

Date: 11-15-2014

Place: Waukee Public Library, 9:30 am - 11:30 am.

Attendees

Madan Thapa (Host)

Bikram Shrestha

Ram Mani Pathak

Kushal Bhatta

Ishwor Shrestha

Surendra Bajracharya

Pradip Sthapit (Via conference)

Roshan Pradhan

Agenda:

<https://docs.google.com/document/d/16Gij2X86bIGaHLIdmWDUuGTDRJ-oPn6ewwGPj2cmhOU/edit>

Discussions:

Financial Updates from Pradip:

- Dashain reimbursement done. \$1270 Balance.
- Updates to be sent within two weeks with our preliminary information of our financial status.
- Reports on expenses made on ANMA on 2014 and Board to be aware of the decisions
- Current financial reports to be made public via website / send to members.
- Funds donated to Prime Minister Fund cleared and hence any accounts holder to that fund can be cleared now.
- Nepali class - Possibility of sub account in business bank account to be researched. (Roshan Dai)
- Make sure everyone deposit their check before we remove the previous members name from the account. (A reminder to be sent to everyone)
- Future agenda item - Determine the limits of financial decision the board members can make versus getting the approval from all the INA members.

To do List - Address Change , Document the change:

- Invite Previous Members in another meeting to get the final updates.
- Password - Shared among ourselves, change passwords later to allow smooth transitions
- Maintain a list of accounts and its password in a secure way for effective management and administration of different accounts.

Membership List

- Latest membership list not available
- Membership - could be expired or unpaid
- Need to sit down with previous Board members to determine
- Membership drive to be determined as a future agenda item

Whole year events calendar

- Dashain & Asian festival calendar to be set up prior on the calendar
- Year round calendar to be prepared.

INA Sponsorship

- Find supporters for INA that can help us cover the hosting cost. Remove sponsors names from the sites who are no longer sponsors. Only long term supporters and sponsor's name should be put in website.
- Sponsorship of money for an event should be limited to that event. So for Dashain event, if we find a sponsor, they will be sponsored only on that event.

INA website administration

- Board decision to pay monthly charges of \$8 for secondary admin rights for some time
- Eventually we move to its own hosting plan.
- Board decision to use Dr. Anil business organization as a sponsor to fund the website on an ongoing basis. This will ensure the sustainability of the website maintenance.
- Bikram to start working on a contract that will need to be approved by the Board before it is signed off by Dr. Anil

Additional roles and responsibilities

- Cultural - Continue with the concept of a subcommittee that can be sponsored by INA

- Sports - Iswor Shrestha interested in taking the lead on sports front. Kaushal will co-lead the effort.

- NewsLetter - Bikram Shrestha. Suggestion for **monthly** e-newsletter.

Contents - Current events, program updates etc.

Bikram will create a template and a preliminary version should be out by the second week of December.

Call for interested editors and reporters. Proposal of Bipin to be the chief editor for the newsletter.

Option of generating an annual newsletter - hard copy. There can be sponsors of various levels (Platinum, Gold) for this newsletter. Any business organization can sponsor the newsletter.

Prepared By

Madan Thapa

Reviewed/ Edited By

Roshan Pradhan

Ram Pathak