



## ST. AUGUSTINE GIRLS' HIGH SCHOOL ALUMNAE ASSOCIATION Minutes of the 2020 Annual General Meeting

**Date:** Saturday 24 October 2020  
**Time:** 4:00pm to 6:00pm  
**Venue:** Zoom (Virtual)

### AGENDA

- Opening prayer & Welcome address
- Presentation & Adoption of Minutes from the 2019 AGM
- Presentation & Adoption of Minutes from the 2020 SGM
- Presentation of Reports: President, Treasurer
- Election of the New Executive
- Closing Remarks & Vote of thanks

### MINUTES

#### **1. Opening**

The 2020 Annual General Meeting (AGM) started at approximately 4:03pm. At the start of the meeting, there were 33 persons present. Marissa Gowrie (President) advised that this a voting meeting for members in good financial standing and hence persons could still pay online now in order to vote during this AGM. She then opened the proceedings with a prayer and short welcome.

#### **2. Presentation of minutes from the 2019 Annual General Meeting**

The Secretary, Rishma Ramrattan, presented the minutes of the 2019 AGM. The said minutes were adopted by Marissa Gowrie and seconded by Alyssa Edoo.

#### **3. Presentation of minutes from the 2020 Special General Meeting**

The Secretary, Rishma Ramrattan, presented the minutes of the 2020 Special General Meeting (SGM). The said minutes were adopted by Patricia Wright-Alexis and seconded by Murella Sambucharan.

#### **4. Presentation of Reports**

**President's report:** President, Marissa Gowrie, delivered the President's report on behalf of the Executive Committee. She thanked all those who served on the 2018-2020 Executive Committee for their dedication, hard work and support over the last two years.



The President reviewed the Executive's two (2) years in office and outlined projects over the last term (2018-2020).

- a. **SAGHS Form 1 Registration and Founders' Day at SAGHS:** The Alumnae is normally invited to be present on this day. In 2019, Dr. Anna Mahase was present for the ceremony at the school which involved the youngest student cutting the cake with the principal.
- b. **Flood Relief Efforts:** This occurred during October-November 2018. The school graciously allowed the Alumnae the opportunity to assist persons using the school's premises. Several persons both from SAGHS as well as other members of the national community contributed to the cause, and the Alumnae teamed up with members of the Hillview Old Boys' Association and other good Samaritans to deliver items to victims. Assistance was also given to SAGHS students who were affected by the flooding.
- c. **International Coastal Cleanup:** For the last two years the Alumnae was able to participate in the project. Volunteers from the Alumnae assisted in the cleanup, and provided clipboards and other materials to assist with the cleaning. Due to COVID 19 this project was not held this year.
- d. **Big Sister Programme:** This project started 4 years ago. The Alumnae teams up one big sister with a student in a field of the student's choice. The student attends a day at work with the big sister to gain exposure to the job. This programme has been successful and a great experience for the students.
- e. **Fund Raising:** This has mainly been corporate-oriented. There was a Cupcake Fund Raising Event on December 2018.
- f. **SAGHS May Fiesta:** The Alumnae provides assistance during the SAGHS May Fiesta annually. However due to COVID, there was no May Fiesta in 2020.
- g. **Environment Fun Car Rally and Treasure Hunt Fund Raiser:** The rally started on the school compound and ended by the University Inn in St. Augustine. There were prizes in the end and the event was twinned with World Refrigeration Day.
- h. **SAGHS' School Graduation:** Donations were given to some of the students to assist with purchasing their dresses and make up. The donations were greatly appreciated and the students enjoyed themselves. The President also gave greetings on behalf of the Alumnae to the graduating class at the Graduation Ball.



- i. **Assistance to Students for the New Normal Learning Environment:** Through the School PTA’S research regarding students who require assistance, the Alumnae was able to donate devices (laptops and tablets) to the school for the students’ use.
- j. **SAGHS Alumnae Social Media Platforms:** As of 14 October 2020, the Alumnae’s account has over 700 followers. The Alumnae also has an active presence of Facebook. The Alumnae is therefore able to reach out to many persons through these social media accounts.

**Treasurer’s Report:** The Report was delivered by Ms. Shalana Keshwar. The Alumnae was able to generate a profit of \$1,452 overall at the end of the Financial Year 2020 with the total overall cash position at year end being \$44,110. Of note is a reversal of \$738 in Pay Pal pledges that were recorded in our accounts of last year. These represent two amounts that were pledged towards the graduation ball support that did not materialize into cash settlements. Regardless, the Association did honor the financial commitment to the student last year and so now these amounts were be reversed this year. Further details are shown below.

**Expenditure & Overall Net Profit:**

In terms of the non-fundraising activities, expenditure for the financial year just ended was as follows:

	\$
SAGHS Events (primarily hosting SAGHS school website)	1,654
Advertising (Express ad for 2019 AGM)	1,383
Bank Charges	120
Total expenditure – non fund-raising activities	<u>3,157</u>
<b>Overall net Profit for the year:</b>	\$
Profit from Fund Raising Activities	4,609
Expenditure	<u>3,157</u>
Net Profit	<u>1,452</u>



<b><u>Overall cash position:</u></b>	\$
At the start of the period	41,224
Net Profit from period	1,452
Use of cash for stock & Payables & Receivables	<u>1,434</u>
<b>Net Balance at end</b>	<u><u>44,110</u></u>

## 5. Non-Profit Organisation Legal Regime

Ms. Mandisa Regrello was invited to provide a brief overview of the requirements under the Non-Profit Organisation Act (new legislation) which provides the legal regime for Non-Profit Organisations (NPO). There is now the establishment of the NPO Register. An NPO is a body of persons whether incorporated or unincorporated. The Alumnae falls squarely within NPO as defined by the Act.

Notwithstanding the Act being passed in 2019, it is slowly coming into force. Persons operating a NPO in Trinidad cannot do so unless they are registered with Companies Registry. There are some ambiguities in the Act which can be noted. NPOs are now regulated by the FIU. There are increased reporting requirements. Deadline for registering as a NPO is December 14, 2020. Once the NPO is registered, a certificate of registration is valid for 5 years.

There is also a requirement for a Controller. The Controller is responsible for ensuring proper financial records outlined in the Act.

Dr. Gowrie thanked Ms. Regrello for her overview of the requirements for NPOs in light of the new legislation.

## 5. Election of Officers

Following the presentation of the official reports, the positions of the Alumnae were declared vacant and Aneka Miller volunteered to serve as the Presiding Officer. Nominations were opened for each position in the order given in the table below which summarises the position, nominee and nominators.



Murella Sambucharan was nominated for the post of President and declined. Patricia Wright-Alexis was nominated for Vice-President and declined. Shalana Keshwah was nominated for Secretary and declined. Kavita Dukharan-Ramkay and Andrea Mahadeo-Mansook were nominated for Assistant Treasurer and declined. Some discussion transpired regarding floor members including non-Trinidad and Tobago residents based on a query from an attendee. It was agreed that the constitution did not debar persons abroad from volunteering however the attendee withdrew their interest in lieu of a national volunteer for the position. It was mentioned that an active support group exists on whatsapp and the attendee agreed to be added to that group.

For the post of Assistant PRO, Rishma Ramrattan and Mala Baliraj-Dass were nominated and declined.

All other positions were uncontested.

Nominations were closed by Diane Thomas and seconded by Alyssa Edoo.

The results of the Elections are shown in the table below.



### Executive Committee 2018-2020

Position	Name	Nominated by	Seconded by	Motion to cease	2nd Motion to cease
President	Sarah Ramcharitar	Shalana Keshwah	Marissa Gowrie	Rishma Ramrattan	Nikecia Moore
Vice President	Alyssa Edo	Marissa Gowrie	Murella Sambucharan	Mala Baliraj-Dass	Mandisa Regrello
Secretary	Marissa Gowrie	Alyssa Edo	Shalana Keshwah	Sarah Ramcharitar	Rookia Nurse
Assistant Secretary	Shalana Keshwah	Marissa Gowrie	Patricia Wright-Alexis	Sarah Ramcharitar	Murella Sambucharan
Treasurer	Amirah Hosein	Marissa Gowrie	Murella Sambucharan	Patricia Wright-Alexis	Mala Baliraj-Dass
Assistant Treasurer	Reshma Bissessar	Amirah Hosein	Marissa Gowrie	Mandisa Regrello	Rishma Ramrattan
PRO	Patricia Wright-Alexis	Alyssa Edo	Rishma Ramrattan	Murella Sambucharan	Mala Baliraj-Dass
Assistant PRO	Kathleen Kanhai	Alyssa Edo	Patricia Wright-Alexis	Marissa Gowrie	Mandisa Regrello
Floor Member	Kadine Matthew	Volunteers	Francies Bruce	Indra Maharaj	
Floor Member	Varesha Besai				
Floor Member	Nikecia Moore-Burrowes				
Floor Member	Rishma Ramrattan				
Floor Member	Shanti Samaru-Seepersad				
Floor Member	Giselle Siu				
Floor Member	Mala Baliraj-Dass				
Floor Member	Murella Sambucharan				
Floor Member	Lisa Feveck				
Floor Member	Kavita Dukharan-Ramkay				
Floor Member	Anjili Seereeram				
Floor Member	Chandra Balroop				
Staff Rep	To be obtained from the School				



## **6. Other Business**

Dr. Gowrie invited new persons to the AGM to introduce themselves and asked that they indicate the year they left SAGHS.

Diane Thomas-1952-1957 and her sister, Cynthia Ramdeen were present in the meeting from overseas. Ms. Ramdeen is involved in an Alumnae based in Canada. That Alumnae is for all the schools affiliated with Naparima Girls' High School. Marianne also from overseas Graduated in 1995 and 1997. Andrea Mahadeo-Mansook (Class of 1993 and 1995) introduced herself as well as Soraya Mohammed who graduated in 2006 from Form 5.

## **7. Vote of Thanks**

Dr. Gowrie invited everyone to sing the School song. She thanked everyone for attending the meeting, and wished everyone on the new Executive all the best for the next term.

The meeting formally ended at 5:58pm.