

Minutes of the 99th Board of Trustee Meeting of Coastal Association for Social Transformation Trust held on 22nd March, 2019 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. Rezaul Karim Chowdhury, Ex-officio Secretary (Executive Director, COAST)

Agenda transacted:

1. Review of last BoT meeting
2. Deed of Trust revision and Registration
3. Different policy revision :
 - i. Code of Conduct
 - ii. Complaint Response Mechanism
 - iii. Personal Information Preservation Policy
 - iv. Risk Assessment Policy
 - v. Child and Vulnerable Adult Safe Guard Policy
 - vi. Staff Security and Wellbeing Policy
 - vii. Risk Assessment Format
 - viii. Beneficiaries Feedback Receiving format
 - ix. Assessment format of Unintended Negative Impact on Beneficiaries
4. Money Laundering
5. Any other Business (AoB)

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

1. Review of the last 98th BoT meeting minutes:

As the meeting (99th BoT) is called specially for finalizing Deed of Trust and its registration through commissioning process and also will discuss on nine different policies and formats, so the meeting minutes of 98th BoT will be discussed on next 100th BoT meeting.

2. Deed of Trust Deed of Trust revision and Registration:

After getting feedback from Board, the Secretary has briefed the changed version of Deed of Trust. The board finally approved the deed and accomplished the registration of Deed of Trust through commissioning process by the sub-registry office at COAST Principal Office dated 22 March, 2019. The board has expressed their appreciation for the deed registration and has advised to collect the true copy as soon as possible.

3. Different Policy Revision : The Director has briefed the following polices and formats as per the recommendation from HQAI. These polices also were discussed in the 98th BoT Meeting and on the basis of feedback from board the Director revised those policies through a participatory way.

The polices are:

- i. Code of Conduct
- ii. Complaint Response Mechanism
- iii. Personal Information Preservation Policy
- iv. Risk Assessment Policy
- v. Child and Vulnerable Adult Safe Guard Policy
- vi. Staff Security and Wellbeing Policy

- vii. Risk Assessment Format
- viii. Beneficiaries Feedback Receiving format
- ix. Assessment format of Unintended Negative Impact on Beneficiaries

The board carefully reviewed the change matrix of all policies and has given the final approval for its execution.

4. Money laundering compliances of MRA:

The Director has informed the board that COAST has been following the Money Laundering Act-2015 (amendment) properly. The issue regarding money laundering, terrorist financing, smuggling and illegal drug issues have been discussion in each group meeting as well as staff meeting. The group members have invested their loan at right schemes. From July'18 to Feb'19 (08m) total loan disbursed Tk.247.94 Cr, Savings collection Tk.48.62 Cr, Loan Outstanding Tk.203.48 Cr and Members Savings Balance is Tk.72.77 Cr. He mentioned that no any illegal financing has been reported for money-laundering, terrorist financing, smuggling, illegal drug and any other illegal engagements or purpose. The savings fund of borrower also been utilizing properly in MF program and also as FDR.

The Director also stated that the donor projects are also maintained properly. From internal audit section and also from central finance section, the audit and financial monitoring have been doing as per plan. No any suspicious and irregular/abnormal transactions have not been made within the organization.

5. **AoB:** The board has requested to arrange the next meeting at Charfassion, Bhola.

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

Prepared by

Approved by

Rezaul Karim Chowdhury
Executive Director and
Ex-Officio Secretary-BoT, COAST

March 24, 2019

Begum Shamsun Nahar
Chairperson-BoT
COAST Trust