

**MINUTES OF THE ANNUAL GENERAL BODY MEETING OF
THE ASSOCIATION FOR PROMOTING SOCIAL ACTION (APSA)**
Date: 20th September 2014 Venue: APSA Dream School, Bangalore

Board members present

<i>Member's Name</i>	<i>Designation</i>
Mr. P. Lakshapathi	Secretary
Mr. R. Shankar	President
Ms. Sheila Devaraj	Treasurer
Mr. Mukunda T.	Board of Directors
Mr. Nagendra	Board of Directors
Mr. Alan Batchelor	Board of Directors
Dr. Swarup Kumar	Board of Directors
Mr. Venkatachalam	Board of Directors
Ms. Saritha	Board of Directors

Ex-Officio members present

<i>Member's Name</i>	<i>Designation</i>
Mr. Ramkumar	Ex-Officio Member
Mr. I.S. Patil	Ex-Officio Member
Ms. T.S. Vishalakshi	Ex-Officio Member
Mr. Srinivas Reddy	Ex-Officio Member

Invitees

Ms. Aisha Surany Raman	Communications Officer, APSA (documenting proceedings)
Ms. Uma Devi	Senior Administrator, APSA (presenting updates on the Kanakpura land conversion & building progress)

Agenda for the Day's Meeting

<i>Agenda No.</i>	<i>Agenda Particulars</i>
Agenda 1	Sharing and Approval of Minutes of Previous Board Meeting
Agenda 2	Program Update for 2014 (New MoUs, Proposals and Plans)
Agenda 3	Resignation and Appointment of Two New Members for the Managing Council
Agenda 4	Presentation of Audited Accounts and Financial Update for 2013-2014
Agenda 5	Presentation of Plans under 4 Thematic RBMs for New Project Period 2014-18
Agenda 6	Kanakapura Land Conversion – Process and Current Progress
Agenda 7	Suraksha Centre & Non-Formal School – Construction Progress and Inaugural Plans for 14 th November 2014
Agenda 8	FCRA Renewal – Submission of Renewal Application Before 2015
Agenda 9	Resolutions to be Passed: 9.1: Appointment of Auditors 9.2: New Managing Council Member 9.3: Operation of APSA's Bank Accounts 9.4: Opening of New Bank Account 9.5: Approval of Salaries for Executive Director and Director of APSA 9.6: Closure on Small Loan Amounts to Ex-Students and Ex-Employees
Agenda 10	Submission of Annual Report and Audited Statement of Accounts for Renewal of Registration in Telangana State

Agenda 11	Submission of Income Tax
Agenda 12	Dream School Land Legal Status
Agenda 13	APSA's New Website
Agenda 14	Any Other Agenda with the Permission of the Chair

The meeting commenced with a welcome by Mr. Lakshapathi, Executive Director of APSA. Ms. Sheila Devaraj briefly explained the reasons for the absence of other Board members, stating that Mr. Swarup Kumar and Mr. Alan Batchelor were travelling and that other Board members were engaged in important professional commitments.

Agenda 1: Sharing and Approval of Minutes of Previous Board Meeting

Ms. Sheila Devaraj read out the minutes of the previous Board meeting. The Board members present pointed out corrections to be made to the minutes, which were duly noted. There was a brief discussion about the reduction in the juvenile age from 18 to 16, and Mr. Shankar Reddy confirmed a recent newspaper article on the same. In response to a query on the NIOS Syllabus for the Dream School, Mr. Lakshapathi stated that although the Dream School students were currently registered through Spastics Society, a registered NIOS Centre, APSA was also making efforts to get its Dream School registered as a NIOS Centre. With no further queries, the Board members present approved and ratified the minutes of the previous Board meeting.

Mr. Lakshapathi then informed the AGM of APSA's new initiatives and partnerships with new organizations, as well as information that the Annual Report for 2013 was ready for printing. With regard to APSA's HR Policy, Mr. Mukunda suggested that staff working with projects having less than 5 years' duration be deputed to other projects when the contracts for these expired. He also suggested that the salaries of employees under projects that did not provide gratuity be split and a portion be deposited as gratuity into a common account for the purpose, which could be paid to outgoing employees.

Agenda 2: Program Update for 2014 (New MoUs, Proposals and Plans)

Ms. Sheila Devaraj presented the programs for the half-year (January to June 2014). Mr. Lakshapathi explained to the Board about the I-Partner Project under which 3 staffs from APSA were deputed to the Government Girls' Home to work with around 200 girls. He also informed the board that the project would be shifted to the Kanakpura Suraksha Centre once construction was completed.

Mr. Lakshapathi also informed the board about the Memorandum of Understanding (MoU) documents signed with OXFAM, Partnership Foundation, Zurich Financial Services, Childline India Foundation and the APSA PLAN Project at Hyderabad, as well as proposals for new program periods to FORUT and PLAN India.

With no further clarifications, the Program Report for the half-year January to June 2014 was ratified by the Board members present.

Agenda 3: Resignation and Appointment of Two New Members for the Managing Council

Mr. Lakshapathi informed the Board that Ex-Officio members representing Institutional and Outreach programs Mr. I.S. Patil and Ms. T.S. Vishalakshi had completed their term on the Board. He requested the Board members present that new Ex-Officio members representing Institutional and Outreach programs take the place of Mr. Patil and Ms. Vishalakshi. Ms. Usha V.G. (Institutional) and Ms. Chitravathi (Outreach) were suggested as possible new members. Mr. Patil suggested Ms. Manjula's name as Outreach representative, given her long-standing work experience with APSA.

The Board approved the presence of Ms. Usha V.G. as Institutional representative (Ex-Officio) and Ms. Manjula as Outreach representative (Ex-Officio) on the APSA Managing Council.

Agenda 4: Presentation of Audited Accounts and Financial Update for 2013-2014

Mr. Lakshapathi read out the funds collected under the various APSA projects.

In response to a query on fund bifurcation under the FORUT project, Mr. Lakshapathi stated that 80% of the funding under the project came from NORAD, while the remaining 20% was raised by FORUT from local sponsors. He further stated that another funding Partner, Zurich Insurance was in its final year of funding for APSA, but that the organization was keen to have the project carried forward by corporates, a move that had not proved successful thus far.

With no further queries, the Board ratified the Audited Accounts for 2013-2014.

Agenda 5: Presentation of Plans under 4 Thematic RBMs for New Project Period 2014-18

Mr. Lakshapathi presented the 4 Thematic RBMs for the new FORUT-funded project period 2014-2018. He also explained the various communications between FORUT and NORAD on partner funding and the shift of emphasis from Child Rights, Gender and Youth to mainstreaming issues of Alcohol & Drugs through the remaining 3 RBMs in accordance with NORAD's perspective.

Agenda 6: Kanakapura Land Conversion – Process and Current Progress

Ms. Uma Devi, Senior Administrator of APSA was invited by Mr. Lakshapathi to give the Board an update on the conversion status of the Kanakapura land. Ms. Uma stated that 80% of the conversion process had been completed. Prior government approval had already been obtained from the Kanakapura Forest Department and other relevant departments. Approval was now awaited from the Ramnagar Tahsildar and the Bannerghatta Forest Reserve Department, on receipt of which the District Commissioner would be approached for obtaining the final approval.

Agenda 7: Suraksha Centre & Non-Formal School – Construction Progress and Inaugural Plans for 14th November 2014

Mr. Lakshapathi informed the Board members present that:

- Floor and roofing tiles were being put in
- 120 plants and tree saplings, including fruit-bearing, medicinal and flowering as well as shade-giving tree saplings had been purchased to be planted around the campus
- The Developer and the Architect had both assured APSA that they would meet the deadline of 30th October for completing construction
- A 22-member team from Norway would be coming to APSA on 8th November and would stay till the inaugural of the Centre

Mr. Lakshapathi also informed the Board that the Asane Folk High School, Norway had raised around 53 lakhs and FORUT's contribution was 30 lakhs towards the project. He concluded by tendering a warm invite to Board members present for the inaugural to be held on 14th November.

Agenda 8: FCRA Renewal – Submission of Renewal Application Before 2015

Mr. Lakshapathi stated that an application for renewal of FCRA would have to be submitted to the Ministry of Home Affairs before 2015. The Board approved the same and unanimously passed a resolution authorizing renewal of APSA's FCRA registration.

Agenda 9: Resolutions to be Passed

The following resolutions were passed by Board members present:

9.1: Appointment of Auditors

As the renewal of APSA's FCRA was due in 2015, the Board passed a unanimous resolution to re-appoint APSA's existing Auditor Mr. G.R. Venkata Narayana as Statutory Auditor for the Financial Year 2014-2015.

9.2: New Managing Council Member

Mr. Lakshapathi proposed the name of Mr. Gurudas Bhatt, former CEO of the Construction Workers' Welfare Board and Additional Commissioner for Labour, Dept. of Labour, Govt. of Karnataka as a new General Body-cum-Managing Council Member. He also informed the Board that Mr. Bhatt was currently involved in some small capacity with Sangeetha Karnataka.

The Board approved the name of Mr. Gurudas Bhatt as new Managing Council Member. Mr. Lakshapathi further stated that a letter would be prepared and sent to Mr. Gurudas Bhatt, formally inviting him to become a member of the Managing Council on APSA's Board.

9.3: Operation of APSA's Bank Accounts

The Board members present passed a unanimous resolution authorizing Mr. P. Lakshapathi, Secretary, and Ms. Sheila Devaraj, Treasurer, to jointly operate the following two organizational bank accounts for the Financial Year 2014-2015:

- Bank account with State Bank of India, Bible House Branch (R.P. Road), Secunderabad, Telengana
- Bank account with Andhra Bank, Indiranagar Branch, C.M.H. Road, Bangalore, Karnataka

9.4: Opening of New Bank Account

The Board passed a unanimous resolution authorizing opening of a bank sub-account for the APSA Rainbow Home Project supported by Partnership Foundation, The Netherlands, at The State Bank of India, Bible House Branch (R.P. Road), Secunderabad, Telengana.

It was further resolved to authorize Mr. P. Lakshapathi, Secretary, and Ms. Sheila Devaraj, Treasurer to jointly operate this account.

9.5: Approval of Salaries for Executive Director and Director of APSA

The Board passed resolution, approving the salary of Rs.45,722/- for Mr. P. Lakshapathi, Executive Director and Rs.35,769/- for Ms. Sheila Devaraj, Director of APSA.

9.6: Closure on Small Loan Amounts to Ex-Students and Ex-Employees

Mr. Lakshapathi stated that a small loan had been given to Ms. Geetha (an orphan who came under APSA's care) on the occasion of her marriage, which had not been returned. He stated that there were 3-4 such cases, which were continually reflected in the APSA accounts annually. He requested the Board to approve closure of such loans.

The Board unanimously approved the move to close pending small loan amounts.

Agenda 10: Submission of Annual Report and Audited Statement of Accounts for Renewal of Registration in Telangana State

Agenda 11: Submission of Income Tax

Mr. Lakshapathi informed the Board that the procedures for submitting the annual report for 2013 as well as the audited statement of accounts for renewal of APSA registration in the newly-formed

Telangana state had already been completed. He also stated that APSA had filed returns towards Income Tax for the Financial Year 2013-2014.

Agenda 12: Dream School Land Legal Status

Mr. Lakshapathi gave the Board members present the background to purchase of the Dream School. He stated that FORUT had given a 20-lakh grant to APSA to be invested in any income-generating project, as they had wanted to withdraw funding prior to purchase of the Dream School land. Of this amount, 10 lakhs was invested in land in Kundapur (now sold) and 10 lakhs was utilized to purchase the land on which the Dream School currently stood. However, the Revenue Department was insisting that the land belonged to the larger government lakebed area.

Mr. Lakshapathi further explained that:

- A letter from the K.R. Puram Municipal Council had exempted APSA from tax on the land and building, resulting in non-payment of tax for many years.
- However, due to this, APSA was unable to obtain government khata or sanction documents. Although APSA had the Sale Deed and Encumbrance Certificate, the organization didn't have the 'Paani' (primary mother deed going back to the first buyers of the land)
- The Revenue Department was insisting that the documents with APSA were forged copies, given by the original owner, that the land was government land, and stated that they were going to file a case against the previous owner
- APSA had not been able to get a stay order from the Court, given the non-availability of proper documents
- APSA was confident of garnering community support, as the local MLA had assured the organization that the Dream School would continue to stand

Mr. Mukund, Board member responded that as APSA had a presence in the area for more than 15 years, obtaining a stay order from the Court would be easier; the organization could take a stand stating that funds from APSA's foreign donor had been utilized in good faith. However, Mr. Lakshapathi reiterated that APSA's lawyer had asked the organization to proceed cautiously in the matter.

The Board members also directed APSA to provide proper fencing around the Dream School, to keep out trespassers.

Agenda 13: APSA's New Website

A draft version of APSA's new website was displayed for the Board members' approval and suggestions. While approving the design, the Board also suggested adding information on CSR initiatives, testimonials, awards garnered by APSA, media clippings, case studies and success stories.

Agenda 14: Any Other Agenda with the Permission of the Chair

Mr. Lakshapathi informed the Board that:

- A draft cover page for APSA's Annual Report 2013 had been designed, and that a copy of the report would be put on the new website. Mr. Mukund suggested putting up a summary of the annual report instead of the full-length one.
- FORUT had asked APSA to print their calendars for 2015 and prepare a Christmas letter. APSA would be posting both these documents to all FORUT's sponsors in December 2014.
- ICICI Bank had approached APSA on giving group loans to APSA's SHGs at 14% interest of which 2% would be given to APSA as commission. APSA had instead requested that the 2% be reduced in the interest amount, bringing it down to 12%, to which ICICI Bank had agreed.

The meeting concluded with a vote of thanks to all present.

P. Lakshapathi
Secretary, APSA Managing Council
Executive Director, APSA

Sheila Devaraj
Treasurer, APSA Managing Council
Director, APSA

APSA, Bangalore