

**EXCO MEETING HELD ON 12TH JUNE 2016 AT 81 TAFAWA BALEWA
CRESCENTS, OFF ADENIRAN OGUNSANYA, SURULERE, LAGOS**

MINUTES OF THE MEETING

ATTENDEES:

- | | |
|-------------------------|----------------|
| 1. Engr. Biodun Ibrahim | in the Chair |
| 2. Mr. Debo Atunwa | Vice President |
| 3. Engr. Ola Ibrahim | |
| 4. Mr. Olabode Oyewole | |
| 5. Mr. Tunde Adedugbe | Secretary |

DISTANT MEMBERS:

1. Dr. Ben Adedugbe

APOLOGY

1. Mr. Sunday Oloni
2. Mr. Niyi Ageh

ABSENTEES: Nil

1. Bar. Taiye Ajayi
2. Mr. Samuel Fakorede

1. Commencement: The meeting commenced at 5.00pm.with opening prayers from Mr. Oyewole Olabode.

2. Opening Remarks & Welcome: The President prayed for fruitful deliberations and welcome members to the meeting.

3. Reading, Amendment and Adoption of Minutes of last meeting: The minutes of last meeting was read and adopted.

4. Matters Arising from Minutes of last meeting:

Funeral of Capt. Adeusi: Mr. Sunday Oloni called that he could not make it to the meeting, so discussion was pushed to the General monthly meeting.

Secretariat/ICT Center: To be taken under Business of the Day.

Exco meeting: This has already commenced.

Constitution: The secretary has fully complied with this. He has been bringing copies of the Constitution to meetings

5. Business of the Day:

5a. OSDU Secretariat/ICT Project: The report of the implementation committee was discussed, costs adjusted and work prioritized as follows:

➤ Civil works	=N=45,000.00
➤ Electrical and other items (items 4 &5)	=N=202,050(106,050.00+60,000+36,000)
➤ Plumbing	=N=85,750.00(WC was adjusted to N27k from N35K)
➤ Other expenses (items1-3)	=N=27,000.00
➤ Window blinds	=N=60,000.00
➤ Furniture	=N=590,700.00(item 3 keys reduced to 4nos)
Total	=N=1,010,500

The following costs to be discussed with the caretaker/Landlord.

➤ Civil works	=N=45,000.00
➤ Plumbing	=N=85,750.00(WC was adjusted to N27k from N35K)
➤ Furniture	=N=30,700.00(items 1-3)
Total	=N=161,450.00

It was agreed as follows:

- Kitchen: Fans should be 2 Wall Fans.
- Wardrobe: No need for doors, they should be partitioned into three shelves
- Conference Table & Chair: It was suggested to be scaled down. Mr. Debo Atunwa promised to find out cost of chairs.
- Waiting Chairs: Four (4) Plastic chairs were suggested instead of Six (6) proposed.
- That the materials to be purchased in Lagos and free-issue to subcontractors to install.
- The Labour cost to be further negotiated
- Mr. Tunde Adedugbe and Engr. Ola Ibrahim to source prices for these items in Lagos
- The President promised to discuss with the caretaker the bill of N161k and the possibility of deferring our rent to commence from June or July.

5b. AGM/End of Year Programme: The Secretary to come up with Terms of reference and share with ExcOs for review.

5c. Investment Drive: This to be changed to Investment Guide and made part of Agenda for the next general meeting.

6. AOB: Nil

7. Closing: Mr. Debo Atunwa moved the motion for adjournment and seconded by Mr. Oyewole Olabode. The meeting came to a close at 7.07pm.

Tunde Adedugbe
General Secretary

Biodun Ibrahim
President.