

KOSHIKA FOUNDATION

**MINUTES OF THE MEETING OF TRUSTEES
HELD AT D-26, SAKET, NEW DELHI-110017
on 29th MARCH, 2014**

Present:	Somesh Sehgal, Chairman	
	Sunil Tandon, Trustee 1	-
	Anil Sachdev, Trustee 2	
Invitees:		
Apologies:		

2014/19 CHAIRMAN

It was resolved that Shri Somesh Sehgal be and is hereby appointed Chairman of the Board for the first Meeting

2014/20 MINUTES OF LAST MEETING

Minutes of the Last Meeting held on 6th March, 2014 were circulated earlier. These Minutes were noted and taken on record.

2014/21 TRUST LEGAL MATTERS

TRUST Registration was completed in the first meeting.

The Copy of the intimation from the IT about PAN allocated and receipt of PAN Card was shared.

Applications under 10A and 10G for 12A exemption and 80G registration under the IT Act were completed and were to be submitted soon.

2014/22 TRUST FUNDS

The Settlor of the Trust had deposited the amount of Rs. 10,000/- (Rupees Ten Thousand Only) in the designated bank account of the Trust.

Trust had received donations of Rs. 105,000/- till the date of this meeting.

A commitment of Rs. 26 lakhs has been received for the period commencing April 1, 2014 to March 30, 2014.

Trust is proposing to collect donations by the end of the fiscal year of 2014-15 of Rs. 100 lakhs.

2014/23 TRUST ACTIVITIES

It was resolved that in the first year the focus would be on eye care. It was decided to explore Koshika's role in the areas of education and skill building.

It was decided that a phased action plan for Eye care would be taken up. In the first year activities would revolve around sponsoring surgeries of mainly cataract & few retinal surgeries. In the second phase it was decided to organise eye camps for refraction/spectacles distribution & prospective surgeries for selected candidates. It was further decided that for the third phase creation of vision centres in outlying rural geographies to take eye care to the poor & needy would be done.

A copy of the Application form for Assistance was shared and it was decided to legally vet the document, translate the same in the hindi language and have the forms printed.

2014/24

TRUST VISION & MISSION

A presentation of the Trust's Vision and Mission Statement was shared and the same was adopted. Further it was decided to incorporate Vision, Mission Statement & develop a Presentation for the Website & Fund-raising purposes. This presentation is under formulation and will be rolled out with approval from the Trustees.

2014/25

TRUST FUNDRAISING STRATEGY

It was decided that as part of the fundraising strategy the Trust would look to include soliciting support from

1. Delhi College of Engineering (DCE) Alumni (contact person Prof M.L.Singla)
2. Friends/Relatives/Children
3. Multi-level approach (to create an Amway type multi-tier chain of contacts)
4. Corporates (CSR) – the Board took note that presently, as per law, Koshika cannot get funds of CSR until 3 years of operations.
5. Industry Associations like IEMA
6. Extended social contacts
7. Batch-mates who are running corporates
8. Place Boxes for Collection in Public Places

Tools to be used for fundraising would include:

1. Presentation in .ppt format
2. Video for sending through Whats App
3. Single page printed Flyer (to consider based on finalised content & cost)
4. Website
5. Digital Marketing plan

2014/26

AUDITORS

It was decided to look out for auditors to be appointed by the Trust.

As recorded in the First minutes, the Trustees are seeking professional advice and services from individuals contributing their time and effort on pro bono basis to take forward decisions recorded in earlier paras.

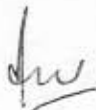
2014/27

EXPENSES RELATED TO THE TRUST

A. The Trustees wish to place on record that

- 1) All Administrative expenses & expenses required for fund-raising (including but not limited to Website development/maintenance, digital marketing for spreading awareness about the website & any other methodology deployed for spreading awareness about Koshika Foundation's activities etc) will be borne either by the Trustees or will be funded through grants from Corporates/individuals where such funds are clearly given/received for this purpose.
- 2) Administrative and Fund-Raising expenses will not be met from donations received for sponsoring the Foundation's charitable activities.
- 3) The Trustees will re-visit this caveat, when the Trust activities and operations grow, for suitable amendment through a majority vote of the Trustees.

B. The Mg. Trustee gave a list of expenses amounting to Rs. 7115.80 incurred on various activities around incorporation of the Trust and mentioned that this was met from his own sources :



- a) Purchase of Stamp Paper for Trust Deed = Rs 300 (spent in cash by Mg. Trustee)
- b) Registration of Trust Deed = Rs 1100 (DD was made out of personal savings account of Mg. Trustee)
- c) Purchase of package from Yahoo for Domain registration, Web hosting & 10 e-mail IDs = Rs 3370.80 (spent through credit card of Mg. Trustee)
- d) Making application for PAN allotment = Rs 105 (DD was made out of personal savings account of Mg. Trustee)
- e) Printing of Letterheads, Envelopes & Visiting cards for Trustees = Rs 2240 (spent in cash by Mg. Trustee)

C. The Logo & Corporate stationary of the Trust was designed by Ms Vasudha Mehra, as a pro bono service. The Trustees wish to record their appreciation & gratitude for this work by Ms Mehra.

2014/28 DATE OF NEXT MEETING

It was decided that the next meeting will be decided after issuance of due notice.

VOTE OF THANKS

There being no other business, the meeting terminated with a vote of thanks to the Chair.

PLACE: New Delhi
DATE: 29th March, 2014


CHAIRMAN