

Emergency Council Meeting

Date: 25/11/2016

From 1:00 - 2:00 PM

Meeting started at: 1:15 PM

Attendance: Ardalan, Durai, Amit Chandra, Timir, Bhavreet, Thungshree, Jai Puneet Singh, Nirmal, Ibtissem

Background: The vice president finance informed to the council members his concerns regarding the breach of trust in handling the payments pertaining to Rolopan. In this regard, VP Finance informed that based on trust on president and VP internal and urgency shown by them, he signed a cheque to Manoj Duddela whom he thought to be the owner of Rolopan assuming all the supporting documents related to finalized deal will be submitted before the final payment.

At this instant VP finance was not informed about any claims related to wastage charges which came to his knowledge only in the council meeting where in VP internal informed that the Rolopan is asking for a Wastage charges of \$400 for the cancellation of event on 28th October 2016.

VP finance also highlighted the importance of approval of itemized budget citing the example of the council meeting were in the in-charge Diwali event informed the council that the expenses are close to \$5100- 5200 and when requested to list down all the expense by Timir, it was found to be more than \$7300.

Further he informed the need and findings of the verification process of the invoice from Rolopan and receipt of a completely different invoice. He had to verify the invoices directly from the company (Rolopan) considering some of the basic information of the invoices where missing. He further expressed his anguish and concern for the breach of trust and highlighted that unless the supporting documents and communications pertaining to any deal are provided supporting any invoice, he will not be able to process the payment.

Motion:

1) BIRT: this meeting be considered as a Council meeting?

Moved by: Amit

Seconded by: Ardalan

For: Jai Puneet Singh, Timir, Nirmal, Thunga, Ibtissem

Against: Durai

Abstain: Bhavreet

Motion Passed

2) BIRT: The incharge of the Diwali event be asked to submit the supporting documents pertaining to the Crepe and DJ including and but not limited to initial deal of finalization of rate and quantity and if quantity exceeds a particular amount, wastage charges claim and subsequent approval from ECSGA.

Moved by: Timir

Seconded by: Ardalan

For: Jai Puneet Singh, Amit, Nirmal, Thunga, Ibtissem

Against:

Abstain:

Motion Passed

Discussion: The council was given the copies of two invoices one received directly from Rolopan by VP Finance and the other sent by VP Internal.

The council was informed that the basic information such as invoice number and contact details were missing and the quantity, rate per unit crepe and the items (wastage claim) were completely different between two invoices. Furthermore the council discussed about the total quantities and the rate and found that the quantity of 150 and \$6.55 are reasonable. As far as the quantity is concerned following sequence of counting were discussed in our council meeting - president informed that counting was 118 at one stage, after which VP external before leaving the venue few minutes before 11 PM had asked the total number and was told a number 128 by the person making the crepe. At 11:00 PM the music was stopped and people started leaving and at this time president informed the council another 15-20 coupons were given which makes a total of (128+ 15to 20 = 143- 148), which is very close to the 150 crepes quoted directly received from the owner. Council expressed deep concern why the advance payment was not made directly to the Rolopan.

3) BIRT: The event in-charge be asked to submit the document based on which the advance payment was issued.

Moved by: Amit

Seconded by: Jai Puneet Singh

For: Ardalan, Timir, Nirmal, Thunga, Ibtissem

Against:

Abstain:

Motion Passed

Discussion: It was further asked based on which document the rate of \$8 per crepe was charged whereas recent invoice from the vendor shows rate of \$6.55 per crepe. The council also wanted to know whether the deal was with the third party (Manoj) or Rolopan directly. Further, the council wanted to know whether market survey was done before finalizing the vendor and if not why? The council was informed that there was no market survey done by concerned in-charge and all the dealing were done verbally and it was informed to the President verbally. The president confirmed to the council he gave confirmation to go ahead based on verbal communication he received from VP internal. To this, VP external inquired, why the preferential treatment and violation of set procedure was allowed by the president and highlighted he could have guided and dealt the issue professionally. Whereas other councilors confirmed that they follow the set procedures for any payment such as submission of contract, or email with negotiation, cheque requisition slip. The council also inquired from event in-charge from whom the invoice was sent to her to this; she informed that the invoice came from Manoj by email on 22nd November, 2016 after 11 days of the event conclusion.

It was asked from the event in-charge and President why the advance payment of \$800 was made to Manoj, and based on which document and terms and conditions such payment were made.

- 4) **BIRT: The deal with Rolopan and ECSGA be investigated with legal help looking at the differences between the two invoices received from the VP Internal and the manager of Rolopan as early as possible before releasing any further payment.**

Moved by: Timir

Seconded by: Amit

For: Ardalan, Jai Puneet Singh, Ibtissem

Against:

Abstain: Durai, Nirmal, Thunga

Motion Passed

Discussion: It was suggested by Thunga, Durai, Nirmal and Bhavreet to confirm the invoice from the vendor itself by whole council visiting their office which other council members denied and asked to submit any prior communication supporting the claims in either of the invoices or else demanded the matter be taken to the higher authority or legally. Thunga stressed that there are some issues pertaining to the differences in between the invoices and there is something which concerns all of us and we should solve it internally. Later Timir brought a motion to bring the whole issue in the notice of the Dean of Students for his intervention or suggestions but the meeting was dispersed without voting on the motion.

Adjournment at 02:50pm