

Agenda and Minutes of the Executive Committee Meeting

Held at Santhosh Nair's residence (414 210th St SE, Bothell, WA 98021)
On March 20th 2010 at 3:30 PM

Meeting start time: 3:45 PM (15 minutes late)

Meeting end time: 5:55 PM

Attendees: Santhosh Nair (President), Santhosh Pillai (Secretary), Ashley Elenjickal (Treasurer), Pradeep Chellappan, Suresh Chellappan, Suchitra Deepesh, Dinesh C. Nambiar, Pradeep Unny, Sebastian Vithayathil (Members), Neetha Daniyel, Tushara John (Youth Representatives).

EC Members who did not attend: Prakash Menon (Vice President), George Daniyel (Ex-Officio), Boney Mathew (Joint Secretary), Suresh Goraphy (Member).

Agenda:

- Updates of decisions taken through e-mail
 - Responsibilities
 - Social Media update
 - Handover leftover
- Picnic update
 - Park
 - Date
 - Other details
- Onam Preparation
 - Venue
 - Date
- Film update
 - Next availability/next steps
- Stage Shows in May/June
 - Available troupes
- Sports
 - Items
 - Tentative calendar
- Arts
 - Recommended items
- 501 (c) (3)
 - Charity coordinator(s)
 - Bye-law reconciliation
- Website, Social Media Updates
 - Coordinator(s)
 - Website update, contact information
 - Facebook, Twitter accounts
 - Agenda/Minutes

- Any other business

Meeting Minutes

President Santhosh Nair called to order the meeting of EC of KAW at 3:45 PM and presided over the meeting. Secretary Santhosh Pillai provided agenda.

Santhosh Pillai read the minutes of the EC meeting held on March 7th. President Santhosh Nair moved the motion to accept the minutes and Pradeep Unny seconded the motion. EC unanimously accepted the minutes.

Since the last meeting, there were a number of decisions taken by the committee through e-mails. Secretary updated the EC about these decisions. These include:

- Pradeep Unny volunteered to help with finding and reserving a park for our picnic. Because of some miscommunication, our original Picnic date of July 17th clashed with Marthoma Church's retreat on the same weekend. We decided to move the date of the Picnic to avoid date clash. Pradeep U would look for an alternate date for picnic.
- Pradeep U did not want to be in the movie committee this year. Ashley volunteered to be the movie coordinator along with Dinesh. Santhosh Pillai updated the committee about the conversation he had with Jimmy, the film distributor. Jimmy told Santhosh P that he'd raise the rental charge to \$500. Happy Husbands and some other films would be available by the end of April.
- There was an issue raised by Santhosh Nair about why we decided to publicize the film show Ividam Svargamanu. The secretary explained that it was a unanimous decision by the committee and all EC members should stand behind the decision once the committee takes a decision.
- Dinesh, Boney, and Neetha would be KAW's Facebook coordinators. Pradeep C and Suresh C volunteered to be our Twitter coordinators. Volunteers do not need EC's approval on posting items; however, being the coordinators, they will be accountable for the content appearing in the respective pages. When in doubt, they can consult EC on posting items.
- There were a number of items that the previous EC failed to handover to us on March 7th. These include the hosting (GoDaddy account) details, PayPal account details, and KAW Secretary's e-mail password. Santhosh Pillai explained an e-mail conversation he had with the previous secretary for which he got replies containing unprofessional language such as: "This is a voluntary position and I have bigger priorities to take care of and I am afraid you would have to wait till the end of the week to get these details," and "I do NOT entertain any lectures regarding my responsibilities, the least from you. I will get to it when I get to it." The whole e-mail thread will be archived in KAW files. The secretary finally got secretary's e-mail password, treasurer's e-mail password, and PayPal details, but we are yet to obtain the hosting account details. We are told that the details are with the previous vice-president who is unavailable as of 3/20/2010. To avoid such issues in the future, Santhosh Pillai suggested that we create a handover checklist (one by the secretary and one by the treasurer) and keep it in the files as well as at a secure folder in the website.

Picnic update: We will have another meeting close to the picnic date to get to the details. Pradeep U will let the EC know once the date is finalized and park is reserved.

Film show update: The EC discussed our policy on publicizing film shows brought to Seattle by third parties. The committee agreed that if KAW members get discounts, we will publicize the events through our website. Pradeep U, Suchitra, and Pradeep C felt that we should publicize events such as films shows on our website, Facebook, and Twitter regardless of whether KAW members get a discount. Neetha and Tushara felt that we should only publicize if KAW members get a discount. The committee agreed that if KAW members will not get a discount, the committee will take decision on publicizing such events on a case by case basis.

Onam update: The committee discussed various options including Kent Lake School, Bothell IPAC, and Kane Hall for possible venues. Neetha reported that Auburn Performing Arts Center can accommodate about 1000 people and has an attached cafeteria. The fee seemed to be reasonable (less than Renton IKEA hall). The committee also agreed that we would finalize the date for Onam celebrations to be Saturday, September 18th. Neetha told the committee that she'd ask the Ex-officio George Daniel to sign the contract for the auditorium. Santhosh Nair and Neetha Daniel will be the point of contact to secure hall reservations (auditorium and cafeteria) and insurance for the hall.

Stage show update: The EC discussed multiple state show options that are known to us. The first of these were Balendrajalam (cast: Bala, Indrans, Muktha etc. details at freedia.com). The second troupe had Dileep, Kavya Madhavan, Kalabhavan Mani, Rimi Tommy, Saleem Kumar, Nadirsha etc. details at taraarts.com). The third was In Comedy Nagar (Unda Pakru, Sweta Menon, and Pisharody etc.) And finally, we also discussed a musical program by MG Sreekumar's group (MG Sreekumar, Renjini etc.) Balendrajalam is asking \$12K, Dileep is asking \$35K, and we do not know the cost of In Comedy Nagar. MG Sreekumar is also asking \$12K. The EC members expressed interest in getting the Dileep show. However, everyone agreed that \$35K is pricy and we could only afford if it comes below \$20K. Santhosh Nair will follow up on these leads. PM Mathew will get in touch with Santhosh Nair and Santhosh Pillai regarding getting the Dileep show and the possibility of negotiating the price down. Regarding possible ticket price increase, the committee agreed that we should conduct a survey and give the option to let the KAW members express their opinion on which show to bring at what cost. Pradeep C will help Santhosh P to put together this survey. The survey will go out with the next e-mail from the secretary.

Sports update: Boney was unavailable to present the sports options, but on behalf of Boney, Tushara gave the committee and update on what Boney plans to do. Boney also sent the update to Santhosh P via e-mail. The goal of KAW's sports tournaments will be to get many people involved in KAW sports. Boney wants to conduct a discussion with KAW members (open to all Malayalees in the area) to hear their voices about sports. Date and time will be announced later, but he will be looking to conduct this meeting in early April. The goals this year will be to:

1. Increasing women's involvement in sports
2. Adding Kids under 13 sports tournaments.
3. Track and Field event (fun event)
4. Conduct all outdoor tournaments before Onam
 - a. Soccer, Track & Field, Cricket, Throw-ball, Tennis, (and maybe a Vallam Kalli tournament)
5. Conduct all Indoor tournaments after Onam

- a. Badminton, Table-tennis, Racquetball, Cards, Basketball.

Sub-committees will be formed for the smooth conduct of these items. A tentative calendar will be published after the public meeting.

Arts update: Neetha and Suchitra talked about options for arts events. The competition could be organized as part of Mothers' Day. A kids' painting (coloring) competition is planned for kids. At the same venue, a cooking competition is also planned for mothers. Three Malayalam food bloggers will be appointed as judges for cooking competition. Winners will be awarded with prizes. The committee talked about conducting this in Beaver Lake Park, but the rent of the indoor facility may be \$500, which is more than what KAW wants to spend. Neetha and Suchitra will look for an alternative venue for conducting these competitions. They will provide Santhosh P with a write up of the competitions, rules etc. so that he can announce this in an e-mail. They will have this ready by mid-April.

Charity update: Ashley and Suchitra will be KAW's charity coordinators. We are a RCW 24.03 association (<http://apps.leg.wa.gov/RCW/default.aspx?cite=24.03>) with Unified Business Identifier (UBI) Number 601279023. Searching this site http://www.sos.wa.gov/corps/corps_search.aspx with the UBI number will find us. We are also a 501 (c) 4 association with Employer ID 20-5767579. Since we have 501 (c) 4 status, the committee decided that we did not need to spend our energy and money to get 501 (c) 3 status given the return on that investment is minimal. If we continue to work with a 501 (c) 3 organization like Care & Share, the only advantage we get by obtaining 501 (c) 3 status for us is that we could get our voluntary hours reimbursed by employers such as Microsoft. The committee felt that getting the volunteer hours reimbursed was not a bug enough incentive to pursue 501 (c) 3 status for KAW. Ashley suggested that we may conduct Charity lottery to raise funds for charity. Gift cards may be given away as prizes, but Pradeep C disagreed with that suggestion. Ashley may come up with alternate suggestions or ideas and present them before the committee.

Bye-law reconciliation: Our current bye-law and the articles of incorporation that is submitted to Washington Secretary of State do not match. This is not an issue per say as long as we all acknowledge that in the event of a dispute, the articles of incorporation will be the reference point. RCW 24.03.025 (<http://apps.leg.wa.gov/RCW/default.aspx?cite=24.03&full=true#24.03.025>) states that "whenever a provision of the articles of incorporation is inconsistent with a bylaw, the provision of the articles of incorporation shall be controlling." This means that we need to keep the articles of incorporation updated to reflect our current status. In addition, since we are a 501 (c) 4 organization, the IRS clearly asks us to keep them updated whenever we change the bye law. In light of all these, it is evident that we have reached a point that we must act now to get the inconsistencies sorted out. The EC appointed a bye-law reconciliation sub-committee consist of the president, secretary, Suchitra, Pradeep U, and Suresh C to come up with changes to the bye-law and present them before the committee. There is no timeframe set for this work.

Website: The committee discussed giving a facelift to our website. Pradeep C will explore if we can use any content management system, but he needed the hosting account details before he can proceed. Suchitra will ask one of her friends to see if she can volunteer her time to work on the website. Santhosh P would coordinate with Suchitra and Pradeep C and update the committee when we decide on anything.

The meeting was adjourned at 5:55 PM.

Thank you Santhosh Nair and Latha for hosting the meeting and providing EC members with delicious snacks.

Respectfully submitted,

Santhosh Pillai