

**Minutes of the 2<sup>nd</sup> Extra-ordinary General Meeting (EGM) of Coastal Association for Social Transformation (COAST) Trust held on 18<sup>th</sup> January, 2020 at COAST Principal Office, House-13, Road-2, Shyamoli, Dhaka.**

**Member participated:**

1. Begum Shamsun Nahar, Chairperson
2. Minar Monsur, Vice-Chairperson
3. M. Zahirul Alam, FCA, Treasurer
4. Dr. Abbas U Bhuiya, Member
5. Dr. Tofail Ahmed, Member
6. Abu Morshed Chowdhury, Member
7. Dr Alauddin Mojumder, Member
8. Jasmeen Sultana Paru, Member
9. Advocate Ashoke Kumar Bose, Member
10. Gawher Nayeem Wahra, Member
11. Jacob Kumar Sarker, Member
12. Rezaul Karim Chowdhury, Member Secretary (Executive Director, COAST)

**Agenda transacted:**

1. Review of last Annual General Meeting minutes.
2. Proposed Code of Conduct for GC members.
3. New member inclusion and rearrangement in both GC/EC.
4. Joint stock registration process (constitution review and approval).
5. Next Annual General Meeting (AGM) meeting date.
6. Any other Business (AoB).

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

**1. Review of 1<sup>st</sup> Annual General Meeting (AGM) meeting minutes:**

- a. The 1<sup>st</sup> AGM was held on 20<sup>th</sup> July 2019 where all members introduced each other and the Secretary has given a briefing on the methodologies of AGM and EC (Executive Committee) meeting formation, conduction and other methods. During the meeting, COAST management has given a presentation on COAST profile, its activities, working areas/coverage and financial planning and management. The Chairperson has invited all members for their cooperation and assistance for the development of COAST both for programs and for management for its sustainability.
- b. The meeting also reviewed the Plans and Budget for the year 2019-20 and given the final approval for its execution.
- c. The meeting also approved to appoint external auditors "Howladar Yunus & Co" to conduct external audit for the year 2019-20 of COAST Trust.
- d. Usually the AGM is held once in a year, but if needed then it is decided to conduct Extra-ordinary General Meeting (EGM) a part from AGM.
- e. The meeting has reviewed the proposed constitution of COAST for registration in Joint Stock Company. The house raised the issue that it needs more discussion and if needed an EGM can be call for its review or can be discussed more in next EC meeting.

**2. Proposed Code of Conducts for GC members:**

The Secretary has presented the revised Code of Conducts for GC members. The GC members (who are also the member of EC) has reviewed it and has approved for its implementation.

**3. New member inclusion and rearrangement in both GC/EC.**

The ED, COAST (Member Secretary, EC and GC) informed that, the tenure (03 times, total 09 years) of Begum Shamsun Nahar (Chairperson-EC), M Zahirul Alam FCA (Treasurer-EC) and Dr. Tofail Ahmed (Member-EC) passed away and it is not possible to remain at EC rather than GC (General Council) as per MRA regulation. The ED mentioned that at present there are total seven members in EC and in order to fill-up the vacant positions COAST needs another three new members in EC.

In this circumstances, the Vice Chairperson (Mr. Minar Mansur) has proposed the name of Dr. Abbas U Bhuiya (existing Member-EC) to be as Chairperson for both GC and EC where as Mr. Jacob Sarkar and Mr. Gawher Nayeem Wahra will be as Member of EC. The Member Secretary also presented the CV of Mr. Mostafa Kamal Ahmed FCA (Partner, Ahmed Khan & Co, Chartered Accountant) as new member of GC and EC and hereby proposed also as Treasured of GC and EC as replacement of M. Zahirul Alam FCA.

The ED, COAST also proposed the name of Anjolika Khisha (Retired District Education Officer) and Nahida Parvin (Principal of Primrose Kinter Garden School) for their inclusion as GC member. The meeting has reviewed the proposed changes and inclusion and hereby approved for its actions.

**4. Joint stock registration process (constitution review and approval)**

The meeting has reviewed the proposed constitution for registration at Joint Stock Company specially for its objectives, process, operations, responsibilities, management, activities of EC and GC members, members inclusion and exclusion process, meeting process of AGM and EC, fund management, external audit process etc. The meeting has proposed and requested the M. Zahirul Alam FCA (Treasurer), Dr. Abbas U Bhuiya (Member), Gawher Nayeem Wahra (Member), Jacob Kumar Sarker (Member) for reviewing the constitution and to give their valuable comments in next AMG for its finalization.

**5. Next Annual General Meeting (AGM) meeting date**

The Secretary has proposed the next AGM date on 13<sup>th</sup> June 2020 and the meeting has approve it.

**6. AoB:**

The meeting decided that if any member is unable to attend the meeting physically then s/he can attend the meeting through online like by video call/skype/Viber/WhatsApp or any other appropriate platform.

Having no other discussions, the Chairperson has concluded the meeting with a vote of thanks.

Prepared by

Approved by

M Rezaul Karim Chowdhury  
Member Secretary (ED-COAST)  
COAST Trust

January 20, 2020

Begum Shamsun Nahar  
Chairperson  
COAST Trust