

**Minutes of Central Executive Coordination Meeting
February 1, 2015.**

The meeting was held in Principal Office, Dhaka on February 1, 2015 which was chaired by Director.

Agenda of the meeting were as follows

1. Last meeting minutes review
2. UN FfD documents
3. Advance Plan (One and three Month)
4. MCM and PCM
5. Community radio complain and event Program,
6. BoT meeting preparation
7. CHS preparation
8. Case update
9. AOB

A. Agenda wise decisions:

| SL | Agendas | Decisions | Responsible | Time |
|----|------------------------------------|---|---------------------|----------------|
| 1 | Last Meeting Minutes Review | AD and Head-CO will visit TMSS and BURU Bangladesh MF | AD and Head CO | 28 February'15 |
| | | Sticker with COAST Logo to fix in important assets will be designed and printed. | AD-DCR | 7 February'15 |
| | | Revision of the Audit Manual will be submitted to the Director | DD-ME-IA/Head-IA | 20 February'15 |
| | | Editing of Financial Manual will be done and submitted. | DD FC & CA/Head-BFC | 20 February'15 |
| | | <ul style="list-style-type: none"> • ID cards for staff have to be provided. • Plastic coated ID for all staff. • Entry of names of staff and necessary data entry will be made by company printing the ID | AD-DCR and C-ICT | 8 February'15 |
| | | Report of MF member insurance with analytical review also to be submitted | Head-IA | 28 February'15 |
| | | <ul style="list-style-type: none"> • New bags with COAST logo will be made for staff. • Mostafa Kamal Akanda will take necessary actions. | AD-HRM | 15 March'15 |
| | | Origination Assets Management report will be Submitted by Director | Head-BFC | 15 February'15 |
| | | People's Origination Standard and new format will be prepared | AD-DCR | 15 February'15 |
| 2. | UNFfD Document | <ul style="list-style-type: none"> • All senior staff has to read UNFfD document. • Mostafa Kamal Akanda will take necessary actions to organize a press conference on these issues, date will be finalized later. | AD-HRM | 15 March'15 |

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| 3. | Advance plan (new format) | <ul style="list-style-type: none"> From February 2015, all the staff of Principal office will use new three monthly format Three monthly and monthly plan will have to be sent to respective supervisors within 1 February | All-Staff | 1 February'15 |
| 4. | MCM and PCM | Director will participate in Chittagong region MCM. | Director | 2 February'15 |
| | | PCM will be held on certain date. | | Continuation |
| 5. | Community Radio campaign and event program | To ensure security of the program 30 COAST staff will be there on 18 February, 2015. Staff will have to be of AC to upper level | AD-HRM | Continuation |
| | | Rashida Begum will have to communicate with AD-HRM every day. | | |
| 6. | BOT Meeting Preparation | Internal audit summary preparation | DD-ME&IA | 4 February'15 |
| | | Micro finance and Financial Trend analysis | AD-CP | 4 February'15 |
| | | Project information Matrix | DD-FC&CA | 4 February'15 |
| | | Statutory fund status report | DD-FC&CA | 4 February'15 |
| | | Bad debt Mobilization Status report | Director | 4 February'15 |
| | | Case updated report | AD-HRM | 4 February'15 |
| | | Working paper of pre-BoT has to be sent to Chairperson and treasure of Finance and Audit discussion meeting. | DD-ME&IA | 5 February'15 |
| 7. | CHS preparation | On 7 February 2015, a workshop will be organized in principal office relating to Core Humanitarian NGOs | AD-SA&DRR | 7 February'15 |
| 8. | Case Update | <ul style="list-style-type: none"> At present 29 cases are conducted. Case of Chandanaish Branch is waiting for Police investigation report. | AD-HRM | Continuation |
| 9. | AOB | Fund for expenditure of Community radio inauguration ceremony will be assured within 18 February, 2015 | DD-FC&CA | Continuation |

Presided by
Sanat K.Bhowmik
Director

Prepared by:
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