

Urbana Welfare Association

DATE:02nd June,2019, at 17.30 hrs at UWA Office

Sl.	Name		ATTENDANCE		CONTACTNUMBERANDEMAIL	
1	Sanjiv Ganeriwala	SG	P		9333495758	sanjiv.ganeriwala@maheshwaree.com
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22	Sujoy Chattoraj	SC	A		93306 38448	
23	Vivek Binani	VB	A		98305 50507	
24	Santosh Mishra	SM	A		98360 00070	
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P- PRESENT:13,A – ABSENT:11,E-EXCUSED: 1

MINUTES OF MEETING

MC MEETING 04- 2019

Venue: UWA Office at Club Urbana at 1630 Hrs

No	Details	Action by	Date
1	<i>To Finalize the roles and designation of Advisors:</i> Resolution: Earlier proposed Advisors, Mr C.S. Ghosh and Mr M. Patni requested not to include them as advisor, hence following Urbanites are inducted as Advisor • Principle Advisor : Mr Arindam Sil • Administrative Advisor : Mr Sutirtha Bhattacharya, IAS		
2	<i>Review of MoM of all committees</i> Resolution: UWA formed fairly good numbers of committees, however, it is not possible to review all the committee progress at a time. It is decided that at a time review will be done for a synchronized groups of subcommittees. The date will be decided and notified accordingly by Secretary.		
3	<i>Outcome of meeting with BNRI for capital and infrastructure expenses and other issues mainly Sports, Club and Digitization.</i> Resolution: A meeting was held on 1.06.2019 with BNRI. A very positive outcome was the result of the meeting, MOM of the meeting will be circulated by Secretary separately among the Committee members on receiving from BNRI.		
4	<i>Roles and rules of a committee and it's office bearers</i> Resolution: KN will circulate the draft of 'Roles and Rules of committee and it's office bearers' in UWA Committee WhatsApp group for perusal of all committee members and their feedback/concurrence..		
5	<i>Rules for keeping official files and documents.</i> Resolution: Chairman, Membership Drive Committee and Jt. Secretary of UWA raised the issue regarding the membership data / documentation files for individual 7 Towers, which were not handed over to them in spite of several reminders to the Secretary. This was creating hindrance in the working of the same committee. AP proposed that listing of all files of UWA with reconciliation of contents should be done for transparency and accessibility to all committee members. Majority members present in the meeting agreed to the proposal and it was finalized that the process would be initiated on 3rd June 2019 at 8:00 PM by SD, VP1, Secretary, Jt. Secretary II, Treasurer and related members		
6	<i>Finalization of Safety Rules and Policies, Fire Safety Drills, Pet Dog Policy, Stray Dog issue.</i> Resolution: a) Rules and Regulations and policies / guidelines on Road Safety, Fire Safety, Pet Dogs, various committees to be made and implemented after deliberations with UFM / BNRI. b) In absence of Anthony and Nidhi of Safety Committee, it was felt the necessity of taking all precautions for Fire Safety on topmost priority and accordingly, it was decided to conduct Fire Drills and other Fire Safety parameters implementation in coordination with UFM/ BNRI. Ms Jyoti of T1 would lead a team for immediate implementation along with GB, RC and SS involving all Tower Captains for:		

	➤ Organizing Fire Drills ➤ Awareness program on safety and fire fighting equipment. ➤ Usage of Fire extinguishers and demonstrations ➤ Evacuation plan ➤ To motivate residents to join Fire drill Priority of works will be on following basis in certain time frame: • Fire Safety • Road Safety • Security • Housekeeping • Dog issues		
7	<i>How to go ahead with Digitization implementation faster.</i> Resolution: To be suggested by Digitization committee headed by PS.		
8	<i>Decisions on various advertisement funds and collection of funds / finance.</i> Resolution: All rules/policies for the advertisement over all digital assets under Digitization Committee, to be decided by Digitization Committee led by PS. Advertisement and fund collection for website, telephone directory and Digital Notice Board to be made by a team led by NK and VB.		
9	MISCELLANEOUS: <u>Custody of the office Keys.</u> It was decided by committee that one set of keys of all drawers & Cabinets of UWA will be with Secretary and one set with UWA office Assistant. However one cabinet will be exclusively for use of Treasurer . Initially Secretary declined to hand over the keys, but later handed over to the President as insisted by majority of present Committee members.. <u>UUC Committee</u> This issue could not be discussed due to details not available. However, objection was raised by Secretary that this was not in agenda. Many members expressed that this can be discussed in Miscellaneous agenda. Then it was decided to call a meeting on 9th June'19 for this purpose to which Secretary objected that a minimum time period of 15 days to call a meeting. In response to this, President stated that as per Memorandum of UWA, a meeting can be called earlier than 15 days if majority of MC members agree. A voting over WhatsApp is being proposed and if majority of Members agrees to call a meeting on 9th June'19 to discuss UUC Committee formation, review of progress of few Committees, discussion on rules and regulations in addition to miscellaneous issues. Secretary is advised to call MC meeting on 9th June'19 provided majority of MC members consents to call for meeting on 9th June'19 over WhatsApp voting. Meeting was adjourned at 2000Hrs.		

Secretary

Jt. Secretary

President

Deeksha Gt Sanjay Thakur

Kishor

M. K. Sharma

Shyam Sunder Singh

Renu Lakshmi

QNR

Sanjay Bhandari

Prashant

QNR

Kishor

Sanjay Thakur