

INA Dashain-Tihar Celebration 2071 - Meeting Minute

Date: September 17, 2014 @ 9 PM via Conference Call

Attendees

1. Surendra Bajracharya (Host)
2. Madan Thapa
3. Bipin Tamrakar/Niti Birbal
4. Kushal Bhatta
5. Sanjay Shrestha
6. Ajay Mallik
7. Bikram Shrestha
8. Bikal Adhikari
9. Sanjay Ghimire
10. Ram Mani Pathak
11. Anil Jha
12. Roshan Pradhan
13. Pradip Sthapit
14. Shishir Khadka

Agenda

1. Forming a Dashain/Tihar event sub committee (volunteers) - Leader, food, cultural program, decoration, front registration, cleaning (during and after event) coordinators and others (EmCee if needed)
2. Venue and date for event update?
3. Sending the evite - who? - TBD
4. Food - potluck/ordering from Cedar Rapids - who?
5. Cultural Program - who?
6. Decoration who? - TBD
7. Cleaning (during and after event) who?
8. EmCee who (if needed)? - TBD
9. Per head COST - TBD

Discussion/Conclusions

1. Venue: Proposed Grand ballroom, West Des Moines community center is available for 18th September. \$75/hr. Total roughly \$720 for entire event. Is available till 1 am.
2. Grimes hall - **\$1530/hr for Non-Profit organization. plus \$10 extra hours. Comes out less than \$300 for entire event. Available on Friday all day and Sunday 12:30 - 11PM.**
3. Bikram Shrestha and Bipin+Niti will go and check West Des Moines Hall early morning tomorrow (09/18/2014)
4. Will have conference meeting regarding updates every Thursday.
5. Evite will be sent by Madan Thapa tomorrow (09/18/2014). Need to note the response date for invitees and let invitees know to respond by that date. So that its easier for food ordering and managing the event better.

6. Food - We will be ordering food from Taj Cedar Rapids, will be ordered by Bikram Shrestha. Price will depend on menu items. Food Committee will decide item lists offline.
7. Need to prepare few items like Furandana, achar. Surendra Bajracharya will take charge for this. To Discuss later.
8. Cultural performances - Pradip Sthapit will take charge for this. Need to inform and update performers for call ups.
9. Decorations need to call for volunteers and lead.
10. Emcee - Will be handled under cultural team.
11. Clean up team - need to call for volunteers and lead.
12. Maximum 5-10 mins for introducing new executive board members of INA. Discussed about moving it a week later or so, but decided
13. Games - Bingo need to check with Kapil Limbu.
14. Dashain quiz for kids.
15. Liquor to be charged during registration. We can use wrist-band to keep track of liquor users.
16. Offline discussion - about sponsorship, if available lets consider sponsorship above \$200 only, as its not worth the hassle to approach vendors who donate just \$50 or so and keep taunting community members later after the event. Will be discussed later in follow up meetings.

Prepared By:

Madan Thapa/Bipin Tamrakar - 09/17/2014

Reviewed By:

1. Anil Jha
- 2.
- 3.