

**CEG94 Trust**  
**Minutes for Meeting on 7<sup>th</sup> April'2018**

**3:30-5:30pm, CEG, Guindy**

**Attendees:** Tamilarasan, Ramesh, Purush, Kpk Muthu, Selvakumar, Premkumar, Kannan, SS Karthikeyan & Lalitha

**A. Follow up on previous meeting's Action Items**

Action Item	Follow-up	Status
1. Maximum funding cap (near-term)	Revised to Rs.2 Lacs for AY2018-19	Closed
2. Individual donor sponsors	Madan's full sponsorship offer for 1 girl student support accepted by trust.	Closed
3. Structure of Corpus	Lalitha provided two scenarios for deployment of corpus in 2 fixed deposits from FY2018-19.	Closed
4. Criteria for shortlisting of candidates for sponsorship	Broad criteria defined and approved.	Closed
5. Finalize logo phrase	Finalized as "Ignite the Future"	Closed
6. Detailed communication on trust activities	Ganesh & Priya completed the ppt	In Review
7. Trust website development	"Work in progress" - Ssk	In Progress
8. Induct the 8th trustee	"Work in progress" - Ramesh	In Progress

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**B. Minutes of Meeting - 7<sup>th</sup> April 2018**

<b>Agenda</b>	<b>Resolution(s) / Decisions taken</b>	<b>Pending / Follow up Issue(s)</b>
1. Process	<ul style="list-style-type: none"> <li>i. Treasurer presented monthly statement of accounts - Rs.10.5L in corpus &amp; Rs.4.5L for near term funding.</li> <li>ii. Recurring expenses expected per annum Rs.50-60k includes Auditor &amp; Admin expenses.</li> <li>iii. For FY2017-18, Rs.25k incurred in Trust registration &amp; filing charges.</li> </ul>	None
2. Fund collection	<ul style="list-style-type: none"> <li>i. Finalize communication to be sent regarding near term funding – no further updates required as trust sticks to amount earmarked in its initial communication.</li> <li>ii. Devise communication targeting contributions from next 100 alumni.</li> <li>iii. Status of tax exemption status of Trust.</li> </ul>	<ul style="list-style-type: none"> <li>i. None</li> <li>ii. Post meeting minutes on trust website – Ssk</li> <li>iii. Pending IT approval</li> </ul>
3.Scholarship Administration Process	<ul style="list-style-type: none"> <li>i. Based on Kannan's recommendation, it is decided to visit CEG dean and introduce our trust as a direct sponsor. Dean's office could then directly send us the list of needy students instead of going through Alumni Association.</li> <li>ii. It is expected that our trust members be present on admission day to scrutinize and finalize candidates for funding.</li> </ul>	<ul style="list-style-type: none"> <li>i. Kannan, Tamil, Ramesh &amp; Purush to schedule dean's visit with a proposal to offer help.</li> <li>ii. Proposal includes tuition fees &amp; hostel fees for girls (as boys can avail free hostel facility in the campus).</li> </ul>

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4. Operational matters	<ul style="list-style-type: none"><li>i. English speaking course &amp; career guidance is identified as initial activities.</li><li>ii. Trust website development – assigned to Ssk</li></ul>	<ul style="list-style-type: none"><li>i. Next step is to identify departments, dates &amp; volunteers for this task – to be taken on whatsapp</li></ul>
5. Donor Topics	<ul style="list-style-type: none"><li>i. Madan's offer – closed, refer to Section A, item (2).</li></ul>	<ul style="list-style-type: none"><li>i. None</li></ul>

Prepared by,  
Lalitha Jayabalan

Verified & countersigned by,

Secretary  
[R S Ramesh]