

13. MEETINGS



DEFINITION

According to Business Dictionary a meeting is defined as, 'Formal or informal deliberative assembly of individuals called to debate certain issues and problems, and to take decisions. **Formal meetings are held at definite times, at a definite place,** and usually for a definite duration to follow an agreed upon agenda.

Organizational meeting: normally a regular meeting involving stockholders (shareholders) and management, such as a board meeting and annual general meeting.

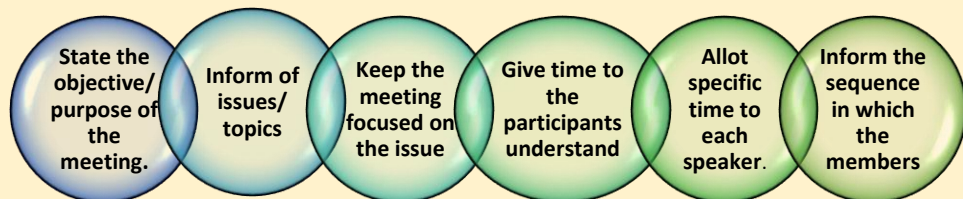
Operational meeting: regular or ad hoc meeting involving management and employees, such as a committee meeting, planning meeting, and sales meeting.

The Requisites for a Meeting are



NEED FOR AN AGENDA

Agendas are the blueprints for building successful meetings. They are vital and essential as they:



MINUTES OF A MEETING

Minutes, also known as protocols or, informally notes, are the instant written record of a **meeting** or hearing. **They typically describe the events of the meeting and may include a list of attendees, a statement of the issues considered by the participants, and related responses or decisions for the issues.**

Steps in writing meeting minutes:

- **Pre-Planning**
- **Record taking at the meeting**
- **The Minutes Writing Process-**
- **Circulating/Sharing Minutes of the Meeting-**
- **Filing/Storage of Meeting Minutes-**



Question 1

Define meeting.

Answer:

Meeting is defined as, 'Formal or informal deliberative assembly of individuals called to debate certain issues and problems, and to take decisions. Formal meetings are held at definite times, at a definite place, and usually for a definite duration to follow an agreed upon agenda. In a corporate setting, they are divided into two main groups.

Question 2

What do mean by Minutes.

Answer:

Minutes, also known as protocols or, informally notes, are the instant written record of a meeting or hearing. They typically describe the events of the meeting and may include a list of attendees, a statement of the issues considered by the participants, and related responses or decisions for the issues.

Question 3

What does Agenda Mean? Why it's needed.

Answer:

Agendas are the blueprints for building successful meetings. They are vital and essential as they:

- State the objective/purpose of the meeting.
- Inform of issues/ topics to be discussed.
- Keep the meeting focused on the issue. It does not allow speakers to deviate from the subjects and issues at hand.
- Give time to the participants understand and prepare for their roles.
- Allot specific time to each speaker.

Question 4

Fifth Annual General Meeting of the shareholders of Dervish Limited was held on 20 August, 2009 at its registered office at Mumbai. 55 shareholders attended the meeting in person and 6 shareholders in proxy. Several ordinary businesses regarding adoption of audited balance sheet, declaration of dividend, appointment and re-appointment of directors and auditors were transacted at the meeting. Draft the minutes of the fifth Annual General Meeting of the shareholders of Dervish Limited.

Answer:

Minutes of the 5th Annual General Meeting

Fifth Annual General Meeting held at

Place: 25th Devrishi Apartment, Andheri East, Mumbai Date: 20th August, 2009

Time: At 11 A. M.

Present

1. Shri Devrishi M. D. in the chair
2. Shri X Director.
3. Shri Y Director.
4. Shri Z Director.
5. Shri T Director
6. Shri R Director.
7. Shri Alok, representative of Alok and Co. Chartered Accountants.
8. Shri S., Secretary of the company.
9. 55 shareholders attended the meeting in person and 6 shareholders in proxy.

Question 5

MNP Limited was incorporated in September, 2010. Now the company wants to hold its first meeting of the Board of Directors. Draft a notice of the said meeting along with agenda.

Answer:

Notice of the First Meeting of the Board of Directors

MNP Limited

To,
(Director)

Date

Dear Sir/Madam,

This is to inform you that the first meeting of the Board of Directors will be held at the Registered Office of the company on 15th September, 2010 at 3 p.m. To transact the business as per the enclosed agenda.

You are requested to please attend the meeting. Yours faithfully,

Secretary

For and on behalf of the Board
of Directors

Place.....

Date.....

Agenda

- (i) Election of the Chairman of the Meeting.
- (ii) To produce the Certificate of Incorporation, the Memorandum and the Articles of Association.
- (iii) Election of the Chairman of the Company.
- (iv) Appointment of Managing Director.
- (v) Appointment of Secretary.
- (vi) Appointment of Auditors.
- (vii) Appointment of Bankers and approval of the opening of a Bank Account and its operation.
- (viii) Adoption of the company's seal.
- (ix) Approval of the statement of preliminary expenses by the promoters and adoption of the preliminary contracts and underwriting contracts.
- (x) Any other business with the permission of the chairman.

Question 6

The statutory meeting of PQR Limited was held on 20th January, 2010 at its registered office at Kolkata. As a secretary of the company, draft the minutes of the statutory meeting of the shareholders of the company.

Answer:

Minutes of the Statutory Meeting

Minutes of the proceeding of the statutory meeting of PQR Limited held on 20th January 2010 at 11.00 a.m. at the Registered Office of the company at Bada bazaar Kolkata.

- Mr. A Chairman
- Mr. B Director
- Mr. C Director
- Mr. C Director
- Mr. D Secretary

And 120 members and 30 proxies.

The secretary read the notice convening the meeting.

The Chairman welcomed the members and reviewed the activities of the company since its incorporation.

The chairman informed the members that a list of members of the company has been placed on the table for the inspection of members.

With the permission of the members, the chairman took as read the Statutory Report. It was moved that the Statutory Report sent to the members with the notice of the meeting be approved. Accordingly, it was resolved that the Statutory Report be and is hereby approved.

All the pre -incorporation and provisional contracts were approved by the members of the company.

The meeting was ended with a vote of thanks by the members and chairman declared the meeting closed.

Date

Secretary

Chairman

Question 7

Third Annual General Meeting of ABC Limited was held on 28th September, 2007. Several business was transacted at the meeting including the adoption of annual accounts for the year ended 31st March, 2007. The meeting was attended by 30 members in person and 5 members in proxy. Draft the minutes of the Annual General meeting indicating how shall the adoption of accounts being one of the business transacted at' the meeting, be recorded.

Answer:

Minutes of 3rd Annual General Meeting of the shareholders of ABC Ltd held at p.m. on 28th September, 2007.

Present

**1. 30 members in proxy. 2..... Director
3.....Chartered Accountant 4.....Secretary.**

Mr., Chairman took the chair, in accordance with articles of the company. The quorum being present, chairman called the meeting to order. The notice convening the meeting was read by the Secretary. The auditor's report was read by the Secretary.

Adoption of Accounts

The Chairman then invited queries from the members present on Directors report, accounts and auditor and auditors, report, but there was no query. Thereafter, the Chairmen proposed the following resolution which was recorded by.....

“Resolved that the Directors' Report audited balance sheet as on 31st March, 2007 and profit and loss account for the year ended 31st March, 2007 and auditors report thereon be the same are hereby received, considered and adopted.

Carried unanimously_____

The meeting conducted ended with a vote of thanks to the Chair.

Dated2007

Chairman

Question 8

What are the main contents of the minutes of a meeting? What suggestions can you give for writing the minutes effectively?

Answer:

Minute is the official written record of the business transacted at a meeting. It is the summary of the business transacted, decisions and resolutions arrived' at the meeting. It is the evidence or proof of the proceedings at a meeting.

The company secretary is responsible for compiling minutes. He takes down the notes carefully at the meeting and soon after the end of the minute he prepares the draft of the minutes.

The main contents of the minutes of a meeting are as follows:

1. The name of the organizational unit e.g. finance board.
2. The date, time, place of meeting.
3. The member of the meeting e.g. 4th meeting of finance board.
4. The name of the chairman.
5. The quorum present.
6. The name of the persons who attends the meeting.
7. Record of business transacted.
8. Signature of the secretary and the chairman.

Suggestions for writing the minutes effectively:

1. The minutes should be written in reported speech.
2. The emotions and feelings expressed by members during the course of meeting should not be recorded in the minute.
3. To facilitate reference each item should be given a heading and number.
4. The minutes should be circulated to the members beforehand and the suggestions noted.
5. The language of the minute should be kept as simple as possible:
6. The rough draft should be shown to the chairperson for his approval and suggestions

Question 9

Comment on the following statements in about 30 words each: The official recording of the proceedings of a meeting is called an Agenda.

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Answer:

The official recording of the proceedings of a minute is not an agenda but 'minutes'. Agenda is a document which specifies the business to be transacted in a meeting. While agenda is drafted before a meeting a minute is drafted after the meeting.

- i. **Confirmation of minutes of a previous meeting has always to be the last item on an Agenda of meeting**
- ii. **Compilation of minutes of a meeting is a job of Chairman only**
- iii. **Resolutions and Action plans are directly related**

Answer:

- i. A document that outlines the contents of a forthcoming meeting is called as an Agenda. It is usually sent with the notice of the meeting. On an agenda confirmation of minutes of a previous meeting has always to be the last item.
- ii. Compilation of minutes is a job of Company Secretary. However, it is important that each page of the minute's book is dated and signed by the chairman of the meeting only. Hence, compilation of minutes of a meeting is the job of chairman only.
- iii. Resolutions and action plans at a meeting are recorded and no reference is made to any discussion preceding the resolutions. No information is mentioned of the movers and the seconders of the resolutions. Hence, resolutions and action plan are directly related.

Question 10

The agenda facilitates smooth conduct of a meeting.

Answer:

An agenda is a document which specifies the business to be transacted in a meeting. It helps the chairman to conduct the meeting smoothly as the agenda has a definite order. It helps the members to come prepared for the discussion to be held in the meeting.'

Question 11

Comment on the following statements in about 30 words:

Comment on the following statements in about 30 words each: Passing a resolution and taking a decision refer to same thing.

Answer:

A resolution is actually a motion which is approved or adopted at a meeting practically a motion when put to vote and passed by the required majority becomes a resolution. It thus reflects the decision taken at a valid meeting. So we can say passing a resolution and taking a decision refers to same thing.

Question 12

Comment on the following statements in about 30 words:

Command meeting is an autocratic style of group decision making.

Answer:

Command Meeting is a meeting between a superior and his subordinates. It is a concept developed by Wilfred Brown. It is a meeting where the superior and subordinate meet, discuss but the ultimate decision lies with the superior. The superior is therefore solely responsible for the decisions taken. Thus the spirit of 'democracy' is missing here. The aim of such meeting is the manager's attempt to give instructions, share information with subordinates, clear up misunderstanding etc. Thus, command meeting is an autocratic style of group decision making.

Question 13

You are Secretary of Ferguson College Thrift and Credit Cooperative Society (FCTCCS), Chennai. You had issued a notice to hold the monthly meeting of its Executive Committee to transact following business:

- i. To confirm the minutes of the last meeting.**
- ii. To consider loan applications for 50,000 each received from three members.**
- iii. To recommend dividend for the year 2005-06.**
- iv. To consider resignation of Mr. Pankaj Agarwal, the treasurer of the society.**
- v. To fix the date of Annual General Meeting of the Society. The**

meeting took place on 10th September, 2006. Draft the minutes keeping above agenda in mind.

Answer:

FERGUSAN COLLEGE THRIFT AND CREDIT CO-OPERATIVE SOCIETY (FCTCCS)

CHENNAI

MINUTES OF EXECUTIVE COMMITTEE MEETING

HELD IN BOARD ROOM

ON AT 10th SEPTEMBER, 2006

PRESENT: 3.30 P.M.

PRESENT:

Mr. GOURAS GUPTA Chairman
Mr. RAJARAM TIWARI Director, Finance
Mr. SHARAD AGRAHARI Director, Personnel
Ms. ANIMITA SINGH Director, Production
Mr. KAMLESH PATHAK Director, Marketing
Mr. RAMASWAMI IYER Nominee, Director
Mr. SUJOY ROY Company Secretary

DECISIONS TAKEN:

- i. The minutes of the meeting held on 27th April, 2006 were approved.
- ii. The loan application for Rs 50,000 received from Mr. Raja Ram Tiwari, Mr. Kamlesh Pathak and Ms. Anumita Singh were considered and loan granted.
- iii. Mr. Sharad Agrahari moved 'That a dividend of Rs10 per equity share, subject to income tax are recommended by the Directors for the year 2005-06.' The motion was seconded by Ms. Anumita Singh which was unanimously accepted.

- iv. Mr. Kamlesh Pathak moved and Mr. Ramasway Iyer seconded the following, 'that the resignation of Mr. Pankaj Agarwal, the treasurer of the society be considered.' The move was however rejected and the resignation not considered.
- v. On the motion of Ms. Anumita Singh it was resolved that Annual General Meeting of the society be held on 24th of November 2006. The meeting ended with a vote of thanks to the chair.

Sujoy Roy
Company Secretary

!! BEST OF LUCK!!



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