

**Date: 1-28-2015**

**Place: Waukee Public Library, 6:15 pm - 8:15 pm.**

**Attendees**

Madan Thapa (Host)

Ram Mani Pathak

Ishwor Shrestha (On Conference call)

Bikram Shrestha

Bikal Adhikari

Pradip Sthapit

Surendra Bajracharya

**Agenda:**

1. 1st newsletter feedback and 2nd newsletter data collections
2. Financial updates and Membership status after new year social
3. Iowa Asian Festival updates
4. New INA website

**Discussions:**

**Newsletter**

First newsletter successful in reaching out to our community

We are targeting March 1 for the second issue of newsletter, getting articles already, we need to work on collecting more articles

Problems faced on first newsletter - delay in article collection, editing

**Asian Festival Update**

- We need to organize a small meeting for calling interested people to take the lead in different sector of asian festival event
- Tentative meeting on Sunday - 9 am-12 pm
- Rammani Dai to update on availability of meeting hall by tomorrow
- Send Mail to invite after the hall confirmation, follow up with phone call as well

**Financial Updates**

We had new memberships enrolled. Family as well as individuals

Total of \$75 collected from membership. We ran out of our allocated budget on this event.

We need to make arrangements to send notification and renew membership that have expired or are expiring.

It has come to our attention that a link to purchase passport forms has been placed in INA website, necessary actions need to be taken for it.

### **New Year Social Meet Feedback**

Successful - Helped bring community people together, new membership drive

Budget - We were little off our budget and we should do more homework in coordinating future events.

Registration Issue - We saw some shortcomings on our registration and there were room for improvements.

We could have limited our costs by effectively budgeting snacks, drinks, frames etc.

Tips - No tips jars in other events

Drinks - Beer and Wine only, drinks should be included in the cover fee rather than a separate charge

Registration - Some adult supervision in registration while letting kids to sit on the registration.

Survey Updates - We need to send the results of asian festival survey to community.

### **INA Website**

We are planning to redirect to our new website tomorrow, any other actions to facilitate the transfer of website to new hosting should be done.

Email Communication - Lets try to have more participation in our email discussions, this helps us to work as a team and also gets us a timely feedback and response. For example discussion of new INA website, asian festival updates etc.

### **Prepared By**

Madan Thapa

### **Reviewed/ Edited By**

**Surendra Bajracharya**

**Ram Pathak**