



(An ISO 9001:2008 Certified Organisation)

TEA WITH DIRECTOR

MEETING MINUTES

Meeting Date: 29 May, 2014

Meeting Location: Palki

Approval: 23 May, 2014

Recorded By: [The International Centre Goa](#)

1 ATTENDANCE

Name	Membership Number	Present
Mr. C. N. Prabhakar	7688	Yes
Mrs. Manashi Chatterjee	2332	Yes
Dr. Sharmila Rao	7687	Yes
Mr. Mahesh Prabhu	2359	Yes
Prof. Gautam Sen	2301	Absent
Dr. Nasreen Rustomfram	1248	Yes
Prof. Virendra Shukla	1248	Yes
Mrs. Amrita Singh	2144	Yes
Mr. Vijay Vanikar	2121	Yes
Mrs. Ranu Vanikar	2121	Yes
Mr. Shyam Gangwani	2324	Yes
Mrs. Nandini Sahai	Director, ICG	Yes
Mr. Ayub Zickriya	General Manager, ICG	Yes
Rakesh Nayak	Meeting Scribe, ICG	Yes

Quorum was established

2 MEETING LOCATION

Palki

3 MEETING START

Meeting Schedule Start: 6:00 PM

Meeting Actual Start: 6:10 PM

Meeting Scribe: Rakesh Nayak

4 AGENDA

To take suggestions from ICG Members on forthcoming projects, existing programmes and facilities.

5 NOTES ON DISCUSSION

- The Director announced that short listing of caterer for ICG is in progress and it would take a little more time. Until then, the current caterer has been asked to continue till a decision is taken on hiring of the new one.
- The Director announced that the revised Swimming pool usage charges have been implemented and the rate chart has been displayed near the pool area. The General Manager, Mr. Ayub Zickriya, clarified doubts raised by members regarding charges applicable for use of gym & swimming pool.
- The Director announced that the Pool-side lawn would be open for events & parties post monsoon
- The Director announced that the Library is now being kept open the whole day on Saturdays and on request on Sundays.

- The Director clarified that the survey being conducted by Dr. P.S. Kar & Dr. Amiya Sahu, of the Goa Institute of Management, is not a customer satisfaction survey but is specific to how to generate revenue and increase room nights for ICG.
- The Director announced that the Member's Night will be held after the new caterer takes over.
- After many members requested, it was declared that any member who books 10 rooms in a month will get one room complimentary as an incentive.
- The Director mentioned that ICG has received the art work and quotation amounting to Rs. 1,00,000/- (Rupees One Lakh Only) from a supplier for erecting the new ICG sign board, for which ICG is looking for sponsorship from the Member community. A request for sponsorship would be posted on ICG website. The job would be taken up only after receiving the sponsorship
- The Attendee Members felt that they need to be involved in decision making at ICG and requested for committees be formed for various activities. They requested the Director to inform the Board Members accordingly about it. They also requested the Director to invite their Elected Representatives to attend the next Tea with Director so that they may take up such issues with them directly.
- It was decided that MOM of Tea with Director would be sent to all members via mass mailing software. However, the scribe, Mr. Rakesh, would be sending the draft of the same to all Members present in the session, for proofreading within 2 working days. The Attendee Members, in return, would proofread and return the same to the Scribe, with necessary recommendations/corrections/amendments within 4 working days. If no comments are received, the draft would be deemed as final for circulation.
- It was announced that the swimming pool, although open, would be occupied by paediatricians attending the training programme from 2:00 PM to 6:00 PM on 31st May, 2014
- It was agreed that the MOM should be read out aloud by the Scribe at the end of every session of Tea with Director
- It was also agreed that any E-mails received from Members would be acknowledged within 2 working days and forwarded to the Director, marking a CC to the sender of the mail
- It was decided that, as a routine, ICG would be sending E-mails of Tea with Director to all Members. The agenda would be included in this notice so that those who can't make it personally for the session may send in their suggestions.
- It will now be taken for granted that Tea with Director will be held on the last Friday of every month. A communication to this effect would go across to all Members. Only in case of any cancellation or deviation would there be another mail sent.

6 MEETING ENDS

Meeting Schedule End: **7:00 PM**

Meeting Actual End: **7:30 PM**

7 NEXT MEETING

Venue: **As per availability** Date: **27.06.14 (Friday)** Time: **6:00 to 7:00 PM**