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Date: 26 Mar 2018

MINUTES OF THE ANNUAL BOARD MEETING
TODDLERS TRANSFORMATION RURAL EDUCATIONAL SOCIETY
DEVINDER VIHAR, SECTOR-56, GURGAON, HARYANA ON 26 MARCH 18

An annual meeting of members was held on The 28TH Day of March 2020 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 1330h with a welcome note by Mrs. Rupa Chauhan, the President of Toddler's Transformation Rural Educational Society. 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: 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. Items of significance were especially noted. Mr Hemant Swaroop proposed a change in the external annual auditors. He supported this by citing the industry standards of changing auditors on a periodic basis. The aim was to maintain a balance between having fresh eyes to review and advice against the benefit of having an entity that knew you and could advise based upon that knowledge. The point was agreed by all the members.

3. **Agenda No 2 : Book Donations.**

The President emphasized on the need to provide free books to the students particularly, from rural areas for carrying out their studies properly. She intimated that, the society, in pursuance of its policy to promote education, plans to institute **A Book Donation Scheme** in schools and Housing societies to cater to the educational needs of children of parents living below poverty line. President urged the members to work proactively towards this aspect and give wide publicity in the school and group housing societies in their neighbourhood. The agenda point was accepted by the members of the society unanimously.

4. **Agenda No 3 : Accounts Update.**

Mrs Neena Goyal, the Treasurer, gave out a detailed account update. She placed the following proposals before the members:-

- (a) Account balance sheets/statements must be put up to the Vice President / Secretary every quarter.
- (b) Annual audit report must be sent to all the members.
- (c) Society funds must not be spent on conveyance or food etc for the members. It should be strictly spent on the students.

5. The proposals in Agenda No 3 were accepted by all the members except Mr Tonya Koyu who was of the opinion that management of account should be the primary responsibility of the Vice president and hence the balance sheets should be put up to the Vice President every month. President informed that decision will be taken on this issue after a deliberate discussion in the near future.

6. **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. The members were interested in the 80G filing that would allow for public and private contributors to enjoy a tax benefit from contributions as it greatly assists in obtaining funds from Indian individuals, organizations and foundations. The President clarified that all the donations made to the society are exempted under Section 80G.

7. **Conclusion.**

The dates for the next Annual Board meeting was discussed and confirmed for the 22th to 23th March 2019. All agreed that the attendance of the full board is critical. The meeting concluded at 4 p.m. with a vote of thanks by Mrs Rupa Chauhan.