

**KOSHIKA FOUNDATION****MINUTES OF THE MEETING OF TRUSTEES****HELD on 22<sup>nd</sup> JUNE, 2024 at 12 noon via Video Conferencing**

Present:	Somesh Sehgal, Chairman	
	Anil Sachdev, Trustee	
	Vipin Raheja, Trustee	
	Sunil Tandon, Managing Trustee	
	Ravindra Kumar Gupta, Trustee	
Apologies:	Tarun Seth, Trustee	

**2024-25/01 CHAIRMAN**

It was unanimously resolved that Shri Somesh Sehgal be and is hereby appointed Chairman of the Board of Trustees, for this Meeting.

**2024-25/02 MINUTES OF LAST MEETING**

Minutes of the Last Meeting held on 24<sup>th</sup> March, 2024 were circulated earlier. These Minutes were noted and taken on record.

**2024-25/03 COMMUNICATION PLAN IMPLEMENTATION**

Although the first edition of the monthly Newsletter was released in April, 2024, yet it was realised that Sumeet, The Creative Catalyst will not be able to deliver the communication tools of the desired quality. Accordingly, a new agency – Kri Communications, Bangalore, has been enlisted for taking forward the communications plan. The May, 2024 and June, 2024 editions of the Newsletter were released successfully through this new agency as were some graphic posts released. These were posted on Koshika's social media pages and WhatsApp groups and also sent to donors by e-mail. Further, editing of testimonial videos for heart patients is up to date; the finished videos have been posted in the Koshika Foundation channel on YouTube. All trustees were requested to forward all the posts to their respective groups for widening the audience for Koshika's work

**2024-25/04 NEW WEBSITE DEVELOPMENT AND HOSTING**

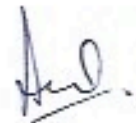
All trustees were informed that the first phase of new website had been completed and made live. The hosting plan has also been renewed. Few checks and corrections for new website are underway, and expected to be completed by end June'24. Requirements for adding features for the second phase of website development needs to be finalized. All trustees were requested to forward suggestions and few trustees were requested to volunteer to jointly share the responsibility of finalizing these specs so that the same can be sent to the developers.

**2024-25/05 FILING OF FORM 10BD WITH INCOME TAX DEPTT. & RELEASE OF 10BE RECEIPTS TO DONORS**

All trustees were informed that filing of Form 10BD has been completed in time. Also receipts in Form 10BE have been mailed to all Donors.

**2024-25/06 FINALISATION OF MEMENTOES FOR PRESENTING TO DONORS**

It was agreed that Mr Somesh Sehgal and Mr Vipin Raheja will visit the concerned vendor and finalise the mementoes to be presented to the Donors. They will also finalise the text to be imprinted on these mementoes. The mementoes are planned to be presented to donors in September/October, 2024.



**2024-25/07 TRUSTEES CONTRIBUTION FOR ADMIN EXPENSES**

All Trustees were requested to send in their contributions for funding the administrative expenses.

**2024-25/08 STOPPAGE OF PAYU PAYMENT GATEWAY**

All Trustees were informed that due to ongoing operational difficulties, the PayU payment gateway on the Koshika website has been stopped. After this cessation, two payment gateways are available on Koshika website - from HDFC Bank and Easebuzz.

**2024-25/09 TRUST LEGAL MATTERS**

All requisite compliances have been completed in time.

**2024-25/10 DATE OF NEXT MEETING**

It was decided that the next meeting will be scheduled after issuance of due notice.

**VOTE OF THANKS**

There being no other business, the meeting terminated with a vote of thanks to the Chair.

**PLACE: New Delhi**  
**DATE: 22<sup>nd</sup> JUNE, 2024**

  
**CHAIRMAN**