



OBA Executive Committee

Minutes of the 1st Meeting

Held on 31 August 2019

MINUTES OF THE MEETING**HELD AT SAINIK SCHOOL KAZHAKOOTAM ON 31 AUGUST 2019**

1. The following attended the meeting:-

S No	Post	Name	Roll No	Year
a)	President	Cdr Sam T Samuel (Retd)	637	1975
b)	Vice President	Mr Raj Kumar S	2569	1995
c)	Vice President	Mr Soni Somarajan	2186	1991
d)	General Secretary	Cmde G Prakash	1064	1981
e)	Organising Secretary	Mr Satheesh Kumar PC	2475	1995
f)	Treasurer	Mr Santhosh Kumar J	2226	1991
g)	Joint Secretary	Dr Habeeb Mohamed	1750	1987
h)	Batch Rep	Mr A Hari Prasad	144	1968
i)	Batch Rep	Mr Vipina Chandran K	432	1972
j)	Batch Rep	Mr Balachandran M	697	1976
k)	Batch Rep	Mr Nishant S	2714	1996
l)	LTA / AOY Award Committee (nominated by EC)	Col Mohammed Sajjad (Retd)	574	1974
m)	OBA GJ Directory in Charge	Wg Cdr TR Padmaraj	2298	1993
n)	Admin Officer, SSKZM	Cdr Breeze Antony	1940	1989
o)	Master in Charge OBA	Mr Arun Kumar MS	-	-
p)	Asst Master in Charge OBA	Mr Rajan Namboodiri VB	-	-

2. Minutes of the EC Meeting are appended below:-

SI	Item	Remarks
1	Silent prayer	
2	Welcome address	The President Cdr Sam T Samuel welcomed all the attendees and appreciated the contributions of the previous EC, in successfully running the OBA activities of the last year, especially the Golden Jubilee celebrations. With this, he formally commenced the deliberations of the first EC meeting for 2019-20.
3	Report by Cdr Breeze Antony, the Administrative Officer, SSKZM.	The Admin Officer, Cdr Breeze Antony, thanked the OBA for all their support for the school and then presented a short report of the school's activities. He expressed his disappointment that the NBN Memorial Enrichment Programme for Teachers (NBNMTEP) should not be made compulsory for SSKZM teachers as some objections were raised. Col Sajjad stated that he had suggested it be made optional for the teachers, but the previous Principal said that they must attend. Vice President Rajkumar S suggested that we make it like IGNITE, spread throughout the year. But the Admin

		<p>Officer said that the school would prefer it to be a one day affair, from 0900 to 1700 with a lunch break. Dr Habib recommended that we use the expertise of Institute of Management in Government (IMG) for the event. The President recommended that the content had to be exciting. He also requested the Secretary, who is a regular speaker, to be involved in the conceptualisation of this year's programme and add value to it, in consultation with SSKZM. The Admin Officer stated that the programme would be slotted in November 19.</p>
4	Financial Summary by Treasurer	<p>The Treasurer, Santhosh Kumar J, presented the provisional summary of SSKZM OBA Golden Jubilee Income and Expenses and explained them, item by item. He summarised that the GJ activities resulted in a cash surplus of over 10 lakhs to the OBA. He also has answered all clarifications raised by members.</p> <p>Secondly, he presented the provisional budget for FY 2019-20 and the same showed a surplus balance of about 2 lakhs for the current financial year.</p> <p>The members deliberated and passed the SSKZM OBA Golden Jubilee income and expense statement and the Budget for FY 2019-20 as presented.</p>
5	Filing report	<p>The Treasurer stated that OBA is supposed to submit a report after the AGBM, within 15 days to the Registrar of Societies. Since this has not been done, the President requested volunteers for preparing the minutes. Vice President, Soni Somarajan, volunteered to make a draft, based on a document already prepared by the President. The report could thereafter be refined by the EC before submission to the Registrar of Societies, along with a fine for late submission.</p>
6	Change in Authorised Signatory of Bank Accounts	<p>The President stated that the Association byelaws specify that only The Treasurer and The General Secretary were authorised to sign cheques. However, both the current holders of these posts reside away from Trivandrum, which makes signing of cheques difficult. He suggested that we need to amend the bye laws and add one more person to the two, and empower a combination of any two to sign cheques. Commencement of Net Banking was also to be pursued, for the OBA account. The members passed the following resolutions:</p> <p>CHANGE IN AUTHORISED SIGNATORIES OF BANK ACCOUNTS</p> <p>The Treasurer stated that there is a need to pass a resolution by the EC and the same needs to be sent to our banker, to effect the change of authorised signatories, by virtue of change of the General Secretary in the AGM, last concluded.</p>

	<p>RESOLVED THAT the sanction of the Executive Committee be and is hereby accorded to Commodore.G Prakash, General Secretary and Mr. Santhosh Kumar J, Treasurer of the Association to act as authorized signatories to operate the Current Accounts of the Association bearing no. 67390374461 and 67390375001, maintained with State Bank of India at its Kuravankonam branch, Thiruvananthapuram and further to open fixed deposits of any nature with the same bank, with immediate effect.</p> <p>“RESOLVED FURTHER THAT in supersession of the resolution passed earlier by the Executive Committee, the Bank be and is hereby authorised to honour all cheques, bills of exchange, promissory notes and other orders drawn by and all bills accepted on behalf of the Association. Whether such account be in credit or overdrawn and to accept and credit to the account of the Association all money deposited or owing on any accounts at any time kept/to be kept in the name of the Association and the amount of all cheques, bills, other negotiable instruments, order or receipt, provided they are endorsed, signed jointly by any two persons mentioned in the list hereunder, provided herein below and the same shall be sufficient authority to bind the Association in all transactions between the Bank and the Association including those specifically referred to herein below.</p> <p>RESOLVED FURTHER THAT the consent of the Executive be and is hereby accorded to continue the existing Net Banking facility by the signatories mentioned herein above in respect of the said Current Accounts of the Association maintained with State Bank of India at its Kuravnkonam branch.”</p> <p>RESOLVED FURTHER THAT the Association do avail the ‘Corporate Internet Banking Service’ over Internet Channel with State Bank of India (SBI) at their various Branches and the Association accepts such “Terms of Service” for Corporate Internet Banking laid down by SBI from time to time for the purpose.</p> <p>RESOLVED FURTHER THAT each of the officials as empowered by the Association to operate the its accounts with SBI either singly or jointly as the case may be, is hereby authorized to apply for and avail of the ‘Corporate Internet Banking’ facility offered by SBI and do all they have been authorized, electronically, using their user name and password.</p> <p>1. Commodore. G Prakash, General Secretary (Inputter / Authorizer)</p>
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		<p>2. Mr. Santhosh Kumar J, Treasurer (Inputter / Authorizer)</p> <p>RESOLVED FURTHER THAT this resolution is with immediate effect and the said authorised signatories and Mr. Sam T Samuel, President of the Association be and is hereby severally authorised to act as the Administrator and /or to do all such acts, deeds, matters and things to give effect to this resolution</p>
7	Debrief of Golden Jubilee	<p>The President congratulated everyone involved in conducting the Golden Jubilee celebrations of the OBA. He stated that what was done well was something, which at one time, was considered impossible. However, he stated that the AGBM could have been conducted better. This view was shared by all present and many suggestions were made. The majority felt that SOPs need to be prepared for various aspects of the OBA and charter of duties need to be laid down for all office bearers of the EC. Col Sajjad, VP OBA in the previous year's Committee stated that he was almost ready with a draft and that it would be circulated soon with the EC members, for refinement. These could also be presented to the next AGBM, subject to initial approval by the EC. Dr Habib recommended holding of elections on line, with proper nominations made. Rajkumar S stated that the SSKZM website was ready and that we must see how we can use it for conducting elections. When Soni Somarajan pointed out that our bye laws specify only one type of elections, it was decided that other methods are to be considered, and if found suitable, incorporated into the bye laws during a subsequent AGBM.</p> <p>The President reiterated that as a responsible body, we must change as per the times. EC Batch Rep, Balachandran M suggested that we also study how other OBAs manage their affairs and adopt good practices from elsewhere.</p> <p>Both the President and Wg Cdr Padmaraj pointed out the need to prepare subsequent generations in taking over and running the OBA. The President also stated that it was important that all EC members stay engaged throughout the year in the School's and EC's activities.</p>
8	Old Boys Day 2020	<p>Cdr Breeze Antony stated that Saturday, 11 July 2020 has been selected as the date for the next OBA day. He also stated that there is a demand for finding a date suitable for cadets from the defence academies. However, the forum felt that it was more important to consider the normal vacation period of alumni settled abroad, which would ensure larger participation. Rajkumar S, belonging to the sponsoring batch that will conduct OBA 2020, stated that Cdr Anoop R from their batch would coordinate the IGNITE programme. The President requested that this be done in coordination with SSKZM and the EC. Further,</p>

		Rajkumar stated that the details of OBA day 2020 were still being worked out and that the EC would be briefed when these are ready.
9	OBA Directory	<p>Wg Cdr Padmaraj, the Overall- in-Charge of the latest edition of the OBA Directory, made a brief presentation about the status of the project and sought certain directives. However, the forum felt that he could take decisions on his own, staying within certain broad guidelines. The President stated that 11 July 2020, the date of the next OBA day, should be targeted for the release of the new directory. Sri Rajkumar 2569/95 and Sri Prabhasudan (3577/04) are the other two members of the team.</p> <p>It was also suggested by all that advertisements should be sought for the directory, which would ensure that all production costs are covered by sponsorships. It was also felt that the directory should be used to promote the various businesses/ initiatives of our OBs, with due payments. It was also felt that a Yellow Pages section would make the directory more useful. The forum also appreciated the excellent efforts taken by Wg Cdr Padmaraj in collecting the database for the new directory.</p> <p>Wg Cdr Padmaraj brought out that for 1000 copies the expenses in actual would be around Rs 1.47 lakh. EC approved the proposal with the provision that we try to use advertisement money to prevent this expenditure.</p> <p>A suggestion from Rajkumar about appointing a person, probably Wg Cdr Padmaraj as a coordinator for all digital initiatives of the OBA, was discussed but the forum could not come to a consensus on this.</p>
10	New look OBA Website (sskzmoba.org) and GJ Directory initiative	<p>Treasurer brought out that Rs 1.7 Lakh was formally budgeted and approved in the AGM for the designing website and making the updated GJ Directory. EC formally approved the expenditure towards the same, considering considerable technical and huge manpower efforts invested by the vendor/ our team members.</p> <p>It was clarified that no amount other than the reimbursement of the annual hosting charges and very nominal maintenance charges were paid to the Sri Prabhasudan (3577/04) towards the website running since he had taken over from the previous vendor, who was demanding considerable maintenance charges.</p>
11	Dates for OBA initiatives	The various dates for annual events like Harshan/ NJ Nair/ NBN Memorials are to be worked out by the EC in coordination with SSKZM.
12	Committee formation for LTA/ AOY awards	The President stated that a precondition for the OBA selecting someone for the award of Lifetime Achievement, should be that the person should have received a major award from society. This is because the spirit behind the award from SSKZM is our

		acknowledgement of the award the person has received from elsewhere. Thereafter, the forum selected Mr A Hari Prasad, Mr Vipina Chandran K, Colonel Mohammed Sajjad (Retd), Mr Balachandran M and Wg cdr TR Padmaraj as the committee for the selection of candidates for LTA and AOY awards.
13	OBA Endowments	The Treasurer spoke about the state of the various OBA sponsored endowments. It was decided that a new bank account be created for the endowment money to preserve its distinct identity. It was also decided that consultation for the award of endowments must go beyond routine mails.
14	Life membership collection	The forum felt that the process of collecting life membership from the passing out course is already well streamlined. The School will process the LM fees of the present passing out batch later in the year to be handed over to OBA.
15	OBA handbook	Col Sajjad again elucidated the details of the OBA Handbook that he is working on and promised to circulate the draft soon.
16	Disbursal of Students Scholarship Fund	Disbursal of Students Scholarship Fund for 2018 – 19 and 2019 – 20 was discussed. The Secretary informed that three students from the list given by SSKZM as the needy ones, were given aid for 2018-19. The Treasurer further stated the status of funds and the amount given to needy students. Cdr Breeze Anthony stated that he will give a list for this year, and stated that the number is fourteen. The EC decided that it will identify the real needy among these to be supported.
17 Additional points discussed with the permission of the Chairman		1. Balachandran M requested members to bring forward any activity/ initiative that they have wanted to do for SSKZM or the OBA, but were unable to do. The President stated that this be discussed at a later date.
		2. The President recommended that at least four to five meetings of the EC would be required before the next OBA day. He also hoped that Col Sajjad could be co-opted into the EC. However, Col Sajjad stated that while he would continue to work for the OBA, and he would not prefer any formal co-opting.
		3. The President stated that it is time we decentralised the OBA, with chapters at as many places in the world, under the umbrella of the mother organisation. These chapters, with a common structure (EC), must meet regularly and contribute to strengthen the OBA. It was decided to start with Bangalore, Kochi and Trivandrum.
		4. It was decided that a suitable date be found in October 19 for the next meeting of the EC.
		5. The President queried whether we can have a section on the OBA website which only the EC can access. This can contain the discussions of the EC. Rajkumar stated that this can be examined by the developer of the website. Further, the President stated that OBA must pay for all aspects of the website so that it becomes OBA property of the OBA.

	6. It was decided by the EC that discussions/ approvals which happen through WhatsApp exchanges should be paraphrased and mailed by the Secretary for posterity. There being no more points, the President adjourned the meeting.
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Cdr Sam T Samuel (Retd)
President
OBA SSKZM

Cmde G Prakash
General Secretary
OBA SSKZM

Mr Santhosh Kumar J
Treasurer
OBA SSKZM

SSKZM OBA - FY 2019-20

INCOME AND EXPENSE STATEMENT FROM 01.04.2019 to 31.08.2019

INCOME			EXPENSES		
SL NO	PARTICULARS	INR	SL NO	PARTICULARS	INR
1	Transfer from Golden Jubilee fund	20,47,000	1	Endowment payment on OB Day	25,000
2	OBA registration	2,67,500	2	GJ Mementos given away on GJ Day	2,30,252
3	1994 Batch Contribution received	3,29,263	3	Food At School	5,94,575
			4	Pandal / decorations/ vehicles/sound system at school	4,08,524
			5	Travelling - teachers	21,150
			6	GJ Dinner(400*600)	2,56,252
			7	GKM stage arrangements	2,45,817
			8	Photo & Video Expenses	40,000
			9	Venue /Management by Army officers institute	66,044
			10	Cost for directory	1,00,000
			11	Stationery	14,306
			12	Dining out / in expenses	12,082
			13	Website Expenses	15,000
				SURPLUS FUND AS ON 31.08.2019	6,14,761
	TOTAL	26,43,763		TOTAL	26,43,763

SSKZM OBA

GOLDEN JUBILEE CELEBRATIONS - INCOME & EXPENSES

INCOME			EXPENSES		
SL NO	PARTICULARS	INR	SL NO	PARTICULARS	INR
1	CONTRIBUTION FROM BATCHES (GOLDEN JUBILEE)	23,41,180	1	Col NJ Nair Quiz Competition	1,01,515
2	CONTRIBUTION FROM BATCHES (GJ - TRANF TO SSF)	6,15,000	2	Capt Harshan Memorial BB Tournament	2,37,086
3	OBA DAY REGISTRATION	2,67,500	3	NBN Memorial Enrichment programme	70,174
4	SPONSORING BATCH CONTRIBUTION	3,50,000	4	Endowment	25,000
			5	GJ Mementos	2,30,252
			6	Food At School	5,94,575
			7	Pandal / decorations/ vehicles/sound system at school	4,08,524
			8	Travelling - teachers	21,150
			9	GJ Dinner(400*600)	2,56,252
			10	GKM stage arrangements	2,45,817
			11	Photo & Video Expenses	40,000
			12	Venue /Management by Army officers institute	66,044
			13	Cost for directory	1,70,000
			14	Miscellaneous	14,306
				SURPLUS FUND EXPECTED	10,92,985
	TOTAL	35,73,680		TOTAL	35,73,680