

Venue: Mahindra World City Club House, Chennai

Attendees:

MC Members:

1. Dr.R.K.Malhotra
2. Dr Bala Bharadwaj
3. Mr. Sanjay Deshpande
4. Mr. IV Rao
5. Dr G Nagarajan
6. Mr.Prakash Sardesai
7. Mr. N Balasubramanian
8. Dr K C Vora
9. Mr. Prakash Joshi
10. Dr Sudhir Gupte
11. Mr. Javaji Munirathnam
12. Mr. R Venugopal
13. Mr. Balraj Banot
14. Prof Prakash Joshi

Office Staff:

1. Mr. Ramakrishna Rao, CFO, SAEINDIA
2. Mr.Venkataraj, DDG, SAEINDIA
3. Mr. D Seshadri, ED, SAEINDIA

Points Discussed:

The President welcomed the MC members.

Discussion point: The minutes of the last MC meeting were reviewed by the MC members. The minutes of last MC meeting were approved by members.

Discussion point: The visioning workshop was held for two days in Chennai (Jan12/13 2018). It was an action item suggested in our last Policy Deployment Meet. This was facilitated by a consultant, Mr. Kalaiselvan Govindaraj, Retd. BPCL staff. The core purpose statement and shared vision was created by the MC members, DDG, CFO, ED and Section officers nominated by Section Chairs.

Resolution: It was resolved that in every MC meeting the action plan & outcome of the Visioning Workshop 2018 will be reviewed. DDG will present the Action Taken Report of the Visioning Workshop.

Resolution: As MC is represented by all sections and sections were asked to nominate their representatives for the workshop, it was resolved that the Shared vision, core purpose statement created and agreed by this group through the two day workshop in Jan 2018, is final and binding on all sections. Office will share the details with all sections and seek their inputs on implementation plans.

Discussion point: Baja Audit. Mr. Sanjay Nibhandhe and Dr Bala Bharadvaj have presented the findings of the Baja Audit Report.

Resolution: It was resolved that Amendment to the legal agreement between SAEINDIA and NATRIP to be made that will allow SAEINDIA to have temporary construction in Pithampur facility.

The expenses for the construction will be from Baja SAEINDIA event budget. The convenors of the event to ensure that all safety regulations have been complied with.

Discussion point: Lifetime Membership clarification. Some members of the MC queried about clarification between the 10 year tenure and lifetime tenure.

Resolution: After deliberations, it was resolved that for the members above 60 years of age, they become life members with a fee of Rs. 10000+GST as applicable whereas for all other members who are less than 60 years of age, it will be for a tenure of 10 years. Any change in membership fees will be prospective in nature and not retrospective.

Discussion point: Authorised Signatory to be added. New CFO Mr. Ramakrishna Rao.

Resolution: It was resolved that Mr. Ramakrishna Rao will be one of the authorised signatories for all SAEINDIA accounts from 13 Jan 2018. MC has recommended that SAEINDIA look at the possibility of using online payment facility, wherever possible For all events, like Baja, SUPRA and AWIM, CFO should be one of the authorised signatories. Any item of expense above Rs. 50,000 should be concurred by the CFO. CFO will be the financial authority for all events & conferences

Discussion point: Authorised Signatory to be added for operating TIFAN Account

Resolution: To open and operate the savings account with Canara Bank, Kotturpuram Branch, Gandhi Mandapam Road, Chennai 600 085 for the purposes of SAEINDIA TIFAN (Technology Innovation For Agricultural Nurturing, a student competition by SAEINDIA Off Highway Board), MC has authorised Mr. Krishnat Patil of John Deere, Pune and Mr. Nilay Pradeep Shah, Cummins India, Pune and Dr.G.Nagarajan and Ramakrishna Rao .K.S

Discussion point: Authorised Signatory to be added for operating AWIM Account

Resolution: To operate the ICICI Bank at Cenotaph Road, Chennai 600 018 for the purposes of SAEINDIA AWIM National Olympics 2018, MC has authorised Mr. AtulKunte of Eaton Pune, the convener of AWIM National Olympics 2018 and Mr. B V Shamsundara of ARAI, Pune, in addition to Ramakrishna Rao K.S

Discussion point: AWIM National Olympics 2018 Budget approval

Resolution: It was discussed that while we need to try to achieve an eventwise surplus, the same may not be possible in events such as AWIM , which are more of student and society oriented. SAEINDIA may therefore have to meet the deficit , if any in AWIM. It was also discussed that on a priority and urgent basis, the budget for AWIM will have to be discussed by the Office with the Organizing committee of AWIM National Olympics and approved by the Sr.VP .

Discussion point: Budgeting Process & Timelines for office, events, conferences and boards were presented by CFO.

Resolution: It was resolved that the event & conference committees need to prepare the budget according to the timelines suggested by office & CFO. Finance board to deliberate on the budget and approve. If the budget is not approved one month before the event date, then it gets escalated to the President. Convener of Baja, SURPA and AWIM to present the budgets to MC at least two months before the event. CFO to define the process and escalation matrix for budgeting process. A standard budgeting template to be prepared by Office in consultation with event committees.

Discussion point: Election Process for MC for the new term (2018-20) to be initiated and electoral officer to be appointed.

Resolution: It is resolved that DDG will be the electoral officer for the MC elections. Dr G Nagarajan, Treasurer will guide DDG on the process timelines. DDG will initiate the election process within a week.

Discussion point: Baja 2018 budget. Sr VP and DDG have informed MC that the surplus presented by Baja Org Committee for the Jan 2018 is less than a lakh of rupees. Sr VP felt that to make the event sustainable, we need to make sufficient surplus.

Resolution: MC has recommended that CFO be part of the budgeting process for all major events and conferences. MC has approved the Baja 2018 budget.

Discussion point: Infrastructure Committee to be formed for the construction of office/training facility at Guindy, Chennai.

Resolution: It is resolved that each of the section chairs to nominate one representative from the section to the Infrastructure Committee, Treasurer will be the member-secretary of the committee. Dr Aravind Bharadwaj will Chair the Infra committee, if it is agreeable to him. The Committee members will continue irrespective of the tenure and will be responsible till the building with all infrastructure is in place. The committee's scope is to define the RFI for the building, receive quotes from architects, frame a budget and recommend it to MC for budget approval. Office will support the committee in terms of cash flow information, coordination with architects and to develop a RFI.

Discussion point: Disposal of old items at SAEINDIA Office.

Resolution: It is resolved that the Treasurer will suggest the procedure for disposing the old items available in SAEINDIA Office.

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