

Sub: Minutes of the CECM.

The scheduled CECM meeting held today at COAST principal office. The Director presided the meeting and all Deputy Director-F&CA, all Assistant Directors and heads were present. Agenda of the meeting were as follows:

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| 1. Last meeting minutes review. | 8. CREP Client Mapping |
| 2. English Training | 9. Advance list |
| 3. Recruitment process- Ma Moni project | 10. Saturday leave |
| 4. 29 th Program performance analysis | 11. New staff dealing |
| 5. 3 rd May Event-Human Chain | 12. Budget planning for 2014-15 |
| 6. Advance planning and field visit | 13. AoB |
| 7. Balancing audit | |

A. Agenda wise decisions:

SL	Agendas	Decisions	Responsible	Time
1	Last Meeting Minutes Review	AD and Head CO will visit IMSS and Buro Bangladesh MF	AD and Head CO	25 th May
		Design of Sticker with COAST Logo to fix in important assets will be finalized	AD-DCR and Head IA	Today
		MF and Field Operation policy revisit will be submitted to the Director	AD-CO	15 th May
		Revision of the Audit manual will be submitted to the Director	DD-ME-IA/Head-IA	20 th May
		Editing of Financial Manual will be done	DD F & CA	10 th May
		ID cards for staff has to be provided	AD-DCR and C-ICT	30 th May
		Three COAST bags are missing. AD-HRM will sit with the in-charge of the store about the mater	AD-HRM	
		Report of MF member insurance with analytical review ahs to be submitted	Head-IA	15 th May
		All salary increment letters must be put in personal file	AD-HRM	30 th May
		FDR will be made for PF (tentative amount 20 lacs)	Head BFM	10 th May
2	English Training	All colleagues from the Principal office are invited to the training to be started on 4 th of May. They can chose sessions they feel interest.	All colleagues	

3	Recruitment Process	Recruitment interview will be held on 3 rd May for the Ma Moni project. Observer from the Save the Children will be present. Food and snacks will be arranged for her.	AD-HRM	3 rd May
4	29th April Program	There were some discrepancies regarding quality. We will have learn from those lacking and have to be careful in future	Event Coordinators	
5	Advance Plan	All colleagues have to send their plan to respective supervisors in time	All	
5	Balancing Audit	New format has been provided. The audit will completed during 11 to 22 nd May.	AD-CO	11-22 May
		Balancing audit must be authentic	Head-CO	
6	CREP Client mapping	Head BFM will submit the mapping to Director	Head BFM	30 th April
7	Advance list	No serious discrepancies are found	Head BFM	
		The situation will be analyzed in every week		
8	Saturday Leave	Branch will be assessed based on: Outstanding balance, savings, members and service charges.	Head BFM: Bhola and Outreach	15 th may
		Assessment will be done at the following level: Group, staff and reports.	Head IA: Noakhali C-A&M will do CXB and Ctg	
9	New Staff	18 new staff have been recruited recently. They should be encouraged by all colleagues	All	
10	Plan and Budget for 2014-15	Circular has been given, budget will be completed wit MF business plan within 20 th May	DD-FC&CA	20 th May
			Head BFM	

Presided by
Sanat K. Bhowmik,
Director

Minutes prepared by:
Md. Mujibul Haque Munir,
AD- E&F