

**UTZ KAPEH – KIBINGE PROJECT
FIRST MEETING WITH THE BOARD HELD ON 12TH FEBRUARY 2006 AT
KIBINGECOFFEE FARMERS ASSOCIATION OFFICES IN MISANVU
MASAKA DISTRICT.**

Agenda:

1. Opening prayer
2. Communication from the chairman
3. Communication from NUCAFE Executive Director
4. Communication from the Utz Kapeh Consultant
5. A.O.B
6. Closing prayer.

Attendance

- | | |
|---------------------------|---|
| 1. Lukwata David | Project coordinator |
| 2. Kibonde Davis willy | Board Member |
| 3. Eregio kiyimba | Board Member |
| 4. Kizza Christina | Board Member |
| 5. Hajji Mustafa Serubuga | Board Member |
| 6. LS. Mpimbe | Chairman |
| 7. Herment A. Mrema | Senior Business Manager NUCAFE |
| 8. Joseph Nkandu | Executive Director NUCAFE |
| 9. David Muwonge | Market development Manager NUCAFE |
| 10. Sam Maganda | Financial and Administration officer NUCAFE |
| 11. Moses K. Muwanga | Utz-Kapeh Consultant. |

Meeting called to order:

The meeting was called to order at 11:20

Adoption of the Agenda

The agenda was read out and adopted by the members present

Min. 1/1/6: opening prayer

The opening prayer was given by the chairman

Min 2/1/6: Communication from the chair

The chairman welcomed all those present and thanked them for coming. He also thanked the board, NUCAFE staff and the consultant for the good work they are doing, which has led to a ray of light after a period of 11 years since the association was started. He then declared the meeting open and called on the ED to give his remarks.

Proceedings of the Meeting

Agenda	Records of discussions	Action by
<p>Min 3/1/6: Communication from NUCAFE Executive Director</p>	<p>Introductory remarks Thanked the Kibinge coffee farmers and the chairman especially for the persistent hard work and patience. He noted that with continuous hard work there will be more success. He introduced the Utz-kapeh consultant, stated that this was the start of the project Kibinge got and emphasized the need for the Board to be conversant with the whole project, own it and know the areas of main focus. Main focus: 1- Administrative issues- ED brief 2- Technical Issues- Utz-kapeh consultants brief</p> <p>Administrative issues- ED brief He outlined the roles of the Board in the project as follows</p> <ul style="list-style-type: none"> ▪ Making policies that guide the carrying out of project activities ▪ Supervision of the project mainly by the chairman, treasurer in conjunction with the ED NUCAFE ▪ Ensure the project implementation according to the activities and budget that was made ▪ Work with other stake holders such as the consultant, the processor and exporter ▪ Ensure regular project meetings are held ▪ Daily field activities by the business Manager and field officer ▪ Need for board members to read and understand the project document and Budget. 	<p>Kibinge coffee farmers' association board members</p>
<p>Min 4/1/6 Communication from the Utz kapeh consultant</p>	<p>Brief on Technical issues by Utz Kapeh consultant Introduced himself as the coordinator of NOGAMU and he is one of the two country consultants with Utz-kapeh. -He noted that it is a test and a challenge for Kibinge coffee farmers' association to implement the project successfully since it is the First Farmers organization to Implement such a project. -He noted the crucial role that will be played by the</p>	

	<p>national Hub NUCAFE during implementation of the project.</p> <p>-He said “Quality is the Basis for coffee” and there is a lot of competition but the Utz kapeh coffee is more pronounced therefore representing a good opportunity.</p> <p>- He stated the project aim which is to certify 450 farmers so that they can get better prices. He emphasized that a lot had to be done to get the certificate but it is not hard and that’s the reason he is there.</p> <p>- he pointed out that commitment of the leaders and farmers themselves was very important in speedy implementation and obtaining of the certificate. He then gave an overview of the steps that will be followed which included:</p> <ol style="list-style-type: none"> 1- Advisory services- the coordinator and field officers will get different trainings to give them capacity and the board members will participate to enable them carry out their supervisory role more efficiently. 2- Visits to each and every individual farmer to obtain a general picture that is specific to Kibinge and look out for requirements that are not fulfilled 3- creating a file for each group to keep records of all the registered members 4-internal inspections 5- Attendance of trainings by farmers 6- certification is a yearly exercise 7. Exchange of group leaders during internal inspections 8.Need to develop an Internal control system and avoiding mixing of Utz kapeh coffee with conventional coffee 9.Put in place a chain of custody 10. Some of the issues in the code were highlighted 11.Reporting format was discussed and it was said it 12.detailed training plan 13.Detailed work plan <p>After the overview, the Consultant assured the board that with commitment and cooperation the farmers will obtain certification easily and in the shortest time possible.</p>	
Min 5/1/6	There was no other business	

A.O.B		
Min 6/1/6: closing prayer	Closing prayer was given by the chairman at 1.00pm	

Signed

.....
Joseph Nkandu
Executive Director NUCAFE