

**MINUTES of the ORDINARY GENERAL ASSEMBLY  
of OING-SERVICE on JANUARY 27<sup>th</sup> 2016**

The President of OING-Service opens the meeting at 05:10pm in the Agora Room G04 of the Council of Europe.

The signed attendance sheets indicate the participation of 34 INGOs, members of OING-Service, represented : AEH, AERDQ, AIC, ANDANTE, ATD, CARITAS, CCEG, CESP, CISV, CITI, CIVILSCAPE, EAICY, ECICW, EN/RE, EOI, EPA, ESAN, EUROCEF, EUW, FBE, FEDE, FEDEPSY, FIAPA, GERFEC, ICMICA, IHEU, JUPAX, ME, RED, SIE, UCAPE, UNAEC-Europe, UWE, WUCWO.

**1. Agenda**

The agenda of the Assembly is unanimously adopted, after the President proposed that the Internal Rules of procedures are presented before the amount of the subscriptions.

**2. OGA on 06/24/2015**

The minutes of the Ordinary General Assembly on June 24<sup>th</sup> 2015, as available on the Web site of the association, is unanimously adopted.

**3. Mural and financial reports - votes**

Maritchu Rall, President, presents the 2015 moral report, put in appendix to these minutes.

Then Marie-José SCHMITT, Treasurer, presents the financial statement which is the object of a PowerPoint presentation in front of the Assembly.

While the estimated budget included receipts for 28,000 €, these are only 24,838.71 €. The difference results for the main part of lesser received subscriptions, decreasing by 11.5 % compared with 2014 (127 INGO contributors in 2015).

The expenses, which amount to 24,314.44 €, corresponds for approximately 75 % to refunds of expenses for the activities of the INGO Conference, according to the statutory objectives of INGO-Service, the rest being fees for the accountant firm, running costs and expenses of meals which are besides reimbursed.

The Profit and Loss account highlights a light surplus of 524.27 € which it is proposed to put in the Carry forward. The Balance sheet of the exercise indicates treasuries on December 31<sup>st</sup> 2015 of 24,030.36 € and own funds of 20,809.26 €, what represents 60 % of the 2016 estimated budget.

Mr. Philippe Burcklé, Chartered Accountant, charged by INGO-Service to assure the closure of the accounts of the association, indicates to the Assembly that the balance sheet, such as it is presented, is in compliance with bank statements and with accounting documents which were provided to him.

Then Jean-Philippe Durrenberger, Auditor, presents his report : he confirms that having examined accounting documents and their supporting documents, all the writings are exact; he was able to verify the good management of the accounting and asks for the full discharge for the Treasurer.

The President deeply thanks Jean-Philippe Durrenberger for his work and his report.

Some participants wish that the financial report is distributed on paper to all the members present in the General Assemblies. The Board will study the answer which can be brought to this request, while respecting the confidentiality of personal data.

The moral report is adopted by the Assembly with 29 votes for, 2 abstentions and 0 against.

The financial report is adopted by the Assembly with 26 votes for, 5 abstentions and 0 against.

#### **4. Internal Rules of Procedure**

The Internal Rules of procedure, established by the Board and adopted the day before by the Administrative Council, were distributed to the participants of the General Assembly, in French or English version.

Laurent Grégoire presents it briefly by reminding that its objective is to specify a number of points not clarified in the Statutes voted last year.

The Internal Rules of procedure are adopted by the Assembly with 29 votes for, 2 abstentions and 0 against.

#### **5. Amount of the subscriptions**

It is proposed to the Assembly that the amount of the subscriptions for 2016 is :

- Normal subscription : 150 €
- Reduced subscription : 120 €
- Support subscription : 200 € and more.

In the debate which follows with some participants' interventions, it is reminded in particular that a number of people who come to the sessions pay themselves their traveling costs. It is wished that more INGO pays the subscription to facilitate the implementation of the action plan of the INGO Conference.

The Assembly adopts this amount of the subscriptions with 30 votes for, 1 abstention and 0 against.

#### **6. 2016 priorities and estimated budget**

The President presents 3 priorities for INGO-Service in 2016 :

1. Increase the number of INGO contributors beyond the previous year ;
2. Assure an excellent management of the refunds which are strongly going to increase because, according to a new agreement, all the travels of people representing the Conference in activities of the Council of Europe will be reimbursed from now on by INGO-Service. In return the grant of the Council of Europe has to pass from 4,000 to 12,000 € ;
3. Pursue our action of more transparency and rigor.

So the estimated forecasted budget amount is 34,700 €. This budget is presented with the French associative chart of accounts, according to the Internal Rules of Procedure which are just been adopted.

The Assembly adopts this estimated budget unanimously.

The agenda being exhausted, the President closes the meeting at 6:10 pm, by deeply thanking the interpreters and all the participants of this Assembly.

Michel Julien, INGO-Service Secretary