

Agenda and Minutes of the Executive Committee Meeting

Held at Newport way Library (14250 S.E. Newport Way, Bellevue, 98006)
On March 7th 2010 at 3:30 PM

Meeting start time: 3:40 PM

Meeting end time: 4:50 PM

Attendees: Santhosh Nair (President), Santhosh Pillai (Secretary), Ashley Elenjickal (Treasurer), George Daniyel (Ex-Officio), Boney Mathew (Joint Secretary), Suchitra Deepesh, Suresh Goraphy, Dinesh C. Nambiar, Sebastian Vithayathil (Members), Neetha Daniyel, Tushara John (Youth Representatives), Raj Kizhakkekalathil (Auditor).

EC Members who did not attend: Prakash Menon (Vice President), Pradeep Chellappan, Suresh Chellappan, and Pradeep Unny (Members).

(Attendance of the Auditor is not counted for quorum)

Agenda:

- Self-introduction
- Organization goals overview: President
- Executive Committee operating procedure: Secretary
- Financial goals overview: Treasurer
- Pick date for major social activities (at least for Picnic and Onam) and reserve halls/park etc.
- Appoint overall responsibility for Picnic, Onam, Sports, Arts, and Film shows
 - Picnic
 - Event Committee Lead(s)
 - Finding park/Finalizing date
 - Other details (Coordinating food/purchase, Coordinating sports/activities, Prices)
 - Onam
 - Event Committee Lead(s)
 - Finding hall/Finalizing date
 - Film update
 - Coordinator(s)
 - Current options
 - Sports
 - Coordinator(s)
 - Recommend activities
 - Arts
 - Coordinator(s)
 - Recommend activities
- 501 (c) (3)

- Charity coordinator(s)
- Bye-law reconciliation
- Website, Social Media
 - Coordinator(s)
 - Website update, contact information
 - Facebook, Twitter accounts
 - Agenda/Minutes
 - Any other business

Meeting Minutes

President Santhosh Nair called to order the first meeting of EC of KAW for the year 2010 at 3:40 PM and presided over the meeting. Secretary Santhosh Pillai provided agenda.

After a brief self-introduction by all members present, the president laid out the organizational goals for 2010. He stressed the need to make the FOMAA convention in Las Vegas a success. The president also urged Executive Members to work towards achieving our goal to be the premier charity organization in the USA.

Secretary Santhosh Pillai detailed the operating procedure specifically for the benefits of the newcomers to the Executive Committee. Every committee member (except Ex-Officio and Auditor) will get a single vote. For matters that are decided by vote, simple majority wins. President will cast his vote only in case of a tie in voting. Even though this is the case, the secretary suggested members to make decisions on consensus rather than voting. When we take decisions, we should uphold the purpose of the organization outlined in the bye-law rather than any short-term goals. The secretary also requested EC members to bring up ideas and actively participate in discussions.

Treasurer Ashley Elenjickal shared the financial goals with the committee. The treasurer would like to set aside \$10,000 as an “emergency fund” which could be used to provide out of band help for our members. When our family members need help, it is hard to call the help we provide as “charity.” Details have to be ironed out on how we setup the emergency fund. KAW being a non-profit association, we should not base our activity decisions on making a profit.

Ex-officio George Daniyel opined that we must raise funds and the reserve funds help us in providing assistance to our members. Joint Secretary Boney Mathew told the committee that we must organize programs with local artists to raise funds for charity. KAW’s Talent Show program can also be used as a fund raiser to attract audience. These programs should not cost us money. In the past, KAW has been raising ticket charges for stage show in order to get additional money for our charity efforts. Santhosh Pillai requested that we decouple charity efforts from other programs.

Boney also wanted KAW film shows as a community event. He also asked the committee that we should not bring films that will not attract viewers. Sports tournaments and trophies must be sponsored and KAW should not lose money on them either. Ashley told the committee that just like the soccer and cricket events in the past, the summer team tournaments must also be community events.

After this discussion, the committee considered dates for Picnic and Onam celebrations. We have tentatively selected July 11 as the date for Picnic. September 4 is chosen as our first choice date for Onam celebrations with August 28th and September 5th as backup dates.

Sebastian Vithayathil (Davis) and Raj Kizhakkekalathil volunteered to coordinate our Picnic. Raj will coordinate finding and reserving the park for Picnic and Davis will help with shopping. Raj will be looking for a park with a shelter, BBQ area, and sports fields. KAW is entitled to get non-profit, resident rates on most cities.

For Onam celebrations, we must look for an auditorium with a cafeteria for potluck. Santhosh Pillai will coordinate the efforts to reserve the hall. Neetha Daniyel will look at halls in the South side, Suchitra in Sammamish and Bellevue, Ashley in the North area and Seattle. We need the cafeteria from 11 AM to 1:30 PM and Auditorium from 1:30 to 5 PM. When enquiring for the hall, we must look to seat more than 450 people.

Dinesh C Nambiar has volunteered to be the lead film coordinator. Santhosh Pillai and Pradeep Unny will help Dinesh until another EC member volunteers to assist Dinesh. Dinesh will check with the film distribution and will give us an update before the next EC meeting.

Boney will be the Lead Sports coordinator. Tushara John and George Daniyel will also be sports coordinators. Boney will come up with an initial list of sports items and a preliminary calendar by next EC meeting.

Suchitra Deepesh, Tushara, and Neetha have volunteered to be the arts coordinators. They will come up with a list of arts competition items (especially for women) for this year.

Due to time constraints, the EC has not taken up other items in the agenda such as 501 (c) (3) status for KAW, appointment of a charity coordinator, or details of bye-law reconciliation. We also could not discuss website and social media agenda items as well.

The meeting was adjourned at 4:50 PM.

Respectfully submitted,

Santhosh Pillai