



Minutes of the Annual General Meeting 2019

Venue: SP Jain School of Global Management, 10 Hyderabad Rd, Hort Park, Singapore 119579

Date: 23rd February 2018

Time: 13:00 to 16:15 Hours

1. Executive Committee members (2018) present:

President: Nalini Thite
Vice President: Santosh Ambike
Secretary: Nivedita Phavade
Treasurer: Pallavi Kulkarni
PRO: Bhagyashree Gupte
Asst. Secretary: Bhushan Gore
Asst. Treasurer: Tejashree Datey
Committee Member: Leena Bakre
Committee Member: Sachin Jangam
Committee Member: Minal Satam
Committee Member: Ashish Pujari

Executive Committee Members (2018) absent with apologies:

Committee Member – Manjiri Kadam
Committee Member – Sameer Salunkhe

2. Meeting Minutes

13:00 – 13:30 – Lunch and introduction of new members.

New members and existing members introduced themselves during lunch

13:30 – 13:45 – Mrs. Veena Jadhav, Dean of the EMBA programme introduced MMS members to S. P. Jain School of Global Management. She spoke about the school's achievements, synergies with Maharashtra Mandal and expressed continuation of collaboration between SPJain and MMS in the future

AGM quorum (min 30 members in attendance) was reached at 13:30 hrs with 46 members in attendance, however the meeting commenced at 13:50 with President Mrs. Nalini Thite as the Chairperson.

The minutes of the AGM dated 25th February 2018 were tabled. The resolution for approval was proposed by Mr. Santosh Ambike and seconded by Mr. Jayant Gadgil.

The Chairperson shared the meeting agenda as follows:-

1. To present and adopt the Annual Report and Statement of Accounts for the year ended 31st Dec 2018, the Annual report to be presented in the form of slides.
2. Audit report (to be read by the auditors)
3. To discuss recommended changes to the MMS Constitution and Working Guidelines (no resolutions to be tabled)
4. To elect as necessary, the Executive Committee (Ex-Co) Members and Honorary Auditors for the next term (2019-2020)
5. Any other points with the permission of the Chairperson

3. The Chairperson/2018 President shared highlights of programmes organized in 2018-19

3.1. Nalini explained for the benefit of new members that a new Committee assumes office March but presents the report for the calendar year from Jan to Dec, hence there is overlap with first two months of the new calendar year.

3.2. She mentioned that we are a Community organization and the focus is on growing the inter-action between community members. This is done in 3 ways such as programmes and initiatives, collaboration with other societies /organizations and growing the membership through extending benefits.

3.3. Programmes and Initiatives –

Under the umbrella of programmes and initiatives, the Committee organized more than 20 events throughout the year focused on different interest groups.

Nalini gave qualitative and quantitative analysis of events covering Holi celebration, Kavitechey Paan for Gudi Padwa, cooking competition and drawing competition on Maharashtra Day, Indian Naval Ship tour, Ahal-E-Gazal, Brain Workout t workshop, “Bakibaab” (Mrs.Madhavi Vaidya’s programme based on the works of Poet B.B.Borkar), Amhi ani Aamche Baap play, Pedhe making workshop, Ganeshotsav- Je Je uttam, Anand Swar by Anand Bhate, Vividh gunadarshan, Atharvashirsh pathan, and Ganesh-Visarjan highlighted with dhol, tasha and lejhm, Meeting with Literary writer Mrs. Mangala Godbole, Bhondla and Dandiya, Tax Free (a drama for adults) and children’s play “Kon Banel Kaviraj”, Water colour workshop by Suresh Bhosle, Diwali Prabhat, Heritage Walk, Sankrant with SINDA, Sports events – Cricket, Chess and Badminton, MMS participation in Chingay Parade and Rubaru with Subodh Bhave

Vishal Pendharkar shared a concern about inadequate publicity before and after the event via email and social media. Point noted.

3.4. Collaboration with other organizations –

MMS participated in events organized by other associations through various contributions by members. These included Indian Cultural Fiesta with LISHA/HEB (Marathi Dance and Fashion Show), Northvale NC Diwali programme (dhol tasha performance in presence of MP Zaki Mohammad), participation in Vivekanand Seva Sangh's ITGF, Dhol-Tasha-Lezim and Shabdagandha poems recitation at the India Week organized by De'Ideaz and the Indian High Commission, Varli paintings workshop at SINDA's "Project Give", Sankrant celebration with SINDA, participation in People's Association organized One Community Fiesta Bedok and Hong Kah North CC and the first episode of Kavitechey Paan Web series filmed outside India with MMS Shabdagandh poets.

3.5. During the year MMS collaborated with various associations such as Marwari Mitra Mandal, Singapore Gujarati Society, Sindhi Society and the Katong CC People' Association, SINDA, National Integration Council, LISHA – HEB, GIIS, S. P. Jain, Shankar Mahadevan Academy, Temple of Fine Arts, VSS, Charkula, De' Ideaz, Zee TV, India Se, Northvale CC, Singapore South Asian International Film Festival, Connected to India, Let's Think Aloud, Izaara, Yantra, Maharashtra Mandal Munich for Marathi Shala and Bappagraphy

3.6. Enhanced Member Benefits – Event discounts and free tickets for selected programmes, Members-only events like the Naval tours, registrations for Indian PM Mr.Narendra Modi's vVisit, Shravansari, Food festival, opportunity for, S. P. Jain Scholarship, GIIS – Referral & admission fee discount, Special Discount in Shankar Mahadevan Academy

3.7. Committee continued usual initiatives like Shabdagandh, Rutugandh, Swaragandha, Smaranika – Silver Jubilee Special. Marathi School, Marathi Library. However, since GIIS moved to out of Queenstown campus to new campus in Punggol, library is closed due to unavailability of venue. Library venue is expected in new GIIS campus in March 2019

3.8. Other highlights - new initiatives like Silver Jubilee Badges, Logos, MMS Bookmarks, Published Shabdagandh on Amazon Kindle, Uploaded Advaitachi gaani for free download, Mandal now on PayNow, Launch of Xero Accounting Software, Birthday wishes to members

Nalini asked for feedback. Audience updated that initiatives are appreciated.

3.9. Chairperson/President thanked various teams for their invaluable support standing teams and their year-long commitment – Exco, Auditors, BOA, Life Members, Rutugandha, Shandgandha, Marathi Shala content, admin and facilitators, library volunteers; Event & Task Teams – Library Stock Taking, Ganeshotsav, Sports Competition, Shravansari, Heritage Walk, Natak Backstage, Balnatya Theme Song, Brain workout workshops,

Suresh Bhosle Workshop; Outreach Teams – Smaranika, OCF, Project Give, Sankrant, Dhol Tasha Pathak, ITGF, Charkula Bazaar

4. **Membership and Financials** - A photocopy of statements of account was circulated to the members prior to start of the meeting
 - 4.1. President presented an upward trend showing chart of total membership count from 2014 to 2018 and a pie chart representing breakdown of membership in 2019
 - 4.2. President gave details of the bank balance, fixed deposits, Pay Pal balance, cash at hand, General Reserve, Membership funds and Library funds
 - 4.3. President presented event-wise breakdown of expenses and income and highlighted top administrative expenses

Mr. Jayant Gadgil asked for a breakdown of administrative expenses. Nalini gave details for each item.

She informed of following one-time expenses:

- a) one encashment of 2017 of \$3000 was done in 2018
- b) Shifting of stuff from Queenstown GIIS

Recurring Expenses

- a) Warehouse space at Tanjong Pagar Distripark, signpost lock and store rented for a year. Ashish mentioned that \$320 is the rent per month and rest of the amount is a deposit
- b) Nalini mentioned that Pay Pal commission is high and increasing every year

Mr. Jayant Gadgil recommended Pay Pal commission to be presented event-wise - Point noted for action by the next year's Treasurer

Mr. Jayant Gadgil advised to display comparative analysis of Administrative expenses of 2018 against 2017. Nalini provided the information.

Mr. Prasanna Pethe raised a concern about warehouse deposit being shown as expenses
Action: Change in statements of account for reference and submission to IRAS and ROS

5. Audit Report Presentation – Mr. Surjit Mehendale and Mr. Vishal Pendharkar presented the Audit report

5.1. The Auditors made the following general comments:-

5.1.1. Vouchers, bills receipts & financial records have been maintained up-to-date

5.1.2. Financial statements accurately reflect the state of affairs of MMS

5.1.3. Satisfactory overall control and assurance exists around processes to manage MMS funds

5.2. Observations and Recommendations

A. User guides for various portals and applications in use

Observation:

It was observed that the usage of and dependency on various online portals and digital applications has been increased significantly during past couple of years for collecting and maintaining membership, event management, accounting and administration. Online portals and digital applications which are currently in use have been briefly summarised as follows -

- Wild apricot – Membership database and event bookings for members
- Mail Chimp – EDM
- Yapsody – Ticketing Online system
- Paypal – Membership fees and event ticket fees Collections
- Google Apps – Google groups, storage etc.
- Library Portal – Library system
- Xero – New accounting software
- Social Medias – Facebook, tweeter, YouTube

It was observed that currently there is no user guide and usage guidelines for above online portals and digital applications.

Recommendation:

In view of change in committee members every year, documentation is important in order to handover information and regulate usage of above portals and applications.

User guides should be prepared for Wild apricot, Mail chimp, Yapsody, Google apps, Library portal, Xero and Social Media and usage guidelines should be included in the working guidelines for regulating Pay Pal usage.

Limiting balance maintenance, putting in place monthly frequency for transferring balance to the MMS bank account and restrictions on payments should be included in the Usage Guidelines for Pay Pal.

Change of password for above applications should be part of handover process and password policy should be included in the working guidelines

B. The Personal Data Protection Act 2012 (PDPA)

Observation:

From 1 September 2019, organisations are not allowed to collect NRIC or other national identification numbers unless required by law or necessary for verification of an individual's identity to high fidelity. – 13/11/2018

PDPC would generally consider it necessary to accurately establish or verify the identity of individual to a high degree of fidelity in the following situations –

- a) Where the failure to accurately identify the individual to a high degree of fidelity may pose a significant safety or security risk.
- b) Where the inability to accurately identify an individual to a high degree of fidelity may pose a risk of significant impact or harm to an individual and/or the organisation (e.g. fraudulent claims).

Recommendation:

Collection of NRIC/FIN/Passport numbers should be stopped immediately from new members. All existing data containing above information should be removed from all systems. Please refer below guidelines issued by PDPC for more information –

- Advisory guidelines on the personal data protection act for NRIC and other national identification numbers - <https://www.pdpc.gov.sg/-/media/Files/PDPC/PDF-Files/Advisory-Guidelines/Advisory-Guidelines-for-NRIC-Numbers---310818.pdf>
- Technical guide to advisory guidelines on the personal data protection act for NRIC and other national identification numbers - <https://www.pdpc.gov.sg/-/media/Files/PDPC/PDF-Files/Other-Guides/Technical-Guide-to-Advisory-Guidelines-on-NRIC-Numbers---310818.pdf>

Note: Collection of information is stopped and existing information also has been deleted by MMS.

C. Constitution and Working Guidelines

Observation:

It was observed that available copies of the Constitution and the Working guidelines do not show version and date. As a result, it is not possible to establish and trace the latest and correct version of the Constitution and the Working guidelines. Also, it was noticed that the Constitution displayed on the MMS website may not be the latest version. This was noted and to be redressed.

Recommendation:

Prepare and maintain version history of the Constitution and the Working guidelines.
Latest version of Constitution to be uploaded on MMS website.

D. Half Yearly Accounts

Observation:

As per Working Guideline B.1.5 The Ex-Co shall prepare management accounts for each half-year and circulate to BOA within one month of the end of each half-year.

Ex Co has not prepared half yearly accounts and these were not circulated to BOA.

Recommendation:

The working guideline should be considered for administrative practicality and reasonability and recommendation to review this provision and update working guideline accordingly as necessary

E. Closing of Event Accounts

Observation:

It was observed that there was no discipline in closing event accounts, especially noted for expense claims from members.

Recommendation:

Update Working Guidelines to include time limit of 1 - 2 months from event date for closing of event accounts.

F. New Accounting Software – XERO

Observation:

We recognise efforts taken by this committee in identifying and working on new accounting software – Xero. We understand that the accounts were prepared in parallel in this accounting software for last year. We also understand that the system is still facing some teething issues. We have not verified accounts entered in the Xero software.

Recommendation:

If Committee decides to go live on the new system for the year 2019, recommendation to prepare manual accounts in parallel to Xero in the existing templates. Ms. Tejashree

Datey (Asst Treasurer) who worked on this software during year 2018, to continue as committee member for the next year and work on this software to make it stable and transfer knowledge to the next committee

G. Other Observations

- a) Not performed periodic audit, every quarter as required by the Guidelines. Audit oversight was provided during midyear (Sep 2018), Interim Audit (Dec 2018) and final audit (Jan 2019)
- b) Discrepancy in the opening balances of Term Deposits with SBI. Although the FD schedule of signed accounts for the year 2017 reflected correct balance of SGD 451,144.30, the trial balance and balance sheet reflected incorrect balance of SGD 448,040.09 (excluding interest portion) and interest was reflected in the Income and expenditure account (SGD 3,104.21). Therefore the balance of SGD 3,104.21 was adjusted (to the extent of last year's interest portion) in the administration expense account of this year to reflect correct FD balances in the Balance sheet as on 31.12.2018.
- c) Substantial delay in changing signatories for Bank accounts during the year 2018 which resulted in –
 - Delay in transferring funds from current account (at DBS bank) to FD account (at SBI bank).
 - Significant Expenses paid in cash which could have been paid using cheques.
 - Delays in settling expense claims of members
- d) List of complimentary tickets issued at various events was not maintained.
- e) Change in MMS registered address mentioned in the Constitution - Change of address is approved by ROS but it has to be changed in the Constitution. Seek approval in AGM for removing address clause from the Constitution.
- f) Following changes to the Constitution were approved by AGM in 2017 but Ex-Co did not get ROS approval and thus the changes to Constitution were not formalised. Refer to the AGM 2017 minutes of the AGM
 1. Proposal to increase the limit on monthly expenditure permissible by the Ex-Co from \$10,000 to \$20,000. (Change in clause 8.3.4 of the Constitution)
 2. Proposal to increase petty cash expenses from \$1,000 to \$5,000. (Change in clause 8.4.5 of the Constitution)
 3. Proposal to limit the grace period for membership renewal to 31st March. Membership will get cancelled on 31st March. (Change in clause 5.7 of the Constitution)
- g) Referencing in the Working guidelines need to be updated accordingly after making the changes in the Constitution as above

President, Nalini thanked the Auditors and asked for motion for adoption of Audit Report.

Mr. Santosh Ambike asked if changes to the warehouse deposit treatment to go to assets and not under expenses should be done, advised to redo the financial statements and handover new Statements of Account to the new team for submissions.

Nalini gave explanation for signatory changes:

1. DBS – From April mails did not reach MMS.
2. When root cause was identified, committee change occurred.
3. Following new online process by bank the application was resubmitted

As highlighted by auditors, outgoing committee to support new team with all necessary help. Current team will give all necessary documentation to new committee as part of handover

SBI –

MMS keeps all fixed deposits with them. Signatory changes not yet done.

Nalini requested new committee to talk to SBI about their requirements for signatory changes. If it is not workable, consider some other financial institution

Mr. Govind Panse suggested core team to go together and talk to bank official. Mrs. Smita Ambike highlighted challenges and changing processes at the bank. Nalini informed they asked for AGM extract with list of life members.

Mr. Jere suggested talking to higher authorities. New Committee to look at this.

Members seemed to be satisfied with the Audit Report and a motion for passing the Audit Report was proposed by Mr. Prasanna Pethe and seconded by Mr. Govind Panse. In principle approval given subject to updating of account statement mentioning warehouse deposit as an asset instead of expense. The proposal was accepted and passed by the AGM.

6. Changes to Constitution and Working Guidelines

6.1. Mr. Vishal Pendharkar emphasized Pay Pal related guidelines since a large amount of \$40,000 is available in Pay Pal. Restrict balance and usage of Pay Pal. Very high risk if User-Id and password are leaked.

Mr. Sachin Jangam suggested 2FA for authentication, but the response was that it is complicated since two people have to be online together at the same time for login, one to hold user credentials and the other to receive the OTP.

Mr. Ambike suggested to review the issue with the new Auditor Mr. Amrut Joshi who has expertise in this area

President Nalini suggested Pay Pal related and digital media related guidelines to be formed by the new Committee. Payments done using Pay Pal are website payments, Yapsody for seating plan based ticketing (0.75% of ticket), Mailchimp, Google accounts. Excluding these, no other payments to be done. Mrs. Smita Ambike suggested Yapsody payment also can be excluded from the list.

President Nalini informed that It will be discussed with new Committee. Working guidelines to be updated.

6.2. Limit for amount in Pay Pal - No guidelines exist

Nalini said that no limit exists, considering max payment of \$3.5k to \$4K, limit of \$5,000 can be set as guideline. Treasurer to transfer an amount from Pay Pal to the MMS bank account every quarter.

Nalini also suggested another payment platform called Stripe which has a similar payment, commission model, but the amount is not kept in the platform. New Committee can research and decide the payment platform to be used.

6.3. Mr. Jayant Gadgil asked about taxation position.

Nalini informed that last year MMS was in surplus by \$30,000-\$32,000. This year MMS is in surplus by \$26,000. Mrs. Smita Ambike mentioned that MMS should expect tax payment in the range of \$250 - \$300. This is the tax payable only on the interest earned on fixed deposits.

6.4. Membership Renewals

6.4.1. Nalini proposed renewal and new membership difference of \$10 to be eliminated and levelled up at \$30 due to challenges faced. System maintenance will be easier. Library or event membership is tedious. Volunteers may not have information. There is possibility of human error for renewals and new memberships.

Mr. Santosh Ambike commented that the renewal fee is an incentive for members to renew membership on time.

6.4.2. Mr. Ashish Pujari proposed auto-renewal of membership. Members today complain about missing membership payment. This will reduce manual efforts to great extent. However, some members felt efforts are still needed to address this suggestion.

6.4.3. Allow people to renew till March, but stop membership privileges on 1-Jan. This will push people to renew membership in time. Mrs. Mrunal Paranjape suggested organising an interesting programme in the first quarter to attract membership renewals.

Mr. Santosh Ambike said that changing the Constitution too often is an administrative problem and members will w ask for grace period. System control needs to work perfectly. Nalini affirmed that this is possible and said that if AGM inclination is present, Constitution change can be done during AGM 2020 or interim EGM. Vishal also seconded the proposal.

Also sending a reminder mail to uncheck auto-payment prior to year-end from the month of October.

6.4.4. Mr. Ashish Pujari proposed rolling memberships one year from date of joining. Nalini mentioned 3 possibilities 1-Jan, rolling or pro-rated. Pro-rated was not accepted, since it is too complex for \$20

6.4.5. Mr. Govind Panse suggested membership tenure for 2 years'/ 5 years' term. The Constitution spells out membership for 1 year only. Nalini pointed out that this is possible, but Membership income will be skewed but the website can have the functionality.

Suggestion to consider above points at an EGM or next AGM.

7. Election of the new Executive Committee for 2019

Mr. Sachin Kanthale represented the three-member Election Commission (EC) for 2019 whose members are Sachin Kanthale, Rajashri Lele and Sugam Kale and announced the new Executive Committee.

7.1. Mr. Sachin Kanthale on behalf of the Election Commission updated the members that the Election Commission received 12 nomination forms (5 SC/ SPR and 7 non-citizen/ SPRs) positions of office bearers before 17th February, 2019 and were found to be valid. Majority of Ex-Co members should be Citizens / PRs according to the Constitution, but this condition was not fulfilled. The new Committee would therefore need to get due approval from ROS. It was proposed that the new Ex-Co be declared elected unopposed as below

● President	–	Santosh Shamsundar Ambike
● Vice President	–	Ashish Mukund Pujari
● Asst. Secretary	–	Jyoti Abhay Dubey
● Treasurer	–	Mrunal Bharat Modak
● Asst. Treasurer	–	Bhushan Gore
● PRO	–	Madhavi Shirish Kinjawadekar
● Committee member	–	Minal Satam
● Committee member	–	Tejashree Datey
● Committee member	–	Bhagyashree Gupte
● Committee member	–	Prashant B. Vedpathak
● Committee member	–	Pushkar Pradhan
● Committee member	–	Sadanand Madhukar Rajwade

7.2. The application for the post of Secretary was not received. Hence Co-opting request was made to the floor. Mrs. Shyamal Bhate raised volunteered for the post. It was accepted by AGM. Her documents were verified by the Election Committee.

Mrs. Rajashri Lele said that if Mrs. Shyamal Bhate accepted the Secretary post in the 2019 Committee. As a result, the requirement that all key positions should be SC/SPR was satisfied. However, the condition of majority Committee members being SC/SPR iwas still not met. 2019 Executive Committee to obtain ROS approval.

7.3. On behalf of the EC, Mrs. Rajashri Lele declared the new thirteen-member Executive Committee of 2019-20 as below. Election was not conducted for any of the positions.

● President	–	Santosh Shamsundar Ambike
● Vice President	–	Ashish Mukund Pujari
● Secretary	–	Shyamal Bhate
● Asst. Secretary	–	Jyoti Abhay Dubey
● Treasurer	–	Mrunal Bharat Modak
● Asst. Treasurer	–	Bhushan Gore
● PRO	–	Madhavi Shirish Kinjawadekar
● Committee member	–	Minal Satam
● Committee member	–	Tejashree Datey
● Committee member	–	Bhagyashree Gupte
● Committee member	–	Prashant B. Vedpathak
● Committee member	–	Pushkar Pradhan
● Committee member	–	Sadanand Madhukar Rajwade

Mrs. Rajashri applauded the outgoing committee for work done and welcomed the new Committee wishing them a successful term and successful organization of the silver jubilee programme.

8. Mr. Yeshwant Kakad proposed that Life membership fees be reduced to \$400/ \$500

He reckoned that for 20 years would be \$400 at current rate, hence fees should not be more than \$400. There was a query raised about life memberships taken in the last 5 years. Nalini gave names of 6 life memberships taken.

Till 2012, life membership fee was \$300. It was increased to \$800 in 2012. Hence 90% life members were registered at lower fees.

Trend of past 3-4 years shows max 12-15 members join life members meeting. They are biggest fillers for taking help are resource for outreach events. They understand spirit of members and explain value proposal of MMS.

Anita Kale suggested 5 years as member to become member. Another suggestion was 5 years and \$500

Nalini recommended the new Committee to launch silver jubilee event for attracting life members with fees of \$400 or \$500. Nalini mentioned that member demographics are changing. People may not be taking life membership due to high fees.

Mr. Ambike expressed that if a person is associated with the Mandal and has respect or a bond to take up Life membership, he/she will not think about a few hundred dollars; also that the lifestyle of newcomers to Singapore is higher than earlier.

However, majority of the members recommended considering reducing the fees for life membership.

Mrs. Himani Kulkarni suggested to capture demographics, focus on increasing members instead of life members. They can be assets to MMS.

A new member also stressed on promotion of Maharashtra Mandal via What's App, and other social media.

Nalini asked if these proposals can be considered. However, it was pointed out by Mr.Santosh Ambike and Mr.Vishal Pendharkar that agenda items requiring a resolution should be proposed 10 days before AGM and sent to the Secretary to be included in the AGM notice email. Hence now this can be considered only during an EGM or the next AGM.

9. Appointment of Auditors for 2019

Mr. Santosh Ambike proposed appointment of auditors as below

1. Ajinkya Dhawale
2. Amrut Joshi

The proposal was seconded by Mr. Satish Lele and thus approved by the AGM.

Mr. Vishal Pendharkar highlighted that according to the Constitution clause 6.4.2.2, Auditors also need to be elected and therefore submit a nomination form and be elected similar to the Executive Committee members. He read out the clause in the AGM.

6.4.2 The following points shall be considered at an AGM

6.4.2.1 The previous financial year's accounts and annual report of the Ex-Co.

6.4.2.2 Election of Executive Committee (Ex-Co) Members and Honorary Auditors for the next term.

6.4.2.3 Any other business as deemed necessary.

Nalini said that next year Committee can invite nomination forms for posts of Auditors for review by the Election Committee

10. The AGM was declared as concluded at 16:15.