

The Atrium Owners Association

(Registered with the Registrar of Societies, Chennai, Registration # 144/1999)

Minutes of the meeting of the Managing Committee

Date of Meeting:	September 17, 2008	Venue:	Pavilion, The Atrium
Start Time:	19:00 hrs	End Time:	20:00 hrs
Date of Issue:	September 20, 2008		
Members Present:	Mr K V Menon - President Ms Pooja Jain - Vice President Mr Karthik Kumar – Secretary Ms Beena Manivannan, Committee Member Ms Srividhya Sudhakar, Committee Member Ms Lalitha Sankaran, Committee Member Ms Uma Kiran, Committee Member Ms Vidya Ramesh, Committee Member		
Leave of Absence:	None		

1. The President called the meeting to order and welcomed the members to the first Committee Meeting of the new committee.
2. Committee members introduced themselves and gave a brief background of themselves.
3. The Committee discussed potential candidates for co-option to the committee to fill the vacancies as prescribed by the bye-laws of the Association¹.
4. The Committee discussed the portfolios available and allocated them amongst themselves. Following changes subsequent to the meeting the final portfolio allocation is as follows:

Portfolio	Member in-charge
Gardening and Landscaping	Ms Beena Manivannan
Housekeeping	Ms Pooja Jain
Security	Ms Srividhya Sudhakar
Electricals, Safety and Process	Ms Uma Kiran + Ms Lalitha Sankaran
Legal & Compliance	Mr K V Menon
Elevators and Water	Mr Karthik Kumar (temporary)
Sports & Cultural activities	Ms Vidya Ramesh

As requested by Ms Sudhakar it was agreed that the Security portfolio would be transferred to a male Committee Member as and when the opportunity arose.

¹ Subsequent to the meeting, Mr S Krishnan (C 402), Ms Shoba Krishnan (B 105) and Mr Madhavan (J 202) agreed to joining the committee as Treasurer and Committee Members respectively.

Action by

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5. The Committee discussed various pressing issues and the following decisions were taken:

- 5.1. Ms Uma Kiran, Ms Lalitha Sankaran and the Secretary would draw up a complaint redressal system that will ensure complaints are handled well.
- 5.2. Finalise the Agreement and Penalty Matrix with CBRE worked out by the previous committee. It was decided that the changes be kept to only those which were significant in view of the considerable time and effort put together by the previous committee already in it.
- 5.3. Discuss and finalise implementation process of penalty matrix.
- 5.4. Committee meetings will be held on second Saturdays. The timing is to be decided based on mutual discussion by a few committee members based on their prior commitments.
- 5.5. Create an online forum to exchange views on matters to make the committee's functioning efficient.
- 5.6. Complete all formalities pertaining to bank signatories, filing of returns, etc., in tandem with the previous committee.
- 5.7. Have a handover meeting with the outgoing committee on September 18, 2008.

6. The Committee also decided to:

- 6.1. Circulate a white paper to address the issue of inadequate participation by members in the administration of the Association and hold an open-house in this regard to evolve a plan of action for the future.
- 6.2. To prepare a plan for their each portfolio to address the long term needs of the building and plan a course of action for the current year for discussion at the next committee meeting.



Karthik Kumar
Hon Secretary

Action by

As named

All members

To be decided

Secretary

President +
Secretary

President +
Secretary

Secretary

All members