

Date: 30 September 2012
Time: 3 pm
Venue: Darebin Intercultural Centre
59A Roseberry Avenue, Preston VIC 3072

The Annual General Meeting of the Ceylon Students Educational Fund (Fund) was held on 30 September 2012 chaired by the Chairperson, Dr Mathyvathani Chandranath. The meeting was held at the Darebin Intercultural Centre, 59A Roseberry Avenue, Preston VIC 3072.

The Assistant Treasurer Mr Murugapoopathy commenced the meeting by welcoming everyone to the meeting. A minute's silence was observed for those who had lost their lives in the conflict. This was followed by a welcome speech by the Chairperson, Dr Chandranath.

In the absence of the Secretary, the Treasurer, Mrs Sriskantharajah read the Minutes of the 22nd Annual General Meeting. The Minutes of the 22nd Annual General Meeting and the Financial Statement for the 2011-2012 years were submitted by the Assistant Treasurer, Mr Murugapoopathy. In presenting the report the Assistant Treasurer and Treasurer, Mrs Sriskantharajah wished to bring the following administrative issues to the attention of the members:

- Mr Murugapoopathy stated that there have been issues with students who are in the higher grades not attending their designated schools as some schools do not offer the subjects that they wish to study in O/L and A/L so they have changed schools. Mr Murugapoopathy advised that the Fund has asked the co-ordinators to confirm that they are attending an alternative school so that the financial assistance can be provided.
- One of the members, Mr Vigneswaran advised that his sponsored student has requested that financial assistance be provided for her university studies. He wanted to know what the committee wished to do. It was confirmed that the Fund will not provide financial assistance to any new university students. If the sponsor wishes to continue providing assistance then it should be done on a personal level and the Fund will not provide assistance.
- The Fund has had difficulty with tracing a number of the students that have relocated. For instance in Trinco, 14 students cannot be traced. The local co-ordinators have been requested to try and trace the whereabouts of the students. In terms of the financial assistance, we will not remit funds for these students until they can be located.
- Further issue is that a number of students are attending tutorials instead of their designated school. The Fund cannot provide assistance to students if they do not attend school. It was decided that students who have changed schools or are attending Tutorials need to provide confirmation of

attendance prior to the assistance being provided. The confirmation will be undertaken by the local co-ordinators.

- Mr Murugapoopathy advised that a copy of the Annual Report is placed on the Fund's website. It costs about \$440 to produce 250 copies of the reports and it costs about \$1.20 in postage to send the reports to each member. Where there are email facilities we can try and send it as a PDF document. Mrs Vijayarani stated that it is important to have paper copies and we should continue to produce these.
- Mr Murugapoopathy stated that the payment to the students in Kilinochchi are in relation to 10 students that Dr Nadesan had enlisted to the fund and we have already obtained sponsors for them. Whilst the payment was made after the end of the financial year, it has been included for information purposes for the sponsors.
- A question was raised in relation to the administrative costs. Mr Murugapoopathy stated that the bulk of the administrative cost was in relation to the postage associated with sending the documents to the Fund. Mr Murugapoopathy also confirmed that the website costs listed in the report relates to charges for repairs undertaken to the Fund's computer as well web hosting fees.
- Mrs Sriskantharajah informed the members that the Fund has closed its previous investment management account at the recommendation of the bank and is currently considering investment options. Members suggested that we should explore Government bonds and Commonwealth Bank bonds which are relatively safe and should provide a consistent rate of return. It was also suggested and decided that the investment term should be capped at 5 years and then reviewed again in 5 years. The treasurer is to speak to Commonwealth Bank's Financial Planner and choose the best option available.
- Mrs Sriskantharajah also stated that the Committee is considering moving the accounts of the Fund from the current manual system to the MYOB accounting package. It was confirmed that this should be undertaken.

Mr Chandranath proposed that the above statements are correct. Mr Senthil seconded the correctness of these statements.

After the above deliberations the following new and existing members were elected to the Management Committee for the years July 2012 – June 2014:

Chairman: Mrs Vijayarani Arunagiri (New member)
Proposed by: Dr Mathyvathani Chandranath
Seconded by: Mr Noel Nadesan

Vice Chairman: Mr S Thuraisingham (NSW)
Dr R Ravindrarajah (ACT)

Secretary: Mr S Cornelius

Assistant Secretary: Dr Atchuthan Vigneswaran

Treasurer: Mrs Vithiya Sriskantharajah

Assistant Treasurer: Mr Letchumanan Murugapoopathy

Committee Members: Dr Mathyvathani Chandranath
Mr Navarathinam Allamathevan
Mr Vimal Aravinthan
Dr M Sivagadatcham
Dr Noel Nadesan
Mr R Sivanathan
Mr S Chandran
Mr Nadanakumar

Proposed by: Mr L Murugapoopathy

Seconded by: Mr Krishnamoorthy

It was stated that the roles and responsibilities of the office bearers is to be undertaken in accordance with the position description provided in the Annual report.

The meeting concluded with a vote of thanks by the incoming chairperson Mrs Vijayarani Arunagiri.

I certify that the above contents are the minutes of the Annual General Meeting of Ceylon Students Educational Fund held on 30 September 2012.

Vithiya Sriskantharajah
Treasurer (CSEF)
5 October 2012

Vijayarani Arunagiri
Chairperson (CSEF)