

**Minutes of the 99<sup>th</sup> Board of Trustee Meeting of Coastal Association for Social Transformation Trust held on 22<sup>nd</sup> March, 2019 at COAST Principal Office, House-13, Road-2, Shyamoli, Dhaka.**



**Member participated:**

1. Begum Shamsun Nahar, Chairperson
2. Minar Monsur, Vice-Chairperson
3. M. Zahirul Alam, FCA, Treasurer
4. Dr. Abbas U Bhuiya, Member
5. Dr. Tofail Ahmed, Member
6. Rezaul Karim Chowdhury, Ex-officio Secretary (Executive Director, COAST Trust)

**Agenda transacted:**

1. Review of last BoT meeting
2. Deed of Trust revision and Registration
3. Different policy revision :
  - i. Code of Conduct
  - ii. Complaint Response Mechanism
  - iii. Personal Information Preservation Policy
  - iv. Risk Assessment Policy
  - v. Child and Vulnerable Adult Safe Guard Policy
  - vi. Staff Security and Wellbeing Policy
  - vii. Risk Assessment Format
  - viii. Beneficiaries Feedback Receiving format
  - ix. Assessment format of Unintended Negative Impact on Beneficiaries
4. Renewal of Executive Director's Appointment
5. Money Laundering
6. Any other Business (AoB)

The meeting has been started with the welcome address from the Chairperson. The decisions and major discussions of the meeting are as follows.

**1. Review of the last 98<sup>th</sup> BoT meeting minutes:**

As the meeting (99<sup>th</sup> BoT) is called specially for finalizing Deed of Trust and its registration through commissioning process and also will discuss on nine different policies and formats, so the meeting minutes of 98<sup>th</sup> BoT will be discussed on next 100<sup>th</sup> BoT meeting.

**2. Deed of Trust Deed of Trust revision and Registration:**

After getting feedback from Board, the Secretary has briefed the changed version of Deed of Trust. The board finally approved the deed and accomplished the registration of Deed of Trust through commissioning process by the sub-registry office at COAST Principal Office dated 22 March, 2019. The board has expressed their appreciation for the deed registration and has advised to collect the true copy as soon as possible.

**3. Different Policy Revision :** The Director has briefed the following polices and formats as per the recommendation from HQAI. These polices also were discussed in the 98<sup>th</sup> BoT Meeting and on the basis of feedback from board the Director revised those policies through a participatory way.

The polices are:

- i. Code of Conduct
- ii. Complaint Response Mechanism
- iii. Personal Information Preservation Policy
- iv. Risk Assessment Policy
- v. Child and Vulnerable Adult Safe Guard Policy

  
Rezaul Karim Chowdhury  
Executive Director  
COAST Trust

  
Begum Shamsun Nahar  
Chairperson-Board of Trustees  
COAST Trust

- vi. Staff Security and Wellbeing Policy
- vii. Risk Assessment Format
- viii. Beneficiaries Feedback Receiving format
- ix. Assessment format of Unintended Negative Impact on Beneficiaries

The board carefully reviewed the change matrix of all policies and has given the final approval for its execution.

**4. Renewal of Executive Director's Appointment:**

The present tenure of ED's employment will end by December 31, 2018. So, the board has discussed the renewal of his appointment and approved the appointment for next three years i.e. from January 1, 2019 to December 31, 2021 with the following salary and benefits:

i. Salary and Benefits (BDT):

Grade and Step	Basic salary	House rent	Conveyance	Entertainment	Communication	Total take home salary
M-11	69,347	37,242	14,897	14,897	7,448	1,43,831

- ii. Mobile support-local BDT 3000/- per month and roaming BDT 5000/- per trip
- iii. Internet support Tk 3,500/-
- iv. PF, Gratuity, Festival Bonus and medical as per organizational policy.

**5. Money laundering compliances of MRA:**

The Director has informed the board that COAST has been following the Money Laundering Act-2015 (amendment) properly. The issue regarding money laundering, terrorist financing, smuggling and illegal drug issues have been discussion in each group meeting as well as staff meeting. The group members have invested their loan at right schemes. From July'18 to Feb'19 (08m) total loan disbursed Tk.247.94 Cr, Savings collection Tk.48.62 Cr, Loan Outstanding Tk.203.48 Cr and Members Savings Balance is Tk.72.77 Cr. He mentioned that no any illegal financing has been reported for money-laundering, terrorist financing, smuggling, illegal drug and any other illegal engagements or purpose. The savings fund of borrower also been utilizing properly in MF program and also as FDR.

The Director also stated that the donor projects are also maintained properly. From internal audit section and also from central finance section, the audit and financial monitoring have been doing as per plan. No any suspicious and irregular/abnormal transactions have not been made within the organization.

**6. AoB:** The board has requested to arrange the next meeting at Charfassion, Bhola.

Having no other discussion, the Chairperson has concluded the meeting with a vote of thanks.

Prepared by  
  
 Rezaul Karim Chowdhury  
 Executive Director and  
 Ex-Officio Secretary-BoT, COAST



March 24, 2019

Approved by  
  
 Begum Shamsun Nahar  
 Chairperson-BoT  
 COAST Trust

Rezaul Karim Chowdhury  
 Executive Director  
 COAST Trust

Begum Shamsun Nahar  
 Chairperson-Board of Trustees  
 COAST Trust