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Date: 25 Mar 2017

**MINUTES OF THE ANNUAL BOARD MEETING**  
**TODDLERS TRANSFORMATION RURAL EDUCATIONAL SOCIETY**  
**DEVINDER VIHAR, SECTOR-56, GURGAON, HARYANA ON 25 MARCH 17**

An annual meeting of members was held on The 25<sup>th</sup> Day of March 2017 at H.No. 3067, Sector -56, Devinder Vihar, Sector-56, GURGAON, HARYANA. Following Members were present:-

<u>Name</u>	<u>Designation</u>
Mrs. Rupa Chauhan	President
Major General Rajendra Pal Singh	Vice President
Mr. Hemant Swaroop	Secretary
Mrs. Vijay Laxmi	Joint Secretary
Mrs. Neena Goyal	Treasurer
Mr. Anshumali Saxena	Executive Member
Mr. Tonya Koyu	Executive Member
Mr. Wobamo Chenithung Humtose	Executive Member
Mr. Laishram Bhimsen Singh	Executive Member

1. The meeting commenced at 02:30 pm with a welcome note by the president Mrs. Rupa Chauhan. She brought to the attention that the proposed Agenda Points would be taken up in the meeting and she urged all members to be attentive and view each item from both the individual perspective and from the long term organizational perspective. The Agenda Points discussed are as mentioned in succeeding paras.

2. **Agenda No 1 : Vernacular Language Teachers**

Mrs Vijay Laxmi proposed that there is a need to incorporate Vernacular language teachers so that pupils can understand the teachings in a better way. She emphasized on the need to strengthen the base of the child in smaller/ pre primary classes for which local language teachers are the pre requisites. Members welcomed this agenda point wholeheartedly.

3. **Agenda No 2: Approval of Audit Report for the Financial Year 2017-18.**

Maj Gen Rajender Pal Singh, the Vice President gave out the annual audit report to the members. Financial report for the year 2017-18 was also put up to each member. The Vice President explained the various income and expenditure heads. The distribution of assets was noted and the expenses were compared to the previous year. There being no observation from any member the report was passed.

4. **Agenda No 3 : Activity Based Learning**

Mr Tonya Koyu recommended to include activities to enhance learning. He sought suggestions from the members as to how activity based learning can commence in the teachings. Numerous ideas were put forward by the members. It was decided that endeavour would be made to make each class activity oriented for better assimilation.

5. **Agenda No 4 : Accounts Update.**

Mrs Neena Goyal, the Treasurer, gave out a detailed account update. The expenditure incurred and income accrued was explained by the treasurer in detail. It was felt that the organisation is barely able to meet its objective due to meagre resources and limited funding. Members were requested to put in an effort to generate funding. All the members assured that they all will interact with the environment and request the people living in the vicinity to contribute towards this noble cause.

7. **Agenda No 4 : Annual Review of Administrative Matters.**

Mrs. Vijay Laxmi, the Joint Secretary, gave out the Annual Administrative review report. A detailed discussion on the legal and administrative matters, completed during the past year, was held. All the members complimented the efforts of the Joint Secretary in maintaining the administrative acumen of the organisation.

8. **Conclusion.**

The dates for the next Annual Board meeting was discussed and confirmed for the 25<sup>th</sup> to 26<sup>th</sup> March 2018. All agreed that the attendance of the full board is critical. The meeting concluded at 4:30 p.m. with a vote of thanks by Mrs Rupa Chauhan.