

Motions	Responsibility	Completion date	Status	Update
<ul style="list-style-type: none"> • A motion was raised from the floor on forming liaison committee that comprises Board and members to look at welfare of Board and members. Committee will set out its own terms of reference ➤ Formation of committees Comprising of Board and Members 	Board	Next AGM	Complete	<ul style="list-style-type: none"> • A membership subcommittee of the Board was formed and is currently functional and is responsible for all issues of member's welfare. The Board has resolved to delay in populating the committee with more members to due to financial consideration.
<ul style="list-style-type: none"> ➤ Board to look into the Rwanda mission where former CEO was assisting to ascertain if COSBOTS was incurring costs of the exercise 	Board	Next AGM	Complete	<ul style="list-style-type: none"> • The former CEO was representing the interests of COSBOTS on the mission to RWANDA and yes indeed costs were incurred in the normal course of business. The assistance being rendered was sanctioned by WIPO. In a similar fashion, WIPO occasionally sends representatives from other CMO's around the globe to assist other fledging offices.
<ul style="list-style-type: none"> ➤ Forensic Audit 	Board	Next AGM	Ongoing	<ul style="list-style-type: none"> • Updates on the forensic audit will form part of the Chairman's report to the general assembly
<ul style="list-style-type: none"> • Constitutional review 	Board/management/members	Next AGM	Pending	<ul style="list-style-type: none"> • The tender for the constitution review closes on 3rd December. The process will start with the legal experts reviewing the document. The reviewed document will ultimately be shared with members and other stakeholders for their input
<ul style="list-style-type: none"> • Registration of other sector 	Management	Next AGM	Ongoing	<ul style="list-style-type: none"> • Reprography department has been set up and is registering other sectors. A number of book

<ul style="list-style-type: none"> ➤ Registration of other sectors regardless of them being collected for or not 				writers, visual artists have both inquired and registered their works.
<ul style="list-style-type: none"> • Company to adhere to 30% administrative expenses threshold. <ul style="list-style-type: none"> ➤ Management to adhere to 30% administration expenses ➤ What requirements for DBS licensing and what technicalities have they raise. 	Board	Next AGM	Ongoing	<ul style="list-style-type: none"> • This motion has not been achieved, however the Board and management are making a concerted effort to increase income and control cost in a bid to have admin being 30% of revenues in line with international best practice. • DBS requirement are very similar to all users. The issues raised in the past.
<ul style="list-style-type: none"> • Secretariat to look at limitations in the system of providing royalty statements. 	Management	Next AGM	Ongoing	<ul style="list-style-type: none"> • The tender for the procurement of a monitoring system closes on 3rd December. Part of the functionality requirements of the system is to produce royalty statements.
<ul style="list-style-type: none"> • Report on undistributed royalties 	Board	Next AGM		<ul style="list-style-type: none"> • The report is part of the Chairman's report
<ul style="list-style-type: none"> ➤ Approval of audits – members want to be given time to assess the audited financials prior to meeting. 	Board	Next AGM	Done	<ul style="list-style-type: none"> • The financial statements have been included as part of this pack for members to review prior
<ul style="list-style-type: none"> ➤ Review of tariffs 	Board and Management	Next AGM	Done	New tariffs were implemented on 1 st August 2018
<ul style="list-style-type: none"> ➤ There was a proposal for the conduct of structural review <ul style="list-style-type: none"> ➤ Company Structural Review eg, wage bill, Assets etc 	Board and Management	Next AGM	Done	A structural review was conducted in 2016 and recommendations approved by the Board. The Board will from time to time consider the need to review the structure of the organisation in line with financial and operational circumstances of the company.

➤ Suggested that instead of paying auditors COSBOTS should prepare an Annual report for 2016/2017 and send to members		Next AGM	Done	Auditing of a company is a legal requirement and COSBOTS is compelled to audit its books of accounts. The company is also required to produce an Annual report and this will be presented as part of the agenda of the AGM.
➤ Establish a social & cultural fund	Board	Next AGM	Ongoing	Money has been set aside to start the fund and the rules and regulations that will be used to guide the management of the fund are in the process of being developed
➤ The next AGM agenda to discuss COSBOTS setting up office in other places.	Board and management	Next AGM	Pending	It is currently not financially feasible to open offices in other places. In future when the finances of the company improves this suggestion will be given due consideration.
➤ Provide members with a methods of royalty payments	Management	Next AGM	Ongoing	The methodology of how royalties are calculated and paid will be discussed at the distribution workshop.
➤ Members resolved to vote for 6 positions.	Members	Next AGM	Done	Six additional appointments have been appointed to the COSBOTS Board
➤ Court cases assessed with a view of being settled out of court	Board and management	Next AGM	Ongoing	Assessment done and none of the parties suing COSBOTS were in a position to settle out of court. Assessment done and the board and management exercised their fiduciary responsibility and acted in the interest of the company. The advice received from the COSBOTS lawyers was that the company should continue to defend. All users preferred the protection of the courts rather than settle out of court.

➤ COSBOTS must set up sub-committees of the Board	Board	Next AGM	Done	Five committees of the Board have been set up and are functional.
➤ Accounts must be up to date and presented at the next AGM ➤ The previous and the Current Accounts	Board and management.	Next AGM	Done	The most recent Annual Financial Statement (30 June 2018) are part of the discussion for this meeting
➤ Voting of two Additional Members	Board	Next AGM	Pending	Item is in the Agenda
➤ Update of the Company on how much is owed to members/ cycles owed	Board	Next AGM	Pending	Reported in Chairman's report.
➤ COSBOTS to book cheaper venue for AGM/ General meetings	Management	Next AGM	Ongoing	This is an operational consideration and management always looks for value for money in incurring costs.