

## MINUTE OF THE EXECUTIVE DIRECTORS ON SEPTEMBER 1<sup>st</sup>, 2018

Avenue KIST

Meeting starts at 10 a.m up to around 3:00 p.m

### AGENDA:

1. Universe Investment Limited campaign
2. Leaders Training
3. UTA instructors training
4. Action plan
5. Expenses
6. AOB

### Attendance list

S/N	NAMES	POSITION	OBSERVATION
1.	BATAMURIZA Diane	Executive director	Attended
2.	NIYOMUGABO P.Celestin	Executive director	Attended
3.	NDAYISENGA Jean Claude	Deputy Director Investment	Attended
4.	UWAMAHOLO Jolie	Executive director	Attended
5.	MURWANASHYAKA Eveque	Marketing Director	Attended
6.	DUSHIME Anitha	Internal Audit Secretary	Attended

## **1. Universe campaign**

This campaign will take place at Huye campus and will be starting on 23<sup>rd</sup> October 2018 to 25<sup>th</sup> October 2018 and this is a marketing campaign which has the purpose of making people aware of our products and services, the marketing committee will be in charge of this campaign and they are asked to propose before a budget that will cover all expenses during this campaign.

## **2. Action Plan**

In this meeting we discussed about what we are supposed to do in these coming months and propose an action plan for the next period on months starting from this month of September.

We discussed also about the UTA campaign which is going to start on 13<sup>th</sup> up to 18<sup>th</sup> November 2018, THE UTA campaign aims to call people for short courses program that will be provided by good qualified instructors under Universe Investment Limited.

There is also a project management Training prepared for the board of members and all committees members on 26<sup>th</sup> October 2018 to 27<sup>th</sup> October 2018 in order to teach them how to do reporting, project costing and project management. This will help people to do reports on time and meet the deadline for their monthly reports.

The audience proceed to discuss about the Avira week which will held on November 05-11, 2018 at university of Rwanda Huye campus  
Company will reduced 35% of price of the anti-virus and maintance our laptop

The following is the date and it action proposed to do in this coming months

**September 01:**

Executive Directors meeting

**September 07:**

Publication of Shareholders Evaluation Results

**September 10-14:**

Compliance entries of evaluation claims

**September 18:**

Reevaluation and reconsideration of claims received

**September 18:**

Meeting of Board Chairman and Company Accountant for preparation of statutory report and Shareholding contract

**September 20:**

Publication of Final Evaluation Results

**September 28:**

Publicize the Funds Claim Form to be used for demanding back the funds (for deprived shareholders)

**October 01-05:**

Submission of Funds Claim Forms

**October 08:**

Issuing **Ordinary Shares Sell Notice**

**October 08-20:**

Purchase of Ordinary Shares (only available to Existing Shareholders).

**October 08-19:**

Paying back deprived shareholders (in response to the Funds Claim Forms received)

**October 22:**

Issuing **Non-Voting Shares Sell Notice**

**October 22- November 01:**

Purchase of Non-Voting Shares (open to everyone)

**October 23-25:**

Marketing Campaign during Induction Week (at Huye campus)

**October 26-27:**

Project Management Training prepared for Board Members and all committees members

**October 30:**

Board Meeting

**October 31-November 02:**

Instructors Training

**November 03:**

Shareholders General Meeting

**November 05-11:**

Avira Week

**November 12:**

Meeting of UTA instructors with UTA management team

**November 13-18:**

UTA short courses campaign

**November 19-December 22:**

Instructor-lead classes (1 month programme)

**November 19-January 18:**

Instructor-lead classes (2 months programme)

**March 07, 2018:**

Issuing the call for nominations

**March 08-22, 2018:**

Submission of nomination letters

**March 24, 2019:**

Board Election

**March 31, 2019:**

Committees

**April 26, 2019:**

Bestowal

**3. Expenses**

Our websites need a continuous update and it requires a big amount internet data to run all those updates, we have to propose a budget for the amount internet needed for that, and the finance department will cover all these expenses and any other communication expenses made in the benefits of universe, either phone calls , phones messages etc.

**4. AOB**

The universe evaluation is still going on, there will be a classification our shareholders according to three (3) the conditions set that must be satisfied in order to be a part of Universe Investment Limited as whole and otherwise not meeting all those conditions will exclude some shareholders in benefiting from some of our business departments (USW,USEF,UDH,UTA. The evaluation outcome will be published on 7<sup>th</sup> September, and each shareholder has a right to make a claim after when he/she is not satisfied of that evaluation and there will be a Re-evaluation of these new claims.

We also talked about how we could expand our company and do more than what it actually does, like starting some new projects in different fields such as participating in data collection and data entry tasks as we all know most of universe shareholders are statisticians , so registering our company in data collection will lead to a great opportunity and help to raise our capital but this is one of the projects that needs a deep analysis and we cannot decide now without discussing it with all of the our shareholders in the next general Assembly.

The meeting come to the end around 3 p.m

**Secretary of the board**

UWAMAHORO Jolie