

Minutes of the COAST Foundation Special Executive Committee Meeting dated 13<sup>th</sup> May 2023  
3 to 6.30 pm at COAST Principles Office, Dhaka.

### **Member Present**

1. Dr. Tofial Ahmed, Chairperson
2. Mr. Gwahar Nadeem Wahara, Vice Chairperson
3. Mr. Mostafa Kamal FCA, Treasurer
4. Mr. Jacob Kumar Sarkar, Member
5. Ms. Anjelica Khoisan, Member
6. Mr. Rezaul Karim Chowdhury, Member Secretary / Executive Director

### **Agenda Transacted**

1. KPMG Audit report as done by MI (Maltese International).
2. Salary issue of the senior staff in COAST.
3. MRA letter for fining for land transaction.
4. Inclusion of new board members.
5. Issues related to correspondence between Chair and ED.
6. Any other business.

### **Meeting proceedings**

The Chair Dr. Tofail Ahmed has briefed the importance of the meeting as there will be a discussion in KPMG audit report, and we have waited for a month as our Vice Chair was abroad. Major discussions and decision of the meeting are as follows.

1. **KPMG audit report from MI.** The secretary has briefed about the report, there are no financial embezzlement they found, but there are some issues of process error. MI has not maintained the participation in the selection of KPMG and ToR preparation. COAST ED has said that, it is a sort of of initiatives as from COAST we have challenged the MI auditor, who hardly maintained international standard, COAST ED has explained to MI Secretary General on the audit report and the process of partnership, he will forward the letter to all EC member and also explain on political issues to the EC Chair and EC members exclusively, these two letters should be kept confidential. Even though, COAST senior management has took the report as an impetus for improvement. A rigorous plan of actions already prepared and started implementation.

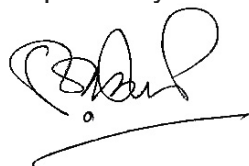
EC has expressed dismay in this regard, they have proposed a committee headed by Treasurer Mr. Mostafa with the membership of Vice Chair Mr. Nayeem and Mr. Jacob to conduct a special audit as decided in item (a) on those / KPMG findings whether these are system or human error, (b) whether COAST explanations are reasonable or not and why, (b) studying EDs explanations of political issues, whether those are reasonable and why and (c) to proposed recommendations for future improvement. The study could be done by external consultants and it should be finished by 15 days.

2. **Salary enhancement of the senior staff.** COAST ED wrote a letter to Board Chair on 2<sup>nd</sup> May to approve salary for the COAST senior staff, i.e., ED to Directors, in view of our constitution as approved by JSC under Joint Stock Company act, it is needed board Chair's consent. Board Chair has placed the whole issue to the EC and it is approved as follows w.e.f., from 1<sup>st</sup> May as follows.

Position and name	Grade & steps	New basic	New take home
Executive Director, M. Rezaul Karim Chowdhury	O-9	101,899	244,558
Deputy Executive Director, Sanat Kumar Bhowmik	N-8	84,110	201,864
Director –Monitoring Evaluation & Internal Audit, Sayed Aminul Hoque	M-8	76,803	184,327
Director – Core Program, Tarik Sayed Harun	M-8	76,803	184,327
Director – Administration and Stakeholder Relation, Mostafa Kamal Akhanda	M-8	76,803	184,327
Director – Finance, Budget Control and Corporate Affairs, Md. Ahsanul Karim	M-8	76,803	184,327

3. **MRA financing for land purchasing as it has done without their approval:** There was a letter from MRA on asking explanation that why COAST has purchased two piece of land, one in Sonarpara Coxsbazar and another one in Dakkhin Aicha Charfassion. Both the land purchase has done with full consent of the board. But it has not taken approval from MRA (Micro Finance Regularity Authority), ED explained that, they were not aware on the issue, that it requires MRA permission. Later they have fined taka 5 lacs, the fine money has been paid. Board cautioned that, We should remain compliant to MRA rules so that it should not happen in future.
4. **New member inclusion in the General Council.** At present GC (General Council) members is 19 but it should be minimum 21. Member- Secretary has proposed two names, one Mr. Mahadi his CV has already given and another one is Mr. Khurshid Alam, the CEO of MGI (Meghna Group of Industries). The Chair has proposed to collect CV of Mr. Khurshid Alam. The Member Secretary has proposed to give approval on those so that they will be able to join in next Annual General Meeting. Both the CV will be discussed in the next meeting
5. The EC proposed an special audit within a month to review various financial and policy issues with the help and assistance of two efficient professional audil personnel. A budget of Tk 3 lac was approved for this purpose. The Treasurer of the EC will find the suitable person and formulate draft ToR for the approval of the chair.

Prepared by



Rezaul Karim Chowdhury  
Executive Director

Approved by



Professor Dr. Tofail Ahmed  
Chairperson, Executive and General Council

22<sup>nd</sup> May 2023