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**OSDU EXECUTIVE MEETING HELD ON 15TH MAY 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. Samuel Fakorede
5. Mr. Oloni Sunday E
6. Mr. Tunde Adedugbe Secretary

APOLOGY

1. Mr. Adeoba Olikeny
2. Bar. Taiye Ajayi James
3. Mr. Olabode Oyewole
4. Mr. Niyi Ageh

ABSENTEES: Nil

1. Commencement: The meeting commenced at 5.26pm with opening prayers from Mr. Tunde Adedugbe.

2. Introduction & Welcome: The President welcomes members and remarked that the meeting would be brief.

3. Reading, Amendment and Adoption of Minutes of last executive meeting: Skipped.

4. Matters Arising from Minutes of last meeting: NIL

5. Business of the Day:

5a. Burial of Navy Capt. Adeduro Adeusi: The writing condolence letters to Olufon and the immediate family in Lagos, Cash gift of N20, 000 new notes to Olufon, short speech by OSDU during wake keep. Cash gift was ruled out and it was agreed that condolence letters should be sent to Olufon and the deceased family in Festac. The letter for Olufon

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should get to Dr. Ben Adedugbe latest by Tuesday of the week slated for the burial. The Vice President should write a tribute to be delivered during the wake up.

5b. OSDU Secretariat/ICT Project: Mr. Samuel Fakorede and Engr. Ola Ibrahim meet in Ifon and jointly inspected the proposed secretariat. Mr. Samuel Fakorede presented an estimated quote of N72, 200 for the electricals and Engr. Ola Ibrahim said some louvres and most of the doors were in bad shape. On this note an implementation subcommittee of three was constituted. Members are Mr. Sunday Oloni, Engr. Ola Ibrahim and Mr. Tunde Adedugbe. Their terms of reference are:

- Carry out on the spot assessment of the facility to ascertain the level of renovation required.
- Discuss the modality of repairs with the caretaker i.e joint repair and OSDU to amortize her portion over agreed number of years
- Get quotes from vendors for the identified renovation works
- Propose the Partitioning of the property along the agreed plan(short & long term)
- Submit a report in the next monthly meeting

5c. Executive Committee Meeting: The Exco shall henceforth meet once a month.

5d. Attendance, Discipline & Finance: The Secretary should read and interpret the constitution and advice on attendance, discipline & finance. He should always come to meetings with copies of the constitution for consultation and compliance by members.

5e. Annual General Meeting and End of Year Activities: These activities are henceforth separated and annual general meeting must hold in December. Also, election of executives will also hold as at when due during AGM, Current office holders could be reelected, a Yes/No votes are allowed.

5f. Annual Returns: Mr. Samuel Fakorede was directed to call Bar. Taiye Ajayi on OSDU annual returns.

6. AOB: Nil

7. Closing: The meeting came to a close at 6.45pm with prayers.

Tunde Adedugbe
General Secretary

Biodun Ibrahim
President.

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