

Minutes of the
1st Executive Committee Meeting

Date and Time: 6th October 2011 at 11:30 AM.
Venue : Khalid Waheed Hall of the Chamber
Participants : Mr. Jawed Akhtar Bhatti (President) in Chair
Raja Amer Iqbal (SVP)
Ch. Iqbal Ahmed (VP)
Mian Mohammad Ateeq Sheikh
Mr. Adil Jan Erkin
Ch. Nadeem A. Rauf
Mr. Mohammad Imtiaz Chowdhry
Mr. Zafar Jamal
Ch. Pervaiz Ahmed Warriach
Mr. Mohammad Khalid Farooq Qazi
Syed Kazim Hasan
Mrs. Tehmina Amjad
Mr. Asim Mahmood
Mr. Manzar Khurshid Sheikh
Mr. Hassan Mustafa
Mr. Mohammad Fayyaz Qureshi
Mr. Muhammad Aslam
Maj. (Retd.) Nouman Mahmud Khan
Mrs. Amna Saleem
Mr. Kashif Riaz
Mr. Maqsood Ahmed Khan

Regrets: Mr. Bilal Maqbool (Out of country)
Mr. S. Ali Raza Saeed Shah (Ex-Officio Member)

The meeting started with the name of Allah through recitation of Quranic verses.

House offered fatiha for following departed souls:

- a. Hakeem Sheikh Arshad Mehmood, Former Executive Member
- b. Niece of Sh. Mohammad Shabbir, Former President

President started the proceedings with a word of acknowledgement to all the members of executive committee and appreciated the presence of all the Members well in time. House declared open to follow the agenda points, which were circulated to all the members vide letter No. 12/2011/5356 dated 1st October 2011.

Res. No.1 To confirm the Minutes of 12th meeting of the Executive Committee held on 22nd September 2011

The Minutes of 12th Executive Committee Meeting were confirmed by Mian Mohammad Ateeq Sheikh and seconded by Mr. Asim Mahmood.

Discussion/Suggestions

Following member of the House drew the attention of the President on certain issues:

- a. Mian Mohammad Ateeq Sheikh pointed out that his notions given in the Minutes may be rephrased in lighter words.
- b. Mr. Maqsood Ahmed Khan requested the President for the following:
 - (1) Confirmation of the cheque status worth 2 million bearer/crossed issued to CM Punjab by Former President Mr. Kashif Shabbir (mentioned in the minutes).
 - (2) Demand of Mian Mohammad Ateeq Sheikh being office bearer for presenting all open cheque over Rs. 10,000/- is inappropriate (mentioned in Minutes).
 - (3) The word audit under Res. No.97 may be replaced to an appropriate light word.
- c. House apprised the President for non-availability of Minutes of last meeting during the session. Very few members received the Minutes through e-mail.

Decisions

President after discussion with the House directed the following action:

- a. The points raised by Mr. Maqsood Ahmed Khan needs deliberations and prevailing rules will be followed. In the processes President clarified that audit is an official word and normally used under such circumstance.
- b. Staff to ensure timely issuing of Minutes to all the member of House.

House in hailed all the directives of the President and endorsed decisions.

Res. No.2 To pass the resolution for the meritorious services rendered by the immediately retired Office-Bearers.

House passed the resolution to acknowledge the services of the immediately retiring office bearers and executive committee members. Mr. Manzar Khurshid Sheikh approved the resolution, which was seconded by Mr. Zafar Jamal. Ch. Pervaiz Ahmed Warriach appreciated the efforts of retiring members and highlighted the approval of 35.050 million for the construction of women incubation center at RCCI.

Decision

President appreciated the House to pass the resolution unanimously.

Res. No.3 To consider the applications for the Chamber's Membership of the firms/companies mentioned in the list already provided to the members.

Total 62 applications for new membership of RCCI were received during the median period since the last Executive Committee Meeting, out of which 54 were for Associate Class and 08 were registered in Corporate Class.

Comments/Suggestions

Mian Mohammad Ateeq Sheikh notified that applicants no CM-367 and AM-3001 may be shifted under the category of Service sector. He was informed that the enrollment under any specific category is the discretion of the applicant under his memorandum / article of association or his consent through writing in membership application form.

Decision

The resolution was approved by Mr. Mohammad Fayyaz Qureshi, which was seconded by Mr. Muhammad Aslam.

Res. No.4 To seek approval for organizing events in the Chamber during 2011-12 for various Committee and nominate members for activities inside and outside the Chamber

Mr. Maqsood Ahmed Khan approved the resolution which was jointly seconded by Mr. Mohammad Fayyaz Qureshi and Mr. Adil Jan Erkin to authorize the office bearers for organizing the events, making the committees / sub-committees and for all the events inside or outside the Chamber.

Decision

President along with office bearers welcomed the House for approval and appreciated the confidence rendered.

Res. No.5 To obtain approval for the Office Bearers to operate the Bank Accounts of the Chamber under Article 55 of Articles of Association of the Chamber.

Mrs. Amna Saleem approved the resolution, seconded by Ch. Nadeem A. Rauf to authorize the following Office Bearers for operating the bank accounts under article 55 of the articles of association of the chamber.

1.	Mr. Jawed Akhtar Bhatti	President
2.	Raja Amer Iqbal	Senior Vice President
3.	Ch. Iqbal Ahmed	Vice President
4.	Mr. Irfan Manan Khan	Acting Secretary General

In pursuance of the relevant clauses of Articles of Association of the Chamber, it was decided that all Cheques shall be jointly signed by the President, or in his absence Vice Presidents along with the Secretary General or in his absence by the Acting Secretary General.

Decision

President thanked the House for according the approval.

Res. No.6 To take the Executive Committee into confidence on the existing financial position of the Chamber

The account summary presented by the President is as under:

Main Account (Bank Al Falah)	Rs.	914,493/-
Main Account (Faysal Bank)	"	4,791,790/-
Building Fund (Faysal Bank)	"	17,358,031/-
Building Fund (Bank Al Falah)	"	661,297/-
Social Services Account (Bank Al Falah)	"	5,187/-
R&D Account (Bank Al Falah)	"	336,734/-
GP Fund Account (Allied Bank)	"	443,715/-
Education Fund Account (Bank Al Falah)	"	191,290/-
Cash balance	"	73286/-

The payable and receivable were also discussed which are as under:

a. Payable

- German Delegation	Rs.	200,000/-
- Australia Delegation	"	600,000/-
- China Delegation (Processing Fee)	"	390,000/-
- US Delegation	"	200,000/-
- Un-presented cheques of US Delegation June 2010	"	400,000/-
- Future Printers	"	18,000/-
- Achievement Awards	"	1,150,000/-

b. Receivable

- Principal Amount of Plots (Govt. of Punjab)	Rs.	3,000,000/-
- Security Deposits against Achievement Award	"	100,000/-
- Non-refundable Booking Fee	"	10,000/-
- Rental Charges	"	300,000/-
- Topi Rakh (Deposits)	"	50,000/-
- Advertisement in Annual Report	"	200,000/-

House showed satisfaction over the budgetary position of the Chamber

Comments/Suggestions

Mr. Mohammad Fayyaz Qureshi suggested that all or few accounts may be shifted to the banks offering Islamic banking facility, whereas President endorsed that it's the discretion of house, if suggested then all the accounts can be shifted to Islamic banking system.

Res. No.7 To discuss the Draft Budget of the Chamber for the year 2011-12 with the members of the Committee for their input and approval.

House approved the draft budget.

Suggestions/Discussions

- a. Ch. Nadeem A. Rauf suggested that a proper campaign may be launched to increase the membership of Chamber, which has a tremendous potential of enhancement.
- b. Mr. Manzar Khurshid Sheikh suggested the reduction in entertainment expenses.
- c. Mian Mohammad Ateeq Sheikh suggested that the budget and actual expenses may be evaluated on quarterly basis.

Decisions

- a. President agreed to the need to enhance the membership. He requested House to put all out efforts for new membership.
- b. President ensured the House for hoist arty drive and minimize the expenditure of entertainment funds. However he expressed that more activities has been planned during this tenure.
- c. Office Bearer and staff will monitor and evaluate the accounts as per the prevailing rules.

Res. No.8 Approval of RCCI Staff matters

No staff matters were presented to the House.

Suggestions/Discussion

- a. Mian Mohammad Ateeq Sheikh suggested that all the staff matters may be sent in advance to the Executive Committee Members.
- b. Mr. Manzar Khurshid Sheikh and Mr. Adil Jan Erkin suggested that a proper accountant may be hired to fill in the post of Assistant Secretary Accounts.

Decisions

President directed the Office Bearers and staff to workout the possibility for appointment of accountant.

Res. No.9 Any other point with the permission of the Chair.

Miscellaneous matters discussed as under:

- a. Mrs. Amna Saleem requested the office bearers to assure maximum participation of women in national and international events related to women, the suggestion was seconded by Mr. Mohammad Fayyaz Qureshi. President directed the office bearers to ensure compliance.
- b. Mr. Mohammad Fayyaz Qureshi requested the chair that a letter of thanks may be sent to the organizers of Gems and Jewelry fair in Nepal where the members of RCCI participated, he also suggested that the event may be added to the regular list of delegations. President directed staff to do the needful.
- c. Mr. Ch. Pervaiz Ahmed Warriach inquired about the total revenue generated so far from the Annual Achievement Awards Event and the estimated expense of the activity, President replied that a meeting of the committee will soon be called under the Chairmanship of Syed Asad Mashadi to workout all the details.
- d. Mr. Kashif Riaz recommended that no other meeting may be planned on the date of Executive Committee Meeting. President agreed to the suggestion and complainer will be ensured.

Upon a question from house President informed that soon a voice recording system will be installed to electronically record the proceedings of all the meetings in Chamber, he also updated the House that Mr. Bilal Maqbool is on Hajj and Ex-officio Mr. S. Ali Raza Saeed Shah is in hospital with his mother.

Since there was no other point, the meeting was adjourned with a vote of thanks to the Chair

(Irfan Manan Khan)
Acting Secretary General

Distribution: All Executive Committee Members