



## ICT Teachers' Association of Uganda (ITAU)

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### MINUTES OF ITAU EXECUTIVE COMMITTEE MEETING HELD AT ST LUKE'S RESTAURANT MULAGO, ON 8<sup>TH</sup> MARCH 2018

#### AGENDA:

1. Opening Prayer
2. Introductions
3. Opening Remarks from the Chairperson
4. Communication from NEC Members present
5. Matters concerning the ITAU SACCO
6. Reports from Regional Committees
7. Reactions
8. AOB
9. Closing Remarks

#### MEMBERS PRESENT:

SNO	NAME	POST / RESPONSIBILITY	CONTACT
1	Bizimana Diaz Robert	West: Secretary for Projects, Activities and Events	776484065/
2	Dumba Stephen	Central: Coordinator	772111223/752111223
3	Eneku Ronald	National: Secretary for Projects, Activities and Events	/704205057
4	Happy Immaculate	Central: Assist Secretary General	772929385/
5	Kaahwa James	West: Publicity Secretary	783975557/
6	Kasule Bernard	West: Toro Sub-Region Representative/Mobiliser	773266345/
7	Kibirige Peter	Central: Chairperson	779189296/
8	Lukyamuzi Ronald	National: Vice Chairperson	781553788/757421818
9	Mubiru Joshua Mugerere	Central: Vice Chairperson	782527019/
10	Mudawa Charles	East: Busoga Sub-Region Representative/Mobiliser	777972516/
11	Mugisha Otto	West: Secretary General	781884466/
12	Mukalele Rogers	National: Coordinator	776960740/706060740
13	Munyagwa Nicholas Mubedhe	National: Secretary General	787277091/
14	Mutabazi Joseph	West: Kigezi Sub-Region Representative/Mobiliser	787085065/702803428
15	Nandago Noeline	Central: Publicity Secretary	783385122/755727798
16	Opono Alex	North: Coordinator	784352067/
17	Tweheyo John Baptist Edward	West: Chairperson	778644883/
18	Wagubi Ronald Mukisa	East: Vice Chairperson	788212627/
19	Wejuli Moses	Central: Secretary For Projects, Activities And Events	/758191392
20	Wogisha Denis	East: Chairperson	/706457905

#### MEMBERS ABSENT WITH APOLOGY:

SNO	NAME	POST / RESPONSIBILITY	CONTACT
1	Abedi George	North: Secretary General	780197650/
2	Baguma Francis	West: Bunyoro Sub-Region Representative/Mobiliser	787922614/
3	Barasa Wandera Benard	East: Coordinator	777770675/754163183
4	Biwoye Justine	East: Secretary for finance	/755506364
5	Kakaire Charles	National: Chairperson	776840404/702840404
6	Kangume Mark	National: Representative for PwDs	784466983/705090711
7	Katumusiime Kellen	West: Ankole Sub-Region Representative/Mobiliser	782718523/

8	Kirabira Vicent	National: Publicity Secretary	/705660299
9	Lanyero Bena	North: Secretary for finance	/705784339
10	Maloni Rosemary	National: Assistant Secretary General	782083206/756721786
11	Mateka Joseph	East: Secretary General	775718772/
12	Mokili John Medo	East: Secretary for Projects, Activities and Events	/757725493
13	Muhangi Sebastian	West: Secretary for finance	783322437/
14	Musoke Noah	East: Bukedi Sub-Region Representative/Mobiliser	783903274/
15	Mutyaba Daniel	Central: Secretary For Finance	773926787/
16	Mwijusya Alodu	West: Assistant secretary general	772575299/772575299
17	Namaswa Geoffrey Kibet	East: Sebei Sub-Region Representative/Mobiliser	789796556/
18	Nambone Jackline	National: Secretary for Finance	/755395320
19	Namubiru Joan	Central: Buganda Sub-Region Representative/Mobiliser	/700402632
20	Odil Bob Innocent	North: Publicity Secretary	779450295/
21	Odongo Pope	North: Vice Chairperson	772553941/753553941
22	Ogwal Sam	North: Chairperson	782345977/
23	Okalang David	East: Assistant secretary general	782660081/
24	Okalang David	East: Teso Sub-Region Representative/Mobiliser	782660081/
25	Oloa Ambrose	North: Lango Sub-Region Representative/Mobiliser	773356649/
26	Oluka John	North: Karamoja Sub-Region Representative/Mobiliser	783620824/
27	Omara Morish	North: Assistant secretary general	789954316/
29	Osere Samuel	West: Vice Chairperson	784975474/
30	Otim Justine	North: Acholi Sub-Region Representative/Mobiliser	773058383/
17	Pirwoth Bright	North: West Nile Sub-Region Representative/Mobiliser	788529531/
31	Rukundo Ivan	West: Coordinator	775209146/
32	Sadik Sebi	North: Secretary for Projects, Activities and Events	775046801/
33	Ssensalire Rajab	National: Assistant Secretary for Projects, Activities and Events	781425692/
34	Wanja Bernard	Central: Secretary General	772658752/757658752
35	Wanzala Peter	East: Bugisu Sub-Region Representative/Mobiliser	784676670/
36	Yapkwobei Anne Grace	East: Publicity Secretary	774399224/

**DISCUSSIONS:**

MINUTE NO.	PARTICULARS
<b>Min 1.</b> Opening Prayer	The meeting was held at St. Luke's Restaurant Mulago and started at 11:38am with the word of prayer by Mr. Mugisha.
<b>Min.2.</b> Introductions	Members present introduced themselves by mention of their names, school(s) where they teach and their position on ITAU.
<b>Min 3.</b> Opening Remarks from the Chairperson	The Vice Chairperson- National welcomed members for the meeting and thanked everyone who endeavoured to attend the meeting. He expressed his concern on the absence of the other executive members and requested every member to aim at unity, not looking at regional differences and financial benefits at this crucial and initiation time/stage but rather sacrifice and to take our association to another level as brothers and sisters.
<b>Min 4.</b> Communication from NEC members present	<b>National Coordinator:</b> <ul style="list-style-type: none"> <li>❖ The Coordinator welcomed members for the meeting.</li> <li>❖ Apologized for the last minute change in meeting venue due to some unforeseen factors, being a public holiday.</li> <li>❖ In a special way, he thanked the newly voted members for the Executive Committee who have taken on leadership to push the association forward together against computer illiteracy.</li> </ul>

	<ul style="list-style-type: none"> <li>❖ He informed members on the progress for the SACCO since the last executive meeting.</li> <li>❖ He encouraged members to submit articles on the ITAU website and in a special way, thanked Mr. Dumba Steven for making this possible through organizing website camps.</li> <li>❖ He encouraged members to increase membership on social media platforms especially the various WhatsApp groups. <ul style="list-style-type: none"> <li>❖ He informed members about the ITAU Google classroom that was formed and its accessibility to the members in the chatroom.</li> </ul> </li> </ul> <p><b>National Secretary General:</b></p> <ul style="list-style-type: none"> <li>❖ He thanked members for sparing time for the meeting and apologized for coming late</li> <li>❖ He promised members that he will design a system for members to meet and discuss issues online.</li> </ul> <p><b>National Secretary for Projects, Events and Activities:</b></p> <ul style="list-style-type: none"> <li>❖ He thanked members for attending the executive meeting</li> <li>❖ He requested members to aim at improved communication and spread the ITAU gospel thru Internet services and offered to help members especially the Regional Chairpersons via his contact 0704 205 057</li> <li>❖ He offered to print 100 letters monthly for ITAU</li> </ul>
<p><b>Min 5.</b> Matters concerning the ITAU SACCO</p>	<p>The National Vice Chairperson requested the National Coordinator to take members deeper into the SACCO issue:</p> <ul style="list-style-type: none"> <li>❖ The Coordinator informed members about the purpose and benefits for the ITAU SACCO which include: <ul style="list-style-type: none"> <li>• SACCO mainly to act as a ‘bag’ for ITAU, which can attract deposits from donors, partners and members themselves.</li> <li>• For sustainability of ITAU - A SACCO creates a sense of belonging amongst the members since they will own shares, savings and loans which will increase members’ interest in the association.</li> <li>• Through the SACCO we can pursue projects like the <i>Laptop per ICT Teacher</i> project for which we can write proposals and get funding.</li> <li>• Raise funds for starting up income generating activities for the association especially printing and selling T-Shirts, organizing teachers’ workshops, etc.</li> </ul> </li> <li>❖ He informed members that a team went to the Ministry of Trade and Cooperatives to get more information regarding SACCO registration. A sample of booklets received was shown to members present and the main pending issue was to determine membership fee, fee and the value of shares.</li> <li>❖ He informed members that the SACCO required at least 30 members to pay membership and buy at least 1 share, for it to be registered.</li> <li>❖ He informed members about the financial challenges ITAU has been having and all the steps that have been taken. He thanked all those who spared time to move to different offices and contribute financially towards the ITAU cause and informed members that a list of those who have been contributing financially is already published on the website on the attribution page under the <i>About us</i> menu.</li> <li>❖ He informed members that ITAU needed to get an office since one of the requirements of officially registering the SACCO is a physical location.</li> </ul>
<p><b>Min 6.</b> Reports from Regional Committees</p>	<p><b>Central Region:</b></p> <ul style="list-style-type: none"> <li>❖ The Chairperson Central recognized his regional executive members present and thanked them for coming.</li> <li>❖ He informed members that the central region will greatly assist in the capacity retooling workshops for ICT teachers.</li> <li>❖ He advised members to make our social platforms interactive.</li> <li>❖ He promised to liaise with the team for a regional executive meeting in the near future.</li> </ul>

	<p><b>Western Region:</b></p> <ul style="list-style-type: none"> <li>❖ The Chairperson Western thanked members for their active participation in the ITAU activities.</li> <li>❖ He raised concerns about poor communication within his region especially with members who have contacts that are never available and requested the National coordinator to provide an updated list of members' contacts.</li> <li>❖ It was noted that the region is big and thus hindering meetings and proper coordination, and that the new sub-regional representatives would help mobilize.</li> </ul> <p><b>Eastern Region:</b></p> <ul style="list-style-type: none"> <li>❖ The Chairperson Eastern thanked members for turning up for the meeting.</li> <li>❖ He informed members that as leaders, they are in touch with other colleagues in the region and meetings were in the pipeline.</li> <li>❖ He informed members that competitions in ICT/Computer Studies have been held up at Mbale S.S.</li> <li>❖ He requested that integration of leaders from different regions should applied for easy coordination.</li> <li>❖ He cited challenges with inadequate funds for organizing workshops, seminars and meetings at regional levels and had an idea of organizing video conferencing for all interested parties.</li> </ul> <p><b>Northern Region:</b></p> <ul style="list-style-type: none"> <li>❖ The northern region was represented by Coordinator Northern region, and he expressed the following concerns: <ul style="list-style-type: none"> <li>▪ Lack of confidence among teachers</li> <li>▪ Financial constraints.</li> <li>▪ Lack of facilities (computers)</li> </ul> </li> <li>❖ He encouraged members to have the following: <ul style="list-style-type: none"> <li>▪ Come up with themes for competitions to encourage students to participate</li> <li>▪ Formation of ICT clubs</li> <li>▪ For teachers to share resources and ideas for as to handle students confidently</li> </ul> </li> </ul>
<p><b>Min 7.</b> Reactions</p>	<ul style="list-style-type: none"> <li>❖ During the meeting, the members debated extensively about the SACCO and many shared their experiences from other SACCOs. In the end, it was resolved as follows: <ul style="list-style-type: none"> <li>• The ITAU SACCO membership fee be set at a onetime non-refundable fee of only UGX 10,000 (Ten Thousand Uganda Shillings Only).</li> <li>• That besides paying membership fees, an applicant shall buy at least one share in order to be admitted as a SACCO member, in line with Article 7 (c) of the SACCO bylaws.</li> <li>• That the value of each share be set at UGX 20,000 (Twenty Thousand Uganda Shillings Only).</li> </ul> </li> <li>❖ The Chairperson Western region guided that after the registration process is done, policies &amp; guidelines will be developed and adopted during the AGM to guide the SACCO's day-to-day operations going forward.</li> <li>❖ Subject to the Cooperatives Act enacted by parliament of Uganda and the registered bylaws, a SACCO member shall enjoy rights as follows: <ul style="list-style-type: none"> <li>• Access Savings, deposits and related services which earning competitive rates of interest.</li> <li>• Access to Loan services as guided by the regulations, policies, standards, best practices and procedures of the SACCO.</li> <li>• Any other necessary legally authorized and economically feasible financial</li> </ul> </li> </ul>

services which will be available to the SACCO from time to time.

- All SACCO members shall receive periodic and on request, statements of accounts.
  - Members shall be free to buy more shares, provided that no member shall hold more than one third of the total share capital.
- ❖ To fulfil these obligations, the SACCO may develop, promote and implement the following activities:
- Open up an official bank account and pool resources from various sources as listed in Article 6 of the SACCO by laws (including any funds that lack an express condition from Donors, Membership fees, Deposits/Shares by members, External Loans obtained in accordance with the Act and the Regulations, etc.
  - Credit programs and services based on borrower's repayment capacity.
  - Joint financial programs and services with other entities with similar objectives.
  - Any other projects economically feasible projects like ITAU T-shirts, Workshops, etc.. for the sustainability of the SACCO but also for the mutual benefit of the members in line with the general objectives of the Association.
- ❖ The members proposed that relevant benefits be established for members at different levels. For instance, ordinary members, bonafide (subscribed) members. According to the ITAU Constitution, there are many types of membership, among which include Ordinary Membership and Bonafide Membership.
- **Ordinary membership** is free and open to all ICT and Computer Studies teachers in Uganda – all they need to do is to register with ITAU, join the network of the association and participate in the general programs of the association like the workshops, forums, etc.
  - **Bonafide Membership** is upon payment of an annual subscription fee. During the meeting, the members agreed upon an annual fee of UGX 5,000 (Five thousand Uganda shillings only) for bonafide membership. The national coordinator proposed the following additional benefits for bonafide (subscribed) members:
    - Having higher rights as enshrined in the constitution e.g to propose amendments, move a vote of no confidence as per section 5.5 of the constitution, hold the executives to account for any ITAU programs / activities etc.
    - Getting publishing rights on the ITAU website.
    - Getting an @ictteachersug.net Email address (upon request)
    - Being added to a special bonafides mailing list and / or WhatsApp group.
    - Getting access to special ITAU resources for bonafides
    - Advertising and selling items through the website and ITAU mailing list and social media forums.
    - Special consideration / free entry to some ITAU professional development programs/ activities such as workshops, meetups which will be organized from time to time in different regions across the country.
    - Special recognition and listing as a bonafide member in the ITAU records / website.
    - Having a verified  profile page on ITAU Website,
    - etc.

	<ul style="list-style-type: none"> <li>❖ It was noted that we needed to start collecting membership fee plus 1 share (i.e a total of UGX 30,000), for the initial pioneer 30 members required before the SACCO can be registered. After collecting the 30x30,000 (ie a sum of UGX900,000), that's when it will be possible to finalize the registration of the SACCO, open up its joint bank account and then bank all the money.</li> <li>❖ Members proposed three alternative options for collecting these fees from pioneers:             <ol style="list-style-type: none"> <li>1. Telling members to manually send money through the National Treasurers / Coordinators number.</li> <li>2. Integrating automated online mobile money payments through the ITAU website.</li> <li>3. Contacting Airtel for the <a href="#">Airtel Weza</a> service in which a group collections mobile money account is created which requires 3 people with three PINS who must all approve of any transaction.</li> </ol> </li> <li>❖ For option (1) two members were appointed to receive the SACCO collections for the meantime: the National Treasurer- Ms. Nambone Jackline at 0755 395 320 assisted by the National Coordinator – Mr. Mukalele Rogers at 0776 960 740/ 0706 060 740.</li> <li>❖ Members also suggested that a continuously updated webpage for paid up members be created by the National Coordinator on our website for continuous updates.</li> <li>❖ The executive agreed to draft letters to different schools introducing ITAU existence</li> <li>❖ Members were concerned about identification for their membership, especially the executives who needed to move in schools doing mobilization for ITAU. On this, members suggested that identity cards be made for all ITAU executives. The National Secretary General offered to make good IDs at a cost of UGX 5,000 each.</li> <li>❖ On the 2019 national capacity development workshop, the 1<sup>st</sup> week of May was suggested. To be in a central place, members agreed that all capacity workshops should be held in Kampala and retooling workshops at regional levels.</li> <li>❖ Members suggested that workshop facilitators should be secondary school teachers since they have experience and also cut on the costs facilitating other persons.</li> <li>❖ Mr. Bizimaana Diaz Robert- Secretary for Events, activities and Projects pledged 100,000= towards the organization of the coming capacity development workshop.</li> <li>❖ It was agreed upon that all secretaries for projects and activities should spearhead in the planning and organizing workshops both at regional and national workshops and seminars.</li> <li>❖ Mr. Dumba Stephen promised to send bulk SMS to Head teachers and teachers after getting valid telephone contacts from regional chairpersons.</li> <li>❖ Every member was urged to participate in spreading the gospel of ITAU and sell out ideas to different schools through products for example mock examinations and tests.</li> <li>❖ Members were argued to extend IT services to other teachers.</li> </ul>
<p><b>Min 8.</b> AOB</p>	<ul style="list-style-type: none"> <li>❖ ITAU's Patron – It was communicated that the chairperson was engaging some official in the docket of ICT at the ministry of education and sports to be our patron.</li> <li>❖ Students' seminars: A member suggested that for this year ITAU should concentrate on the SACCO and teachers workshops at the national level, but regional committees were encouraged to go ahead, work with some schools to host students seminars.</li> </ul>

<p><b>Min 9.</b> Closing Remarks</p>	<ul style="list-style-type: none"> <li>❖ Members were requested to write more articles for the ITAU website.</li> <li>❖ Members were encouraged to take part in wordcamps especially the coming camp at Nkumba University on the 30<sup>th</sup> and 31<sup>th</sup> March 2019.</li> </ul> <p>The vice chairperson thanked everyone for their patience and wished everyone journey mercies back to their homes and work places. The meeting ended at 4:48pm.</p>
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<p>Signed</p> <p>.....</p> <p>Chairperson</p> <p>Date:</p>	<p>Signed</p> <p>.....</p> <p>Secretary</p> <p>Date:</p>
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