into Kenya shillings at rates ruling at that date. The resulting differences from conversion and translation are dealt with in the statement of comprehensive income in the period in which they arise.

f) Payables.

Payables are stated at their nominal values.

g) Cash and cash equivalents

Cash and cash equivalents comprise cash at bank.

For the purposes of the cash flow statement, the year end cash equivalents comprise cash and cash equivalents as defined above.

h) Taxation

The current taxation is provided for on the basis of the results for the year as shown in the financial statements, adjusted in accordance with the tax legislation

i) Provisions

A provision is recognized in the statement of financial position when the association has a present legal or constructive obligation as a result of past event and it is more likely than not that an outflow of economic benefits will be required to settle the obligation and it can be reliably estimated.

j) Contingent liabilities

Contingent liabilities are possible obligations whose existence will be confirmed only by uncertain future events or present obligations where the transfer of economic benefit is uncertain or cannot be reliably measured. Contingent liabilities are not recognized but are disclosed unless they are remote.

k) Related parties

In the normal course of business the association enters into transactions with related parties. The related party transactions are at arms length.

2. Critical Accounting Estimates and Judgments

Estimates and judgments are continually evaluated and are based on historical experience and other factors, including experience of future events that are believed to be reasonable under the circumstances:

i) Critical accounting estimates and assumption

In the process of applying the entity's accounting policies, the trustees have made judgments in determining:

- The classification of financial assets
- Whether assets are impaired

3 Income

	2015 Kshs	2014 Kshs
Rental Income	960,000	966,000
Interest on deposits	16,780	22,136
Total	976,780	988,136

4 Administration & establishment

	2015 Kshs	2014 Kshs
Professional fees – tax	24,360	24,520
Auditors remuneration	121,800	103,530
Meeting expenses	52,500	-
Letting charges	48,000	51,000
Bank charges	3,530	2,750
Total	250,190	181,800

5 Taxation

Statement of comprehensive income

Tax payable	217,977	241,901
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Statement of financial position

At 1 January	(18,260)	(27,389)
Charge for the year	217,977	241,901
Paid during the year	(268,609)	(232,772)
At 31 December	(68,892)	(18,260)

6 Surplus for the year

The surplus for the year is stated after charging:

Letting charges	48,000	51,000
Auditors remuneration	121,800	103,530

And after crediting		
Interest Income	16,780	22,136

7 Retained earnings

At 1 January	15,600,705	15,036,270
Surplus for the year	508,613	564,435
As 31 December	16,109,318	15,600,705

Designated Funds	6,310,250	1,500,000
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8 Investment property

At 1 January	12,158,970	12,158,970
Revaluation	10,341,030	-

At 31 December	22,500,000	12,158,970
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The investment property relates to residential property L.R.Number: 209/8221(House Number 1) Golf Villas Muchai Drive.

9 Cash & cash equivalents

Cash at bank	3,567,596	1,879,365
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10 Receivables

Deposits	6,800,000	3,300,000
----------	-----------	-----------

Rent Receivable	80,000	-
	6,880,000	3,300,000

11 Trade and other Payables

Audit fees accrual	103,530	103,530
Professional Fees	24,360	24,360
Communication, refreshments, printing	50,000	50,000
Service charge outstanding	8,000	8,000
Client deposits	70,000	70,000
	255,890	255,890

12. Financial risk management objectives and policies

Financial risk management

The association's activities expose it to a variety of financial risks: market risk including price risk credit risk and liquidity risk. The association's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimize potential adverse effects on the association's financial performance.

Risk management is carried out by the management under policies approved by the board of trustees.

Credit risk

None of the financial assets that are fully performing has been renegotiated in the last year. Exposure to risk has been quantified in each financial asset note in the financial statements along with any concentration of risk.

Liquidity risk

Prudent liquidity risk management implies maintaining sufficient cash, the availability of funding through adequate amount of committed credit facilities and the ability to close out market positions. Due to the dynamic nature of the underlying businesses, the association's management maintains flexibility in funding by maintaining availability under committed credit lines.

13. Fund Risk Management

The association manages its funds to ensure that it will be able to continue as a going concern while maximizing the return to members through optimization of the debt and equity balance. The association is not subject to any externally imposed capital requirements.

14. Tax Status

The association is a nonprofit generating organization but has not obtained tax exemption on its income. It earns bank interest which is subject to withholding tax.

15. Contingent liabilities and commitments

There were no contingent liabilities and commitments due to third parties as at the end of the financial year 2015.

16. Currency Risk

The association operates wholly within Kenya and its assets and liabilities are reported in the local currency. It is therefore held no significant foreign currency exposure as at 31st December 2015.

17. Comparatives

Where necessary comparative figures have been adjusted to conform to changes in presentation in the current year.

STEVEN OUNDO
P.O. BOX 50219 – 00200
NAIROBI

8th March 2016

The Honorary Secretary,
Architectural Association of Kenya
Professional Centre, Parliament Rd
P.O. box 44258 - 00100
Nairobi



MOTION TO AMEND THE CONSTITUTION AND BY-LAWS OF THE ARCHITECTURAL ASSOCIATION OF KENYA

Reference is made to the Notice of the Annual General Meeting of the Architectural Association of Kenya dated 29th February 2016.

In accordance with Bl. 14.1.3 (e) of the AAK Constitution and by-laws, notice is hereby given to amend the AAK Constitution and By-Laws, as below:

CURRENT PROVISION	PROPOSED AMENDMENT	RATIONALE
CL 6.1.1 - The management of the affairs and business of the Association shall be based on the policy guidelines formulated by the Governing Council and implemented by a qualified Executive Officer appointed by the Governing Council.	CL 6.1.1 - The management of the affairs and business of the Association shall be based on the policy guidelines formulated by the Governing Council and implemented by a qualified Chief Executive Officer appointed by the Governing Council.	Good Corporate Governance: To align structure of the AAK Secretariat in line with the Association's Strategic Plan 2013 -2018 and AAK Institutional Sustainability Report 2014, both as adopted by the Governing Council, introducing position of Chief Executive Officer of AAK.
CL 6.1.2 - The Governing Council shall cause to be kept proper administration through the Secretariat headed by the Executive Officer.	CL 6.1.2 - The Governing Council shall cause to be kept proper administration through the Secretariat headed by the Chief Executive Officer.	
NONE	CL 5.4.1.1 - Office Bearers shall be eligible to hold the same office for a maximum of 2 terms.	Good Corporate Governance: To provide for a clear definition of tenure of service for office bearers; currently there are no term limits. A term limit will allow more opportunities for more members to take up leadership positions in the Association.

 8/3/2016

Page 1 of 2

CURRENT PROVISION	PROPOSED AMENDMENT	RATIONALE
BL 13.5 - The Chapter Council members shall serve for the term of two years with an option of re-election for further terms.	BL 13.5 - The Chapter Council members shall serve for the term of two years with an option of re-election for further terms. Chapter Office Bearers of shall be eligible to hold the same office for a maximum of 2 terms.	To provide for a clear definition of tenure of service for office bearers; currently there are no term limits. A term limit will allow more opportunities for more members to take up leadership positions in the Association.
CL 9.3 - There shall not be less than two or more than five Trustees and they shall be Fellow or Corporate Members.	CL 9.3 - There shall not be less than two or more than five Trustees and they shall be Fellow or Corporate Members. Office Bearers of the Association, or Chapter or Branches, shall not be eligible for appointment as Trustees of the Association.	Trustees have the onerous role of managing the assets of AAK. A separation of roles would allow for an unencumbered performance of their functions.
None	CL 10.2 - Fellows of the Association shall not be eligible to hold elected offices of the Association, or Chapter or Branches.	Fellows of AAK play a critical advisory, oversight and mediation role in AAK. To delink membership of the AAK College of Fellows from day to day management of the Association. Proposed amendment will enable members of the AAK College of Fellows play their roles within the Association in independent manner. This change will consequently modify the following clauses by deletion of the word Fellow: 5.4.2.1, 5.4.2.2, 5.4.2.3, 5.4.2.4, 5.4.2.5, 5.4.2.6

Yours faithfully,



8/3/2016

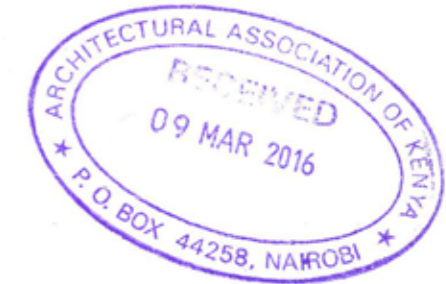
Steven Oundo

AAK Membership No. 1890

QS. AARON M. GITONGA No 2195
P.O BOX 52979 – 00200,
NAIROBI, KENYA

DATE: 8th March 2016

TO MEMBERS,
ARCHITECTURAL ASSOCIATION OF KENYA,
THE PROFESSIONAL CENTRE, PARLIAMENT ROAD,
P.O BOX 44258 - 00100 GPO NAIROBI,
KENYA.



ATTN: HONORARY SECRETARY, AAK.

RE: CHANGE OF ASSOCIATION NAME FROM "THE ARCHITECTURAL ASSOCIATION OF KENYA TO "KENYA ASSOCIATION OF BUILT ENVIRONMENT PROFESSIONALS"

I would like to bring a notice to members on the need to discuss the above captioned agenda item in the upcoming AGM.

With the widening of the association membership to include architects, quantity surveyors, town planners, engineers, landscape architects, environmental design consultants and construction project managers; the current name does not reflect the composition of the seven chapters that form the association. I ask this AGM to change the current name of the association to reflect this composition of its membership.

Regarding any change to the constitution: -

By Law 14.0

14.0 AMENDMENT OF THE CONSTITUTION

14.1 This Constitution may be amended by a resolution of the General Meeting at which the proposed amendment is properly upon the agenda, such resolution having been voted in favour of the motion by two-thirds of those present and entitled to vote, subject to the appropriate quorum being observed as prescribed in By-Law 14.1.4.

If the AGM is properly in place and constituted, I would like to bring for discussion as the above refers, the particular clauses proposed for amendment:-

CLAUSE 1.0 TITLE

The title of the Association is "The Architectural Association of Kenya" hereafter called The Association.

PROPOSED AMMENDMENT

The title of the Association is "Kenya Association of Built Environment Professionals " hereafter called The Association.

BY-LAW 8.0 PROFESSIONAL AFFIXES

8.1. All Fellow Members shall be entitled to use the following affix:

Fellow Members *FAAK*

8.2. All Corporate Members shall be entitled to use one or more of the following affixes in accordance with the Chapter or Chapters of which they are a member:

<i>Chapter of Architect</i>	<i>M.A.A.K.(A)</i>
<i>Chapter of Engineers</i>	<i>M.A.A.K.(E)</i>
<i>Chapter of Quantity Surveyors</i>	<i>M.A.A.K.(QS)</i>
<i>Chapter of Town Planners</i>	<i>M.A.A.K.(TP)</i>
<i>Chapter of Landscape Architects</i>	<i>M.A.A.K.(LA)</i>
<i>Chapter of Environmental Design Consultants</i>	<i>M.A.A.K.(EDC)</i>
<i>Chapter of Construction Project Managers</i>	<i>M.A.A.K.(PM)</i>

8.3. All Licentiate Members shall be entitled to use one or more of the following affixes in accordance with the Chapter or Chapters of which they are a member:

<i>Chapter of Architect</i>	<i>L.A.A.K.(A)</i>
<i>Chapter of Engineers</i>	<i>L.A.A.K.(E)</i>
<i>Chapter of Quantity Surveyors</i>	<i>L.A.A.K.(QS)</i>
<i>Chapter of Town Planners</i>	<i>L.A.A.K.(TP)</i>
<i>Chapter of Landscape Architects</i>	<i>L.A.A.K.(LA)</i>
<i>Chapter of Environmental Design Consultants</i>	<i>L.A.A.K.(EDC)</i>
<i>Chapter of Construction Project Managers</i>	<i>L.A.A.K.(PM)</i>

8.4. All Institutional and Firm Members shall be entitled to cite their affiliation with the Association on their Official Stationary as: Affiliated Member of the Architectural Association of Kenya.

PROPOSED AMMENDMENT

8.1. All Fellow Members shall be entitled to use the following affix:

Fellow Members *EKABEP*

8.2. All Corporate Members shall be entitled to use one or more of the following affixes in accordance with the Chapter or Chapters of which they are a member:

<i>Chapter of Architect</i>	<i>M.K.A.B.E.P.(A)</i>
<i>Chapter of Engineers</i>	<i>M.K.A.B.E.P.(E)</i>
<i>Chapter of Quantity Surveyors</i>	<i>M.K.A.B.E.P.(QS)</i>
<i>Chapter of Town Planners</i>	<i>M.K.A.B.E.P.(TP)</i>
<i>Chapter of Landscape Architects</i>	<i>M.K.A.B.E.P.(LA)</i>
<i>Chapter of Environmental Design Consultants</i>	<i>M.K.A.B.E.P.(EDC)</i>
<i>Chapter of Construction Project Managers</i>	<i>M.K.A.B.E.P.(PM)</i>

8.3. All Licentiate Members shall be entitled to use one or more of the following affixes in accordance with the Chapter or Chapters of which they are a member:

<i>Chapter of Architect</i>	<i>L.K.A.B.E.P.(A)</i>
<i>Chapter of Engineers</i>	<i>L.K.A.B.E.P.(E)</i>
<i>Chapter of Quantity Surveyors</i>	<i>L.K.A.B.E.P.(QS)</i>
<i>Chapter of Town Planners</i>	<i>L.K.A.B.E.P.(TP)</i>
<i>Chapter of Landscape Architects</i>	<i>L.K.A.B.E.P.(LA)</i>
<i>Chapter of Environmental Design Consultants</i>	<i>L.K.A.B.E.P.(EDC)</i>
<i>Chapter of Construction Project Managers</i>	<i>L.K.A.B.E.P.(PM)</i>

8.4. All Institutional and Firm Members shall be entitled to cite their affiliation with the Association on their Official Stationary as: Affiliated Member of Kenya Association of Built Environment Professionals.

BY-LAW 21.0 PRESCRIBED EXAMINATIONS

21.16.2 An equivalent examination approved by the qualifications and practise committee of the Architectural Association of Kenya.

PROPOSED AMMENDMENT

21.16.2 An equivalent examination approved by the qualifications and practise committee of the Kenya Association of Built Environment Professionals.

BY-LAW 25.0 GUIDELINES FOR THE CONDUCT DURING THE ELECTION FOR OFFICE BEARERS OF THE ASSOCIATION

25.2 Candidates shall submit completed and duly signed declaration forms, together with their nomination form, confirming that they have read and understood the Guidelines for the Conduct of the Election of Office Bearers for the Architectural Association of Kenya and agree to be bound by the rules set therein.

PROPOSED AMMENDMENT

25.2 Candidates shall submit completed and duly signed declaration forms, together with their nomination form, confirming that they have read and understood the Guidelines for the Conduct of the Election of Office Bearers for the Kenya Association of Built Environment Professionals and agree to be bound by the rules set therein.

The proposed amendments if adopted will increase the performance of the association since all chapters and their members will feel as equal members within the association.

Yours faithfully, 
QS. AARON M. GITONGA - No 2195

Motion seconded by QS. BRIAN TOROITICH - No. 1671

Signed  Date 8/3/16

Gad Opiyo
Box 16491 00100
Nairobi
7th March 2016

Honorary Secretary
The Architectural Association of Kenya,
Professional Centre, Parliament Road
P.O. Box 44258, 00100
NAROBI



BACKGROUND

THE MYTHS

Dispel the myths. There is nothing personal, it's not a fight between myself and anyone. This is the excuse of the anti reformers. I was elected on a reform platform to run, to grow and to transform AAK. I am simply fulfilling the mandate that you gave me. But we all have a right to free thoughts. Even if it be that we have varied opinions, there are many thoughts we are in agreement. I am working hard for you and I have the best interest of AAK at heart. I am simply sharing the reality that I found after going to work.

AAK will never lack members? With over 95% of potential members outside the association all it will take is another visionary to create a progressive association which will spell doom to AAK.

Financial and administrative autonomy of the chapters is myth. This is the case in the constitution but with all membership fees and subs going to GC coupled with the executive structure where chapters report to GC this autonomy is a myth. We are operating a centralised system not a devolved system.

THE FACTS

In one hand the silent policy of the executive that the chapters should die a natural death. On the other hand the Silent policy of the chapters with other homes(Second wives). When you ask they say they are just here so if there is any opportunity they will get their share . When you ask the status quo why they keep the chapters when they all have second homes they say they have nothing to lose having them around. It's counter intuitive but we are losing the association cause of these unclear unwritten policies. The assumption is that the more the merrier but in our case the more the more doom.

The status quo believes the chapters are blind but the chapters can see this policy and vice verse. Every one is talking in whispers. The undesirable effect is that as the chapters are dying the AAK is dying with them. AAK is an association at war with itself. AAK is like a dog cannibalising it's own children. today the "chapter" is like a child in search of its destiny.

THE DEBATE

These are the choices we have to make;
Dwindling membership or more members(70% and above).
Dormant chapters & branches or Active chapters and branches
Strategic plan unimplemented or to implement it fully.
or a unitary association conglomerate/Devolved
Pro chapters vs Anti chapters.
Progressives vs conservatives.
Change vs Status quo.

MOTION 1: MEMBERSHIP CATEGORIES AND FEES (Amendment of CAP 4.0 & BL 22.0)

Rationale

1. The membership of the association has been falling steadily since 2010
2. Less than 5% of over 20,000 eligible members are in the association
3. Too many confusion categories
4. Fresh application at every stage
5. Young competitors like IQSK are more vibrant and growing at a faster rate
6. Seamless progression from one category to the next
7. Free registration for students and institutions of learning and statutory bodies
8. One page application form online. About five fields to be filled.

Current

The membership of the association shall be comprised of:

- (a) Honorary members
- (b) Fellow Members
- (c) Corporate Members
- (d) Graduate Members
- (e) Licentiate Members
- (f) Technician Members
- (g) Student Members
- (h) Visiting members
- (i) Firm Members
- (j) Institutional Members

CAP 4.0 PROPOSED REPLACEMENT

The membership of the association shall be comprised of:

- (a) Firm/Institutional members
- (b) Fellow Members
- (c) Members
- (d) Associate Members
- (e) Student Members

BL 22.0 PROPOSED REPLACEMENT

22.1 ENTRANCE FEES

(a) Institutional Members	Kshs. 50,000.00
(b) Fellow Members	Kshs 50,000.00
(c) Members	Kshs 20,000.00
(d) Associate Members	Kshs 10,000.00
(e) Student Members	Free

22.2 ANNUAL SUBSCRIPTION

50% the Entrance fees

Repeal 22.2.1, 22.2.2, 22.2.3

MOTION 2 FINANCIAL MANAGEMENT (Amendment of CAP 6.2 & BL 15.2)

Rationale

1. Membership of the association is through the chapters
2. Stronger chapters will ensure growth of the association
3. Be able to hire staff to support the functions of the chapter council as envisaged in AAK strategic plan 2013-2018
4. GC has not honoured CAP 6.2.5

Current

6.2.5 The governing council shall receive and allocate to each chapter such funds as prescribed in By law 22.0. Any member who has not paid his/her annual subscription, or who is a defaulter under the By-Laws, shall not vote.

CAP 6.2.5 PROPOSED REPLACEMENT

The chapter councils shall receive all funds and pay to the Governing council 10% of all revenue as prescribed by By law 22.0

MOTION 3 CORPORATE GOVERNANCE (Amendment of CAP 5.3 & 5.4)

Rationale

1. AAK strategic plan 2013-2018
2. Separation of role Strategic (Council), Tactical(CEO) and operational(Other Officials) level
3. Effective oversight and corporate governance in line with best practice
4. The chairman cannot be the one reporting and chairing at the same time.
5. Council officials serve on voluntary basis and may not commit enough time to the association
6. Duplication of roles creating confusion
7. Lack of ownership and responsibility by the secretariat. The culture of "assisting"
8. Personality cult and Shenanigans
9. Costly and unwieldy structure
10. GC cannot cater for the diverse needs of every chapter and profession effectively
11. The councils are too large to be effective

Current

5.4 OFFICE BEARERS

The following office bearers who shall constitute part of the Governing council shall be elected biennially by the members of the association by means of a popular ballot conducted in accordance with bu-law 12.1.d-f

- (a) Chairman
- (b) Vice Chairman
- (c) Honorary Secretary
- (d) Assistant Honorary Secretary
- (e) Honorary Treasurer
- (f) Honorary Registrar

CAP 5.4 PROPOSED REPLACEMENT

The governing council shall be constituted by the elected chairmen of chapters who shall elect from amongst them a chairman. The role of GC shall be to coordinate calendars of the chapters and to run the annual convention of the built environment professionals.

CAP 5.5 Repeal

BL 13.0 CHAPTER COUNCIL

13.1 Management of the chapter shall be conducted by the chapter council which is elected in accordance with the following by laws;

13.2 The chapter council shall be composed of the office Bearers, the chapter representatives to the governing council, not less than two from the corporate, Graduate or Licentiate and immediate past chairman shall be ex-officio member.

13.3 Each chapter shall elect the office bearers of the chapter council and such number or representatives to the governing council as shall be necessary to fill the number of vacancies declared by the Governing council in accordance with By-Law 12.1.c

13.4 The office bearers of the chapter shall be:

- (a) Chairman
- (b) Vice Chairman
- (c) Secretary
- (d) Treasurer
- (e) Registrar
- (f) Assistant secretary

BL 13.0 PROPOSED REPLACEMENT

13.1 The management of the chapter shall be conducted by a CEO appointed by the chapter council and reporting to the chapter council

13.2 The Governance of the chapter shall be conducted by the chapter council composed of 11 members. The chairman shall form from the council members 3 standing committees of 3 members and appoint the chairmen of Membership services committee, Communication & Advocacy committee and Finance & Administration Committee.

13.3 Each chapter shall elect the members of chapter council biennially

13.4 The members of the chapter council shall be;

- (a) Chairman
- (b) 2 Institutional representatives
- (c) 2 Fellows representatives
- (d) 2 Members representatives
- (e) 2 Associate representatives
- (f) 2 student representative

MOTION 4 COUNCIL MEETINGS (BL 13.12)

Rationale

1. Best practice
2. Monthly meetings are redundant and unproductive
3. Costly if meetings are too many

CURRENT

BL 13.2 Each chapter must hold one bimonthly meeting of the chapter council and deliberations at such meeting shall be reported to the governing council at its regular bimonthly meeting. The chapter council hold not less than eight meetings in each session of two years.

PROPOSED REPLACEMENT

BL 13.2 The chapter council shall hold quarterly council meetings to receive reports from the CEO and approve budgets.

MOTION 5 DISCIPLINARY ACTIONS (Repeal BL 12.9)

Rationale

1. Abolish expulsions as AAK is a volunteer association.
2. This is counterproductive to the association which end up losing valuable and committed members.
3. It is also very punitive and does not take into consideration individual member's circumstances and situation.
4. Members who fail to pay annual subs should remain in the register as debtors to the association and whenever they require current AAK license they be required to clear all their debts to the association.

CURRENT

BL 12.9 The governing council shall expel any elected members from its council for three consecutive meetings with or without apology

PROPOSED REPLACEMENT

BL 12.9 The Council shall levy a fine prescribed by the council members on any member who shall miss any meeting.

By: Gad Opiyo
Chairman Architect's chapter.

Addendum to Report of the President - Appeal to Members of the Architectural Association of Kenya to Contribute toward Office Purchase

Background

The Architectural Association of Kenya has, over the last three years worked on an ambitious project to buy an office suite to host the AAK Secretariat. The Association has identified a suitable office suite at the Blue Violets Plaza, Kindaruma Road, off Ngong Road. This project is expected to cost Kes. 26 million, including purchase and complete fit-out of the new office suite.

This office suite, purchased by the AAK Registered Trustees on behalf of the Association is expected to provide much needed room for growth of the AAK Secretariat as we plan to hire additional staff and deliver more programmes for the benefit of members and the industry at large. It will also contribute significantly toward the institutional sustainability of your Association as we endeavour to build a solid ground on which our Association will transform itself into a world class business membership organization.

Project Status

The Association has remitted a total of Kes. 8,500,000.00 to the AAK Registered Trustees, being surplus generated from Association activities. We have also remitted additional sum of Kes. 1,439,250.00 being full amount of development levy received from members during year 2015. The AAK Registered Trustees have, in turn, remitted a total of Kes. 11,800,000.00 to the property vendor. This amount includes the surplus that the AAK Registered Trustees have accumulated over time from rental income received from Mucai Drive property. That leaves us with the onerous task of raising additional Kes. 14,200,000.00 to complete the project.

The Association continues to implement its programmes as planned and we anticipate to raise additional surpluses that will be channeled to this office purchase project. Having carefully considered the Association's cash flow projection, the AAK Governing Council is confident to raise and transfer additional Kes. 8 Million to the AAK Registered Trustees over the next one year to enable completion of payment for office purchase component.

The Association is also considering other fundraising options with a view to do away with or significantly reduce the need to borrow from financial institutions. This will save the Association significant interest expense that would then be channeled toward providing better membership services.

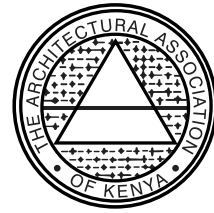
What Needs To Be Done

- a) Development Levy – Every shilling received by the Association for Development Levy has been transferred to the AAK Registered trustees and applied toward this project. We appeal to all members who have not paid the levy to do so at the earliest opportunity. This will help us reach our target sooner
- b) Voluntary Contribution: AAK is appealing for voluntary contributions from individual and firm members of the Association to support this project. AAK is planning to design and incorporate, within the new offices, a specially crafted Donor Recognition wall that will form a permanent record of your support for this landmark project of the Association.

There will be four tiers as below:

- | | | | |
|----|----------|---|-----------------|
| a) | Platinum | - | Kes. 500,000.00 |
| b) | Gold | - | Kes. 500,000.00 |
| c) | Silver | - | Kes. 250,000.00 |
| d) | Bronze | - | Kes. 50,00.00 |

Waweru Gathecha
President, AAK



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