

**Access livelihoods Consulting India Private Limited**  
Minutes of the Special Board of Directors Meeting

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Date: 10<sup>th</sup> Apr 2006

**Present:**

1. GV Krishnagopal – Director
2. G. Satyadeva Prasad – Chief Operating Officer

**Issues & Decisions**

1. **New Name** – The Board is happy to note that the new name has been approved and certificate has been issued.
2. **Resignation of Ms Taru Paliwal** – As per the resignation letter received from Ms Taru Paliwal she would like to relinquish her responsibilities as CEO of ALCI by 30<sup>th</sup> Apr 2006. The resignation is due to personal reasons. Subsequently she has also requested to divest from the company. The Board has considered her resignation letter dated 3<sup>rd</sup> Apr 2006 and accepted it. Accordingly she has been instructed to settle all her accounts before 15<sup>th</sup> May 2006. The share capital will be converted in to deposit on her behalf redeemable after one year that is on 1<sup>st</sup> May 2007. In the event of resignation, the board has decided that she will further not participate in any Board Meetings held after 3<sup>rd</sup> Apr 2006 and will not be part of decision making process.
3. **Delegation of Responsibilities** – The Board has decided to delegate the following responsibilities to Mr Satyadeva Prasad, COO, ALCI –
  - a. To recruit qualified human resources for the organization based on the demand as approved by Board of Directors.
  - b. To incur expenditure as per requirement prudently up to an amount of Rs 25,000. However, the Board shall be informed about the purchases and expenditure incurred in case of amounts exceeding Rs 10,000.
4. **Purchases** –
  - a. Mr Satyadevaprasad is delegated the powers to take purchase decisions related to organization with financial limits as specified above.
5. **Delegation of Responsibilities** – Mr Murthy, Consultant is delegated to incur all prudent expenditure and purchases on behalf of the organization up to Rs 2,000. However, purchases and expenditure above Rs 2000 up to Rs 5,000 can be taken up after informing and obtaining oral approval Mr Satyadevaprasad, COO.
6. **Payment Revision** – From the month of April, 2006 Mr Satyadevaprasad and Mr Krishnagopal will be paid Rs 1500 per day of service rendered to the organization up to a maximum of 25 days in a month.

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Minutes of the Board of Directors Meeting

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Date: 13<sup>th</sup> May 2006

**Present:**

1. GV Krishnagopal – Director
2. G. Satyadeva Prasad – Chief Operating Officer

**Issues and Decisions**

1. Bank balance – The bank balance as on 13<sup>th</sup> May, 06 is Rs. 141,000.
2. The Board has noted the following points -
  - New office of ALCI has been opened at Tarnaka, Secunderabad on 11<sup>th</sup> May 2006 of this month. The communication address is as follows:

**Access Livelihoods Consulting India Private Limited**

Fat#304-Pent House,  
Creative Satya Nivas,  
Opp. Railway Degree College,  
Vijaypuri Colony, Tarnaka,  
Secunderabad - 500017

- Three months advance of Rs. 10,500 was given to the owners. The monthly rent for the office is Rs. 3,500 has been agreed upon with the owners. This monthly rent is valid for one year from the date of joining. Maintenance cost of Rs 400 per month. The Board has requested Mr Satyadev to undertake required contractual agreement for the payment of rents.
3. **Administrative Issues-** Office timings
    - a. The timings fixed for ALCI is 1000hrs to 1800 hrs with 1 hour lunch break.
  4. **Financial Issues**
    - a. The board has decided to accept expense items incurred by the staff/board, if it is less than or equivalent to Rs. 50 (Rupees fifty only), with out any supporting bills.
    - b. Board members will be paid communication allowance of Rs. 600 per month for using their personal mobiles for the office purpose. This is apart from the reimbursement obtained from clients most often.
  5. **Subsidiary Organizations** – establishment and registrations – A policy note on subsidiary organizations will have to be prepared by Mr GV Krishnagopal and presented in the next board meeting for discussion and approval.
  6. **Consultants Compensation Policy** – All consultants with the organization unless indicated and approved for a different payment structure by the board will be paid in the following manner.

#	Designation	Payment Structure	Advances Allowed	Allowances
1.	Board of Directors	85% of external resource fee earned for up to a maximum of 25 days per month. The payments for the same will be	Up to a maximum of Rs 30,000 per month	Rs 500 per month for communication and Rs 750 per month for local conveyance with

GV Krishnagopal

G. Satyadeva Prasad

		settled every quarter.		in Hyderabad
2.	Experts	80% of external resource fee earned for up to a maximum of 25 days per month. The payments for the same will be settled every quarter.	Up to a maximum of Rs 40,000 per month	Rs 500 per month for communication and Rs 750 per month for local conveyance with in Hyderabad
3.	Senior Consultants	75% of external resource fee earned for up to a maximum of 25 days per month. The payments for the same will be settled every quarter.	Up to a maximum of Rs 25,000 per month	Rs 500 per month for communication and Rs 750 per month for local conveyance with in Hyderabad
4.	Consultants	60% of external resource fee earned for up to a maximum of 25 days per month. In addition they will also be paid a fixed consolidated remuneration of Rs 6,000 per month. The payments for the same will be settled every quarter.	Up to a maximum of Rs 15,000 per month	Rs 500 per month for communication and Rs 500 per month for local conveyance with in Hyderabad
5.	Junior Consultants	50% of external resource fee earned for up to a maximum of 25 days per month. In addition they will also be paid a fixed consolidated remuneration of Rs 5,000 per month. All payments for the same will be settled every quarter.	Up to a maximum of Rs 10,000 per month	Rs 500 per month for communication and Rs 500 per month for local conveyance with in Hyderabad

#### **7. Ongoing Works**

- a. Urmul Setu – Feasibility of Microfinance Operations in Bikaner District
- b. JBIC – Review and Project Proposal Preparation of Rs 1000 Crore GFDP
- c. APMAS Technical Support
- d. Basix Case Study – ISLP – Mulukanoor Dairy Project

#### **8. Potential Opportunities**

- a. SEWA Federation long term technical support for a year
- b. SIFFS Dairy Feasibility Study
- c. AFF State Dairy Federation Technical Support
- d. IWMI Gender and Producer Cooperatives case study preparation
- e. Care Tsunami Ground nut proposal
- f. Partnership with NR International