

**79<sup>th</sup> Board of Trustee meeting minutes of *Coastal Association for Social Transformation (COAST) Trust* held on 15<sup>th</sup> June, 2013 at COAST Principal Office, Dhaka.**

**Member Participated**

1. Begum Shamsun Nahar, Chairperson
2. Maqsudur Rahman, Vice Chairperson
3. M. Zahirul Alam FCA, Treasurer
4. Minar Monsur, Member
5. Afroza Khanom, Member
6. Hazera Begum, Member
7. Rezaul Karim Chowdhury, Secretary / Executive Director

**Agenda Transacted**

1. Review of last meeting minutes
2. Plans and budget for the year 2013-14
3. Organizational structure and designation
4. Board functions and development
5. Revision in Human Resource Policy Manual
6. Procurement Policy
7. Micro finance trend analysis
8. Donor project matrix
9. Terms of Reference for External Auditors
10. Community Radio Operation
11. Any other business

The meeting is chaired by Begum Shamsun Nahar, Chairperson and the major discussion and decisions of the meeting are as follows;

**1. Review of the last meeting minutes**

- i. COAST will initiate formal handing over of Charfession land and assets to COAST from Action Aid. Here COAST will pay the precise amount for registration as per GoB rules. The Vice Chairperson of BoT Mr. Maqsudur Rahman will assist and will communicate with Govt official in this regard.
- ii. The Secretary informed that COAST has communicated with two consultancy firms for designing building at Cxb Ramu land and the final firm will be selected after testing the status of quality and price. He also informed that the building will be constructed step by step based on the master plan. Regarding finance, there has a scope to fund raise from Embassy of Japan.
- iii. The board has given thanks to the Treasurer for reviewing the finance and audit of COAST as a part of pre-preparation of BoT meeting.
- iv. The board has given thanks to COAST team for getting NGOAB renewal certificate for next five years i.e. up to 24<sup>th</sup> February 2018.
- v. The board welcome Mr. Minar Monsur as a member of Board of Trustee for attending in to the 79<sup>th</sup> BoT meeting. Mr. Mansur has given short briefings regarding his profession, his acts and contribution on different development areas especially at policy level. The board expected that Mr. Mansur will play a vital role for the future growth of the organization.

- vi. It is decided that the next BoT meeting in this year will be held on September 21 and December 21, 2013.

## **2. Plans and budget for the year 2013-14**

The Director has presented the Plans and Budget for the year 2013-14 in the meeting and the board has approved it. The major highlights of the plans and budget are as follows;

- During 2013-14 the budget has been prepared with an amount of taka 277.08 million with the surplus figure of taka 10.81 million. Total budget has been increased of 37% than that of 2012-13 (75.43 million).
- The donor grant is taka 86.12 million, which is 85% excess than last year. It has happened due to increase donor grant amount especially for two projects (i) Justice for Safety funded by UK Aid and (ii) Communication for Development funded by UNICEF.
- The service charge from MF and Social Business will be taka 177.28 million that is 17% excess than last year taka 151.73 million.
- Among the total budget (2013-14) of taka 277.08 million, the 80% cost will be beard from the income of MF service charge (taka 177.28 million).
- The percentage of administration cost will be 15% (taka 41.56 million), while the percentage of program cost will be 85% (253.52 million).
- During the year 2013-14, it will be needed taka 285.00 million as RCF, from where it is expected to get taka 115.00 million from PKSF, taka 80.00 million from bank source and taka 90.00 million from Stromme Foundation (SF) for MF program.

The board has approved the Plans and Budget of 2013-14 provisionally and also instructed to formulate appropriate plan to implement the budget in a sense that the budget is 37% excess than last year. The board also advised to engage the micro finance group members prior to prepare the budget which may create a positive focus on governance.

## **3. Organizational structure and designation**

The Director has presented the revised central organogram to the board where two new positions of Deputy Directors have been proposed and total 22nos of staff will remain at Principal Office. A part from this the Secretary has proposed to promote two positions from Assistant Director to Deputy Director and they are (i) Syed Aminul Haque as Deputy Director-Internal Audit & Monitoring and (ii) Md. Ahsanul Karim as Deputy Director-Finance Control & Corporate Affairs considering their performance, commitment and seniority. The Board has approved the proposed organogram and new two positions as Deputy Director.

## **4. Board functions and development**

The Secretary has presented the position wise ToR of Trustees in to the meeting. The secretary informed that being a stakeholder of the organization, the Trustees should persist enhance profile and organizational growth, there should be regular discussion and mutual review in this regard. He also shared the responsibility of board members of HAPI, Switzerland in terms of attracting donor for HAPI. The board accepted the proposal. The board also proposed to arrange a BoT meeting out side Dhaka in COAST working area and it may be at end of December 2013 to the beginning of the year 2014.

## **5. Revision in Human Resource Policy manual**

The Secretary has presented the revised HP policy highlighting some major changes and inclusions in to the board. The board has reviewed the policy and given some inputs instantly in there. As it is time consuming, so the board has requested Mr. Minar Monsur (Member-BoT) to review the policy ornately in some other times and may present it in next meeting for further approval. The Director, COAST will communicate with Mr. Minar Monsur in this regard.

## **6. Procurement Policy**

The Secretary has presented the revised procurement policy of the organization considering the existing practices of different donors specially CARE, USAID and MJF. The board reviewed the policy and given approval for its execution.

## **7. Micro finance trend analysis**

The Assistant Director-Core Program has presented the micro finance trend for the period of July'12-April'13 (10months) as per following.

- End of April'13 the active group member balance has been increased 7658 than July'12 i.e. 10% increased. At the end of July'12, the borrower percentage against member was 81% which has decreased at the end of April'13 (77%). It happened due to shortage of fund.
- End of April'13, net savings balance has been increased taka 3.22 crore i.e. 17% increased than July'12. The savings and loan outstanding ratio was 33% at the end of April'13 where it was 31% at the end of July'12. Board has appreciated the increasing saving balance.
- Loan outstanding (principal) also increased tk.6.63 crore i.e. 11% increased at the end of April'13 than July'12. AD-CP informed that the outstanding could be more increased if the loan fund would available during pick period.
- Per staff (Credit and Development Officer-CDO) active member at the end of April'13 was 348 where end of July'12 it was 329. The board has suggested to achieve the per CDO target as per market trend and BP.
- Among the total loan fund, COAST's portion is 8%, member's savings is 30%, PKSF is 46% and SF is 16%. The board urged to increase the COAST own fund.

The board also advised to prepare an intensive plan for arresting overdue with the initiative from Principal Office.

## **8. Donor project matrix**

The Director has briefed the existing donor funded projects and their project objectives and working area (other than MF) into the board. He informed that there are seven different projects have been running and these are (a) SFP-GoB/EU, (b) Education project-SF, (c) LGP-MJF, (d) C4D-UNICEF, (e) EWG-Asia Foundation, (f) Justice for Safety-UK Govt & Maxwell stamp and (g) Value Chain Development project-PKSF. He also informed that total approved budget of these seven projects is tk. 199.24 million. The expenses have been made tk.87.99 million against the total received tk.98.20 million. The current utilization rate is 90% where the cumulative utilization rate is 50% at the end of April'13.

The Director mentioned that COAST has given highest emphasis on fund raising in order to reduce dependency on MF income. The board has suggested to include local BoT members at the time of launching ceremony of any new project at COAST working area.

**9. Terms of Reference for External Auditors**

AD-F&CA has presented the ToR of external auditors for the period 1<sup>st</sup> July 2012 to 30<sup>th</sup> June 2013 in to the BoT meeting. The Treasurer-BoT has informed that the ToR was reviewed on last Audit Committee Meeting held on 8<sup>th</sup> June, 2013 and has proposed to re-appoint S.F. Ahmed & Co (Chartered Accountants) as external auditor of COAST. The board has approved for appointment of S.F. Ahmed & Co. during the period of July 2012 to June 2013. The board has suggested for inclusion of the MRA compliances in the ToR.

**10. Community Radio Operation**

The Secretary informed to the board that COAST has got a primary approval from the Ministry of Information to establish a "Community Radio" in Charfession, Bhola on February 13, 2013 with a condition that the station will have to establish within a year of the approval date. He also mentioned that to learn more technical aspects and feasibility of the location, there are at least 3 radio engineering firms will be engaged for collecting quotations. After their assessment and presentation the ultimate vendor will be selected. The entire process will be completed through a procurement committee as per organizational procurement policy. The board has primarily accepted the proposal and suggested to verify the vendors performance before giving the final appointment.

**11. Any Other Business**

- a) The Secretary informed the board that COAST has appointed Credit Rating Information and Services Ltd (CRISL) for the certification of credit rating report of organizational microfinance program during November 2012 and COAST obtained "BBB+" rating which indicates moderate safety of the program. The board has expressed their satisfaction and given post facto approval of it and also advised to continue this practice through the permission of BoT. Finding no other issues, Chairperson has concluded the meeting with vote of thanks.

Prepared by

Rezaul Karim Chowdhury  
Executive Director and Secretary  
COAST Trust

17<sup>th</sup> June, 2013

Approved by

Begum Shamsun Nahar  
Chairperson, BoT  
COAST Trust