



MDI Nepal

(Manahari Development Institute Nepal)

Report of the 22nd Annual General Assembly Meeting

Date

18 Falgun 2081
(1 March 2024)

Venue

Chitwan Garden Resort (CGR)
Bharatpur, Chitwan Nepal



Table of Contents

1. Introduction	3
2. Agenda	4
2.1 Welcome and Opening Remarks	4
2.2 Annual Progress Report Presentation	4
2.3 Financial Report	5
2.4 Approval of Minutes, Endorsement and Decisions	6
2.4.1 Approval of Audit Report 2022/23	6
2.4.2 Re-appointment of Executive Director	6
2.4.3 Appointment of Independent Auditor.....	6
2.4.4 Endorsement of MDI Guidelines	6
2.4.5 Transfer of MDI Office from Hetauda to Bhandara, Chitwan.....	7
2.4.6 Biometrics Operational System.....	8
2.4.7 Adjustment of Fixed Assets	8
2.5 Elections and Appointments	9
2.6 Open Forum and Q&A Session	11
2.7 Closing Remarks	11
2.8 Adjournment	12

1. Introduction

The Annual General Assembly (AGA) meeting of MDI Nepal was held on 1 March 2024 at Chitwan Garden Resort (CGR), Bharatpur, Chitwan. The meeting was attended by 31 participants including board members, staff, volunteers, stakeholders, and representatives from partner organizations. The primary purpose of the meeting was to review the achievements of the past year, discuss financial and operational matters, and outline the strategic direction for the upcoming year.

Participants from MDI Executive Members:

1. Mr. Khop Narayan Shrestha, Chairperson
2. Ms. Gyanu Maya Shyangtan, Vice Chairperson
3. Mr. Sanju Joshi, Treasurer
4. Mr. Top Bahadur Shahi, General Secretary
5. Ms. Deep Maya Gurung, Member
6. Ms. Parbati Shrestha, Member
7. Mr. Sanu Kanchha Titung, Member
8. Mr. Krishna Kumar Shrestha, Member
9. Dr. Laxmi Shrestha, Member
10. Mr. Rahul Ranjan, Advisor

Participants from MDI Staffs:

1. Mr. Sagar Shrestha, Admin/Finance Officer
2. Mr. Rajan Lamichhane, Logistic Officer
3. Mr. Navin Subedi, Field Officer
4. Mr. Raghbir Thapa, District Coordinator, Dolpa
5. Mr. Narahari Baniya, EDP Incharge, Dolpa
6. Mr. Ram Krishna Praja, EDP Assistant, Kalikot
7. Ms. Mendo Maya Gole, Office Helper

Others Participants (Invitees from MDI Partner Organization; Bhandara Agro Farm):

1. Mr. Raj Kumar Shrestha
2. Mr. Bir Bhadra Joshi
3. Mr. Dipendra Kumar Shrestha
4. Dr. Bishal Joshi
5. Ms. Junu Kumari Shrestha
6. Ms. Yasoda Shrestha
7. Ms. Khambi Shahi
8. Ms. Sudha Kasaju
9. Ms. Shrijana Shrestha
10. Ms. Santoshi Dhakal
11. Ms. Laxmi Thapa
12. Ms. Damati Thapa
13. Mr. Yogesh Shrestha
14. Mr. Laxman Shahi



Executive Chairperson of MDI Nepal Mr. Khop Narayan Shrestha and Member Ms. Parbati Shrestha inaugurated the ceremony by lighting the lamp in Panas

2. Agenda

- 2.1 Welcome and Opening Remarks
- 2.2 Annual Progress Report Presentation
- 2.3 Financial Report
- 2.4 Approval of Minutes, Endorsement and Decision
- 2.5 Elections and Appointments
- 2.6 Open Forum and Q&A Session
- 2.7 Closing Remarks
- 2.8 Adjournment

2.1 Welcome and Opening Remarks

Welcome by Mr. Navin Subedi, Field Officer, MDI Nepal



The meeting commenced at 1:00 PM with a warm welcome by Mr. Navin Subedi, Field Officer at MDI Nepal. Mr. Subedi expressed his gratitude to all attendees for their dedication and support throughout the year. He emphasized the importance of the collective efforts that have significantly contributed to the NGO's success, acknowledging the hard work and commitment of everyone involved.

The entire session of the meeting was facilitated by Mr. Sagar Shrestha, Admin/Finance Officer of MDI Nepal.

2.2 Annual Progress Report Presentation

Admin/Finance Officer, Mr. Sagar Shrestha, presented the annual report, highlighting key achievements and challenges faced over the past year. The report covered various projects and initiatives undertaken, emphasizing the impact on the target communities.



Key Points from the Annual Report:

- **Project Implementation:** Detailed progress on ongoing projects, including MCHN projects of Jumal, Kalikot and Dolpa.

- **Impact Metrics:** Data on the number of beneficiaries served, success stories, and measurable outcomes.
- **Partnerships and Collaborations:** Information on new and continuing partnerships with other organizations and stakeholders.
- **Challenges and Lessons Learned:** Insights into obstacles encountered and strategies to overcome them.

Key remarks of Executive Director Mr. Khop Narayan Shrestha on the progress presented by Mr. Sagar Shrestha

- Mr. Shrestha highlighted significant progress in ongoing projects, with a particular focus on the Maternal and Child Health and Nutrition (MCHN) projects in Jumla, Kalikot, and Dolpa districts. These projects aim to support the health and nutrition of pregnant and breastfeeding women and 6 to 23 months children, and he emphasized their positive impact.
- He acknowledged and expressed gratitude to all staff members for their dedication and efforts in successfully implementing these initiatives. Their commitment has been crucial in achieving the project's objectives.
- Mr. Shrestha discussed the importance of partnerships and collaborations with other organizations and stakeholders. He highlighted both new and ongoing partnerships that have been vital in enhancing the effectiveness and sustainability of the projects.
- He advised team members to maintain cordial relations with stakeholders in the districts and ensure effective communication among staff and district authorities. This approach is essential for addressing challenges and finding solutions collaboratively.
- Mr. Shrestha suggested keeping the project progress on track and encouraged the team to share best practices and success stories while developing progress reports. This practice will not only document achievements but also provide valuable insights for continuous improvement.



Mr. Khop Narayan Shrestha, Executive Director, MDI Nepal

2.3 Financial Report

The Treasurer, Mr. Sanju Joshi, presented the financial report, providing an overview of the organization's financial health. The report included:



Mr. Sanju Joshi,
Treasurer, MDI Nepal

- **Income and Expenditure:** Breakdown of revenue sources and expenditures for the year.
- **Budget vs. Actuals:** Comparison of the budgeted figures against actual financial performance.
- **Auditor's Report:** Summary of the findings from the independent audit.
- **Financial Sustainability:** Discussion on strategies for ensuring long-term financial stability.

2.4 Approval of Minutes, Endorsement and Decisions

2.4.1 Approval of Audit Report 2022/23

After a thorough review and discussion, the AGM unanimously endorsed the Audit Report of FY 2022/23 including the financial statement prepared by an independent auditor Mr. Satish Chandra Agrawal (S.C. Agrawal & Company), confirming its accuracy and compliance with accounting standards.

2.4.2 Re-appointment of Executive Director

Due to limited resources to appoint a new Executive Director, the Annual General Meeting (AGM) unanimously decided to re-appoint Mr. Khop Narayan Shrestha as the Executive Director. This decision ensures that Mr. Shrestha will continue to oversee the daily administration and monitor project activities, maintaining the continuity of operations and effective management until a new appointment is made. His leadership and experience are expected to guide the organization through this transition period and uphold the ongoing projects' standards and objectives.

2.4.3 Appointment of Independent Auditor

After thorough discussion and consideration of several candidates, the AGA meeting unanimously agreed to appoint Mr. Tej Prasad Acharya from T.P and Associates Company (Regd. No "D"2175, I.C.A.N 1409) as independent auditor due to his extensive experience and reputable track record in the field of non-profit auditing.

The AGA also decided to provide a remuneration of NPR 30,000 for Mr. Tej Prasad Acharya's services. Mr. Tej Prasad Acharya will be responsible for conducting a comprehensive audit of the MDI Nepal's financial statements for the F.Y 2023/2024, ensuring that all financial activities adhere to the highest standards of accuracy and integrity, thereby reinforcing the trust of donors, partners, and beneficiaries in the organization's operations.

2.4.4 Endorsement of MDI Guidelines

During the Annual General Assembly (AGA) meeting of MDI Nepal, the comprehensive MDI Guidelines were presented for endorsement. These guidelines provide a robust framework for the organization's operations and governance, encompassing several critical policies.

The key policies included within the guidelines are:

- **Financial Management Policy (Amendment 2023):** Ensuring financial practices align with updated standards and organizational needs.
- **Personnel Policy:** Outlining the principles and procedures for staff management and development.
- **Fraud and Corruption Prevention Policy:** Establishing measures to prevent and address fraudulent activities and corruption.
- **Logistics and Procurement Policy:** Providing clear procedures for the efficient and transparent management of logistics and procurement activities.
- **Protection from Sexual Exploitation and Abuse (PSEA) Policy:** Ensuring the safety and dignity of all individuals associated with MDI Nepal, with zero tolerance for any form of exploitation and abuse.

The AGM reviewed these guidelines in detail to ensure they align with best practices and the overarching goals of the organization. Through an open and collaborative discussion, minor revisions were proposed and incorporated to enhance clarity and effectiveness.

After thorough deliberation and consensus, the guidelines were formally endorsed. This endorsement signifies a structured and systematic approach to managing MDI Nepal's activities, ensuring that the organization operates with integrity, accountability, and transparency.

The adoption of these guidelines reflects MDI Nepal's commitment to continuous improvement and adherence to high standards in all aspects of its work, reinforcing the trust and confidence of its stakeholders.

2.4.5 Transfer of MDI Office from Hetauda to Bhandara, Chitwan

During the Annual General Assembly (AGA) meeting of MDI Nepal, it was discussed and decided that the current MDI office, which is located in Hetauda under a rental agreement, would gradually be transferred to the organization's own property in Bhandara, Chitwan. This decision was made to minimize the financial burden associated with paying rent and to utilize MDI's own office building in Bhandara more effectively.

The assembly recognized that the move would not only reduce ongoing rental costs but also strengthen the organization's long-term financial stability. To ensure a smooth and efficient transition, the AGM resolved to form a dedicated committee. This committee will be responsible for overseeing and managing all the necessary administrative procedures required for the transfer of the office from Hetauda to Bhandara.

The committee's responsibilities will include:

- **Planning the Transition:** Developing a detailed plan outlining the steps and timeline for the gradual transfer of the office.

- **Resource Allocation:** Ensuring that all necessary resources, both human and financial, are available to facilitate the move.
- **Logistical Coordination:** Managing the logistics of transferring office equipment, files, and other assets.
- **Communication:** Keeping all staff and stakeholders informed throughout the transition process to ensure clarity and minimize disruption.

The AGM expressed confidence that the relocation to Bhandara would be beneficial for MDI Nepal, allowing the organization to operate more cost-effectively and efficiently from its own premises. The decision underscores MDI's commitment to prudent financial management and optimizing the use of its resources.

2.4.6 Biometrics Operational System

During the Annual General Assembly (AGA) meeting of MDI Nepal, a significant discussion was held regarding the implementation of biometric systems for entry into the Inland Revenue Department, Nepal, where institutional biometric verification is required.

Mr. Sagar Shrestha provided a comprehensive overview of the available biometric systems, outlining their benefits, such as enhanced security, streamlined entry processes, and improved compliance with institutional requirements. He also discussed the associated costs of implementing these systems, emphasizing the long-term advantages over traditional verification methods.

After thorough discussion and consideration, a unanimous decision was made to proceed with the implementation of a biometric system. Mr. Khop Narayan Shrestha, Executive Director has been appointed to oversee this initiative on behalf of the organization.

2.4.7 Adjustment of Fixed Assets



Mr. Rajan Lamichhane,
Logistic/Finance Officer

During the Annual General Assembly (AGA) meeting of MDI Nepal, one of the key agenda items was the adjustment of fixed assets, which involved a thorough review and update of the organization's asset register.

Mr. Rajan Lamichhane, the Logistic Officer, presented a detailed report on the current status of the organization's fixed assets. His report included information on recent acquisitions, disposals, and depreciation of assets over the past year. He emphasized the importance of maintaining an accurate and up-to-date asset register to ensure effective asset management and financial reporting.

After reviewing the report and discussing the implications, the AGM made the necessary adjustments to the asset register. This ensured that the register was up-to-date and accurately represented the organization's fixed assets.

The meeting underscored the importance of ongoing asset management practices and the need for regular reviews to maintain the integrity of the asset register. The AGM expressed appreciation for Mr. Rajan Lamichhane's meticulous work and his commitment to enhancing the organization's asset management processes.

2.5 Elections and Appointments

A new Executive Committee consisting of 9 members has been formed through a unanimous decision, under the leadership of Mr. Krishna Kumar Shrestha. The election process resulted in the following appointments;

- **Chairperson:** Krishna Kumar Shrestha
- **Vice-Chairperson:** Deep Maya Gurung
- **Treasurer:** Sanju Joshi
- **General Secretary:** Top Bahadur Shahi
- **Members:**
 - Khop Narayan Shrestha
 - Sanu Kanchha Titung
 - Gyanu Maya Syangtan
 - Parbati Shrestha
 - Dr. Laxmi Shrestha
- **Advisor:** Rahul Ranjan, Assistant Professor, Agriculture and Forestry University (AFU), Rampur, Chitwan, Nepal.
- **Office Secretary:** Sagar Shrestha

This newly formed committee will guide the organization with fresh leadership and a diverse set of experiences, aiming to achieve the organization's goals and continue its mission effectively.



*Former Executive Chairperson of MDI Nepal
Mr. Khop Narayan Shrestha congratulates
the newly appointed Executive Chairperson
Mr. Krishna Kumar Shrestha*



Participants of AGM ceremony

MDI Nepal
Board of Directors
(March 2024 to July 2027)



Mr. Krishna Kumar Shrestha
Chairperson



Ms. Deep Maya Gurung
Vice-Chairperson



Mr. Sanju Joshi
Treasurer



Mr. Top Bahadur Shahi
General Secretary



Mr. Khop Kumar Shrestha
Member



Mr. Sanu Kanchha Titung
Member



Ms. Gyanu Maya Syangtan
Member



Ms. Parbati Shrestha
Member



Dr. Laxmi Shrestha
Member



Rahul Ranjan
Advisor



Sagar Shrestha
Office Secretary

2.6 Open Forum and Q&A Session

During the Annual General Assembly (AGA) meeting of MDI Nepal, an Open Forum and Q&A session was held to provide an opportunity for participants to discuss the decisions made during the meeting and raise any additional questions or concerns.



Mr. Sagar Shrestha facilitated the session, extending the discussion time by an additional 30 minutes to ensure that all participants had ample opportunity to voice their thoughts. He encouraged the responsible authorities to provide satisfactory answers to any queries raised by the participants.

Interestingly, no further questions were posed by the attendees. However, the newly appointed Chairperson, Mr. Shrestha, took this opportunity to address his own curiosity. He inquired whether any other members were interested in assuming the role of Chairperson for the organization.

This open and transparent gesture by Mr. Shrestha was well-received by the assembly, as it demonstrated his commitment to inclusive leadership and ensuring that all members felt valued and heard in the decision-making process.

The session concluded on a positive note, with the assembly appreciating the additional time for open discussion and Mr. Shrestha's proactive approach to engaging with the members.

2.7 Closing Remarks



Mr. Top Bahadur Shahi
General Secretary

Mr. Top Bahadur Shahi, General Secretary of MDI Nepal, expressed his heartfelt gratitude to all the participants for their time and contributions to the AGA meeting. He emphasized that MDI's success has been closely linked to the disciplined efforts of its staff, their dedication to their work, and the strong partnerships forged over the years. Mr. Shahi urged everyone to maintain these core aspects, as they are vital for the continued success and growth of the organization.

The meeting concluded with closing remarks from the newly appointed chairperson Mr. Krishna Kumar Shrestha, who thanked everyone for their participation and commitment. Mr. Shrestha reiterated the importance of working together to achieve the MDI's mission and vision in the upcoming days.



Closing remarks from the newly appointed Chairperson Mr. Krishna Kumar Shrestha

2.8 Adjournment

The Annual General Assembly meeting was officially adjourned at 5.00 PM. Refreshments were served, and informal networking continued among attendees.

