

## Minutes of the 5th Annual General Meeting

The 5<sup>th</sup> Annual General meeting (AGM) of CTO Forum Bangladesh was held on Saturday, 23<sup>rd</sup> March 2019 at 3:00PM at Dhanmondi Club Ltd, Metro Shopping Mall (Level-6), House # 01, Road # 12 (New), Dhanmondi, Dhaka-1209. The meeting was presided over by Tapan Kanti Sarkar, President of CTO Forum Bangladesh. 30 members were present in the Annual General Meeting.

The agenda of the AGM were as follows:

1. Confirmation of the Minutes of the 4<sup>th</sup> AGM held on 20<sup>th</sup> May 2017.
  2. Consideration and adoption of the Annual Report 2018.
  3. Consideration and adoption of the Accounts of the Forum with Auditor's Report for the year 2016-17 & 2017-18 .
  4. Auditor appointment.
  5. Miscellaneous.
1. The president welcomes all Fellow, member & Associate Members present on behalf of CTO Forum Bangladesh. He conveyed sincere gratitude to different Organization for their kind contribution.
  2. The Secretary read out the Minutes of 4th AGM (was held on 20<sup>th</sup> May 2017) to the house and the members present took part in the discussion on the Minutes. As the minutes recorded properly, the minute was approved unanimously. Mr. Aefe Elahi Manik proposed and Mr. Taher Ahmed Chowdhury seconded for adaption of the Minutes and thus it was adapted.
  3. With the permission from the Chair, Secretary General **Mr. Dr.Ijazul Haque** presented the Secretary Report for the year ending on 30<sup>th</sup> June 2019. The report was very much detailed one and mentioned all the activities done in previous years.
  4. With the permission from the Chair, Treasurer **Mr. SAR Md. Muinul Islam** placed an Audited Statement for the year 2016-17 & 2017-18. He informed the house that as per decision of last AGM we appointed

“Quasem Abul & Co.” Chartered Accountants for Audit. He placed details audited report to all and request for approval. After detail discussion Mr. Azim U. Haque proposed and Mr. Kanon Kumar Roy seconded for adaption of the Accounts, the Audit report for 2 years was adapted.

5. The Treasurer **Mr. SAR Md. Muinul Islam** proposed that since “Quasem Abul & Co.” Chartered Accountants Company has conducted 2 consecutive years Audit. I propose to appoint new Chartered Accountants Firm, “Hafiz Ahmed & Co.” Chartered Accountants for the year ending on 30<sup>th</sup> June 2019. The house approved the C.A. Firm, "Hafiz Ahmed & Co." as auditor for the year ending on 30<sup>th</sup> June 2019. The amount was fixed TK. 15,000/= per year.
6. With the permission from the Chair, Mr. Arfe Elahi Manik, Joint Secretary of the forum proposed that, CTO Forum is running on loss every year, taking Loan from well Wishers and President. It is not possible to run the forum with only membership dues.  
Mr. Mohammad Ali, Joint Secretary of the forum propose that why don't it starts some training course which will generate some revenue, and also be helpful for general members, who will get quality training at a very minimum cost. A long discussion was held on this issue.  
Mr. Debdulal Roy, Vice President raised the question, being a non-profitable organization, whether we can conduct this training. Few members opined that it is possible and few members opined that if required why don't we change the MoA and AoA, so that the loosing Organization May survives in the long run, otherwise it may die in future. Finally, it was decided that committee will discuss with Register of Joint stock companies and accordingly necessary decisions will be taken in the next AGM.
7. With the permission from the Chair, **Mr. Nurul Islam Majumder** proposed that convert CTO Forum Meeting room which is used very rare may convert into Class room if required to procure 20 Laptops and

necessary equipment furniture & fixture for the converting of Training room.

Mr. Taher Ahmed Chowdhury also expressed the same opinion.


After long discussion it was decided that to convert the meeting room into class room after procuring necessary hardware and equipment required in this connection.

8. President of the forum proposed that “As per our Articles of Association, Article IV, section 1, The Executive shall consist of 13 members, President-1; Vice President’s-2, Secretary General-1, Joint Secretary’s-2, Treasure-1 and 6 Executives Members. But CTO Forum is running by only 11 members from the very beginning, as we had only limited no of Members. This will motivate the members to work more for the organization.

After long discussion it was decided that, EC Committee will discussed with Registrar of joint stock companies. If AoA permits then Forum will include 2/3 more Vice President, and next committee will be formed with 13 members with 3 vice president. All EC members will have separate portfolio.

9. **Miscellaneous:** All the present members participated and give their valuable comments and ask the EC to take necessary steps for the betterment of institution.

The President of the CTO Forum Bangladesh conveyed thanks and gratitude to all the members present in the meeting. Since no other issue was left to be discussed, the meeting ended with a vote of thanks to the chair.

A handwritten signature in blue ink, appearing to read 'Tapan Sarkar'.

**Tapan Kanti Sarkar**

President

CTO Forum Bangladesh