

**Minutes of 1<sup>st</sup> Apex Council meeting held on 9<sup>th</sup> October 2019 at conference room, Hotel- IDA, Dehradun, Uttarakhand.**

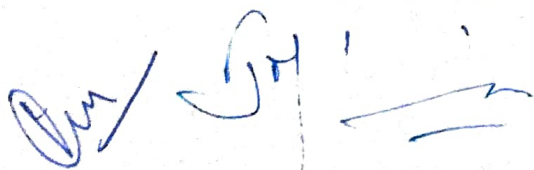
President, Apex Council, CAU chaired the meeting. Members of Apex Council were present, list annexed (Annexure-1)

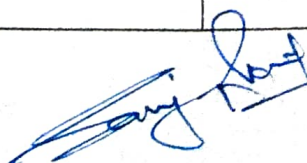
The President welcomed members to the 1st meeting of the CAU Apex Council and informed them about the role, scope and responsibilities.

2. Members were briefed that the Apex Council consists of 9 members .Apart from 6 elected Councillors two player representatives will be nominated by the BCCI and there is one nominee of the Accountant General (AG).( Follow up- **Secretary to write to AG** )

3. Considered the various urgent tasks requiring urgent attention, the President proposed to appoint Mr. Amrit Mathur as CEO, CAU based on his vast administrative experience over 25 years with immediate effect. Members unanimously agreed to the proposal- (Follow up- **Secretary to issue appointment letter**)

AGENDA		
A) TO CONSIDER	Decision	Follow ups
1) Progress regarding registration of CAU Constitution	The Treasurer informed the status and the process for registration of the Constitution. Members emphasised the extreme urgency of the matter and said immediate feedback is required from the Registrar's office so that COA could be suitably informed.	Treasurer to revert by 10 <sup>th</sup> October 2019.
2) CAU office set up a) Space	1) Suitable options for setting up CAU office (approx. 2000 sq. ft. at a central location) to be identified for Apex Council to take a final decision. 2) Regarding rented accommodation at Rajpur Road, Dehradun, necessary papers/ lease agreement for a period of 11 months to be finalised. 3) Till regular CAU office is setup, temporary control room/ office to be maintained as required for Vijay Hazare and hosting of U-23 One Day matches.	For 1) VP, Jt. Secretary 2) Secretary and Treasurer
b) Staff	1) Appointment letters to be issued to staff whose names are already advised to BCCI 2) Following appointments were approved: a) E.A. to Secretary b) Bare minimum junior level officials, as per staffing plan sent to BCCI, for specific roles and clear responsibilities.	Secretary/ CEO , with approval of President






	<p>c) The CEO will identify a core team of 4 persons for handling immediate administrative/management function on an ad hoc initial period 3 months.</p> <p>3) Appointment of professional managers at senior level on regular basis (as specified in Supreme Court Constitution/ CAU Constitution) to be taken up at the earliest.</p>	
3) Appointment of CA/ account personal in CAU	<p>1) Members stressed the critical importance of a strong Accounts Finance structure to meet the requirement of CAU, also to ensure statutory compliances and meeting BCCI's guidelines. Towards this ,the following was approved:</p> <p>a) Engaging a CA firm for a 3 month period to set up appropriate systems and training CAU staff. Selection of CA firm should be through a process of inviting offers/ presentation to the Apex Council. Independent experts to be invited (including one person from a state cricket association) to be part of the selection process.</p> <p>2) Two junior accountants to be hired on immediate basis to handle day to day work.</p> <p>3) CAU bank account- necessary authorisations for operating the bank account, passing of resolution, naming authorised signatories to be done. Changes required for complying with various regulatory authorities (GSTIN, PAN etc) to be immediately finalised.</p> <p>Note: The members noted that in Finance/ Accounts matters strict compliance to ensure no breach of regulatory authority/ BCCI directions. Also, all cash handling should be strictly as per rules.</p>	<p>1) Treasurer to shortlist CA firms and coordinate presentations for final selection by Apex Council</p> <p>2) Secretary and Treasurer</p> <p>3) Treasurer and Secretary</p>
4) Plan for hosting U-23 One Day Trophy 2019	<p>1) For smooth conduct of the U-23 One Day Trophy 2019 matches a Tournament Committee was approved consisting of :</p> <p>Jt. Secy. CAU –In-charge Tournament Director (D.K. Mishra) Head Operations/Head Coordination/ Head Transport and Logistics Part time accounts executive. (Note: Secretary, CEO to keep an oversight over the Tournament Committee for hosting U-23 matches)</p> <p>2) Approved BCCI vendors to be reengaged .Wherever CAU is required to appoint vendors, it should be done by a transparent process with approval of the Treasurer.</p> <p>3) Final budget for hosting Under 23 matches to</p>	

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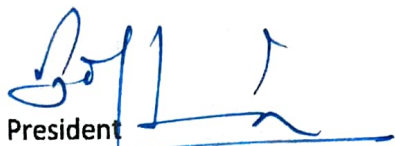
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a) Sr. Men's team (Vijay Hazare 2019) b) U-23 team (One Day) c) U-19 team (Vino Mankad Trophy 2019) d) U-16 team (Vijay Merchant Trophy 2019) e) Sr. Women's team (T-20 Championship)		
4) a) Appointment of support staff of CAU team	1) The support staff was chosen keeping in mind the background and experience and also availability because many candidates were already engaged or were ineligible because of recent BCCI's guidelines.	
4) b) Professional Fees	1) The fees of individual support staff was benchmarked against payments made by BCCI in the previous year. 2) Fees of professionals engaged last year was reduced to effect savings for CAU. 3) The fees structure of state associations was also considered. 4) Regarding managers, it was noted that persons from Uttarakhand were appointed.	
<b>C) OTHERS</b>	<b>OTHERS' DECISIONS</b>	
1) Representative of Accountant General on CAU Apex Council 2) Policy of travel/ allowances/ financial delegation. 3) Nominated spokespersons of CAU 4) CAU AGM- extension of time deadline	1) Policy of allowances for members for travel/ official business/ attending meetings is to be formulated and put up to Apex Council. 2) Proposal for delegation of financial powers to be put to Apex Council. 3) The President and Secretary would be authorised spokespersons of CAU. 4) The Registrar, Societies, Govt. Uttarakhand is to be approached for granting 4 month extension (till Jan 2020) for holding the AGM.	For 1) CEO 2) Treasurer/ CEO 4) Secretary
<b>D) ANY OTHER ITEM WITH PERMISSION OF THE CHAIR</b>	The President: 1) Informed members that CM Uttarakhand will host a reception for the CAU team / officials on 15 <sup>th</sup> October 2019. 2) Urged members to work collectively to develop cricket in Uttarakhand, and make CAU a model cricket association.	

	be prepared by the Tournament In-charge / Director and submitted to Apex Council for approval.	
5) Submission of budget to BCCI regarding: a) Support Staff b) CAU U-23 team	Annexed. (Annexure-2)	Secretary and Treasurer
6) D.A. for Junior teams (Men) and Sr. Women and their respective support staff	<b>Proposal:</b> <ul style="list-style-type: none"> <li>For all teams ( except men senior)</li> <li>All meals to be provided at the hotel, cost included in room rent</li> <li>Rs 500 DA to be paid</li> <li>DA of officials to be reduced to Rs 1000</li> <li>Managers not provided hotel accommodation when in HQS</li> </ul> <b>Proposal was approved.</b>	Secretary and Treasurer
7) Expenses incurred by CAU	1) The air travel expenses annexed were approved in principle. However, all expenses incurred in connection with official CAU work, with justification ,till 9 <sup>th</sup> October 2019 are to be compiled and put up for formal approval through the Treasurer in next Apex Council meeting. 2) It was again emphasized that cash dealing, if any, should be strictly as per norms.	Secretary and Treasurer
<b>B) UPDATE AND RATIFICATION</b>		
1) Hosting Vijay Hazare Trophy- a) Overview b) Vendors selections c) Manpower plan d) Budget	1) Members appreciated the efforts to organize Vijay Hazare Trophy 2019 and the big operational challenge occurred in conducting matches simultaneously at 3 grounds with various constraints. 2) The budget (prepared as per BCCI's guidelines) and man power plan required for holding matches were approved. It was noted that local resources were deployed together with some experienced professional hired for key operating positions. 3) The BCCI's vendors/ rates were used. Regarding vendors selected by CAU, it was decided that it should be reconfirmed that due processes were followed for awarding contracts.	For 3) Treasurer to reconfirm
2) Budgets submitted to BCCI for various tournaments	Noted and Approved	
3) Preparation and participation of various CAU's teams- Fact sheets	Noted	

The Apex Council unanimously passed a resolution to put on record the contribution made made by previous office bearers.It was only because of their efforts to promote cricket in the state that the CAU got official recognition from the BCCI as a full member.

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

  
President  
9.10.2019,

