**West Des Moines Public Library - 11/28/2015 12:00 PM to 02:00 PM**

**Attendance**

Madan Thapa

Sanjay Shrestha

Roshan Pradhan

Bikal Adhikari

Prajwal Gopali

Krishna Pandit

Sanjita Shrestha

Aabristi Khadka (Conference)

Sachet Upadhya

Ram Mani Pathak

Pradip Sthapit

Ishwor Shrestha (Conference)

Bikram Shrestha

Sarvendra Agrahari

**Agenda**

[**https://goo.gl/w4qhJW**](https://goo.gl/w4qhJW)

**Discussions**

Handover speech and updates given by Roshan Pradhan

Transition should be smooth as we have previous board still in current board

Bank Account Holder -

Treasurer - Pradip Sthapit

New President (Sanjay Shrestha)

We need to update the new members information in the respective places. Information has to be updated once in every two years

Biennial Information

INA Website

Postal Address - We will continue to use the existing address for the INA office. Update the phone number.

Website Maintenance -

3 Years hosting fees paid already

Administration - Bikram, Shrestha , Surendra Bajracharya, and any new members if interested

Active INA Members - We need to make a list with updated information. We should do another membership drive again.

Paypal, Facebook Administration

Paypal - Pradip Sthapit

Facebook - Bipin Tamrakar, Madan Thapa

Discussed about the 2 Years tenure of board members. This needs to be changed in our bylaw if we want to change this. Concept of ⅔ membership election was discussed for smooth transition.

Ensure that our Address is corrected in State Department Website, it seems that the information may not be updated.

Financial Updates provided by treasurer Pradip Sthapit

Local Bank - Discussed about the possibility of using a local bank to minimize the maintenance fee of bank account

Financial - Create a yearly report. Try to finalize the transaction and reports after every events as soon as possible.

Financial Advisor- We may need a financial advisor to do our taxes this year. Start looking for the options. Some of them could be

Drake Law School.

Consult with CPA

Earthquake Relief Fund -

We discussed on urgency of releasing the earthquake relief fund. We also discu

ssed on discussing with our board members as soon as possible as previously decided by the board.

Board also discussed the reasons for delay of fund distribution (current situation in Nepal, Nepalese government delay in formation of earthquake Relief Authority in Nepal).

Monthly Board Meetings - Come up with the schedule for the monthly INA meeting in the next meeting.

Discussed if the scope of INA should be focused on Greater Des Moines Community rather than whole Iowa. Also discussed that INA and DSM Community should be merged as both are mutually inclusive in terms of members.

Feedback

Effective Communication within the organization is the key.

Rename existing email id (committee) with a suitable name. To be discussed in the next Meeting.

Teamwork as a board member

Some members participation got (this looks incomplete)

We may need to introduce the concept of Proxy Voting in case some member may not be able to attend board meetings.

Participation on the board meeting

Respectful of others time

Come up with the calendar for the Next Important event throughout the year

**Prepared By**

Madan Thapa

**Reviewed \ Edited By**

**Bikal Adhikari**