



THE GLOBAL OGB ASSOCIATION (GO)

Held on **SATURDAY, 19 FEBRUARY 2022**
at **10.30 am (IST)**

Virtual Meeting held via Zoom Meeting

PRESENT : GO Management Committee

Anirban Bhattacharyya	Chair /NGO Trustee	Mumbai – India	10.30 am
Pauline Singh	Member/NGO Trustee	Delhi – India	10.30 am
Sushil Marda	Treasurer	Kalimpong – India	10.30 am
Bernard Trench Lyngdoh	Member	Shillong – India	10.30 am
Danny Khawas	Member/NGO Trustee	Delhi – India	10.30 am
Sankhasubha Roy	Member	Kolkata - India	10.30 am
Garth Mitchell	Member	Dubai - UAE	9.00 am
Tenzing Norzang	Member	Minnesota, USA	11.00 pm
George Borthwick	Member	New Zealand	6.00 pm
Dawn Van Steensel	Minute Secretary	Sydney Australia	4.00 pm

Apologies :

Nannette Gomez	Member	Kolkata – India
Alfred Khan	Treasurer/NGO Trustee	Kolkata-India
Rashmi Kabra	Member	Delhi – India
Babita Chakraborty	Member/NGO Trustee	Delhi – India

Absent :

A quorum was available. Anirban opened the meeting at **10.30 am IST**.
Noted 3 of the 5 GO NGO Trustees attended the meeting.

ITEM 2. MINUTES OF PREVIOUS MEETING

1. The GO Management Team noted and received the Minutes of the Committee meeting held on 19 December 2021.

Action: Dawn **To forward Minutes to Ken Hammond and request that they be posted on the GO Website.**

ITEM 3 MATTERS ARISING FROM MINUTES

As the report had been submitted in advance, the Matters Arising document was received as read and noted. Items were updated and removed as completed, where appropriate.

This report is a collation of all 'action items' arising from previous meetings. The items are left open in this report and updated following each GO Meeting. This allows for a history of the issue to be recorded in one report until all actions, follow-up and the matter has been finalized. On 'completion' the item is removed from future reports.

Action: 1 Dawn **To send reminders – requesting GO Committee donations to be paid by mid-March 2022 into the GO SBI Account.**

ITEM 4 GO NEWLETTER – March 2022



The next issue of the GO Newsletter is due end March 2022.

- Update on current GO Projects e.g., Junior & Senior Classrooms; Roof restoration.
- Promotion for Senior School Classroom funds
- 2022 Fund Raising Bike Ride.
 - Tentative date 19-23 Sept 2022
 - Proposed route - Bhutan to Kalimpong or Nepal to Kalimpong

Action :
*Anirban/
Tenzing*

- **Anirban to forward contact details of Travel Agent in Nepal to Tenzing**
- **Any articles for inclusion into the Newsletter to be forwarded to Tenzing by early March 2022.**

ITEM 5 GOVERNANCE ISSUES

A. 2022 Calendar – Activities

The 2022 GO meetings schedule was presented. All GO Members were reminded that as meetings are scheduled well in advance, they should make themselves available to participate in majority of the meetings.

Action:
*All
Members*

- **Members were requested to book their calendars with the future GO Meeting dates**

Authorised Signatories

The 3 Authorised Signatories for the Bank were reminded to sign and return the "Operate Bank Account Policy" to Dawn.

Action :
*Pauline/
Babita*

- **Pauline and Babita to return signed copies by end February 2022**

ITEM 6 GO/IC BLUEPRINT – Progress

In response to a query from a GO Committee Member re. an updated outline of all known progress and activities that align to the Blueprint, undertaken by the BOM, was submitted for information.

As previously advised, this report has been held in abeyance until the outcome of the overall review, currently being conducted by Deloitte on behalf of the BOM & UK Committee, is available.

ITEM 7 GO FINANCIALS –

The Committee reviewed the GO funds held in India as at 5 February 2022 .

The Balance sheet of funds in India was tabled, which included funds held by :

- GO Committee Members & at DGH Account
- Kolkota Grahamite Account
- NGA New Delhi Account
- GO State Bank of India (new GO Bank Account)

During the month of January 2022, all funds in India have been converted into Indian Rupees. To improve the clarity of the Accounts, adjustments were made to reallocate small misc. funds into the Cottage and/or Classroom accounts.



The outstanding balance reflect donations received during January 2022.

As at 5 February 2021 the Total GO Accounts stands as follows :

	Dec 2021	Expenditure Jan 2022	5 Feb 2022
A Total Cottage Renovations	₹15,49,774		₹17,28,234
B Total Classroom Dec 2021	₹10,99,558		₹19,29,602
C General Funds - reallocated to total Classroom (B)	₹ 29,600		₹0
D Roof	₹ 8,83,449	₹ 6,68,370	₹ 2,15,129
E Misc. Fund (Committee Fees)	₹0		₹ 35,000
		Total Funds	₹39,07,965

Note :

- Item B – has been split into respective Junior and Senior School accounts (Item 8 below)
- Item General Funds - reallocated to total Classroom (B)
- Item E new Misc. Fund. Contributions received directly as annual GO Committee Member fee.

Action **That the Accounts, as at 5 February 2022, be received and noted.**

ITEM 8 PROJECT FUNDS – 5 February 2021

The following is an update on the available funds for each GO Project as at 5 February 2022 :

• Cottages – future project	₹ 17,28,234
• Junior School Roof	₹ 2,15,129
• Phase 1 - Junior School block - balance	₹ 6,87,328
• Phase 2 - Senior School block – future project	₹ 12,42,274
Total funds available	₹ 38,72,965

NOTE :

- It is pleasing to note, Phase 1 Junior School project is currently on time and on budget.
- The Junior School Roof total expenditure has increased by Rs.2,00,000 over the budgeted figure. This additional cost will be met from the surplus Phase 1 budget.
- The current accrued Phase 2 budget represents approx. 40% of the total projected budget for this project.

Action : **That the Income and Budget, as at 5 February 2022, for the respective Projects be received and noted.**

ITEM 9 2021 ADOPT A CLASSROOM - PROJECT – PHASE 1 (Junior School)

January-February 2022

Pauline (Project Team Leader) gave a brief update on the Junior School.

Phase 1 – September-November 2021. As previously advised 7 Classrooms were completed.



Phase 1 recommenced on 3 January 2022, and scheduled for completion on 28 February 2022.

The remaining 5 Classrooms (Rooms 8,9,10,11,12) have been fully restored.

- The flooring of Room 2 (GO Cost Rs.1,04,260/-) and Room 9 (DGH cost) have been 100% rebuilt with stone/cement and covered with floor tiles.
- Remaining Classroom floors – broken planks were replaced; then all timber floors clean/sanded; finished with two coats of PU polish covering
- Internal ceilings repaired and repainted
- Overhead lighting changed to LED lights
- Double desks provided to all four Classrooms
- Teachers Tables and Cupboard supplied – where required. Other timber cupboard paint was scraped off and restored with timber coating

Noted that Bernard Lyngdoh visited in early January 2022 and assisted for a week. He was accompanied by his family who ably and generously assisted with cleaning and painting.

In addition, Russell Framjee and Stephen Francis (both staff on campus) and OGB Jigme Tshering (Darjeeling), spent extended time during January and February 2022. assisting with the overall supervision and support.

As previously advised – GO Volunteers were accommodated free-of-charge in Ahava. Volunteers are required to contribute a minimum of Rs.400/- per day, to assist with the cost of food and incidentals. Noted that this year Pauline was the lone “GO volunteer” accommodated in Ahava.

Note:

- One set of desks – were paid from funds held in the Northern Grahamites Association (NGA), New Delhi Account
- A second set of desks will also be charged to the NGA Account. The remaining minimum balance will be deposited into the GO SBI Account, in due course.
- All other furniture costs will be debited to the GO SBI Account
- There were periods when external Carpenters were employed – their daily wages will be borne by GO
- GO covered the cost of meals for the day-volunteers

Action:
Pauline/
Sushil

- ***Expenditure - full expenses for the period January/February 2022 to be submitted by Pauline and Sushil***

ITEM 9 B ROOF RESTORATION

As previously reported, Alistair McCabe from the McCabe Educational Trust generously, donated UK£9,000 to GO to cover the cost of the roof restoration of the Junior School Block.

At the time of reporting 90% of the work has been completed. The entire roof has been replaced with prefabricated roof sheeting; several timber rafters replaced; new fascia. The guttering and downpipes was due to be completed by end February 2022.

It was noted, all additional costs over the projected budget, will be borne from any surplus Junior Classroom funds by GO.



ITEM 10 2022 ADOPT A CLASSROOM - PROJECT – PHASE 2 (Senior School – Hornell Block)

The Phase 2 Senior School Block is scheduled for April-May 2022. Pauline has anticipated the project recommencing on 25 April 2022, with the assistance of the Workshop carpenters and painters etc.

For noting :

- Currently several pledges have been received for the Senior School Classroom. The GO Committee Members were asked to contact the respective donors for their pledges.
- George, on behalf of the DGH New Zealand Committee, pledged funds towards a second class. Room 8 (small class) earmarked for New Zealand.
- Reported, the funds raised by the Class of '72 was below the budget required for Room 1 Class 21- as requested by them.
- Room 1 (Class 21) - In addition, it was reported the flooring of this Room, is in extremely poor condition requiring a full replacement. However, in the interim, GO will, repair/replace the individual planks and cross beams, which should suffice for a couple of years.

Projected Budget for Phase 2

10 Classes @Rs.2,90,000 approx. per Class	₹ 29,00,000
Donations received as at 5 Feb 2022	₹12,42,274
Shortfall as at 5 Feb 2022	<u>₹16,57,726</u>

• **GO AV Training Room**

Following discussion with the Principal and Headmaster, Pauline reported that the Crozier Club has been earmarked for this purpose. Separate funds will be required for this project. Noted that Barbara Ross (USA) has shown interest in this project.

• **Senior School Roof**

Pauline advised that a section of the Senior School Block roof required repair. Good roofing material and timber, salvaged from the Junior School roof has been cleaned, treated and available for this project. Pauline has discussed a maintenance/repair plan with the Principal and Workshop-in-charge for the work to be completed by early April 2022.

• **Art Room (Scout Den)**

Funds have been pledged for this project. Other additional repairs required:

- Partial roof both external and internal - replacing
- Roof rainwater drainage - to be fixed
- Replace skylights - replacing
- Internal wall panels - replacing

• **Promotion**

A low-key promotion for the Senior School Classrooms was included in the December 2021 Newsletter. It is recommended a full fund-raising appeal be launched in the March 2022 Newsletter.

Action:
Anirban/
Pauline/
Sushil

- **Anirban/Pauline/Sushil to follow-up with their pledges and collect the funds**
- **Tenzing to include brochure in the March GO Newsletter**
- **To provide promotional details on the GO Website (March 2022)**



ITEM 9 GO Banking

Noted that the GO State Bank of India account is fully functional as at 28 January 2022. Pauline has on-line access.

A special thank you to Pauline, Babita and Alfie (GO Committee Members) for their patience and perseverance with the SBI, while opening the account with them.

Action: • **All future funds received in India to be deposited directly into this Account.**
Committee

Funds held in India

The Committee thanked the GO Members who have been the custodians of GO funds during the preceding years of GO's operations.

It was reiterated, all funds held by individuals are to be deposited into the GO SBI Account by mid-March 2022.

Action : ***To forward the outstanding balance details to the GO Members.***
Dawn

Action 2: **Addendum to above resolution:**

To ensure that the EOY Accounts are finalized before 31 March 2022 and to avoid any delays, Members were subsequently advised not to deposit any further funds into the GO SBI Account in March 2022 but to recommence after the financial year in April 2022.

ITEM 10 GO NGO - EOY ACCOUNTS & ANNUAL REPORT

Danny advised the Committee of the timeline for statutory EOY Accounts and Annual Report reporting. He outlined reporting and NGO compliance requirements with specific dates to be achieved.

Noted for the year 2021-2022, GO was required to only report for the period October 2021 to March 2022. 2022-2023 would require a full-year reporting.

As at February 2022, GO is currently behind schedule.

The Committee proposed and agreed, that GO will use Mr. Mohan Koshi (CA), who assisted GO with the establishment of the NGO application.

Action : ***Danny to contact the CA and provide details***
Danny

Receipt Books

Receipts for all donations need to be provided to the respective donors. Pauline is currently arranging the printing of GO Receipt Books.

Noted all minor misc.cash expenses are required to be supported with a receipt or Petty Cash Voucher.

All supporting records to be provide to the CA, for EOY auditing.



It was further recommended that a stamp with the registered GO NGO address be placed on all Receipts.

Action:
Pauline

- **Receipt Book and Petty Cash Voucher books to be printed**
- **A 'stamp' with the registered NGO Address to be produced.**

ITEM 10 GENERAL BUSINESS

- The "Year of the OGB 2020" Celebrations was postponed due to the covid pandemic shutdown of the world. The Committee agreed to indefinitely postpone this event and reconsider it again as a 2025 Celebrations.

Next Meeting – 2 April 2022

Only for the Executive Team to finalise and approve the GO EOY Financial Accounts.

There being no further business, the meeting closed at 1.00 pm IST