

**MINUTES OF THE ANNUAL GENERAL MEETING CONVENED ON FRIDAY 21<sup>st</sup> JUNE 2019 AT 10: 00 AM AND RECONVENED AT 10:00 AM ON SATURDAY 22<sup>nd</sup> JUNE 2019 AT SUNBEAM SCHOOL, BHAGWANPUR, VARANASI**

**LIST OF MEMBERS PRESENT ON 21<sup>st</sup> JUNE 2019 AT THE TIME OF ASCERTAINING QUORUM**

1. Jigna Desai
2. Sonali Jaiswal
3. Aanchal Chaurasia
4. Prof M Pandu Ranga Rao
5. Arun Menon
6. Vidhu Gandhi, Srishti Institute of Art Design & Technology
7. Poonam Trambadia
8. Ananya Bhattacharya
9. GSV Suryanarayanan Murthy
10. Urvashi Srivastava
11. Aishwarya Tipnis
12. Shalini Dasgupta
13. Shahzad Ahmed Malik
14. Ashish Trambadia
15. Kiran Joshi
16. Gurmeet Rai
17. Chirashree Takkar
18. Priyanka Singh
19. Ritika Khanna
20. Nigar Sheikh
21. Sukanya Sharma
22. Rohan Madan
23. Rana PB Singh
24. Jyoti Rohilla Rana
25. Sukanya Mitra
26. Sanghamitra Basu
27. Anuradha Chaturvedi
28. Sanjay Dhar
29. Mrinalini Atrey
30. Vedakumar Manikonda
31. Munish Pandit

**LIST OF MEMBERS PRESENT ON 22<sup>nd</sup> JUNE 2019**

1. Gurmeet Rai
2. Shalini Dasgupta
3. Jigna Desai
4. Vidhu Gandhi, Srishti Institute of Art Design & Technology
5. Nigar Sheikh
6. Poonam Trambadia
7. Ananya Bhattacharya
8. Ashish Trambadia
9. Kiran Joshi
10. GSV. Suryanarayanan Murthy
11. Prof. M Pandu Ranga Rao
12. Arun Menon
13. Navneet Raman
14. Anuradha Chaturvedi
15. Rana PB Singh

16. Jyoti Rohilla Rana
17. Sanjay Dhar
18. Priyanka Singh
19. Niyati Jigyasu
20. Kanika Bansal
21. Harveen Bhandari
22. Ritika Khanna
23. Vandana Sehgal, Principal AKTU
24. Vedakumar Manikonda
25. Bishwadip Sen
26. Jatin Ambani
27. Shahzad Ahmed Malik
28. Chirashree Thakkar
29. Sanghamitra Basu
30. Anjan Mitra
31. Tulika Rastogi
32. Sukanya Mitra
33. Amit Tandon
34. Sukanya Sharma
35. Rohan Madan
36. Jaspreet Kaur
37. Mrinalini Atrey
38. Sonali Jaiswal
39. Aishwarya Tipnis
40. Urvashi Srivastava

#### **ELECTION OF CHAIRPERSON**

In view of the vacancy of the post of the President, as per the sub clause V of rule 10 of the rules and regulations of the society, the members present elected Ms Gurmeet S Rai, Vice President of the society to chair and preside over the Annual General Meeting.

#### **ASCERTAINING OF THE QUORUM**

The Chairperson of the meeting referred to Rules and Regulations of COMOS and apprised the members that the Annual General Meeting (AGM) convened on 21<sup>st</sup> June 2019 was reconvened as per Rule 1 of the rules and regulations of society of COMOS for the lack of quorum on 21<sup>st</sup> June 2019. As per Rule 10, after allowing the necessary period of 24 hours, the Chairperson declared the quorum present for the meeting on 22<sup>nd</sup> June 2019 as valid and proceeded to transact the items.

The chairperson suggested members to consider the Agenda of the day as listed below:

1. Approval of the minutes of the last Annual General Meeting
2. Announcement of Election Result for the post of President, Treasurer, Central Zone and South Zone Representative
3. Presentation of the Annual Report 2018-2019
4. Presentation of Expenditure and Audited Accounts (2018-2019)
5. Presentation of the Budget 2019-2020
6. Appointment of Chartered Accountant and Auditor
7. Adoption of Standard Operating Procedures and Guidelines
8. Presentation on Zonal Activities, NSC Activities and discussion on Strategic Plan of Action for ICOMOS India
9. Discussion on International Collaborations
10. Other matters

**AGENDA ITEM 1: ANNOUNCEMENT OF ELECTION RESULT FOR THE POST OF PRESIDENT, TREASURER, CENTRAL ZONE AND SOUTH ZONE REPRESENTATIVES**

The post for President, Treasurer, South Zone & Central Zone Representative of Council and Monuments and Sites (COMOS) were vacant on account of casual vacancy due to:

Mr Rohit Jigyasu, previous President proceeding to take overseas employment thus resigning on 11<sup>th</sup> Jan 2019.

Ms Vanicka Arora, previous Treasurer proceeding to study abroad and thus resigning on 5<sup>th</sup> February 2018

Dr Ajay Khare, Zonal Representative Central Zone resigned on 10<sup>th</sup> April 2018 due to health consideration

Mr Pankaj Modi, Zonal Representative South Zone resigned from his post on 4<sup>th</sup> October 2019 due to personal reasons

As per Rule 12 of Rules and Regulations of COMOS, Dr Yaaminey Mubayi was appointed as the Election Officer and Dr Jigna Desai was appointed as Returning Officer for conducting the elections for the four casual vacancies.

The report from the Election Officer & Returning Officer is enumerated below:

The Election 2019 for members of the Executive committee of COMOS was completed following due process as follows. In compliance with the rules thereof, the Election Notice was sent to all members on 19 April 2019 call for nominations for four posts. The Returning officer received nominations from two candidates for the post of President, two nominations for the post of Treasurer and one nomination each for the Zonal Representatives for Central Zone and South Zone till the last day of receiving nominations i.e. 13<sup>th</sup> May 2019. The first list of candidates was released by the Returning Officer to all voting member via email and uploaded on website of COMOS on 20<sup>th</sup> May 2019. The Returning Officer declared that there were no appeals or objections filed against the first list of candidates, no withdrawal of nomination by the Candidates. Ballot sheets were only prepared for the Post of President and Treasurer and dispatched on 1<sup>st</sup> June 2019. The posts for the Central and South Zone Representative remained uncontested with only one nomination for each post.

Elections were held between Ms. Kiran Joshi and Mr. Munish Pundit for the post of President; and between Ms. Sangeeta Bais and Ms. Priyanka Singh for the post of Treasurer. The Returning Officer received 67 ballots from voting members within the stipulated time, i.e. 19th June 2019, 6.00 pm. 4 more ballots were received on the day after the scheduled time. At the AGM, this was brought out by the Returning Officer. It was decided by the General Body to not consider the late ballots as the minimum required quorum for voting was already met.

Counting of the votes was done at the AGM by the Returning Officer and Election Officer in presence of two observer members, Ms. Anuradha Chaturvedi and Ms. Sonali Jaiswal. Election Officer declared the results after counting. Ms. Kiran Joshi won the Election for the post of President by 5 votes and for the post of Treasurer, Ms. Sangeeta Bais won by 5 votes. Mr. Suryanarayan Murthy and Mr. Sarvesh Kumar were appointed unopposed and Regional Representatives of South and Central Zones respectively.

The Election Officer and the Returning Officer pointed out some gaps in the MOA for election process and presented a need for secret ballot as issues to be addressed before next elections.

The Chairperson requested the Election Officer and Returning Officer to submit a detailed report on the Election Process highlighting the reforms required before the next General Elections in 2020.

**AGENDA ITEM 2: APPROVAL OF THE MINUTES OF THE LAST ANNUAL GENERAL MEETING**

The minutes of the previous Annual General Meeting held on June 30<sup>th</sup> 2018 at The Office of Aga Khan Trust for Culture, P.O. Box 3253, Hazrat Nizamuddin, Sunder Nagar, New Delhi 110014 was proposed by Ms Urvasi Srivastava, Secretary COMOS and unanimously approved by all members present. The approved minutes are enclosed as Annexure 01.

**AGENDA ITEM 3: PRESENTATION OF THE ANNUAL REPORT 2018-2019**

Ms Gurmeet S Rai, the Chairperson presented the Annual Report for 2018-2019.

**AGENDA ITEM 4: PRESENTATION OF EXPENDITURE AND AUDITED ACCOUNTS (2018-2019)**

As directed by the Chairperson, the Treasurer presented at the meeting audited annual accounts of COMOS which had already been circulated through email to the members and uploaded on the website on May 30<sup>th</sup> 2019 and requested the members to raise queries if any. She presented a summary overview of the financial performance of COMOS. It was informed that this year COMOS generated an income of Rs 16,03,989 from its membership fees, donations and sponsorships. The expenditure incurred during FY 2018-2019 was Rs 23,64,395. The total cash in hand on March 31, 2019 is Rs 90,09,964.

Having considered all inputs and suggestions the Chairperson proposed to pass the resolution for the adoption of the Audited Annual Accounts FY 2018-2019. The Secretary read the proposal resolution and Mr Sanjay Dhar and Mr Arun Menon proposed thereafter by show of hands the Chairperson declared the resolution passed unanimously as below.

**RESOLVED that the Annual Audited Accounts of COMOS for the Financial Year ending 31<sup>st</sup> March 2019 be and is hereby approved and adopted.**

**AGENDA ITEM 5: PRESENTATION OF THE BUDGET 2019-2020**

As directed by the Chairperson, the Treasurer presented at the meeting the proposed budget of COMOS which has already been circulated through email to the members and uploaded on website. She requested the members to raise queries if any. The Treasurer further appraised the members that this budget has been developed on the basis of the actual expenditure incurred during FY 2018-19. The budget for the FY 2019-2020 is being proposed against Capital Expenditure, Salaries, Consultancies, Office Expenses and Membership Fees. As observed in the AGM of 2017-18, the procedures for the working of the NSC and disbursement of funds have now been put in place by the Secretariat for formalisation of structure and organisation of the NSCs within COMOS. This was institutionalized by setting up a process wherein proposals were invited in a standardized template and the proposals were evaluated and approved in the NSC Conclave which proved to be a huge success. In addition, in response to the call by the International Secretariat for mobilizing young professional members to organize events on the theme of Heritage for Generations, on World Heritage Day in each zone. In addition in order to reach out to the zonal members events and activities were organized in North, East and West Zone. Considering the scientific work, events and activities undertaken in the previous year, the following budget heads proposed to be included in the annual budget FY 2019-2020 are ICOMOS India Research Grants, Zonal Funds, NSC Conclave and YP Events.

The Chairperson requested the members to express their opinions and raise queries relating to the said matter. She then opened the floor for discussions.

The following inputs were received

*i. Need for a dedicated Fund Raising Committee*

Mr Sanjay Dhar proposed that there should be a dedicated fund raising committee focussing on raising funds for the sustenance of activities of COMOS. Since the funds raised from memberships alone is grossly insufficient to sustain the organisation in the long run.

Having considered all inputs and suggestions the Chairperson proposed to pass the resolution for the adoption of the Annual Budget 2019-20. The Treasurer read the proposal resolution and Ms Priyanka Singh and Ms Chirashree Thakkar proposed thereafter by show of hands the Chairperson declared the resolution passed unanimously as below.

**RESOLVED that the Annual Budget of COMOS for FY 2019-2020 is hereby approved and adopted.**

**AGENDA ITEM 6: APPOINTMENT OF CHARTERED ACCOUNTANT AND AUDITOR**

The Executive Committee had appointed M/s Vinay Pandey & Co of Delhi to conduct the audit of accounts of COMOS India for the financial year 2018-2019 which assignment was duly completed by the auditors. The

Executive Committee has duly approved continuation of the services of M/s Vinay Pandey & Co to conduct the audit for the current financial year 2019-2020 which the members noted.

The Executive Committee had appointed M/S Alacrity Corporate Solutions Pvt Ltd of Vaishali, Ghaziabad to conduct the accounting firm for COMOS. The Executive Committee has duly approved continuation of the services of M/S Alacrity Corporate Solutions Pvt Ltd to conduct the audit for the current financial year 2019-2020 which the members noted.

#### **AGENDA ITEM 7: ADOPTION OF STANDARD OPERATING PROCEDURES AND GUIDELINES**

The Chairperson informed the members that after a long process of consultation starting from 2014 to now, the Executive Committee of COMOS has adopted the Standard Operating procedures and guidelines (SOPG) effective from June 21<sup>st</sup> 2019.

#### **AGENDA ITEM 8: PRESENTATION ON ZONAL ACTIVITIES, NSC ACTIVITIES AND DISCUSSION ON STRATEGIC PLAN OF ACTION FOR ICOMOS INDIA**

The Chairperson requested the Zonal Representatives to present their activities of FY 2018-19. Ms Shalini Dasgupta, North Zone Representative, Ms Poonam Trambadia, West Zone Representative, Mr GSV Surya Narayan Murthy, South Zone Representative and Ms Ananya Bhattacharya, East Zone Representative made their presentations.

The Chairperson then requested Prof Kiran Joshi, Ex NSC Counsellor to make presentation on the update on the work and challenges of the National Scientific Committees. She appraised the members of the progress of the two collaborative projects funded under the ICOMOS India Research Grant, 'Case Studies for Preparation of a Detailed Format, Database & Inventory of Intangible Cultural Heritage within Cultural Routes' and 'The Recognition Identification and Conservation of Pre-Independence 20th Century Heritage of India: Developing a Thematic Framework on the Issues'. The next milestone of the project the submission of inception report needs to be completed at the earliest.

Dr Sanghamitra Basu expressed concern regarding sharing of IPR with ICOMOS India. This was deliberated by the members present and it was recommended that a working group on Intellectual Property Right (IPR) headed by Dr Jigna Desai, Dr Arun Menon and Dr Vidhu Gandhi, Institutional Representative in the Ex Com be formed and more members be invited to join the working group in keeping with the SOPG.

The Chairperson then requested Ms Shalini Dasgupta and Ms Poonam Trambadia to open the discussion on Strategic Plan of Action for ICOMOS India. They presented the framework and the road map and timelines for future consultations for the same keeping in mind it that document has to be completed and would be adopted by the next AGM. The Chairperson then opened the floor for discussion, the following suggestions were received from the members

1. Need to establish a committee for Membership to launch a drive for more memberships in a structured manner.
2. Need to establish a separate fund-raising committee for sustenance of ICOMOS India
3. Strengthening the role and representation of ICOMOS India with national bodies particularly for World Heritage Matters.
4. Engage with lawyers, politicians and focus on legislation and its gaps with reference to World Heritage Sites, Ms Anuradha Chaturvedi volunteered to take it forward.

The Chairperson suggested that the members may send their comments and further suggestions to the Working Group.

#### **AGENDA ITEM 9: DISCUSSION ON INTERNATIONAL COLLABORATIONS**

The Chairperson informed the members about the potential opportunities for International Collaborations

1. *Culture Nature*

Wildlife Institute of India (WII) has expressed interest to collaborate on activities under the Culture Nature Theme. The Executive Committee discussed the matter and has recommended that a working group may be created for further research on Culture Nature. Ms Ananya Bhattacharya, East Zone Representative will represent the Ex Com on the group and NSC on Intangible Cultural Heritage and Working Group on Water and Heritage could possibly collaborate on the same.

2. *GA 2020 Diaspora' - Sharing Global Heritage in Australia*

Australia ICOMOS has expressed an interest to collaborate with ICOMOS India for the GA 2020 with the Indian diaspora and communities in Sydney and Melbourne. A proposal of the project has to be sent to Australia ICOMOS by 31<sup>st</sup> July 2019. The Executive Committee has appointed Ms Vidhu Gandhi, Institutional Member Representative on the Ex Com as the nodal person for the preparation of the proposal. The Chairperson appraised the members that if any members wanted to contribute any ideas they may get in touch with Ms Vidhu Gandhi.

3. *Rights Based Approach to Heritage Management & Sustainable Development Group*

An agreement of friendship and collaboration has been signed between ICOMOS India and Jindal University for the working on the theme of Rights Based Approach. A working group for Rights Based Approach has been formed and Ms Gurmeet S Rai, Vice President is the nodal person on behalf of the Ex Com on the group.

4. *Emerging Professional Working Group*

The Executive Committee has asked the Emerging Professionals within COMOS India to organize themselves in a working group and formalise their own agenda as well as elect a head of the group. Ms Vidhu Gandhi, Institutional Member on Executive Committee shall be the nodal person from the Ex Com.

The meeting ended with a vote of thanks by the Chairperson to Sunbeam School Bhagwanpur, Varanasi for extending their venue and hospitality for the AGM conducted.

**OTHER MATTERS**

In view of the vacancy of the National Scientific Counsellor, the Chairperson of the meeting proposed the name of Dr Jigna Desai as the next Counsellor which was unanimously agreed upon by the members present.

Ms Gurmeet S Rai, Vice President COMOS

Chairperson, Annual General Meeting

Place: Varanasi

Date: 22.06.2019