



**Venue: ISACA New premises -Vidyavihar, Mumbai**

**Date:** Saturday, October 8, 2016

**Time:** 6:30 PM onwards

**Attendance Details: MC Members 2015-16**

The Agenda for the AGM Meeting which was held on 8<sup>th</sup> October 2016 at Vidyavihar, ISACA New Chapter office 6:30 PM onwards are:

1. Welcome address by the Secretary.
2. To adopt the minutes of the Seventeenth Annual General Meeting held on September 26, 2015.
3. To receive and adopt the Annual Report of the Managing Committee for the period October 2015 to September 2016.
4. To receive and adopt the Audited Statement of accounts for the year ended March 31, 2016.
5. To appoint the Statutory Auditor for the year 2016 – 2017.
6. To announce the results of the Election to the Managing Committee for 2016 - 2017 by the Nomination Committee.
7. To transact any other business with the permission of the Chair.
8. Vote of Thanks.

<b>1.</b>	<p>Welcome address by the Secretary.</p> <p>The Secretary of the Chapter welcomed the members present for the 18th Annual General Meeting of the Mumbai Chapter.</p> <p>She requested the members present to cast their votes first before attending AGM proceeding as voting was scheduled to closed at 7.00 pm</p>
<b>2.</b>	<p>To adopt the minutes of the Seventeenth Annual General Meeting held on September 26, 2015</p> <p>The minutes of previous AGM held on September 26, 2015 was taken as read.</p> <p>The General Body Meeting debated and deliberated on the postponement on convening the AGM and finally it was Resolved that:</p>

"The postponement shall be condoned this time as an exception. However, the Chapter members cautioned the Managing Committee that in future such delays shall not be condoned without appropriate action being initiated on the persons responsible for causing such delays, in terms of debarring such persons from standing for election in the Managing Committee."

Proposed by: **Mr. Anand Sonie**

Seconded by: **Mr. Shirish Dandekar**

Votes in Favour: **All** Votes Against: **NIL** Passed unanimously – **Yes**

To rectify the problem of delays in convening AGM, preparation of Accounts and Annual Report, the members provided a solution that to have transparency of the MC activities, all the Managing Committee meeting minutes, Annual Report, AGM / EGM minutes, other relevant reports, shall be uploaded in the ISACA Mumbai Chapter website concurrently, so that in case Members need to raise any issues / concerns they may do so immediately without waiting till the AGM is convened.

It was resolved that:

"All draft Minutes of all meeting including Managing Committee Meetings shall be circulated to all the relevant members of the meeting within 7 days of the meeting being held for their comments, if any, and shall be uploaded in the website within 7 days of the circulation of the minutes to the relevant members of the meeting, irrespective of any approval of the minutes, post incorporation of any factual corrections, if any.

While AGM Minutes shall be uploaded as "Draft AGM minutes", post completion of the AGM within 7-day period in the chapter website, for other meetings such as EGM/any General Meeting/strategy meeting, the minutes of meeting shall be uploaded within 7 days as well in the website.

Proposed by: **Mr. Sunder Krishnan**

Seconded by: **Mr. Drupad Mahadevia**

Votes in Favour: **All** Votes Against: **NIL** Passed unanimously – **Yes**

It was resolved that:

Members felt that albeit the delay in AGM and short Notice to review and adopt the accounts of the chapter

The Revised Income Tax return should be filed on time and a revised return could be filed if required on a later date "

Proposed by Mr. Anjay Agarwal

Seconded by Mr. Anand Sonie

Votes in Favour: **All** Votes Against: **NIL** Passed unanimously – **Yes**

	<p>The Increase in the Mumbai Chapter membership fees on INR 1500 plus all applicable taxes would be effective for renewals for the year 2017 onwards. The communication for the same should be sent to all Chapter members immediately.</p>
<p><b>3.</b></p>	<p>To receive and adopt the Annual Report of the Managing Committee, for the period September 27, 2015 to October 8, 2016</p> <p>President presented the Annual Report to the Members in the meeting. She stated that during the tenure of the Managing Committee (MC) the Membership has increased by 8.98% post two years of decrease. She also mentioned that renewals were at 71.94%. However, Chapter Members felt the need that additional efforts are required to increase membership. There were no specific Membership Director and Marketing Director Portfolios.</p> <p>The Members unanimously resolved that</p> <p>Following actions shall be implemented by the new MC for the Financial year 2016-2017</p> <ol style="list-style-type: none"> <li>a. To conduct MC meetings every 2nd Saturday and at least there should be 12 meetings any additional MC meetings can be conducted if required</li> <li>b. The chapter shall conduct 2 chapter meetings a month on 2<sup>nd</sup> and 4<sup>th</sup> Saturday i.e., 24 chapter meetings and additional off-site chapter meetings.</li> <li>c. The Chapter shall conduct 12 seminars, at least once every month.</li> <li>d. The Chapter shall have Membership and Marketing Director Portfolio to have special focus on increasing membership and to spread awareness of all the ISACA Certifications, COBIT and Cybersecurity.</li> <li>e. To Conduct Strategic meeting where all the past presidents and experts are invited for a day to discuss on the Plans for the complete year that needs to be implemented by the MC.</li> <li>f. Sponsorship for any Chapter event shall be initiated through appropriate agreement with terms and conditions. Performa invoices shall be sent by Chapter office before the event, so that there are no problems later for collection of Sponsorship money.</li> <li>g. Minutes of meeting of Chapter Leaders if they have attended any event outside the chapter should be circulated to all members and uploaded in the website</li> <li>h. Activities / updates on CMMi to be part of the annual report.</li> <li>i. The Chapter shall not have more than INR 5 Lacs in the savings account at any point of time.</li> </ol> <p>It was resolved that the Annual report 2015-16 subject to following modifications/ additions shall be adopted and circulated to all members</p> <ol style="list-style-type: none"> <li>a. Sponsorship payments related to 2016 to be clearly stated.</li> <li>b. ISACA HQ Non-Compliance for the year 2015-16 to be added in the report</li> <li>c. All Payments / Honorarium made to Past Presidents / MC members to be disclosed in the report.</li> </ol> <p>To improve the effectiveness of Managing Committee; Previous Committee members who have not attended MC meetings held 2/3rds of the number shall not be permitted to stand for MC elections.</p>

	<input type="checkbox"/> Proposed by: <b>Mr. Kiran Bhatia</b> <input type="checkbox"/> Seconded by: <b>Mr. K G Ayyar</b>  <input type="checkbox"/> Votes in Favour: <b>All</b> Votes Against: <b>NIL</b> Passed unanimously – <b>Yes</b>
4.	<p>To receive and adopt the Audited Statement of accounts for the year ended March 31, 2016.</p> <p>Members debated the delay in circulation of accounts of the Chapter and the short time given to review the same</p> <p>President of the Chapter explained that there was a special Committee meeting held on September 24, 2016 to discuss and resolve various issues relating to accounts and Chapter activities; along with few past presidents as Advisors to the MC.</p> <p><b><u>The audited statement for the year ended March 31, 2016 was received and adopted by the majority of the chapter members present.</u></b></p> <p>Further it was resolved that:</p> <p>“The delay in finalization and circulations of the Accounts to the members shall be condoned as an exception this time. However, the Chapter members cautioned the Managing Committee that in future such delays shall not cannot be condoned without appropriate action being initiated on the persons responsible for causing such delays, in terms of debarring such persons from standing for in election for the chapter seats in the Managing Committee”.</p> <p>Proposed by: <b>Mr. Anand Sonie</b>  Seconded by: <b>Mr. Shirish Dandekar</b></p> <input type="checkbox"/> Votes in Favour: <b>All</b> Votes Against: <b>NIL</b> Passed unanimously – <b>Yes</b> <p>Chapter members including Mr. Anjay Agarwal past president raised why there is a considerable sums of money yet due from few sponsors. Post follow up if the monies are not recovered from the sponsors then the names of those sponsors should be mentioned as defaulters and appropriate action to be initiated for recovery of the dues. Mr. S.V Sunderkrishnan past president clarified that the Chapter has erred in not following the due process of signing agreements, sending invoices on time, sending photographs and reports about the conference to the sponsors. In at least one instance of sponsorship, he clarified that he is aware that the person who agreed to sponsor the conference had already left the organization and doubt that a new person – whose marketing budgets are frozen every year would be in a position to pay the sponsorship to ISACA – for whom neither the delivery of service nor the benefits are visible.</p> <p>To recover the amount due, the option which could perhaps be done by the new MC is, what was not sent earlier, could be sent by the new MC to the good offices / officials (Well-wishers of ISACA) yet present in these Organizations. They could be contacted and new conferences could be held with their financial support.</p>

	<p>Fixed asset register needs to be created for audit so that the Audit Report qualification could be dropped.</p> <p>It was resolved that the audited report subject to changes if any, could be adopted.</p> <p>Resolved that subject to corrections, if any, the report of the auditors shall be adopted.</p> <p>Proposed by Mr. Shashin Lotlikar Seconded by Mr. Kiran Bhatia</p> <p>Resolved that</p> <p>Job responsibility sheet to be created for the office staff including the accounting responsibility for accounting TDS and service tax transactions and further that Mr. Pranay Kochar shall follow up with Mr. Ashok Melmane to file the annual report with the Charity Commissioner for the past 4 to 5 years.</p> <p>Proposed by Mr. Anand Shenoy Seconded by Mr. Shirsh Dandekar</p> <p>Votes in Favour: <b>All</b> Votes Against: <b>NIL</b> Passed unanimously – <b>Yes</b></p>
5.	<p>To appoint the Statutory Auditor for the year 2016 – 2017.</p> <p>It was resolved to appoint Mr. Ashok Melmane as statutory Auditor for the year 2016 – 2017 at the same professional fees of INR 15000/- plus applicable taxes</p> <p>Proposed by Mr. Anand Shenoy Seconded by Mr. Shirsh Dandekar</p> <p>Votes in Favour: <b>All</b> Votes Against: <b>NIL</b> Passed unanimously – <b>Yes</b></p>
6.	<p>To announce the results of the Election to the Managing Committee for 2016 - 2017 by the Nomination Committee. The work of the nomination committee was appreciated by the Members. The Committee announced the following results:</p> <p>Following is the list of newly elected MC members:</p> <ol style="list-style-type: none"> <li>1. Ms. Pranay Kochar, President</li> <li>2. Ms. Rajendra Bhalerao, Vice President</li> <li>3. Ms. Aruna Mehta, Secretary</li> <li>4. Mr. Shankar Gawde, Hon. Treasurer</li> <li>5. Mr. Murtasa Qeresh gadiali, Member</li> <li>6. Mr. Fernando De Navarro Menezes, Member</li> <li>7. Mr. Shahabuddin H Pathan, Member</li> <li>8. Mr. Prashant Deshpande, Member</li> </ol>

	<p>9. Mr. Janak Majithiya, Member 10. Mr. Mahendra Joshi, Member</p> <p>The Nomination Committee chairman, Mr. Pramod Nayak, then administered the oath of office to all the elected MC members. Mr. Janak Majithiya was not present for the oath ceremony, so the Nomination Committee Chairman, requested the elected President to administer oath during the 1st MC Meeting.</p>
7.	Since there was no other matter left for discussion the meeting was concluded with a Vote of Thanks.

\_\_\_\_\_  
**Geetha Murugesan**  
President

\_\_\_\_\_  
**Latha Sunderkrishnan**  
Secretary