

# Minutes of Executive Committee (EC) Meeting

**Date:** June 29, 2025 | **Time:** 11:30 AM | **Venue:** Community Hall – 2<sup>nd</sup> Floor

**Attendees:**

Mr. Pulak Mukherjee (President), Mr. Bibhas Chatterjee (Vice-President), Mr. Niloy Pandit (Secretary), Mr. Joy Krishna Das (Treasurer), Mr. Anurag Singh (EC Member)

**Absent:**

Mr. Prasanta Ghosh (EC Member), Mr. Asis Majumder (EC Member)

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**Minutes & Resolutions:**

1. **Call to Order:**

The meeting was called to order by the President, Mr. Pulak Mukherjee.

2. **Confirmation of Quorum:**

A quorum was duly formed for the meeting to proceed.

3. **Presentation of Current Fund Status:**

Members appreciated the current fund status and advised regular follow-up to recover pending dues.

4. **Confirmation of AGM Date:**

It was **resolved** to hold the 19th AGM on **July 27, 2025**, from **5:00 PM onwards**.

5. **Salary Advance Request – Mr. Parameshwar (Bikash) Mondal:**

After due discussion, it was **resolved** to release ₹25,000/- as advance (₹15,000 from Type-B, ₹10,000 from Type-A Association). Repayment of ₹3,000/month to alternate between Type-A and Type-B accounts. Finalization is subject to Type-B Association's consent.

6. **Feedback Collection Initiative:**

It was **resolved** to initiate, for the **first time by any EC team**, a structured feedback collection process. Flat-wise hard copies will be distributed, and a Google Form link will be shared via WhatsApp and email to gather resident input. The Secretary accepted to coordinate this initiative.

7. **Development of Association Website:**

The house **proposed and resolved**, as a **first-of-its-kind initiative**, to develop a static website for the association, targeted for launch on AGM day. The Secretary agreed to take responsibility for the development.

8. **Appointment of Gardener:**

It was **resolved** to appoint a gardener on a workday basis at ₹400/day, effective **mid-June 2025**.

9. **General Remarks:**

Members emphasized the need for smooth and professional execution of the upcoming AGM.

10. **Conclusion**

The President thanked all members and declared the meeting closed.

**Next Meeting:** 19th AGM – **July 27, 2025**

**Mr. Niloy Pandit:** *Secretary*