

3rd Quarterly Board Meeting 2007-08

Date: 08-01-2008

Members present:

Mr. Deepak Maharotra
Mr. V. Madhusudan Rao
Mr. GV Krishnagopal
Mr. G. Satyadev
Mr. N Madhumurthy
Mr. Santosh Kashyap
Mr. Ranjan Kumar Baral

AGENDA

1. Review of last board meeting minutes
2. Last quarter progress
3. Review and approval of financial statements
4. Approval of plan of action and budget for the next quarter
5. Summit proposal to be approved
6. Investment in Strategic development Plan
7. Performance evaluation system - discussion and approval
8. Disciplinary Policy- discussion and approval
9. Transforming India as Brand Name
10. Laptop Subsidy Policy

Minutes of the Meeting

1. *Review of Last Meeting Minutes*

- Spreadsheet is developed now to temporarily keep track of the projects.
- Library is operational
- Ratio analysis of the financial statements is not presented in the board meeting as planned in the last board meeting (including quarter to quarter progress to be reflected)
- On business development front, all proposals are sent to clients.
- NGO handholding support is over.
- Organisation will not sponsor risk coverage from next year if any staff does not have credit card.
- Reduction of travel advance to each staff has been reduced from Rs5000 to Rs 2000 already.

2. *Last quarter progress*

- ISO – verification is over by the certification agency. But audit will be done in the last week of Jan and by Feb 1st week we will get ISO certificate.
- Module on ICT is not finished yet. It is decided that it will be finished in this month and training on ICT will be planned.

- Prioritization of ICT that was decided in last quarter meeting is not going in desirable pace. More exploration on ICT service delivery with clients should be made.
- It is decided that we should assess the need of clients for ICT services and should understand what ability and resource we have.
- There is no improvement in Madhumurthy's thematic area

3. *Review and approval of financial statements*

- Depreciation entry is not included till now. It will be discussed with the auditor.
- Loans & advances (Asset) should not shown as negative when it is given to staff.
- We should have a clear picture on cash flow projection for the next quarter

4. *Approval of plan of action and budget for the next quarter*

- We should realize at least 15 lakhs in three months (Jan-Mar 08) so that balance sheet will not show minuses.
- All directors are not taking revenue generation issue seriously. They should take this issue as priority and maintain a balance between revenue generation and other works.
- Before starting of any project it should be cleared by the Director, Finance
- Mr. Madhumurthy will mobilize 1 lakh in January 2008.
- Standard cost for different staff (CTC) for the company should be calculated. Madhusudan will prepare and submit it by 16th January 2008.
- We will close the account of ALC India at HDFC bank and open a new account at SBI, Tarnaka.
- We can have facility in our website where all postings related to their requirements could be done by different organisations.

5. *Approval of Summit proposal*

- Suman will circulate the concept note very soon. The board of director will take a decision on moving forward and approve his plan within three days (by 11th) of receiving the concept note.

6. *Investment in Strategic development Plan*

- It is decided that Rs 50,000/- for investment will be provided for strategic development plan (developing quality policy, SBU (Strategic Business Unit) Policy) and other priority areas related to strategic development.
- SD and quality policy to be ready by next general body meeting.
- Huge effort has been made for Youth and livelihoods but nothing could be materialized. But it is expected that the effort should be seen as an investment.
- We should analyze different themes and reorient our stand in focusing particular themes and/ or areas where maximum effort could be made. Some new areas we could explore are (i) Tsunami areas,, (ii) CSR rehabilitation projects (where SEZ problem is going on) etc.
- We have to probe in to why past clients like IWMI and others have not come back to us. We have to maintain relationship with both past clients and new clients.
- We can explore to have tie up with some new organisations like Kirloskars.
- Persuasion for funding should be done beyond project proposal.
- We will go for partnership with Mr Ranjan Mohapatra of *Margadarshak*. Mr. Deepak will take initiative for this.

7. *Performance evaluation system - discussion and approval*

- Mr. Madhumurthy has submitted performance evaluation policy. But it needs some modification.
- Weightage of Performance Evaluation Criteria for different staff should be modified.
- For this three slabs to be taken into consideration for this. Weightage assigned for quantity and quality should be reconsider. Parameters for quality and quantity for different slabs should be defined.
- Proactiveness/ imitiveness and competency should be considered. Proportion or percentage of weightage should be defined for quantity, quality and competency. Indicators for competency will vary according to different positions.
- Generic contribution indicators should be considered as only negative indicators.
- Current performance evaluation policy will be effective till March 2008 and the new evaluation policy will be effective from April 2008.
- Promotion of staff/ consultants should be incorporated in HR policy. Exceptional promotion (for exceptional performers) should be there in promotion policy. Balance between incentives and disincentives should be taken in to consideration.
- Performance Evaluation Policy will be ready by Madhumurthy by 1st February 2008.

8. *Disciplinary Policy- discussion and approval*

- Disciplinary policy will be ready by Madhumurthy by 25th January 2008.

9. *Transforming India as Brand Name*

- JEEVIKA film show will be organised in next financial year. Video films on livelihoods are in pipeline.
- Incentives in form of T-shirts will be given to staff who can mobilize TI subscription

10. *Laptop Subsidy Policy*

- The allowance will be applicable to those who already have a laptop. Rest of the conditions will be applicable on this respect as per the HR policy.

Other observations and decisions

- Mr Krishnagopal and Mr Satyadeva made presentation on progress in their functional areas. But Mr Madhusudan and Mr Madhumurthy have not prepared presentation for the meeting.
- MIS sheet will be separately deposited to the person leading MIS (now Mr Satyadeva). MIS should be programmed so that people can enter current data to get cumulative data and prepare report.
- It is being decided that three hours of open session to be organised on 9th January 2008 as part of induction for newly recruited staff/ consultants.
- Office cleanliness and other minimum disciplines is not maintained by staff. This should be taken seriously and actions should be taken. A circular on this aspect to be send by Mr Madhusudan.
- Agenda should have been prepared beforehand and some kind of formality should be maintained.