

13 April 2008

# MSA CC Meeting

2030 hrs

Internet Meeting

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<b>Meeting called by:</b>	Central Committee	<b>Type of meeting:</b>	Formal
<b>Facilitator:</b>	Saffana Hameed, Vice Chairperson	<b>Note taker:</b>	Mariyam Midhfa Naeem, Secretary
<b>Attendees:</b>	Saffana, Midhfa, Fahmy, Humaid, Faris, Advisory Council (Sodiq, Shafiu, Muiz, Niyaz)		

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## Minutes

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**Agenda item:** Faris's resignation: how to proceed?

Muiz cited Chapter 4, Article 15.06 of the MSA constitution and advised to follow the constitution. It was agreed that in the meantime, Saffana should carry out the Chairperson's duties.

Niyaz pointed out that this year was an exceptional case as two Chairpersons had resigned. And that technically, it would be difficult to hold another EGM. Most participants agreed that it would be difficult to hold another EGM because of upcoming exams. The possibility of holding an EGM after the exam period was explored but then declared unfeasible as many students would go home after the exams.

**Discussion:**

Another possibility discussed was that the current 4 members of the CC continue to work as a team without electing another Chairperson and cite technical and logistical difficulties as reasons for not following the constitution.

Midhfa pointed out that members need to be informed of new CC and that Chairperson has resigned again as soon as possible. Participants agreed and pointed out that the email should be carefully worded and sent out.

**Conclusions:** Instead of holding another EGM and delaying the proposed tasks of the CC, it was decided that the 4 members of the CC should continue to work as a team.

Action items	Person responsible	Deadline
✓ Draft email about new CC and resignation of new Chairperson	Midhfa	16 April 08

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**Agenda item:** Proposed actions at the EGM

**Discussion:** Humaid inquired about changing the term of CC from October to October instead of starting from December which was discussed at the EGM. It was agreed that the suggestions should be emailed to the members and asked for more feedback.

The selection of Rosemont Sub-Committee and the renewal of the insurance policy for the house were discussed. Faris said that he has already spoken at the High Commission regarding the issue. Sodiq informed that he had been asked to personally try and get a quote for the insurance. He said that he would get a quote within 2 to 3 weeks time and inform the CC.

The Advisory Council recommended names for the Rosemont Sub-Committee and also recommended that the CC send out emails to the individuals outlining the role of the committee and asking for their commitment. Midhfa suggested that the Rosemont Sub-Committee be in-charge of the securing the insurance for the house.

**Conclusions:** Identify individuals capable for the Rosemont Sub-Committee and send out emails asking for their commitment. Coordinate the Sub-Committee as soon as possible.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Draft email to proposed individuals to the Rosemont Sub-Committee outlining their role and their tasks	Midhfa	16 April 08

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**Agenda item:** Receiving of committee email and updating the website

**Discussion:** New members of the CC were asked to send email to Jawish, the current webmaster to change the committee email addresses. Saffana informed that only the new Treasurer, Fahmy, had not sent the details to Ja. Fahmy informed that he would send the details to Saffana immediately.

On whether Faris should receive committee mail, Members pointed out that while CC could discuss anything with other members of MSA, it is important not to disclose important details and not to send emails and other correspondence to Members outside CC. It was also suggested that committee email should be sent to committee members and if assistance was needed Faris could be consulted.

CC was advised to appoint a new webmaster from within the CC. Faris offered to speak to Ja and get acquainted with the website and mass-email function.

Faris inquired about who is responsible for the tenancy applications for Rosemont as he had got an email from a student regarding an application.

**Conclusions:** Committee emails should be sent to current committee members. Member of CC to get acquainted with the Website.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Speak to Ja and find out the specifics concerning the website and email.	Faris	

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**Agenda item:** Miscellaneous items

**Discussion:** Fahmy inquired about the bank account of MSA. He pointed out account bearers were Mutho and Razeem. Saffana informed that the process of changing the bearers was difficult and lengthy. It was suggested that the account be changed to someone who is a permanent resident in London. Fahmy to follow up on the details and report at next meeting.

Faris informed of a letter received from the High Commission informing of a special reception to be held on the occasion of Independence Day this year asking for MSA's support and ideas on cultural events to be performed at the event. It was discussed that since it was during Summer break for most students, an email should be sent out asking members of the feasibility and their ideas. To be followed up at next meeting.

Action plan for this year was discussed. It was suggested that another meeting was needed to formulate an action plan and discuss any upcoming events and priority should be given to other tasks at hand as discussed before.

**Conclusions:** Fahmy to inquire about bank account and finances. Another meeting to be held to discuss action plan.

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### ***Other Information***

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**Observers:** none

**Resources:** MSA website

**Special notes:** It was pointed out that the Advisory Council was present because the CC had asked for its advice and guidance and that the CC is not accountable to the Advisory Council. Meeting with the AC was adjourned at 2150 and the CC continued its meeting till 2215.  
The next meeting of the CC was scheduled for Sunday, 20 April 2008 at 2030.

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