

# Belgium Cricket Federation VZW/asbl

## Cricket Vlaanderen VZW/asbl



Formal minutes of the meeting

May 27 2014, at Ramada Plaza, Antwerpen

## General Meeting

From 19:45 Hrs to 22:30Hrs

### Opening

The General Meeting (GM) of the Belgium Cricket Federation was called to order

at 19:45 Hrs. on May 27 2014 at Ramada Plaza, Antwerp Belgium

by the BCF Chairman, Sanjay Vaid.

### Attendance - Executive Committee

Role	Present	Excused	Absent
Chairman	Sanjay Vaid		
Vice Chairman	Javaid Siddiqi		
Treasurer	Naresh Shah		
Secretary	Shafiq Naz		
Director	Ken Farmiloe		
Director	Ganesh Ramasubrmanian		
Director	Nick Compton		
Director		Anthony Brand	
Director		Sheikh Sheraz	
Director	Pramod Aneja		
Director		Nicky Thrupp	

### Members / Clubs (with voting power)

#	Name of the Club	Cricket Vlaanderen member?	Represented by	Proxy	Proxied by	Present/Absent
1	12Stars	No	Anthony Brand	Yes	Ganesh Ramasubrmanian	Present
2	Afghans	Yes	Angar			Present
3	AICC	Yes	Naresh Shah	-	-	Present
4	Antwerp Cricket Club	Yes	Dennis Newport	-	-	Present
5	Arcadians	Yes	Martin Gregson	-	-	Absent
6	Brugge Cricket Club	Yes	Gurjit Singh	Yes	Sanjay Vaid	Absent
7	Crescent Cricket Club	Yes	Nadeem Khan	-	-	Absent
8	Eagles	Yes	Munir Muhammad	-	-	Present
9	Exiles Cricket Club	Yes	Diwan Ali M.S.	Yes	Naresh Shah	Present
10	Gent Cricket Club	Yes	Manish Mishra	-	-	Present
11	Greens Cricket Club	Yes	Muhammad Amjad	-	-	Absent
12	Hasselt Cricket Club	Yes	Hassan Shah	-	-	Absent
13	Liège Cricket Club	No	Majid Mahmood	-	-	Absent
14	Mechelen	Yes	Faisal Khan	Yes	Javaid Siddiqi	Present
15	Ostend Cricket Club (OCC)	Yes	Bunti Hameed	Yes	Manish Kumar	Present
16	Pakistan Cricket Club	Yes	Javaid Siddiqi	-	-	Present

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(PCCB)

Royal Brussels Cricket Club No	Nick Compton	-	-	Present
17 (RBCC)				

### Attendance Summary

	<b>Total 17</b>			
<b>Percentage Required</b>	<b>Present/Represented</b>	<b>Total Absent</b>	<b>Quorum available</b>	
50%	11	6	<b>YES</b>	

### Member / Clubs (without voting power)

Name of the Club	Represented by	Proxy (Yes/No)	Proxied by
Optimist Luxembourg (Absent)	-	-	-
ICCB (Absent)	-	-	-
Meise	Patrick DeMaerschalk	-	-
Herleen Nederlands (Absent)	-	-	-

### Approval of Agenda

Prior to the GM, the agenda proposed by email from Sanjay Vaid dated 8<sup>th</sup> May 2014.

GM meeting agenda was proposed by Sanjay Vaid, along with his welcome address. Minutes are recorded by Natarajan Krishnan during the meeting.

### Agenda (eventual) for this meeting.

1. Welcome Address
2. Approval of the MOM of the last general meeting (Election Day)
3. Approval of the Financial Results (FY 2013)
  - a. External audit remarks (warnings, no blocking issues)
4. Achievements so far.
5. Q&A

**Minutes**

Agenda item: 1. Welcome address

Presenter: Sanjay Vaid

*Discussion:*

Sanjay: Thanks to all present here. Welcome to the general meeting and presented the final accepted Agenda of the General meeting to everyone.

*Conclusions:*

none

Action items

Person responsible

Deadline

✓ None

None

None

Agenda item: 2. Approval of the MOM of the last general meeting

Presenter: Sanjay Vaid

*Discussion:*

Meise/Patrick, ACC/Dennis: What is taking so long for the publication for the Statsblad?

Sanjay/Chairman explained the challenges on few fronts:

1. To find the suitable and alternative address for the "Registered Office" of the Federation. BCF EC did not want to use any personal residence address of the EC member.
2. We had four EC meetings in less than four months, with different availabilities. It took time to collect all necessary data and official records.
3. Documents for the Statsblad were now ready since last week, Chairman decided to hold the actual publication until communication of the address change to the general meeting. The new Statsblad should get publicised in the coming days.

ACC: Why was the address for Antwerp Cricket Centre not considered by EC?

Sanjay explained that there were four possibilities objectively evaluated. 1. Katenbroek, 2. Huis van de Sport, 3. Bilande/Overijse and 4. Gent; besides personal residence and commercial addresses of the different EC members.

BCF EC evaluated the different aspects from data and information available from all sources,

- seeing the progress of the ACC, Gent, and Bilande,
- sub-contracting, renting or leasing and their financial impact,
- strategic affinity towards government location,
- human resource constraints, and
- possible benefit from relationship etc.

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BCF EC decided to go with possibilities made available by “Huis van de Vlaanderen”; which were the result of the good work done by Charles Bloemmaert, five years back for Cricket Vlaanderen. The registered address of BCF will also be changed to “Huis van de sport, Gent”. ICC has been informed of this decision and change via a formal communication.

BCF has no cost impact from using ‘Huis van Vlaanderen’ at Gent. There is a possibility to get office space after waiting five years in the queue at a lower cost than ACC. Huis van de sport is equipped with state of the art building infrastructure and host all major ‘Koninklijke’ (Royal) federation at that address. It is our dream to get in to that space of Koninklijke Sport Federation, sooner or later.

Sanjay added that, ACC is still developing and the future in legal and contractual terms are not clear until today. BCF can still review their decision at a later time, when situation is more favourable for everyone in the Antwerp Cricket Centre deal.

PCCB proposed the approval. This was seconded by AICC, ACC and Mechelen Eagles

Voting was held by asking raise of hand. There were no objections for the approval.

There were no blocking remarks; hence the contents of the minutes were unanimously approved as distributed.

### *Conclusions:*

The Minutes of the Meeting (Election Day) of the previous general meeting was unanimously approved after discussion.

### Action items

✓ Publish the Statsblad

Person responsible      Deadline

Sanjay Vaid

2 weeks

Agenda item: 3. Approval of the Financial Results (FY 2013)

Presenter: Sanjay Vaid

*Discussion:*

Sanjay presented the key financial figures of the Net Assets at the end of FY 2012 and the Net Profit at the end of FY 2013; that the new management took over.

Ken Farmiloe suggested that the report figures to be brought to the level of understanding of the General Assembly.

Sanjay agreed and explained that it cannot be done until a full control of the cash flow be obtained. We got access to the historical transactions bank accounts only two weeks back, following a procedure of in-person signatures at the bank and procedural follow-up to obtain bank cards etc. There are more actions needed pending the publication of the statsblad.

Sanjay explained the lack of inherent maturity in book keeping and other financial control processes that BCF had lived with for over last years. There has been weaknesses, financial control failures and poor book keeping practice identified, which actually pushed actual book recording to Q4 and Q1 of the next Fiscal year.

The current BCF EC and under the current chairmanship, we took decision to improve them from Q2 FY 2014. For example, Cash flow statements, all expenses and quarterly closing must be presented to BCF EC. All expenses must be submitted each quarter otherwise they will not be paid. All documents must be supported by proper financial support document.

Sanjay listed few observations raised by external auditor and difficulties for the team has worked to answer the queries and get the compliance and green status in the external audit report.

The auditor questioning was about:

1. Treatment of employed contractors and human resources,
2. Treatment of TVA/BTW, and
3. Poor management of the cost, budget and expense records

The absence of employment contract for Jerome Bel, the nature of the employment contract for the National Coach/development officer and current Administrator were discussed in relation of the labour laws in Belgium, cross-border VAT application, and accounting treatment challenges that BCF faced and continue to face.

Sanjay informed that BCF EC has planned an action in the leadership of Anthony Brand, to review the BCF employment strategy. The employment strategy will include study of government benefits and subsidies that can be used by BCF by possibly employing the coach and administrator as permanent employees. The

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review has to be holistic and inclusive, results would be only for year 2015 and beyond. Until then, BCF EC take actions to keep status-quo and situation financially feasible for both resources.

BCF is a registered VZW and does not have a VAT number since its inception. It was a surprising observation for the current new management.

Ken: could not remember why it was not taken before.

Sanjay: BCF and BCF EC needs advice and accountant with knowledge of the administration of TVA/BTW, subsidy and Royalty/sponsorship; specially for the Sports Federations in Belgium.

Patrick suggested to consult Dynamo. <http://www.dynamoproject.be/>

Patrick & Ken asked to see the general ledger and explain few bookings and cost headings.

Sanjay: It is not the objective of any General Assembly to dig deep down in the General Ledger entries and then approve the financial results. Every legal organization is required to keep all financial records safe for last five years. Anyone is welcome to see the BCF financial archives at the BCF office at a later date. Since it is not practically possible at this stage to show the GL to General Assembly; BCF office would send a copy of GL entries for FY 2013 to all Chairmen of the clubs restrictively, for information purpose only.

Patrick and Dennis were not willing to approve the accounts without reviewing the general ledger entries.

Javaid Siddiqi/ PCCB asked for a vote to resolve the dispute and end the debate by a vote of the General Assembly for the approval of the Audited Balance Sheet of the FY 2013 and External Audit report. Others supported to call for the vote.

A vote was called for the approval of the FY 2013 Results by the chairman.

A vote was taken by voice, raising hand and naming the club for and against the resolution.

### Clubs which voted for resolution

### Clubs which voted against resolution

AICC

PCCB

Afghan CC

Exiles CC

Gent CC

12 Stars CC

Ostend CC

Brugge CC

Mechelen

Mechelen Eagles

RBCC

ACC

The accounts were approved by majority 10:2 of the votes of the clubs present and represented.

*Conclusions:*

The Financial Statements at 31 December 2013 (Total assets of 30.505,26 Euro and a profit of the year of 15.244,46 Euro) were approved by the voting process in the General Assembly.

Action items

Person responsible

Deadline

- ✓ Send General Ledger of the BCF to all registered Club  
Chairman

Sanjay

4 weeks

Agenda item: 4. Achievements so far.

Presenter: Sanjay Vaid

*Discussion:*

Sanjay presented a list of achievements so far by the present BCF committee. These are listed below.

1. We managed to recruit a full-time administrator in a democratic way.

Dennis objected to the fact that the vacancy was not clearly informed to all.

Sanjay explained that it was clearly explained in the previous two general meeting and Ganesh confirmed and quoted the referenced from the last approved MOM document about the three candidates and call for more candidates after resignation of Jerome Bel. Dennis agreed that he did not share these MOM and did not inform his club members about this open position.

Sanjay explained the process through which the administrator was selected. Interviews were conducted by the selection committee, Sunny, Anthony, Javaid, Shafiq and Sanjay.

The three candidates Hassan, Imran and Natarajan were formally interviewed in an open discussion manner at Toyota Europe Offices at Diegem/Zaventum.

A confidential report of the selection process and its result was sent to BCF EC and ICC.

- 2- We have managed to restore confidence of our National Coach to stay and work with us.

Sanjay informed the efforts were taken to restore the confidence of Fazil, to retain him and preserve our long-time investment within BCF.

- 3- We have managed to increase the participation or representation of 8 to 9 clubs in EC from 3 or 4.

Sanjay listed the number of clubs in the current Executive and sub-committee. Today BCF clubs are working more closely. Their participation is really encouraging for the EC.

- 4- We have installed three new pitches in the first three months on my tenure.

- 5- We recovered our website in less than three weeks.

Sanjay explained the current website is functional though not very best. The Changes in the website will be a continuous process with at least two more major releases planned this year.



Ken Farmiloe objected without being specific to editorial error in the history section of the website. He asked to take the website down.

Sanjay welcomed the feedback from him and asked to be specific by writing an email, corrective actions will be taken immediately, but website will not be taken down.

6- We wrote twice to all clubs two times providing progress of different initiatives in a professional way. Sanjay explained Mailchimp was used to communicate with clubs. Several data was collected to observe the mail reader activity. The email readership is below 50%, emails are not effective way to communicate, and hence communication strategy towards clubs has been diversified and adapted towards being more interactive. Other initiatives like social media, website blogging etc. needs organizational maturity, governance policy, procedures and a more or less full-time resource to manage online/internet content.

7- We successfully completed the Level 1 Umpires course with 50% pass-rate. Details of Umpires course were given. Concerns were raised by Ken about no-show candidates and if the clubs would be asked to pay for no-show candidates. Sanjay explained that the no-shows were candidate who had informed in the beginning that they would be tentative candidate. BCF EC would take a decision further.

8- We established formal junior league this year.  
Junior league was established and all the games will be recorded in CricHQ.

9- We established formal maturity development games for Ladies team with AICC U15.

10- We are operating league successfully using CricHQ within all BCF clubs autonomously.  
All the clubs will upload the results in CricHQ. There are delays and teething troubles but no exceptions. Rules are uniform for every club.

11- We organized practice sessions with all potential NT players, selected NT team (after 2012 Essex tour, poor DP Drama), organized the tour, participated in Division 3 tournament and won it. Got our place back in Division 2.

12- We have a promise to achieve extra 2500 euro non-ICC income in Q2 2014.

13- We migrated the mail and website servers to new hosting provider to end of contract term.

14- We restored our relationship with Flemish govt.

15- We managed to close the 2013 balance sheet and are now working with third-party auditor to do ICC compliance reporting.

*Conclusions:*

None

Action items

Person responsible    Deadline

None



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### Other Information

*Annexes:* Attendance sheet.

*Resources:*

Meeting was organised at Ramada Plaza, The facilities included meeting hall with projector.

*Special notes:*

The general meeting started around 19:45 Hrs and ended around 10:30 Hrs.

Also present was BCF administrator, Natarajan Krishnan.

Coffee, Soft Drinks, cakes and fruits were served during and after the general meeting.

*Revision table:*

#	BCF EC member	Club	Reviewed and approved on
1	Nick Compton	RBCC	
2	Javaid Siddiqi	PCCB	
3	Shafiq Naz	PCCB	
4	Manish Mishra	Gent CC	
5	Naresh Shah	AICC	
6	Sheikh Sheraz	Oostende CC	
7	Anthony Brand	12 Stars CC	
8	Sanjay Vaid	Gent CC	
9	Ken Farmiloe	Antwerp Cricket Club	
10	Pramod Aneja	Mechelen Eagles CC	

*Next General Meeting (tentative planning)*

1. July/August – 2014 – Organizer League Chairman – about Senior and Junior League rules and regulations for 2015
2. End-Q3/Early-Q4 – 2015 – Organizer BCF and CV Chairman – about FY 2014, By-Laws, BCF and CV Articles of Association