



MINUTES OF THE FIRST MEETING OF THE BOARD OF TRUSTEES OF UDDAMI INDIA FOUNDATION
HELD ON FRIDAY, 13TH DAY OF MAY, 2005 AT THE REGISTERED OFFICE OF THE TRUST AT 158/4
PRINCE ANWAR SHAH ROAD, KOLKATA 700 045 WEST BENGAL AT 4:40 PM.

MEMBERS PRESENT:

- | | |
|-----------------------------|-----------------|
| 1. MISS NIVEDITA PAL | SETTLOR/TRUSTEE |
| 2. MISS RABIA KHATOON | TRUSTEE |
| 3. MISS HARSHAMANJARI NANDA | TRUSTEE |

MEETING WAS CALLED TO ORDER BY MISS NIVEDITA PAL

NEW BUSINESS – AGENDA DISCUSSED

1. Aims and Objectives of Trust
2. Rs. 5000/- Settlor fund to open Trust
3. Bank account
4. Election of officers
5. Managing Committee
6. Quarterly meetings
7. Chartered Accountant
8. Financial year
9. Logo, letterhead, rubber stamps
10. Donation receipt book
11. Rent for school premises
12. Proposal for first Prior Permission

RESOLUTIONS ADOPTED

- A. “**RESOLVED THAT** Miss Nivedita Pal has informed the main aims and objectives of the Trust and it was unanimously resolved that the Trust’s main objective is to support two projects, the Uddami Computer Training Centre (UCTC) and NGOHome”.
- B. “**RESOLVED THAT** the Settlor Fund will be used to settle the bill for the formation of the Trust”.



- C. **“RESOLVED THAT** the Trust bank account will be opened at Punjab National Bank, Gariahat Branch. Mr. Swapan Kumar Roy who has a savings account in the same bank will make the introduction for the Trust.
- D. Election of Officers of the Board of Trustees:
“RESOLVED THAT unanimously Miss Nivedita Pal be and is hereby elected President/Chairman of the Board; Miss Harshamanjari Nanda be and is hereby elected Secretary of the Board; and Miss Rabia Khatoon be and is hereby elected Treasurer of the Board.”
- E. Managing Committee
“RESOLVED THAT the Trust will invite the following to be members of the Managing Committee:
- Mr. B.K. Jha, Advocate of the High Court
Miss Shrabasti Chakraborty, Teacher of UCTC
Mrs. Urmi Basu, Social Worker
Mr. Khokon Das, Associate Project Director of NGOHome
- “RESOLVED THAT** all Trustees will also be members of the Managing Committee. Members will have one vote each and each Trustee will have two votes.”
- F. **“RESOLVED THAT** the next meeting will be held at Uddami in September 2005, time and day to be decided. This meeting will include both members and trustees.”
- G. **“RESOLVED THAT** the first financial year will be from April 13, 2005 – April 1, 2006.”
- H. **“RESOLVED THAT** the Trust will hire two separate chartered accountants, one to do the necessary annual audit and one to help with the monthly accounts of the Trust”.
- I. Rubber stamps will be made: Uddami India Foundation – President, Secretary, Treasurer, Trustee and one with the following information:
- Uddami India Foundation
Public Charitable Trust
Reg. Offices: 158/4 Prince Anwar Shah Road
Kolkata 700 045
Tel: 2422-1941
Email: uddami_india_foundation@india.com



“RESOLVED THAT Logo designed for UIF by Tapas Sarkar accepted by all Trustees as the logo to use for all Trust communication including letterhead.”

- J. **“RESOLVED THAT** Miss Nivedita Pal will start sending proposals to funding organizations that have expressed an interest in helping the Trust, specially to fund the two projects UCTC and NGOHome”.

THIS FIRST MEETING OF THE UDDAMI INDIA FOUNDATION WAS ADJOURNED AT 6:00 PM.

PLACE: 158/4 PRINCE ANWAR SHAH ROAD, KOLKATA 45

DATE: FRIDAY, 13TH DAY OF MAY, 2005