Akanksha Public Charitable Trust
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The minutes of the meeting of the Board of Trustees of Akanksha Public Charitable Trust held at the office of the Trust at B-404, the Atrium, 49, Kalakshetra Road Thiruvanmiyur, Chennai 600 041 on April 5, 2012 at 10.00 a.m.

Present:

Mr Khodadad Moradian (on the telephone)
Mr Oswin Thayal
Mr Prayaag Joshi

Mr. Oswin Thayal chaired the meeting.

Review of activities

The meeting noted that all regular activities of the Trust were being carried out.

Mr Prayaag Joshi briefed the meeting regarding various operational matters and the meeting discussed the same and took various decisions.

The meeting noted with regret that two young people and excellent human beings whom the Trust had supported for their medical expenses - Mr Manoharan, a young tribal man living in Gudalur, who had helped the Trust design its website, and who had been diagnosed to have cancer of the stomach in its late stages and Ms Monisha Aman, a young human resources professional who was suffering from kidney failure had both succumbed to their ailments and died during the last few months.

It was noted that Imlee Mahuaa had constructed two classrooms on the rented land at Balenga Para during the current year and that the final work on the rooms was being completed currently.

Sixteen children and four staff members had gone on an educational tour of Sevagram, Pune and Mumbai during November 2011. Mr Prayaag Joshi briefed the meeting on the tour. A lot of the learnings from the tour had been incorporated into the school's program from December 2011 onwards.

The School had been physically inspected by the team from National Institute of Open Schooling, NOIDA in December, 2011 and the school had recently received a letter of accreditation from the NIOS. The said letter was tabled before the meeting and Mr Oswin Thayal and Mr Prayaag Joshi were authorized to sign and complete the memorandum of understanding and other documentation with the NIOS.

Mr Joshi also briefed the meeting about the additions and changes to the school's curriculum and educational program including new activities like spinning yarn with a takli, embroidery, etc. that had been added to the program.

In compliance with the new law on free and compulsory education all the teachers of the school had taken the Chhattisgarh Teacher Eligibility Test and entrance examinations for Diploma and Graduate programs in Education. Mr Prayaag Joshi and Mr Gautam Sethiya had passed the Chhattisgarh Teacher Eligibility Test (Mr Joshi had passed Parts I and II and Mr Sethiya had passed Part I) while the other teachers of the school had not been able to clear the test. Mr Joshi had also cleared the admission test for the B Ed Program of the Indira Gandhi National Open University and had enrolled for the two year program.

Imlee Mahuaa had also admitted two new children Meena Gawde and Maheshwari Poyyam during the year and at the end of the financial year, there were 39 children studying in the school.

One of the teachers Ms Raiymati Mandavi was expected to leave the school as she was getting married and she had already stopped coming to school during the last two weeks of March 2012. Ms Raiymati's dues had been fully settled. Similarly another employee Ms Birajbatti Marawi had opted to work part-time instead of full-time for health reasons from the second week of March 2012. A suitable adjustment had been made to her remuneration which was now on par with the other part-time employees of the school.

During December 2011, Mr Prayaag Joshi visited New Delhi to procure text books for the school from NCERT. Now the school had books for the children upto class 5.

During February and March 2012 Mr Prayaag Joshi attended the Alternative Education Network's meeting in Gudalur and the meetings of the Anand Niketan School and Nai Talim Samiti at Sevagram near Wardha. He shared the happenings at the meetings with the Board.

Many of the relatively senior children in Imlee Mahuaa studying in classes 1, 2 and 3 had during the year learnt to ride bicycles at the behest of the school. During the coming year, the school had plans to purchase bicycles for such students. Riding cycles to school would boost their confidence, make them more independent, would facilitate short educational excursions to nearby places like the police station, post office, weekly trips to the market to shop for vegetables, and would also help them bring some of the very young children with them when they come to school.

During the year Give India had communicated to the Trust that it had detected large scale fraud in the use of donations that it had mobilized for certain NGOs other than Akanksha. Therefore as a measure of caution, Give India had decided to put on hold all further donations to most organizations listed with Give until it made a physical verification of the NGO concerned and satisfied itself about the veracity of the organization and its work.

Give India shared with us that Akanksha had been classified as a high risk organization by Give, but Give was unwilling to share with us the reasons for such classification though we formally requested Give to share the reasons with us. Give also said that it was primarily accountable to its donors (unfortunately it suggested a relatively unimportant accountability relationship with organizations such as Akanksha who are listed with it for accepting donations).

During the dialogue with Give, we also clarified that the amount of donations that we were seeking through the Give channel was not material, it was the widely spread individual nature of donors and the investment and commitment that we had made to the relationship with Give that was important to us.

Give was unable to make any commitment on when it could carry out the physical verification of Akanksha and its work, though we encouraged Give to visit Akanksha and Imlee Mahuaa at the earliest possible.

During the year Akanksha submitted reports of utilization of donations received from Give India in March 2011 within the time limit stipulated by Give and made suo moto downward revisions in the amount of its donor option and the number of donations units that Akanksha was asking for after considering the current data on expenses. However in the light of the fraud that Give India was facing with other NGOs listed with it and the decisions that it had taken to deal with such fraud, no donations were received through Give India during the year.

A strong protest was lodged with Give India management for the high handed manner in which Give India was treating its relationship with Akanksha.

A review of the working of Imlee Mahuaa and other work of the trust was done and the meeting expressed satisfaction about the work that was being done.

Finalization of Accounts, Annual Report, Appointment of Auditors
The trustees reviewed the activities for the year and also noted that the accounts for the financial year ended on March 31, 2012 had been prepared and submitted to the auditors for their audit and opinion. The accounts and annual report were reviewed and approved by the meeting.

It was noted that the annual report contained the necessary disclosures that facilitated transparency and accountability as recommended by the Credibility Alliance Norms. The meeting resolved to continue to make such disclosures to the maximum extent possible recommended irrespective of whether there was any legal or other obligation on the Trust to do so.

The meeting also resolved that M/s Velu Muthu Associates, Chartered Accountants, Chennai be appointed as the auditors of the trust for the financial year ending on March 31, 2013.

Plans and budgets for 2012-13

Plans for the work to be carried out in the year 2012-13 were presented to the meeting. This included details of the various activities that the Trust would undertake. A budget for the activities was also presented for carrying out the activities listed in the plan. Both the plan and the budget were discussed and approved by the meeting as follows:

The plan for 2012-13 for Imlee Mahuaa included admitting about 5-7 children in the new academic year, finding a replacement for Ms Raiymati Mandavi, helping the teachers clear the Teacher Eligibility Tests and entrance tests for the diploma and graduate programs in education, constructing 4 new classrooms approximately (1600 sq feet), an open air hall for yoga and assemblies (1000 sq feet), a small stage, playground equipment for the children, a compound wall, taking the children for a tour of organizations doing relevant work in North India, taking part in the open yoga competition in Pune if the children are adequately prepared, a yoga workshop for the children, training programs in mathematics, sciences and social sciences with help from HBCSE and Ekalvya, Hoshangabad, changes to the curriculum to make it more robust and relevant including a stress on learning in the local languages, increments in remuneration of staff members, etc.

The plan also included continuing with the support of educational needs of children in Chennai, supporting Raghunath Dehari and any other people in need for their medical expenses, continuing the work of the health centre, exploring avenues of engaging the local community in Balenga Para in areas of electrification of the village and setting up a community run support centre for children who go to the state run primary school.

In Chennai, the Trust plans to identify and commence financial support for the educational needs of 50 needy children. These are likely to be children of street workers such as hawkers, dhobis, sweepers, etc., single women, domestic workers, and people working at the lowest levels in various organizations such as peons. The plan is to support these children through their entire formal education financially in the same way as the Trust has supported Anitha and Mahalakshmi through their graduate and post graduate studies. To start with we would like to take up the cause of at least 10 new children during the next year.

The budget of incomes and expenses for the year ending March 31, 2012 was presented before the meeting, it was reviewed, discussed and approved as follows. It was noted that the budget for the year 2012-13 was based only on committed incomes and donations and did not include any contingencies on either account.

Estimated Income

Particulars of Income	Unaudited numbers for the FY 2011-12 (Rs)	Budgets for the FY 2012-13 (Rs)	Remarks
Donations to the corpus	83000	Nil	No regular donors
Donations for current expenses	453397	666000	Regular donors - Mr D K Oza Rs 1000, Dhananjay Date Rs 65,000, Arun Bhagwat Rs 10,000, Vinod Agarwal Rs 60,000, Sharmila Brahme Rs 20,000, Nilubhau Limaye Foundation Rs 15,000 and Ernst & Young Foundation Rs 495,000
Current year's interest accrued on bank deposits	208613	193717	Estimated on closing bank balances for a year
Total	**745010**	**859717**	

Estimated expenses

Particulars	Unaudited expenditure for the year 2011-12 (Rs)	Budgeted expenditure for the year 2012-13 (Rs)	Remarks
Imlee Mahuaa			45 children and 7 staff members (2 full timers and 5 part-timers)
School meals	145000	150000	-
School Supplies	105007	110000	-
Staff Costs	206818	280000	2 full timers at Rs 6000 per month (one will work for 9 months only) and 4 part timers at Rs 2500 per month and 1 yoga workshop Rs 10000
Staff Training	9440	10000	-
Travelling (Beneficiaries)	37752	45000	-
Travelling (Staff)	4935	5000	-
Travelling (Board)	50638	30,000	Costs will reduce further with the new travel policy
Communication costs	16631	15000	-
School premises and maintenance	211982	330750	Mentioned separately
Educational Aid	27300	140000	Twelve school going children in Chennai @ Rs 10,000 per child, and 4 to 6 children belonging to poor families of artisans at Saathi Gurukul, Kumharpara
Medical Relief	140294	25000	Budgets only the

			health centre expenses in Balenga Para
Audit Fee	10000	10,000	-
TOTAL	**965797**	**1150750**	

Costs for school premises and maintenance are budgeted at current approximate prices - 120000 bricks at Rs 2300 per 1000 bricks, 50 cement bags at Rs 250 each, 40 stone slabs at Rs 100 each, 4 door and 36 window frames at Rs 250 each, 60 wooden beams at Rs 650 each, 1000 rafters at Rs 65 each, wooden patties for roof 20 quintals at Rs 1500 each, 10,000 roof tiles at Rs 8 each, wood and labour for doors Rs 10,000, construction masons and labour Rs 90,000, sand 20 loads at Rs 400 each, gravel 10 loads at Rs 1700 each, construction consumables Rs 10000, paint Rs 10,000, 3 iron gates, swings, slides, fabricated structures (costs not estimated). About 50 percent of the work costing Rs 661500 is expected to be completed during 2012-13 and the rest during 2013-14.

It was resolved that the estimated **shortfall of Rs 291,033** will be borne by liquidating fixed deposits and mobilizing additional donations.

Employee matters

It was resolved to recruit a replacement for Ms Raiymati Mandavi, teacher who has recently left the school. It was also resolved to find an experienced music teacher in Kondagaon for the school and to provide the teacher with the necessary conveyance facilities if need be, including the provision of a vehicle or an advance upto Rs 30,000 for purchase of a two wheeler, in order to enable the person to commute and teach at Imlee Mahuaa.

The meeting noted that the current minimum daily wages for the Mahatma Gandhi National Rural Employment Guarantee Scheme in Chhattisgarh was Rs 122.5. The rate has usually increased annually between Rs 20 and 35 Rupees during the last few years a year depending on the inflation. Thus towards the end of the current year, the rate is expected to be in the region of Rs 150. At the current rate the minimum monthly remuneration translates to Rs 3675 for a full time employee. Imlee Mahuaa staff members are currently paid Rs 4000 per month for full time work and Rs 2000 per month for part time work.

Salaries of teachers with 2-3 years' work experience and who have passed their class 12 or who are graduates but who have not passed their B Ed or D Ed examinations in private schools in the Kondagaon region are between Rs 2000 and Rs 6000 per month. Minimum salaries of Government teachers with similar qualifications and with no work experience are in the range of Rs 10,000 per month.

In this light, it was resolved to remunerate all full time (48 hours per week) staff working in Imlee Mahuaa at the rate of Rs 6000 per month and all part time (24 hours per week) staff working in Imlee Mahuaa at the rate of Rs 3000 per month effective April 1, 2011

Change of name of the school

The Board was apprised of the fact the though the school in Bastar had been named Imlee Mahuaa Naee Taaleem Centre For Learning, most stakeholders especially the children studying in the school and the community in which the school resided were comfortable calling the school Imlee Mahuaa School or Imlee Mahuaa Vidyalay. After discussion in this light, it was resolved that the name of the school be changed from Imlee Mahuaa Naee Taaleem Centre For Learning to to Imlee Mahuaa School when addressing it in English and Imlee Mahuaa Vidyalay when addressing it in Hindi. It was further resolved to intimate all regulatory authorities such as the District Education Officer Kondagaon, the National Institute Of Open Schooling, NOIDA, and all stakeholders, and to make appropriate changes in the website and stationery of the school forthwith about the change of name.

Travel Policy

The meeting discussed various aspects of how travel should be undertaken for the work of the Trust. Thereafter keeping in mind various considerations such as the not for profit nature of the Trust's activities, costs of travel, the need for equality among all stakeholders, conveniences and inconveniences of travel at different times of the year, safety, etc, it was resolved that:

All travel undertaken for the work of the Trust whether by beneficiaries, staff, members of the Board of Trustees, consultants or any other stakeholder shall comply with the following policy guidelines. If any exceptions are required to be made to this policy then they will preferably be made after obtaining approval of the Board of Trustees in advance and when that is not possible on a post facto basis. If such approval is not obtained then excess expenditure shall be recovered from the persons who have undertaken the travel.

Policy guidelines:

- No air travel shall be undertaken whether domestic or international and no private vehicles shall be hired or chartered without the prior approval or on an exceptional basis post facto approval of the Board. However buses or other large road transport vehicles may be hired for school excursions and educational tours where necessary.

- On an exceptional basis, private two wheelers or cars of friends and relatives may be used for travel or conveyance provided only the cost of fuel is being borne by Akanksha.
- All travel outside the traveler's place of work including all local conveyance shall be undertaken by the lowest class offered in the respective public transport. However during the summer months of April, May and June, rail travel may be undertaken by three tier air conditioned class provided the journey extends beyond three hours and a substantial part of the journey is being undertaken during the day.
- Travelers shall try and stay with friends and relatives to the extent possible during travel and where it is not feasible in clean and safe budget hotels that are reasonably priced.

It was resolved to review and revise these guidelines periodically after examining the challenges they throw up during implementation and to also have a separate web page on the Akanksha website that exhibited the various policies of the organization.

Review of statutory compliance

The Board reviewed the various matters related to statutory and regulatory compliance that the Trust had to make under Indian laws and noted that it was satisfied that the activities of the Trust were in line with the stated purpose and objects of the Trust in its trust deed and that all the acts of the Trusts complied with the laws and regulations of India. It was resolved to seek an order from the Income Tax Department directing ICICI Bank not to deduct income tax at source on interest accruing on the fixed deposits of the Trust. It was also resolved to file the necessary returns with the Home Ministry under the FCRA Act as soon as the audit is completed.

The Board reviewed the disclosures made by all the members of the Board and noted that none of the Board members or any of their relatives (as defined in the Companies Act 1956) drew any remuneration from the Trust as on the date of this meeting or during the financial year ended on March 31, 2012.

The Board also revisited the matter relating to an approval granted by it to Mr Prayaag Joshi for use of the kitchen facilities of Imlee Mahuaa (where meals are prepared for the school children and members of staff on school days) and the kitchen consumables bought for the school for his personal consumption also after school hours and on weekends in lieu of the School's using two rooms in his residence as classrooms and for the school's office. The meeting noted that no disclosure needed to be made as there was an equal exchange of value and no net value accrued to Shri Joshi.

The Board also noted that none of its members or any of the members of the staff employed by the Trust had entered into any transactions involving conflicts of interest between the Trust and the members of the Board or the Trust and the staff members.

Attending meetings over the telephone or via video conferencing

The meeting noted that while all members of the Board desired to attend every meeting of the Board, it was getting increasingly difficult to convene meetings at short notice or to ensure that all members were able to attend the meetings. In order to facilitate attendance at meetings of the Board by all its members, it was resolved that if a member of the Board was unable to attend a Board meeting by being physically present at the meeting place but was able to participate in the discussions of such meeting over the telephone or by using video conferencing technology then such act shall constitute presence in the meeting and an appropriate indication regarding the use of telephone or other tool by such member for participating in the meeting shall be made in the minutes.

Uploading minutes of meetings of the Board on the website

Towards ensuring maximum transparency in its work and to also facilitate the needs of the public, government agencies, donors and prospective donors and every stakeholder, the Trust had uploaded all its key documents such as the trust deed, various statutory approvals, the annual accounts, audit reports and reports on activities and photographs of work done on the website of the Trust with the help of late Mr Manoharan. What remained to be done was the uploading of the minutes of the meetings of the Board of Trustees. The meeting discussed the matter and resolved to upload scanned copies of the minutes of the meetings of the Board of Trustees of the Trust too, on a prospective basis, commencing with the minutes of the current meeting. It noted that as scanning of the minutes of the earlier 11 years' meetings would be a mammoth task in itself, which the Trust did not have the human resources to handle. It was therefore resolved to seek volunteers to scan and upload the minutes of all earlier year's meetings too.

Donations to the corpus fund of Akanksha

The Board noted that a sum of Rs 83000 had been received from various donors towards the Corpus of Akanksha. The Board resolved that the said funds should remain invested in bank deposits and only the interest thereon be used for the objects of the Trust in accordance with the wishes and intentions of the donors.

Accumulation of funds under section 11 of the Income Tax Act, 1961

The following resolution was passed unanimously after discussion:

Resolved that the sum of Rs 954,194 - (Rupees ten lakhs thirty seven thousand one hundred and ninety four only) received towards providing relief to the poor, needy and distressed in Society, for providing education and health care to the needy and for the improvement of their standard of living should to the extent lying unutilized as on March 31, 2012 be utilized for such objects during the next five financial years commencing from the financial year 2012-2013 by the Trust and until such utilization is done, such sum should stand invested or deposited in the modes prescribed under Sec 11 and any other relevant Sections of the Income Tax Act, 1961.

Inactive savings bank account with ICICI Bank

Mr Prayaag Joshi explained that in order to fulfill the terms and conditions of a grant (that was later returned by the Trust) received from the National Council of Rural Institutes, Hyderabad, a savings bank account number 603301110592 had been opened with ICICI Bank Limited, Besant Nagar branch about a year ago. However since the grant had been returned within a few weeks of its receipt and there was no other purpose for having the said bank account, it was felt necessary to close the said savings bank account which had become inactive.

In order to facilitate closure of the said bank account, the following resolution was passed unanimously:

Resolved that Akanksha Public Charitable Trust, Chennai should close the Special Savings Bank account number 603301110592 with the ICICI Bank Limited, Besant Nagar Branch, Chennai with immediate effect and that the said Bank be informed that the said bank account be closed and all funds lying in such bank account be immediately transferred into the savings bank account number 000101026230 of Akanksha Public Charitable Trust with ICICI Bank, Chennai and that Mr Prayaag Joshi and Mr Oswin Thayal who are signatories to the said bank accounts be and are hereby authorized to jointly sign the letter necessary for effecting the closure of such bank account and if the ICICI Bank requires any other documentation to be prepared to give effect to the closure of the said bank account, then Shri Prayaag Joshi and Shri Oswin Thayal be and are hereby authorized to sign such documents singly, so as to ensure quick and effective closure of the said bank account.

New savings and fixed deposit bank accounts with State Bank Of India, Tiruvanmiyur, LB Road, Chennai Branch

Mr Prayaag Joshi proposed that in order to spread the financial risks of the Trust, it would be advisable to deposit some of the Trust's funds with a bank other than ICICI Bank and preferably a public sector bank. After discussion it was resolved to open a new savings bank account with State Bank Of India, Lattice Bridge Road, Tiruvanmiyur Branch, Chennai 600041 and the following resolution was passed unanimously:

"Resolved that Akanksha Public Charitable Trust, Chennai should open a new Savings Bank account with the State Bank Of India, Tiruvanmiyur Branch, Lattice Bridge Road, Tiruvanmiyur, Chennai 600041 and the said Bank be informed that Dr Oswin Thayal, Chairman and Trustee and Mr Prayaag Joshi, Trustee shall be signatories to the said bank account and that they are hereby authorized to take all steps that may be necessary to open and operate the said bank account.

Further resolved that the said Bank is hereby directed to honour all cheques, instruments and other directions signed by or on behalf of the Trust singly by either of the two signatories named earlier, except where the amount of the transaction exceeds Rs 100,000 (one lakh only). Where the amount of the transaction so exceeds Rs 100,000 (one lakh only), the Bank is directed to honour all cheques, instruments or other documents provided they are signed by both signatories to the bank account.

Further resolved that where the transaction involves opening of a fixed or term deposit account (whether linked to the said savings bank account or not) in the name of Akanksha Public Charitable Trust with the State Bank Of India by debiting or transferring of funds from the above said savings bank account to the fixed or term deposit accounts, the said Bank is directed to honour all cheques and other directions signed by or on behalf of the Trust singly by either of the two signatories named earlier, except where the amount of the transaction exceeds Rs 500,000 (five lakhs only). Where the amount of the transaction so exceeds Rs 500,000 (five lakhs only), the Bank is directed to honour all cheques, instruments or other documents provided they are signed by both signatories to the bank account.

Both signatories shall sign on any application requiring closing of the savings bank account.

Further resolved that Akanksha Public Charitable Trust, Chennai should open new Fixed or Term Deposit account(s) with the State Bank Of India, Tiruvanmiyur Branch, Lattice Bridge Road, Tiruvanmiyur, Chennai 600041 as may be required from time to time and the said Bank be informed that Dr Oswin Thayal, Chairman and Trustee and Mr Prayaag Joshi, Trustee shall be signatories to the said bank accounts and that they are hereby authorized to take all steps that may be necessary to open and operate the said fixed or term deposit bank accounts.

The Bank is directed to honour all applications for opening the above said fixed or term deposit accounts signed by or on behalf of the Trust singly by either of the signatories named earlier, except where the amount of the transaction or deposit exceeds Rs 500,000 (five lakhs only). Where the amount of the transaction or deposit so exceeds Rs 500,000 (five lakhs only), the Bank is directed to honour all such applications provided they are signed by both signatories to the bank account.

Both signatories shall sign on any application requiring premature closing of the fixed or term deposit accounts irrespective of the amount of the transaction."

Application for renewal of registration under the law on free and compulsory education

The meeting noted that with effect from January 1, 2012, the government of Chhattisgarh had declared Kondagaon as a new district and that the village of Balenga Para where Imlee Mahuaa has been established falls within the jurisdiction of the Kondagaon district administration. Hence the application for registration under the law giving children the right to free and compulsory education upto class 8 now needed to be submitted to the District Education Officer, Kondagaon by Imlee Mahuaa Naee Taaleem Centre For Learning.

The meeting also noted that while an approval had been received for conducting classes as per Chhattisgarh Board pattern upto Class 2, and despite having filed the application for conducting classes upto class 3 had been filed in time last year, the District Education Officer, Jagdalpur had not issued an approval for the same though other schools in the region had received their respective approvals. During the follow up with the officer at various points in time during the year, the officer and his staff had confirmed that while the letter of approval was ready, they were unable to give it at that point in time because the support staff were on strike or because they could not find the file. The meeting noted that a demand for a bribe had been made for Rs 1000 by the section officer Mr Shakeel to the Principal of the school, Mr Prayaag Joshi during the first year's follow up visit by Shri Joshi who had rejected the demand to pay such sum for processing the file. The meeting noted that this could also perhaps be the reason why the approval letter for the current academic year had not yet been received by the school.

The following resolution was passed unanimously after due discussion on the subject:

Resolved that Imlee Mahuaa Naee Taaleem Centre For Learning, Balenga Para may conduct classes between Pre-Primary (Arun) and Primary (Class 4) during the academic year 2012-13 and that all the members of the Board of Trustees – Shri Oswin Thayal, Shri Khodadad Moradian and Shri Prayaag Joshi are hereby authorised to prepare and sign singly all papers and make all applications, declarations and affidavits as may be required for seeking or renewing affiliation / approval / registration / permission of the District Education Officer, Kondagaon for renewing the registration of the school under the law on free and compulsory education for children. It was further resolved that such application be prepared forthwith and filed on or before April 30, 2012 being the last date for filing such application.

There being no other matter on the agenda, the meeting was declared closed with a note of thanks to the Chair.

Dr Oswin Thayal
Chairman

Akanksha Public Charitable Trust
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The minutes of the meeting of the Board of Trustees of Akanksha Public Charitable Trust held at the office of the Trust at B-404, the Atrium, 49, Kalakshetra Road Thiruvanmiyur, Chennai 600 041 on March 31, 2013 at 10.00 a.m.

Present:

Mr Khodadad Moradian (on the telephone)
Mr Oswin Thayal
Mr Prayaag Joshi

Mr. Oswin Thayal chaired the meeting.

Chairman of the Board

Mr Oswin Thayal proposed that he had been the Chairman of the Board of Trustees for several years now, and that he felt that the Chairman's office should be held by rotation on a periodical basis. He therefore wished to step down from the office of Chairman of the Board of Trustees and would like to continue just as a trustee. The meeting discussed the matter and agreeing with his suggestion, appointed Mr Khodadad K Moradian as the Chairman of the Board from the next meeting and thanked Mr Oswin Thayal for his valuable contribution to the Board of Trustees as its current Chairman.

The meeting also resolved that while the minutes of all the meetings of the Board of Trustees would be approved and signed by the Chairman, it shall be sufficient and proper if any two of the three trustees sign the audited financial statements and the notes to the statements and it shall not be necessary for the Chairman to sign such statements and notes.

Review of activities

The meeting noted that all regular activities of the Trust were being carried out.

Mr Prayaag Joshi briefed the meeting regarding various operational matters and the meeting discussed the same and took various decisions.

The meeting noted that the Trust had undertaken the following work during the year :

a. 13 children living in Chennai and hailing from economically weak families had been identified and were now being supported by the Trust for their educational expenses.

b. The trust had sponsored a total hip replacement surgery and medical expenses of three individuals resident in Kibai Balenga village, near Kondagaon, Chhattisgarh. All individuals hailed from economically weak families.

c. The trust had sponsored solar powered lanterns for twelve children studying in classes 10 and 12 in Balenga Para and Sadaadi villages.

d. The trust started an evening educational program for young and old people living in Balenga Para who were interested in learning to read, write and do math, but couldn't attend school as they had domestic responsibilities. We currently have 5 regulars in this evening program, three of whom attend classes in the local government school during the day and come to our evening classes to get help in English and math. The other two students have never been to school before.

e. The educational work at Imlee Mahuaa School had progressed well during the year. The school had been able to get a substantial part of the physical infrastructure required for its activities constructed during the year. During the year two new classrooms, a pottery, an amphitheatre, a boundary wall, a small office and sitting areas under trees had been constructed. Work related to the roof for the amphitheatre, constructing a slide, swings and a tank for making manure with the help of earthworms still remained and was expected to be completed during the year 2013-14.

   The educational program had also been suitably modified to make it more relevant to the needs of the children who studied at the school. Children were taking on increasingly independent, participative and responsible roles at school and it was decided to take further initiatives during the new academic year in enabling children to deepen their stakes in their own education. Some of the roles that the children had already taken on during the year that had gone by were having unsupervised classes for certain subjects on a regular basis, buying the school's requirement of vegetables and some food items at the local weekly market, and regulating each others' behavior through measures that they controlled.

The School proposed to write to the National Institute of Open Schooling, NOIDA with whom it was accredited as a study centre to renew its accreditation beyond April 1, 2013.

Teachers at Imlee Mahuaa School were taking necessary steps to secure admission into recognized D Ed and B Ed courses and to complete such courses wherever they had already taken enrolled for them, in order to fulfill the requirements of the law on compulsory education. The school had obtained permission from the District Education Officer, Kondagaon for holding classes up to Grade V.

As on March 31, 2013, 34 children studied at Imlee Mahuaa School from pre-primary to class 4. The school expected to admit about 3-5 students during the new academic year commencing on April 1, 2013.

During December 2012, a short workshop in teaching science was held for the staff of the school by Mr Himanshu Srivastava, a doctoral fellow at the Homi Bhabha Centre For Science Education. During the two day workshop, the staff and Mr Srivastava discussed and formalized a broad framework for the science program of the school. We could not have a mathematics training workshop this year as Mr Arun Mavalankar our trainer took ill.

During February 2013 Mr Prayaag Joshi attended the Alternative Education Network's meeting at Centre For Learning, Bangalore. He briefed the meeting regarding the learning and discussions that took place at the meeting. He also shared with the meeting feedback received during meetings with donors and prospective donors in Chennai and Pune and insights gained from meetings in Jaipur with manufacturers of gas fuelled kilns for the pottery and terracotta work in the school.

Many more children had learned to ride bicycles during the year, and the school expected to provide them too with bicycles for their commute to school.

A review of the working of Imlee Mahuaa and other work of the trust was done and the meeting expressed satisfaction about the work that was being done.

Finalization of Accounts, Annual Report, Appointment of Auditors

The trustees reviewed the activities for the year and also noted that the draft accounts for the financial year ended on March 31, 2013 had been prepared and submitted to the auditors for their audit and opinion. Nominal revisions were expected to the financial statements on April 2, 2013 when the Trust was expecting to receive confirmations from banks regarding the interest income for the year. The accounts and annual report were reviewed and approved by the meeting.

It was noted that the annual report contained the necessary disclosures that facilitated transparency and accountability as recommended by the Credibility Alliance Norms. The meeting resolved to continue to make such disclosures to the maximum extent possible recommended irrespective of whether there was any legal or other obligation on the Trust to do so.

The meeting also resolved that M/s Velu Muthu Associates, Chartered Accountants, Chennai be and are appointed as the auditors of the trust for the financial year ending on March 31, 2014.

Plans and budgets for 2013-14

Plans for the work to be carried out during the year 2013-14 were presented to the meeting. This included details of the various activities that the Trust would undertake. A budget for the activities was also presented for carrying out the activities listed in the plan. Both the plan and the budget were discussed and approved by the meeting as follows:

The plan for 2013-14 for Imlee Mahuaa included completing and finishing the work of constructing the physical infrastructure for the school, admitting about 3-5 children in the new academic year, helping the teachers clear the Teacher Eligibility Tests and entrance tests for the diploma and graduate programs in education, taking the children and staff on a tour of organizations doing relevant work in North India, a yoga workshop for the children, training programs in mathematics, sciences and social sciences with help from HBCSE and Ekalvya, Hoshangabad, changes to the curriculum to make it more relevant to the children and making them more self reliant in their own learning and education, increments in remuneration of staff members, etc.

The plan also included continuing with the support of educational needs of the 13 children in Chennai, identifying more such children during the current year, supporting Raghunath Dehari, Mahesh Baidh, Ramendra Mandavi, Shankar Netam and any other such people in need for their medical expenses, continuing the work of the health centre and if possible identifying a doctor who would be willing to relocate to Balenga Para to build and lead the work of the health centre, and further strengthening the night school program.

The budget of incomes and expenses for the year ending on March 31, 2014 was presented reviewed, discussed and approved as follows. It was noted that the budget for the year 2013-14 was based only on committed incomes and donations and did not include any contingencies on either account.

Estimated Income

Particulars of Income	Unaudited income for the FY 2012-13 (Rs)	Budgeted income for the FY 2013-14 (Rs)	Remarks
Donations	843000	837500	Regular donors - Mr D K Oza Rs 1000, Dhananjay Date Rs 60,000, Vinod Agarwal Rs 150,000, Nilubhau Limaye Foundation Rs 15,000 and Ernst & Young Foundation Rs 611,500
Interest income	138308	77500	@7.75 percent on Rs 10,00,000 fixed deposits
Shortfall	718840	391000	To be met by liquidation of reserves or mobilizing additional donations
Total	**1700148**	**1306000**	

Estimated expenses

Particulars	Unaudited expenditure for the year 2012-13 (Rs)	Budgeted expenditure for the year 2013-14 (Rs)	Remarks
Educational Aid	162321	228500	Existing eleven school going children and two

			college students in Chennai 2012-13 fees plus 10 percent and 5 new children
School premises and maintenance	704472	100000	Estimated cost of completing the unfinished infrastructure related work and ongoing maintenance
School meals	168804	186000	10 percent inflation over last year
Medical Relief	148335	180000	One doctor's and one nurse's salary @ Rs 40,000 pm for three months, initial set up costs of clinic Rs 30,000, ongoing costs of medicines, etc Rs 30000.
Communication costs	11683	12500	5 percent inflation over last year
School Supplies	215241	226000	5 percent inflation over last year
Staff Costs	257214	266000	2 full timers at Rs 7000 per month and 2 part timers at Rs 3500 per month, 1 part timer @ Rs 3500 per month for 4 months
Staff Training	-	15000	10 trainer days at Rs 1500 per day's honorarium

Travelling (Board)	16233	20000	Includes travel for meetings and with children on excursion
Travelling (Staff)	3282	12000	A ten day trip for 3 staff members to travel with the children @ Rs 4000 per staff member
Travelling (Beneficiaries)	2045	48,000	A 10 day trip to New Delhi and to Lakshmi Ashram, Kausani @ Rs 3000 per child for 16 children
Audit Fee	10000	11,000	-
Bank Charges	518	1000	
TOTAL	**1700148**	**1306000**	

It was resolved that the estimated **shortfall of Rs 391000** should be financed by liquidating fixed deposits and mobilizing additional donations.

Employee matters

Salaries of teachers with 2-3 years' work experience and who have passed their class 12 or who are graduates but who have not passed their B Ed or D Ed examinations in private schools in the Kondagaon region are between Rs 2000 and Rs 8000 per month. Minimum salaries of Government teachers with similar qualifications and with no work experience are in the range of Rs 10,000 to 12000 per month.

In this light, it was resolved to remunerate all full time (48 hours per week) staff working in Imlee Mahuaa at the rate of Rs 7000 per month and all part time (24 hours per week) staff working in Imlee Mahuaa at the rate of Rs 3500 per month effective April 1, 2013 and to remunerate persons who worked as employees for different numbers of hours per week at salaries determined proportionately.

Travel Policy

All travel expenses were examined by the meeting and it was noted that expenses on travel had been incurred as per the travel policy of the trust except in a couple of instances where private transport had to be booked for transporting patients to hospitals on an emergency basis and in a single instance where travel by air conditioned class had been undertaken at the end of March 2013. These matters were discussed and post facto approval was accorded to such expenses.

Review of statutory compliance

The Board reviewed the various matters related to statutory and regulatory compliance that the Trust had to make under Indian laws and noted that it was satisfied that the activities of the Trust were in line with the stated purpose and objects of the Trust in its trust deed and that all the acts of the Trusts complied with the laws and regulations of India.

It was resolved to seek an order from the Income Tax Department directing ICICI Bank and State Bank of India not to deduct income tax at source on interest accruing on the fixed deposits and savings deposits of the Trust. It was also resolved to file the necessary returns with the Home Ministry under the FCRA Act as soon as the audit is completed.

The Board reviewed the disclosures made by all the members of the Board and noted that none of the Board members or any of their relatives (as defined in the Companies Act 1956) drew any remuneration from the Trust as on the date of this meeting or during the financial year ended on March 31, 2012.

The Board also noted that none of its members or any of the members of the staff employed by the Trust had entered into any transactions involving conflicts of interest between the Trust and the members of the Board or the Trust and the staff members.

Accumulation of funds under section 11 of the Income Tax Act, 1961

It was decided to hold a meeting on April 3, 2014 to pass necessary resolutions regarding accumulation of funds under section 11 of the Income Tax Act, 1961 and to take up any other matters that may be necessary.

Application for renewal of registration under the law on free and compulsory education

The meeting noted that the District Education Officer, Kondagaon had given an approval to Imlee Mahuaa School for conducting classes up to Grade 5 as per the Chhattisgarh pattern. A new application needed to be made and submitted on or before April 30, 2014 to ensure continuity in the application and approval processes.

The following resolution was passed unanimously after due discussion on the subject:

Resolved that Imlee Mahuaa Naee Taaleem Centre For Learning, Balenga Para may conduct classes between Pre-Primary (Arun) and Primary (Class 5) during the academic year 2013-14 and that all the members of the Board of Trustees - Shri Oswin Thayal, Shri Khodadad Moradian and Shri Prayaag Joshi are hereby authorised to prepare and sign singly all papers and make all applications, declarations and affidavits as may be required for seeking or renewing affiliation / approval / registration / permission of the District Education Officer, Kondagaon for renewing the registration of the school under the law on free and compulsory education for children. It was further resolved that such application be prepared forthwith and filed on or before April 30, 2013 being the last date for filing such application.

There being no other matter on the agenda, the meeting was declared closed with a note of thanks to the Chair.

Dr Oswin Thayal
Chairman