

Minutes of the 82nd Board of Trustee Meeting of the Coastal Association for Social Transformation Trust held on 4th April, 2014, at COAST Principal Office, House 13 (1st floor), Road 2, Shyamoli, Dhaka-1207.

Member participated

1. Begum Shamsun Nahar, Chairperson
2. Principal Maksudur Rahman, Vice Chairperson
3. M. Zahirul Alam FCA, Treasurer
4. Dr. Tofail Ahmed, Member
5. Minar Monsur, Member
6. Rezaul Karim Chowdhury, Secretary (Executive Director, COAST)

Agenda transacted

1. Review of the last 82nd BoT Meeting and 5th Audit Committee minutes
2. Case status report
3. Donor project matrix
4. Status of new building for Cox's Bazar region
5. Micro finance trend analysis
6. AoB

The meeting has started with the welcome address from the Chairperson, decisions and major discussions of the meeting are as follows.

1. Review of the last 82nd BoT and 5th Audit committee meeting minutes

- a. As a part of final leave-taking by Dr. Abbas Bhuiya (Member-BoT), the board has requested ED, COAST to communicate with him for settling the date of his farewell and the date could be either end of April'14 or 1st week of May'14. The board has proposed to arrange a dinner party and also some gifts as reward for his outstanding contributions to COAST.
- b. Branch wise overdue trend status has to be presented from next meeting. AD-CP will ensure it.
- c. Regarding inclusion of new BoT member, the board felt that the agenda should be discussed in full board since some of members are absent in this meeting. It could be discussed in next meeting.
- d. The Secretary informed that a training centre will be built at COAST own premise located at Bhola main town and its cost will be managed from selling unused 20decimal land of Bohanuddin branch of Bhola. The Director and DD-FC&CA is looking after this. Dr. Tofail Ahmed (Member-BoT) has proposed to open a new office at Barisal as a part of expansion and also covering other new coastal areas. The board appreciated the proposal and given approval for its expansion.
- e. As requested by the Vice-Chair of BoT, the board has accepted to arrange the next BoT meeting at COAST Bhola Management and Training Center.
- f. The board has expressed their concern to construct the CMTC office at COAST own land located near Ramu. The Secretary informed that CMTC office will be completed by next 3 years. He mentioned that COAST is in process of preparing project proposal for raising fund from Japan Govt. or Muslim Aid for developing land and building at Ramu for CMTC office.
- g. Dr. Tofail Ahmed (member-BoT) has advised to prepare a strategic planning up to year 2019 with a discussion of other INGOs and national NGOs.
- h. The board has advised to conduct a physical and social risk analysis of MF activities at risky areas as apart of overall security affair. It also advised to prepare a survival planning based on this analysis for continuing program activities.

- i. The board noticed that in future the statutory banks have a possibility to provide agency license to the NGOs for operating their banking business at field level. The board has instructed the secretary to be attentive in order to get such license since it could be a profitable business.
- j. The board has advised to prepare a brief report about COAST from where the outsiders can get a clear picture about the program and other activities of COAST. The secretary will take care of it.
- k. The ED has presented the meeting proceedings of 5th BoT Audit committee held on 29th March 2014 with the chairmanship of the Treasurer M Zahirul Alam, FCA. Major decisions of the meeting are,
 - i. COAST already introduced mobile banking system for our MF members and there are 650 members have opened their accounts at the end of March 2014. We also start piloting to our 11 branches and will be introduced by June 2014 indeed. Mobile banking will support our members primarily to out side transaction and in future it will provide loan & installment services. Apart from this, we are communicating with Kyoso University of Japan to introduce digital pass book. This is assessment process and if fit with our context then it will be initiated.
 - ii. The case against CxB-2 staff is ongoing, but alongside, we negotiating with staff guarantors and their relatives realizing money. Meanwhile a few staff has communicated with us and promised to pay back their money.
 - iii. Audit section will pay follow up audit to the branches those have audited. This will also be a planned way and thus problems will be reducing gradually.
 - iv. All branches will be categories and classified based on the risk factors. The risk indicators will be designed mainly considering the outstanding, staff performance and their professional behavior. The audit will not be directed by the priority of core operation but must be operated by audit section plan and their assessment; otherwise sector may loose its operational strength.
 - v. DD-F&CA will prepare the bank balance report on monthly basis including the reconciliation statement.
 - vi. Internal audit section has presented the summary of audit findings from Jan-Mar 2014. There 11 branches are audited where following major decisions are made based on the findings related discussion;
A few branches have been found where their staff has taken access salary manipulating the salary sheets. This is happened due to preparation of increment letter putting incorrect figures. Now this has been rectified and Excel-based software has been developed for salary sheet at branch level.
 - vii. The Director has presented the latest performance and progress on bad debt mobilization and shown that there is 69% achievement against the target on bad debt collection. Analyzing the scenario, the Treasurer has instructed to give emphasis on the region of Bhola and Cox's Bazar as their bad debt is high and also performance should be analyzed through cost effectiveness. The Treasurer has also given emphasis to look out the record keeping system of collected overdue or misappropriated money at branch.

2. Case status report

The Director has presented the latest updating on legal actions taken against the staff engaged with misappropriation. There are 30 no of cases ongoing and the ED & Director have been following up these cases directly. He mentioned that end of Feb'14 COAST has realized total tk.7.50 lac in against of spending 3.16 lac. The Treasurer has advised to consider active and dominant advocate so that the accused person can not be get away until settlement of case money.

3. Donor project matrix

The Director has presented a matrix on the latest scenario of ongoing projects and their progress in the meeting. Total projects are nine in number and total fund is taka 21.50 core. Till the date, the projects have received the amount of tk. 8.20 core and the fund utilization rate is 91%.

4. Status of new building for Cox's Bazar region

Against the queries by board regarding CMTC office, the ED informed that the house owner will hand over the 2nd floor from June'14 since the construction is going on and at present almost 60% work has been completed. At present COAST is using 1st and 2nd floor for office purpose. The secretary also informed that COAST has requested the house owner to provide more two floors (3rd and 4th floor) of which one will be used for Cox's Bazar Sadar-2 branch office (for MF) and other one will for Community Radio operation. The house owner has agreed and replied that the 3rd and 4th floor can be completed by end of this year.

5. Micro finance trend analysis

AD-Core Program has presented the latest performance of MF where it viewed the followings;

- Member balance, disbursement and realization and income-surplus scenario have overcoming the shortfalls of recent period of political unrest and showing upward trend.
- Overdue seen as decline trend considering its outstanding amount but concern to its portfolio quality this OD stands 5.40 corer in Feb 2014.
- Surplus stands during the year at the amount of tk. 80.00 lac and capital fund stands 7.20 core at the end of Feb 2014.
- The treasurer has advised to keep the repayment performance at a satisfactory level which is a challenge in fact in next

6. Any Other Business (AoB)

- a. Against the queries by board regarding community radio license, the secretary informed that BTRC has issued license for Cox's Bazar area and has been waiting for getting frequency approval for Bhola (Charfassion) area from them. He informed that by June COAST ia expected to get frequency approval for Bhola. After getting all these approval then COAST will go for purchasing transmission materials for its operation. He added that office or broadcasting center both for Bhola and Cox's Bazar are almost ready.
- b. Dr. Tofail Ahmed has proposed to sit with the COAST senior and project level staff for assessing the impact of existing program/projects and its future goal and sustainability after phasing out the projects. In this regard the first meeting can be taken place on 1st week of May'14.

He also requested the BoT members to engage themselves voluntarily for reviewing and discussion the project which are being carried out by COAST. The board highly appreciated the proposal and requested the secretary to take care of it.

Finding no other issues, the Chairperson has concluded the meeting with a vote of thanks again.

Prepared by

Approved by

Rezaul Karim Chowdhury
Secretary-BoT, COAST

6th April, 2014

Begum Shamsun Nahar
Chairperson-BoT, COAST