

Minutes of the Annual General Meeting of M.A.U.K.

Date: 22 November 2020

Time: 15:00

Venue: Online

Chairperson: Sreejith Sreedharan

- 1 The A.G.M. commenced at 15:15 when the quorum was met.
- 2 Chairperson Sreejith Sreedharan (S.S.) welcomed all the members. S.S. said this is the first time in our history we are conducting an online A.G.M. He informed that all the directors present at Kerala House were adhering to the government's social distancing policy.
- 3 S.S. briefed the activities during the Pandemic and thanked all the members for their invaluable support to M.A.U.K.'s COVID Relief Operation. He informed us that the inspiration to start the Food Bank came from Ajitha Sadanandan, who helped M.A.U.K connect with Newham Council. S.S. invited Secretary Anil Edavana (A.E.) to address the members.
- 4 The meeting paid tribute to the committee members who have passed away since the last A.G.M. before moving to the agenda
- 5 A.E. also welcomed all the members and expressed his sincere thanks to members for the support given during the Pandemic. A.E. explained that as a progressive organisation that has always identified the changing needs of our community, M.A.U.K has always adapted to changes, and the virtual annual general meeting highlights its agile and spirited response to the challenges posed by the Pandemic

6 Previous meeting minutes

Minutes of the previous A.G.M was approved by the members present, proposed by Raji Gangadharan and seconded by Haridas Bhaskaran.

7 Annual Report

- 7.1 A.E. briefed the annual report and tabled the report for discussion.
- 7.2 Edwin Rajan enquired about the total cost of the Nirmala Rajan Housebuilding Project. Chief Financial Officer (C.F.O.) Sreekumar Kunjuraman (S.K.) informed the Project cost 10 Lakhs Indian Rupees
- 7.3 Balamurali Nair enquired about the status and plans for Cultural activities. S.S. informed that all cultural activities were put on hold because of the Pandemic. He informed that cultural activities would be reintroduced once the restriction of the Pandemic is over.
- 7.4 Many members praised the exemplary work M.A.U.K. has done during the Pandemic. The annual report for the year 2019 was approved by the meeting, proposed by Edwin Rajan and seconded by Priyavarathan Sathyavrithan

8 Annual Account

8.1 C.F.O. Presented the annual account for approval of the A.G.M.

8.2 Members Nash Rawther, Hari Bhaskaran, Edwin Rajan and Balamurali Nair pointed out some errors in the annual accounts and suggested the accounts be audited again.

8.3 The Chairperson called for an adjournment to reflect on the matters raised, and the meeting was adjourned for 15 minutes.

8.4 When the meeting resumed, it appointed Haridas Bhaskaran, Aloysius Mathew and Venugopal Nair to audit the account and instructed the Board to call an Extraordinary Annual Meeting to pass the audited accounts

9 Election for Board members

The following existing directors ANIL VELU, JAYAN PILLAI, ANIL EDAVANA, MOHANDAS MADHAVANANDAN, RAJESWARI SADASIVAN, PUSHKAS VASU plus SHINY BINU and SHOLA DILIP, who served as cooped Directors and, NISHAR VISWANATHAN PUSHPALATHA (new applicant), was unanimously selected to the Board for a two-year term.

10 Vote of Thanks

The Chairperson thanked all the members for their participation and constructive contribution

11. The Meeting ended at 18:00

Minutes of the Extraordinary General Meeting (EGM)

Date: 21 March 2021

Time: 2 PM

Venue: Kerala House, London and Online

Chairperson: Sreejith Sreedharan

Attendees: (list on file)

The Meeting commenced at 14:10 when the quorum was met.

Chairperson Sreejith Sreedharan (SS) welcomed all the members and informed them that the meeting would be recorded. SS reminded members that the only agenda for this meeting was to approve the 2019 annual accounts.

Secretary Anil Edavana (AE) informed that the 2019 annual account couldn't be approved at the AGM held on 22/11/2020, due to the presentation format. He further explained that the AGM appointed Haridas Bhaskaran (HB), Aloysius Mathew (AM) and Venugopal Nair (VN) to assist the Chief Financial Officer (CFO) with reformatting the accounts.

Balamurali Nair (BM) enquired about the impressive hike in the income generated by the Elders Services, which he pointed out was running at a deficit for many years.

CFO Sreekumar Kunjuraman (SK) explained that MAUK had two main sponsors, Law and Lawyers and Neil Travels, in addition to individual beneficiaries who came forward to sponsor the Thursday Lunch Club. SS informed that the agreement with the main sponsors is for one year, and this revenue is not guaranteed for future years

BM suggested earmarking the surplus fund for Elders activities, which the AGM unanimously endorsed.

Edwin Rajan enquired about the status of the Kerala Flood Relief Fund (KFR). SK briefed that a total of £44K was raised and that £14K was spent in 2019. SS explained that around £20K from online fundraising and income from 2018 Onam were the only designated collection for Kerala Flood Relief. He informed that the rest of the money was collected under the banner MAUK Charitable Projects in Kerala. Hence it's not restricted to flood relief operations.

BM reminded the EGM that the 2016 AGM had passed a resolution that an independent auditor should audit any project above £5000. SS informed that this process had already started and that it was also recommended in the audit report.

BM further enquired about the Kerala projects. SS informed that MAUK completed three water projects successfully and is now focused on empowering individuals by providing them with homes. SS informed that projects are selected from referrals made by members and through checks are done locally using MAUKs volunteers before committing to a project.

Mr Haridas Bhaskaran, the Lead Auditor of the accounts, briefed on the process used to audit the accounts. He stated that a reasonable sample was selected for the audit and started with document verification. He informed that MAUK is using a semi-automated system with a basic format in place, but there were minor mistakes with bookkeeping. He said that after reviewing the strength and

weaknesses and recommended full automation of bookkeeping and separate audit for every project over £5K. The use of the FreeAgent App was also recommended.

SS thanked Haridas, Aloysius and Venu for their valuable guidance. SS requested members who wish to inspect the audit report to contact the CFO. He requested the floor to approve the 2019 Annual Accounts

The accounts were unanimously approved by the AGM, proposed by Raji Gangadharan and seconded by Biju Gopinath

AE once again thanked the auditors for their support and welcomed their recommendations.

SS thanked all members for their participation and concluded the meeting at 15:00.