

British Malayali Charity Foundation

(Registered with the Charity Commission in England and Wales No. 1150804)



BMCF Trustee Meeting – No: 04 (Annual Meeting 2014)

Date: 10/05/14

Location: Telford

Attendees: Shajan Skariah, Santosh Kumar, KR Shaijumon, Francis Antony, Sabu Chundakattil, James Joseph, Sam Thiruvathilil, Sony Chacko, Ajimon Edakkara and Tomichan Kozhuvanal

Apologies for Absent: Shamshad Osman, KD Shajimon

Purpose of Meeting: Annual Trustee Meeting

Item	Topics / Description	Notes
1	<p>General:</p> <ul style="list-style-type: none"> Meeting was held at Francis Antony's residence and started at 11:30 am with a silent prayer. On Chairman's request Santosh Kumar, the outgoing CEO presented Annual Report for (May 13 – May14). The report was reviewed and approved by trustees. A separate Annual Report (Jan 13 - Dec 13) will be produced in English and to be submitted to Charity Commission. BMCF was not required to submit Annual report for the year 2012 as the charity registration was complete in Feb 2013. Annual Accounts were presented by Finance Manager James Joseph, reviewed and approved by Trustees. The Annual Report submission to Charity Commission will include Annual Accounts (Jan 13 - Dec 13) verified by independent auditor / examiner. 	For info.
2	<p>Review of Projects / Cases:</p> <p>Trustees evaluated previous cases in 2013 - fund raising appeals, fund collected, hand over and follow up status were reviewed.</p> <ul style="list-style-type: none"> Total cases / Projects undertaken till date: 22 Cases / Projects Closed out: 15 New cases with application and documentation received: 11 	For info. (See Attachment 1 for case status)
3	<p>Review of Accounts:</p> <p>Trustees evaluated accounts status - fund receipt, fund handed over, expenses and balance in hand:</p> <ul style="list-style-type: none"> BMCF raised funds till 10 May 14: £97,855.56 Funds handed over to various beneficiaries: £94,062.55 Balance in bank account as on 10 May 14: £3044.81 [Crisis Fund: 1123.36 + General Fund: 1921.45] 	For info. (See Attachment 2 for accounts status)
4	<p>Other Activities of 2013:</p> <ul style="list-style-type: none"> VirginMoneyGiving registration is complete. Committee decided to appeal and fundraise upcoming cases through VirginMoneyGiving. Simultaneously BMCF bank account details could also be published for people who want to make direct account transfer. Expenses System was developed for BMCF. All expenses shall be in line with the expenses procedures. Membership system was developed for BMCF. Initial discussions for an independent website for BMCF with a Website developer have been carried out by Shajimon KD and Santosh Kumar. The quote is with Vice Chairman Shajimon. 	For Info.

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5	<p>Areas of concern:</p> <ul style="list-style-type: none"> • Completion of membership list and Gift Aid Claim from HMRC - Committee discussed this as a priority issue as nearly £25,000 could be claimed from HMRC as Gift Aid. James Joseph has initiated the process of Gift Aid Claim which needs to be continued and completed. • FCRA registration - The committee reviewed the difficulties to transfer money to India due to FCRA restrictions. Shajan Skariah explained the requirements of 3 years wait for FCRA approval. Suggested a practical solution – <ul style="list-style-type: none"> ○ Shajan & Sam to identify organisations in Kerala, which have FCRA approval and could help BMCF transfer the funds on behalf of BMCF. ○ Start a new charity for Marunadan Malayali in Kerala and integrate BMCF with that charity to transfer money to beneficiaries. 	<p>To be completed by New Committee</p> <p>Shajan Skariah / Sam Thiruvathil</p>
6	<p>Constitution Amendments</p> <p>The trustees discussed the BMCF constitution and the following amendments were approved in the meeting:</p> <ul style="list-style-type: none"> • Page1, Para 3 under Clause 3 will be amended as: <p>The Trustees has the power to terminate the membership of any individual, provided that the decision of the Trustees is two third majority (2 /3) both as to the termination and as to there being good reason for it, and provided that the individual concerned shall have the right to be heard by the Trustees, before a final decision is made.</p> <ul style="list-style-type: none"> • Page1, Para 1 under Clause 4 will be amended as: <p>The management of the Charity Foundation shall be in the hands of the Trustees. For the effective control of activities of the Charity Foundation, three tier trusteeships proposed, i.e. Board of Trustees, Executive Committee and Office bearers.</p> <p>Board of trustees consist Nominated and Selected members who shall run the charity in accordance with the Charity Commission requirements and constitution of BMCF. Three Quarters (3 /4) of total Trustees be Nominated by British Malayali news portal and One Quarter (1 / 4) of Trustees be Selected from the public who supports BMCF. To be a Selected Trustee, members shall fill-in the membership form and shall have contributed at least six times to BMCF (or sixty pounds) in a year.</p> <p>An Executive Committee of Seven Trustees will be formed by the Trustees to take decisions on a day to day basis.</p> <p>Office Bearers are the appointed responsible trustees of BMCF. The designations of the Office bearers shall be structured as:</p> <ul style="list-style-type: none"> - Chairman (<i>head of charity activities</i>) - Vice Chairman (<i>support chairman and to act as Chairman in</i> 	<p>Update Constitution and inform CC.</p>

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	<p><i>his absence)</i></p> <ul style="list-style-type: none"> - Secretary (<i>control and operation of the charity</i>) - Joint Secretary (<i>support Secretary and to act as Secretary during his absence</i>) - Treasurer (<i>controller of finance and charity accounts</i>) <p>The minimum number of Trustees shall be Seven. Trustees are responsible for carrying out their role with due regard to the purpose of the charity foundation and acting as a reasonable body. If any Trustees work against the objectives of the Charity Foundation, matter shall be discussed in the Trustees meeting and the membership of the Trustee shall be reviewed.</p> <ul style="list-style-type: none"> • Based on Page1, Para 1 under Clause 4 above, designation Chief Executive is changed to Secretary and Finance Manager is changed to Treasurer, wherever applicable in the constitution. 	
7	<p>Outgoing Trustees & Office bearers:</p> <ul style="list-style-type: none"> • CEO Santosh Kumar has stepped down from the charity roles, responsibilities and trusteeship. Handed over all documents of BMCF starting from charity set up till date to Chairman. • Trustee Shamzad Mohammed stepped down from the trusteeship. • Chairman Shajan Skariah suggested a makeover of the trustees and office bearers with new faces. Declared that himself and Ajimon Edakkara step down from official positions. • James Joseph shown willingness to step down from the Finance Manager position, but agreed to continue until a suitable replacement is found. 	For info.
8	<p>New Trustees, Roles and Responsibilities:</p> <ul style="list-style-type: none"> • Three new trustees have been introduced to BMCF: Shaji Lukose, Jolly Alwyn and Manoj Mathew New trustees need to sign the constitution, Trustee declarations and read and understand charity commission trustee responsibilities. Secretary to arrange these for the new Trustees. • The Seven Executive Committee Members of BMCF: Francis Antony, KD Shajimon, Sabu Chundakkattil, Tomichen Kozhuvanal, James Joseph, Sam Thiruvathil and Shaijumon KR • Trustees selected the following Office bearers of BMCF: Chairman – Francis Antony Vice Chairman - KD Shaimon Secretary - Sabu Chundakkattil Joint Secretary - Tomichen Kozhuvanal Treasurer - James Joseph • India representative – Sam Thiruvathilil Trustee Sam Thiruvathilil was nominated as the responsible person to organise functions in India and handover funds to the responsible parties. Fund hand over functions will have no cost to BMCF and shall be managed by trustees who organises it. • New Bank Account Signatories (any 2 out of 3) with Treasurer as the primary account holder need to be set up for: Francis Antony, Sabu Chundakattil and James Joseph. 	<p>For Info.</p> <p>Secretary</p> <p>For Info.</p>

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9	Procedural Changes: <ul style="list-style-type: none"> Decision by Majority for considering cases - The present system requires 2/3 majority of votes by trustees to consider a case and appeal for it. It was decided by the new committee in the annual meeting that in all scenarios of a case, whether to consider a case or fund hand over, a decision can be taken by 51% of trustee votes. 	For Info.
10	New Committee moving forward: <ul style="list-style-type: none"> All priority actions in Areas of concern above (point 5) shall be addressed and completed by the new committee. All changes to the organisation of Charity Foundation including amendments to constitution, incorporation of new trustees and change of address shall be intimated to Charity Commission at the earliest. BMCF may set up a stall at the entrance of BM Award function hall to publish charity achievements to people. A banner may be printed for BMCF. Independent BMCF website in English will be developed with priority by the new committee as this is a charity commission condition for the completion of BMCF registration. Since now BMCF is established and charity procedures are clearer for trustees, it was decided to take 3 to 5 cases at a time. Secretary to email new application details to all trustees on a monthly basis. 	Secretary
11	New cases: <ul style="list-style-type: none"> It was decided to consider five cases for next appeal based from the applications received so far. Cases to be considered for the next month have been agreed in the meeting. Secretary to verify the information provided in the application and find details of the beneficiaries. Cases to be taken after BM Award function. 	Secretary

Prepared by: Sabu Chundakattil, Secretary of BMCF
Approved by: Trustees of BMCF

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Attachment 1: Summary of Cases / Projects supported by BMCF (Aug 2012 – Mar 2014) - Presented in AGM

Case No:	Month & Year	Fund Name (Beneficiary)	Reason for Appeal	Fund Handed Over	Notes / BMCF Status
1	Sep 2012	Ashby Fund (Ashby John)	Kidney transplantation & Dialysis, Renal Treatment.	9237.00	Nominee / Trustee: Shajan Scaria Status: Awaiting confirmation of fund usage and treatment status.
2	Oct 2012	Baiju Fund (Baiju George)	Treatment of Necrotic Pancreatitis and Bilateral Pleural Effusion	£13,330.75	Nominee: Sophi Mathew Status: Treatment completed. Baiju back to normal life. CLOSED.
3	Dec 2012	NICU Fund (ICH, Kottayam Medical College)	To procure and install Four Pulse Oxymeter for the Institute of Child Health (ICH), Kottayam Medical College.	£3,475.00 (£3400 + £75)	Nominee: Dr. Jayaprakash Trustee: Shajimon KD Status: Pulse Oxymeter installed and working fine. CLOSED.
4	Mar 2013	Neethu Fund (Neethu Jacob)	Kidney transplantation & Dialysis Renal Treatment.	£5,555.00	Nominee: Biju George Status: Beneficiary passed away during the course of treatment. CLOSED.
5	Mar 2013	Rintu Fund (Rintu Ravi Kumar)	Kidney transplantation & Dialysis Renal Treatment.	£5,555.00	Nominee: Jayan Ravi Status: Treatment completed using BMCF fund. CLOSED.
6	Mar 2013	Ajeesh Fund (Ajeesh KM)	Kidney transplantation & Dialysis Renal Treatment.	£3,703.00	Nominee: Balachandran Pillai Status: Treatment completed using BMCF fund. CLOSED.
7	Mar 2013	Vipin Fund (Vipin Chandran)	Kidney transplantation & Dialysis Renal Treatment.	£4,320.00	Nominee: Sujatha Vipin Status: Treatment completed using BMCF fund. CLOSED.
8	Mar 2013	Rakesh Fund (Rakesh Babu)	Kidney transplantation & Dialysis Renal Treatment.	£3,086.00	Nominee: Self Status: Treatment completed using BMCF fund. CLOSED.
9	Mar 2013	Saji Fund (Saji Kumar)	Kidney transplantation & Dialysis Renal Treatment.	£4,320.00	Nominee: John CD Status: Awaiting confirmation of fund usage and treatment status.
10	Mar 2013	Joy Fund (Joy Ulhannan)	Kidney transplantation & Dialysis Renal Treatment.	£1,234.00	Trustee: Jomon (Ashby) Status: Awaiting confirmation of fund usage and treatment status.
11	Feb 2013	Pushpa Fund (Sasikumar Pillai)	Repatriation of dead body to India	£4,220.00	Nominee: John Daniel, COLEM Trustee: Santosh Kumar Status: Body repatriated. CLOSED.
12	Apr 2013	Jawahar Fund (Bismi Michael)	Repatriation of dead body to India	£4,000.00	Nominee: Bismi Michael Trustee: Ajimon Edakkara Status: Body repatriated. CLOSED.

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13	May 2013	Kidney Federation of India (Fr. Chiramel)	Organ Donor campaign in association with NHSBT. Submitted more than 300 organ donation consent forms to NHS during the BM award function.	–	Nominee: Agimol Pradeep Trustee: Soni Chacko Status: Not a financial fund hand over case. CLOSED.
14	June 2013	Uttarkhand Fund (Chief Mister's Relief Fund)	Support to Uttarkhand Chief Ministers Disaster Relief fund for people affected by flood and land slides.	£2,658.00	Trustee: Santosh Kumar Status: Fund handed over to CM's Relief fund. CLOSED.
15	Jul 2013	Albert Fund (Albert Xavier)	Patient fallen from height and backbone damage; Treatment of Hep B.	£5,905.80	Nominee: Annie Jacob Trustee: James Joseph Status: Awaiting confirmation of fund usage and treatment status.
16	Aug 2013	Vijay Fund (Indu Gopinath)	Repatriation of dead body to India	£4,000.00	Nominee: Indu Gopinath Trustee: Shajumon KR Status: Body repatriated. CLOSED.
17	Sep 2013	Paily Fund (Joseph Paily)	Expenses for Medical treatment of a cancer patient.	£7,283.00	Nominee: Benny Paul Status: Beneficiary passed away during the course of treatment. CLOSED.
18	Nov 2013	Anthony Nolan Trust	Support to UK's blood cancer charity and bone marrow register.	£1,000.00	Trustee: Santosh Kumar Status: Fund handed over Anthony Nolan Charity. CLOSED.
19	Dec 2013	Akash Fund (Robert Mathew)	Treatment of Haemophilia of an eight year old child	£5165.00	Nominee: Robert Mathew Status: Awaiting confirmation of fund usage and treatment.
20	Jan 2014	Ibrahim Fund (Fayaz Ibrahim)	Support to Ibrahim's family to recover from debt during the sudden death of Ibrahim.	£3500.00	Nominee: Suhara K Status: Awaiting confirmation of fund usage.
21	Feb 2014	Sundaran Fund (Dorkose Sundaran)	Repatriation of dead body to India.	£1,000.00	Nominee: Dorkose Sundaran Trustee: Shajimon KD Status: Body repatriated. CLOSED.
22	Mar 2014	TA Joseph	Financial hardship.	£1,555.00	Trustee: Shajan Scaria Status: Awaiting BMCF application and confirmation of fund usage.

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Attachment 2: Summary of Account Statement 2013 - Presented in AGM

British Malayali Charity Foundation - BMCF (CC Reg. No: 1150804)

BMCF Receipt & Payment Report - 10 may 2014					
Date	Case Reference, Mode of Payment and Payment Head	Cheque No. / Bank Transfer Reference	Payments	Receipts	Balance
Year 2012				£26,523.76	£26,523.76
23/11/2012	Ashby Fund - Cheque - Hospital Treatment	CHQ 100001	£9,237.00		£17,286.76
07/12/2012	Baiju Fund - Bank Transfer - Hospital Treatment	Baiju George	£13,290.75		£3,996.01
07/12/2012	Bank Transfer Charge		£40.00		£3,956.01
Year 2013				£66,983.64	£70,939.65
06/02/2013	NICU Fund - Cheque - Supporting Organisation in India	CHQ 100002	£3,400.00		£67,539.65
02/03/2013	Pushpa Fund - Bank Transfer - Support for Repatriation	BMCF Pushpa Fund	£4,220.00		£63,319.65
21/03/2013	Jawahar Fund - Bank Transfer - Support for Repatriation	British Malayali Charity Foundat	£4,000.00		£59,319.65
17/04/2013	Neethu Fund - Cheque - Medical Treatment	CHQ 100004	£5,555.00		£53,764.65
	Saji Fund Fund - Cheque - Medical Treatment	CHQ 100010	£4,320.00		£49,444.65
19/04/2013	Rintu Fund Fund - Cheque - Medical Treatment	CHQ 100005	£5,555.00		£43,889.65
	Rakesh Fund Fund - Cheque - Medical Treatment	CHQ 100008	£3,086.00		£40,803.65
23/04/2013	Joy Fund Fund - Cheque - Medical Treatment	CHQ 100009	£1,234.00		£39,569.65
26/04/2013	Ajeesh Fund Fund - Cheque - Medical Treatment	CHQ 100006	£3,703.00		£35,866.65
01/05/2013	NICU Fund - Cheque - Supporting Organisation in India	CHQ 100003	£75.00		£35,791.65
13/05/2013	Vipin Fund - Cheque - Medical Treatment	CHQ 100007	£4,320.00		£31,471.65
05/07/2013	Uttarakhand Fund - Bank Transfer - Support for Organisations in India	Chief Minister Ref	£2,658.00		£28,813.65
	International Transfer Charge		£30.00		£28,783.65
17/07/2013	Albert Fund - Bank Transfer - Hospital Treatment	BMCF Albert Fund	£5,905.80		£22,877.85
	Bank Charge + Conversion loss		£548.20		£22,329.65
08/08/2013	Vijay Fund - Bank Transfer - Support for Repatriation	BMCF Vijay Fund	£4,000.00		£18,329.65
17/09/2013	Joseph Fund - Bank Transfer - Medical Treatment	BMCF Joseph Fund	£7,283.00		£11,046.65
27/11/2013	Anthony Nolan Trust- Bank Transfer - Supporting Organisation in UK	BMCF-1960782	£1,000.00		£10,046.65
13/12/2013	Stopped cheque (KFI) Charge		£10.00		£10,036.65
Year 2014				£4,348.16	£14,384.81
15/01/2014	Akash Fund/Cheque/Medical Treatment	Cheque 100014	£5,165.00		£9,219.81
15/01/2014	Ibrahim Fund/ Cheque/ OtherSupport (Financial)	Cheque 100017	£3,500.00		£5,719.81
18/01/2014	Virgin Money Giving Registration / Bank Transfer/ Other Expenses	ICR000001012991	£120.00		£5,599.81
18/02/2014	D Sundaran/ Bank Transfer/ Repatriation support	BMCF Repatri. Help	£1,000.00		£4,599.81
10/05/2014	Bank Balance			£0.00	£4,599.81
	Payment by cheque yet to be cleared for TJ Joseph Apeal	Cheque 100016	£1,555.00		£3,044.81
	Payments and Receipts Since Charities Inception		£94,810.75	£97,855.56	£3,044.81
	Crisis Fund 1123.36 + General Fund 1921.45 = 3044.81				
	Payments including TJ Joseph	£94,062.55			
	Expenses	£748.20			
	Total Payments	£94,810.75			

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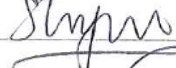
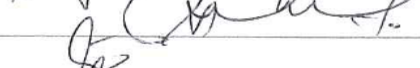







Attachment 3: Attendees of Annual Trustees Meeting on 10/05/14 at Telford

ANNUAL MEETING - BMCF

LOCATION: TELFORD

DATE: 10.05.14

- ① Santosh Kumar 
- ② James Joseph 
3. Shajim Skariah 
4. FRANCIS ANTONY 
- 5 SONI CHACKO 
6. Shaijumon K.R 
- 7 Samthiravathil 
- 8, Sabu Chandakathil 
- 9 Ajimon Edakkanna 
- 10 Perumcheru Kozhuvand 