

Minutes of the 10th AGM held on 10.03.2024, at 6:00 pm, at Hall 1, 2nd floor, Hotel Sea Princess, Juhu, Mumbai.

The meeting was called to order at 5:40 pm by the President and adjourned due to lack of quorum and reconvened at 6:00 pm.

Meeting was attended by:

Dr. Rajesh Yadav	Dr. Manmohan Kamat	Dr. Atiya Lambe	Dr. Sachin Bhojankar
Dr. Naresh Row	Dr. Shishir Shetty	Dr. Parthiv Sanghvi	Dr. Dilip Rajpal
Dr. Debashish Das	Dr. Abhay Dalvi	Dr. Prashant R Rao	Dr. Kishore Adyanthaya
Dr. K. Matchvel	Dr. Harish Kumar	Dr. Vinay Thati	Dr. Niranjana Agarwal
Dr. Milind Ruke	Dr. Dharmashree Kadam	Dr. S. B. Dharap	Dr. Dharmesh Panchal
Dr. Amit Desai	Dr. Shalakra Indap	Dr. Bane Prasad	Dr. Prashant Kerkar
Dr. Smurti Ghetla	Dr. Geeta Ghag		

1. Dr. Rajesh Yadav, President, MSS, welcomed everyone and requested the Hon Sec. Dr. Debashish Das to start the proceedings, after the Meeting was called to order.
2. Elections for 2024-25/26: Elections were not held as there was no contest. All applicants were elected unopposed.
3. Condolences: there were none, this year.
4. Reading and confirmation of the Minutes of 9th AGM was done, there was no business arising out of it, it was passed, proposed by Dr. Abhay Dalvi and Seconded by Dr. Manmohan Kamat.
5. Annual Report of Hon. Secretary was read out by Dr. Debashish Das. 9th Annual Conference: MSSCON 2022 and 9th AGM was held on 26th March, 2023, at Lecture Hall 2, New Medical College building, HBTMC & Dr. R. N. Cooper Hospital. A total of 17 programs were organized under the banner of MSS: 2 Webinars, 2 Operative workshop, 4 Social Awareness programs, 7 CME's and 2 PG Training Programs were conducted. Two MSS Times, Newsletters were released, in April and October. MMC credit hours of 21 being granted for these programs. All the activities were reported with relevant pics to ASI Hq and MASI Secretary, via email. Life Membership has increased to 438, this year, 44 new members were inducted. The new Marking list for Best City Chapter ASI was shown and discussed as to how to maximise the activities, within the stipulated time. All were requested to make more members.
6. Presenting and approval of Accounts: unaudited accounts were circulated earlier and uploaded on to the website. In summary: Net profit of Rs. 1.42/- lacs were made this year. Rs.11.71/- lacs were in the bank accounts. 3 FDs with a total Rs. 22/- lacs, are presently invested. There is an ongoing GST audit of 2017-19, which is being closely attended by our CA. The unaudited accounts were passed for audit and will be uploaded on the website.
7. Dr. T. E Udvardia Oration: contribution of Rs. 5 Lacs/- should be paid to ASI as MSS contribution for the ASI Oration, of Rs. 10 Lacs/-. Proposed: Dr. Kishore Adyanthaya, Seconded: Dr. Abhay Dalvi.
8. There was a proposal of appointing a new Accountant and Auditor. The fees of the present CA was considered to be high. There were two suggestions, by Dr. Parthiv Sanghvi and Dr. Niranjana Agarwal. After consultation with both Accountant/CA, appointment for the year 2024-25 will be made. It was suggested by Dr. Abhay Dalvi, that, all programs conducted, should be profitable to MSS.
9. Allocation of funds: it was discussed in detail, the way forward on judicious utilization of funds with MSS.

- Corpus: FD of Rs. 10 lacs with accumulated interest, to be kept aside as GST fund, to cover the cost of on-going GST inquiry.
- Corpus: FD of 10 lacs with quarterly interest, to be used for the running of the Society and its expenses.
- FDs of Rs. 3 lacs each, with quarterly interest, to be similarly used.
- The Principal Office bearers (President, Vice President, Hon Sec and Treasurer), with a unanimous discussion, would be allowed to use expense up to a sum total of Rs. 3 lacs, in one financial year, without the EX CO or AGM permission, if such occasion arises, or expenses is justified.
- Upto a sum total of Rs. 5 lacs, the Ex Co will have the discretion of release or allocation of funds, for expenses, in one financial year, without AGM approval.
- Above Rs. 5 lacs, the permission of AGM will be mandatory, except MSSCON.
- All Membership fees to be periodically converted to a Corpus fund, with the utilisation of interest received, quarterly. This fund, is to be used for running of the back office and expanding the activity of MSS.
- Interest received from the FDs can be used to run the Back office, Printing, CA's/Accountants fees, Initiate Travel Fellowship awards, Oration, Web hosting, Taxes, etc.
- Discussion on naming the MSS Oration: it concluded with the decision of not naming it, and continue as it is, for the time being. Constitution of a Committee of 4 Past Presidents and Current President, to discuss further on this matter.

10. Guidelines for using MSS Banner and Logo:

- It is expected that, whenever the MSS logo (along with ASI logo) is used for any program, Academic or Otherwise, it should be prominently displayed in all Promotional material pertaining to the Program. Including Invitations, Certificates, Banners, etc.
- MMC Accreditation when used, all formalities to be completed by the Convener of the program, guidance will be provided by the Back office. All expenses to be borne by the Program Organiser.
- Participation of at least 2 Principal Office bearers for the Program.
- It is expected that at least a nominal fee of Rs. 5,000/- should be paid to MSS for using its Logo and Rs. 300/- per delegate, for back-office support, in emailing, MMC, Banners, Certificates, etc.
- In certain Programs, the fee of Rs. 5,000/- can be waived off at the discretion of the principal office bearers. Proposed by Dr. Kishore Adyanthaya and Seconded by Dr. Parthiv Sanghvi.
- Under no circumstances, except for MSSCON, there will be any financial support from MSS funds. This too, will be replenished once funds are generated.
- It is expected that all the Organisers of Programs of any kind under the MSS banner, should generate their own funds.

11. Constitutional Amendment: Functioning/Duties of Elected EC Members:

- a. In their 2 year term, are expected to make at least 10 new Life Members, as we need to increase the strength of MSS. Also, for Best City Chapter award, 30 members a year, will fetch us that many points!
 - b. It has been suggested, as detailed above, every Member is to organise and conduct at least 1 CMEs/Workshop/PG Clinic/Social Awareness programs, to be eligible for contesting for second term as EC Member or Treasurers post.
 - c. In addition to taking up the above Backoffice responsibility allotted by Hon. Sec. or Treasurer. Proposed by Dr. Manmohan Kamat, Seconded by Dr. Satish Dharap.
- **Duties of Hon. Secretary:**
 - a. Duties include getting his/her Committee members to work! Delegate and follow-up. He or she should take the help of his Executive members to get the work done. To cutdown on the

cost and work burden, it is encouraged to use your own staff and minimize expense. The work can be divided as:

- b. **New Membership:** New membership application is received via email, online. With payment details. An Email to the effect, is to be immediately sent to the sender to the effect.. 'received your membership application...it is under process...will be sent in due course'. It has to be cross-checked with the bank account for receipt. Certificate printed after its verification and allotment of Membership number as per its series and couriered along with the receipt. This is automatically done by the present Office Secretary, who is only a part time employee of MSS.
- c. **CME/Workshop:** Every Ex Co Member should conduct at least 1 CMEs/Workshop/Social Awareness Activity/PG Clinics, in each year of their tenure (This is in keeping with MASI & ASI recommendations too). They can be half a day meetings, with or without Credit points, with working lunch or dinner. If conducted under MSS banner, sending out intimation details of the program via email & WhatsApp. Sponsors, will have to be found by the Member to cover the cost and contribute to MSS, if possible. Earlier, we would have a half day Program in different parts of the city, with sponsors to cover the cost and have some fund left for the Society. And together, have 2 program on large scale, like MSSCON.
- d. **MMC Credit points:** Once the Sci Program is received, if application for MMC Credit points are needed, then, preparing the Program accordingly, with Speaker Codes and MMC Reg. numbers and timing, all to be uploaded minimum 15 days in advance. Preparation of CME Certificate, Intimation to Observer, Collection of Signatures in the prescribed format during the CME, including Observers Signature and then uploading on the MMC Site, payment of fees, again procuring the signature of Observer, before sending to MMC office by courier. So, technically, you can conduct an accredited CME, only once a month. Several times, we do not get Credit points due to several reasons, late application being most common. If the application of Credit Points are being done by the Organiser other than MSS, we can help with the process, it is so much simpler, probably! For large numbers of registration running into thousands, best is to take help of Event management team.
- e. **Sponsorship:** Co-ordination with Pharma and vendor payments, includes preparation of Appeal letters, Invoices, releasing of payments, all this is done on-line and sometimes, before the Sponsor money is received! Usually, it works out well.
- f. **AGM:** Preparation & Circulation of Agenda, Elections (VP is the Election Officer): preparation of Notice, Nomination forms, Circulation, Ballot papers & conduction of Elections, preparation of PPT of AGM. This is time bound, at least a month before the AGM.
- g. **MSSCON:** an yearly affair. Scientific program circulation, Certificate of MMC Credit points: its Creation and distribution, Merit Certificates, Banners, Venue, Refreshment/Catering (Breakfast/Lunch/Banquet/Tea-Coffee, Water, etc.), Presence during the Conference, Hall incharge, Inauguration formalities, Chief Guest responsibilities, Orator's responsibilities, Mementoes, Felicitations and it paraphernalia, MOC, Elections: VP is the Election Officer by default, etc.
- h. **Elections:** The VP is the Election Officer by default. Preparation of Election Notice, Forms, its Circulation should take place a month before the AGM, therefore, it is a time bound process. Receiving forms, cross-checking/verification, intimation, withdrawal, final list of contestants, all are time bound. Conducting Election, Free & Fare, during AGM. Counting ballots and declaring Results. Usually, the decision of Election officer is final!
- i. **MSS Times:** to be published minimum 2 issues in a year, as mandated by MASI & ASI. Usually, 1st issue of the year in March/April, following the MSSCON & 2nd issue in Sept./Oct. Collection of relevant Pics, data, and actual preparation of the Newsletter, in Word format, is

cumbersome, but, not impossible, it can be learnt easily. Every Scientific program, Soc Awareness, Announcement, has to be published, as you see every year. Circulation via email & WhatsApp. Copy to be sent to within 3-4 days to ASI Hq and MASI Sec.

- j. **Website:** Hosting and periodic updating. Uploading Program details, Links, Pics, Audited Accounts, Minutes of AGM, Newsletter, etc. There is a Log-in and Password, by which, details of every proposed program is to be uploaded, with link. Creation of conf Registration link, as and when required.
- **Duties of Hon. Treasurer:**
 - a. Preparation of accounts: we need bank statements and Income-Expense sheet for the year. Co-ordination with the CA. Preparation of Finance report and Secretarial Report for the past year, chronologically.
 - b. Banking/TDS/GST: TDS and GST is calculated and uploaded every month. Co-ordination and sharing of OTP, is to be done, with CA. We have 2 bank accounts, IOB and SBI (Less used). All FD's are with IOB.
 - c. Sanctioning of funds and other details, as discussed.
 - d. Support to Hon. Sec and President.
12. Results and New team: Results were declared by Dr. Shishir Shetty, VP, MSS, designated Election Officer, of the year 2024. President: Dr. Shishir Shetty, Immediate Past President: Dr. Rajesh Yadav, Vice President: Dr. Debashish Das; Hon. Secretary: Dr. Satish Dharap; Treasurer: Dr. Milind Ruke. Members: to continue, Dr. Amit Desai, Dr. Shalakra Indap, and Dr. Dharmashree Kadam, were new members added: Dr. Dilip Rajpal, Dr. H. M. Punjani. Dr. Prashant Kerkar, Dr. Sachin Bhojankar. With the exchange of Medallion, the New team was welcomed and installed. New President, Dr. Shishir Shetty gave a brief acceptance speech. He proposed to co-opt Dr. Geeta Ghagh, Dr. Anuradha Panchal and Dr. Dharmesh Panchal, for the period of 1 year.
13. Bidding for MSSCON 2025: proposals were received from: Dr. Shishir Shetty to hold the MSSCON 2025. Date and venue to be confirmed at a later date.
14. Announcement of Committees to be formed to take up the Social, Academic activities of MSS, and Membership Committee to increase MSS Members, was made and accepted by all. Names will be added later.
15. Out Going President thanked all the Committee members and support during his tenure. Incoming President delivered his acceptance speech, highlighted his plans for the year and declare the first program on 24th March, 2024, among many CME's. Some members will be co-opted into the Ex Co as may be necessary, will be under taken in consultation with the new EC.
16. Vote of thanks was proposed by Dr. Rajesh Yadav.