



أحد فنادق IHG

دبي - البرشاء

DUBAI - AL BARSHA

CEB Meeting
Minutes of the Meeting
08th September, 2017 @ 3-4pm

Present:

RJ Ms. Roxana Jaffer
VD Mr. Vincent D'Souza
KD Ms. Kezia Da Rocha
MH Mr. Mukhtar Hussain
CD Ms. Caroline D'Souza

Discussions Points	Action By
1. RJ refreshed HILUC chairperson responsibilities to Caroline <ul style="list-style-type: none">• Proper documentation and transparent accountability to maintain for the fund raiser.• Any item discarded from the bazaar should have written record and to procedure to put in place.• Sustainability Report 2015 to be shared with our stakeholders• All stakeholders database• Thank you letter to be sent to all stakeholders	CD
2. Role of steering committee and chairperson was explained into detail	All
3. Discussed the importance of CSR Policy	All
4. Report Template (Assessment for each event) RJ explained the importance of; <ul style="list-style-type: none">• Objective and Targets• Photos• Participants• Statistics for measuring impact• Conclusion• What we have learnt from it• It is Sustainable• Goals achieved	All
5. RJ Suggested to have partnerships with neighbor hotels	All
6. Coordination for Local Partnership	All
7. Impact study of all campaign	All
8. Maintain all activity report	All

- *Objectives and photo library*

Meeting adjourned 4.15pm and next meeting TBA