

## CEC Meeting

Meeting Date: October 1<sup>st</sup>, 2024

### Attendees

#### CEC Members

1. Sajjad Syed
2. Umair Nizam
3. Raheel Iqbal
4. Haris Naseer
5. Munaf Majeed
6. Salman Dar
7. Hassan Bin Rizwan
8. Sheikh Abdul Qadir
9. Usman Akbar
10. Abdul Wahab Ahmed

#### Secretariat

1. Nadeem Malik
2. Farrell Menezes

### Agenda

- Corporate Situation DGTO / Framework
- By Laws of the Association
- HR Affairs
- Finance Affairs
- Branding Affairs
- Signing Authority & Papers
- Committtee Formation
- Designation of Representatives on Boards and various committees
- On going activities
- CEC Code of conduct, review and approval
- Any other business (with the permission of chair)

The meeting initiated with the recitation of the Holy Quran.

### Discussion Items:

#### Corporate Situation – DGTO / Paperwork

A briefing was provided on DGTO documentation and related compliance matters. It was agreed that, effective 2021, documents related to Bylaws, DGTO, and SECP will be maintained with a designated point of contact within the CEC. The financial management and tax consultancy services for P@SHA were also discussed.

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## **Bye Laws of the Association**

A discussion was held regarding the association's bylaws. It was decided that a follow-up meeting will take place to review and propose necessary updates.

## **HR, Finance, Branding, Signing Authority & Committee Formations**

- An overview of the organizational structure and key hiring requirements was provided. Immediate hiring needs for a **Director of Industry Engagement** were identified, with interim responsibilities assigned.
- The role of committees was discussed, emphasizing their collaboration with the secretariat and sub-committee operations.
- Budget updates for **April 2024 - March 2025** were presented, with recommendations to optimize expenses, increase membership targets, and explore additional flagship events.
- The impact of recent tax regulations on employee compensation was reviewed, with considerations for alternative allowances and benefits.
- The need to address Sindh Sales Tax matters was raised, including consultation with tax advisors.

## **Board Representation, Ongoing Activities & Code of Conduct**

- Nominations for P@SHA representation on various federal and provincial government boards were reviewed. It was recommended that such seats should be held under P@SHA's name rather than individual members.
- A **travel policy** was proposed for governance and financial oversight.
- A **staff engagement initiative** was discussed, including a potential retreat post-P@SHA ICT Awards, subject to scheduling considerations.
- A decision regarding **performance-based salary increments** for secretariat staff remains under review and will be addressed in a future meeting.

## **Action Items:**

- Update and maintain official records related to DGTO, SECP, and bylaws.
- Nominate a 4th CEC member for payment approval in the absence of the treasurer.
- Ensure financial reporting remains accessible for review by the treasurer and CEC.
- Finalize nominations for board representation and communicate decisions accordingly.
- Develop a formal travel policy for governance and operational transparency.
- Plan additional flagship events and explore strategies for financial sustainability.