

INA Meeting Minutes

Date: 11-05-2014

Place: Waukee Public Library, 6:30 pm - 8:25 pm.

Attendees

Madan Thapa (Host)

Bikram Shrestha

Ram Mani Pathak

Kushal Bhatta

Ishwor Shrestha

Surendra Bajracharya

Pradip Sthapit

Roshan Pradhan

Prajwal (Via Conference)

Agenda:

1. Walkthrough of the transition activities from the previous board members
2. Go through the lessons learned items
3. Identify the roles and responsibilities of every team member
4. Meeting logistics
 - a. Frequency
 - b. Location
 - c. Set up the meetings on the calendar
 - d. Book rooms at the various locations
5. Determine additional roles (if time permits)
 - a. Sports
 - b. Cultural
 - c. Local newsletter

Discussions:

- Walkthrough and transition activities discussed
Roshan is added in INA account, **Pradip to be added coming weekend.**
Debit card and Check should be the preferred payment mechanism for INA expenses.
Both the Debit card and Check will need to be ordered this weekend.

No cash transaction as much as possible as there no transaction history that can be maintained if cash.

Only current members to be included in the gmail, paypal account etc. Board decision to ask old Board members to remove themselves from the accounts.

- INA - Kids fund (Is it under INA?) How should we integrate/ support should be a formal discussion at a later point of time.

Board Decision to ask the Kids Nepali Learning Club to be a separate activity from INA for now. A separate proposal will need to be submitted by the Kids Learning Club association to be part of the INA so that the formal process is followed for its inclusion with INA. It will then be a decision of the Board to accept or reject the Club to be part of INA.

- Change of Postal Address, General Secretary's Address to be used for now. Need to update all the corresponding addresses after the change. General Secretary will maintain an excel sheet that contains all documents with address for future when an address change is required due to a new Board transition.
- Paypal - Treasurer to be in charge of this. Paypal email is INA gmail address
- ALL accounts should be owned ONLY by the current board members and shared among all the current members.

Proposal by the Board to change the password for ALL accounts every time a new set of Board members joins for privacy and fraud prevention reasons. A document will be maintained which is password protected that will maintain the passwords for all the related sites and important documents.

- A report to be prepared for next meeting to give an update of the current members (Gen Sec in charge of this)
Also, a report will be prepared for next meeting for financial update of the INA funds (Treasurer in charge of this)

To improve clarity and better communication within the community, the financial update of INA funds will need to be published to all INA members at a Monthly basis. Same hold true for INA Meeting minutes discussed.

- Gmail INA monitor (Public Relation Director as well as other should monitor; it will be auto-forwarded to the rest of the Board members, but PR will be primarily responsible to monitor and respond back.)
- INA Facebook Account - current INA board members should monitor it as it has legal implications; Bipin will need to provide the Admin rights to Madan for facebook account

- INA contact Phone Numbers: Current President, GS, PRD phone numbers to be published
- Outreach Program - Membership drive should be our primary target for now. This will be a future agenda item.
- 990 N Tax Returns for 2014, the deadline is May 14, 2015. For 2013, the tax returns are already filed by Sanjay Ghimire.
- INA Stamp: New INA stamp to be made, GS in charge
- **Tenure of board members to be for an year**, if someone wishes to continue on next year they should put forward their name again for nomination.
- Attendances in meetings: **All Board members should try to attend the meeting as much as possible**. If Board members cannot attend a meeting, they should notify the GS before the meeting. Also, **all Board members are requested to respond back to the meeting invite as soon as the meeting information is emailed**. Based on an early response, the decision to continue or postpone the meeting can be made much earlier rather than wait at the last day. The meeting venue will alternate between Waukee Library and West Des Moines Library.

Next Proposed INA Meeting

Date: November 15th, 2014;

Location: West Des Moines Library

Time: Morning

Prepared By

Madan Thapa

Reviewed/ Edited By

Roshan Pradhan

Bikal Adhikari

Surendra Bajracharya

Ram Pathak