

## Minutes of the First Executive Committee Meeting

Held at Babu Parayil's residence (2314 127th Ave NE, Bellevue, WA 98005)  
On 2nd April 2006 at 2 PM

**Meeting start time:** 2:30 PM

**Meeting end time:** 5:20 PM

**Attendees:** Babu Parayil(President), Santhosh Nair (Secretary), George Parappuram (Treasurer), Jyothish Nair, Ojus John, Meera Venkatesh, Roopa Manoj ( EC Members), Sruthi Hariprasad, Angela Suresh(Youth Reps) Wilson David(Ex-Officio), Ram Pranam (Auditor)

**Purpose:** Prepare a Budget and Plan the Activities for the year 2006.

**Agenda for the Meeting and the Decisions taken:**

### 1. Membership Drive:

EC decided to do an aggressive campaign for enlisting as many number of Malayalees as possible under the KAW association. Towards this direction, EC has decided to collect contact details of all Malayalees in Seattle by concentrating on the following areas.

- i. Companies.
- ii. Religious Institutions

The information collected will be entered in a Spreadsheet/Database by **April 8<sup>th</sup> 2006** and the membership forms with a questionnaire and Sponsor's advertisement to be mailed out to would be members by April 15. Secretary Santhosh Nair to co-ordinate this with the help of George Parappuram, Ojus John and Babu Parayil. The list also to be sorted out by region wise and sent to the regional representatives for follow up. The regional representatives to call would be members who haven't returned the form and membership fee. The membership fee is \$15.00. The membership drive to be completed by **May 15, 2006**. The following is the region rep for membership drive.

George, Santhosh, Ram	– North	(Bothell, Lynwood , Everett etc)
Rupa, Wilson	– Central	( Bellevue , Newcastle , Seattle etc)
Babu, Angela	– South	( Kent , Renton , Federal Way etc ).
Jyothish, Ojus	– East	(Redmond, Sammamish, Issaquah)

(BUDGET Preparation postponed to after Membership Drive )

### 2. Sponsorships:

Getting sponsorship from KAW members for printing membership Cards,

Receipts and Pre-stamped envelopes etc for collecting memberships. **Santhosh Nair** will be the responsible person for this.

Following guidelines will be observed when using such advertisements:

- KAW EC will determine the cost of such advertisement from time to time.
- KAW Address list will not be shared with advertisers.
- Advertisers will gain no additional access to KAW resources.
- KAW will not endorse the advertised product or service.

UPDATE: Bonney Mathew has agreed to Sponsor the membership letters. Mailing is scheduled to start on April 15<sup>th</sup> and completed by 22<sup>nd</sup>.

### **3. Other Decisions:**

- EC has fixed the dates for the following events.
  1. Picnic – July 15 2006.
  2. Onam – Sep 9 2006
  3. Christmas & New Year – Jan 6<sup>th</sup> 2007
- EC has decided that Only members will be allowed to participate in programs conducted by KAW.
- All KAW ARTS programs will be Video-Taped by a professional and the CDs will be made available to KAW members at a nominal price.

### **4. Formed various sub-committees for conducting KAW's 2006 activities:**

The selected EC members will expand the committees by nominating KAW members (with the EC Approval). (*Convener's names in "bold"*)

#### a) Public Relations:

Get Advertisements/ Publicize KAW programs, Creation of Flyers for KAW Events like KAW membership drive and various other activities. These ads will be placed in all Indian shops in Seattle area. (The Membership AD will be designed by April 22,2006) – **Ojus John, Jyothish Nair, Meera Venkitesh.**

#### b) Community Programs Conducting Community Programs, Fund Raising - **Jyothish Nair** (US), Ojus John (India/Kerala)

#### c) Arts Activities

Conducting Arts / Dance Sessions for interested members, Coordinate ARTS activities - **Meera, Ram Pranam, Rupa, Angela, Sruthi**

#### d) Literary Activities

Malayalam Classes, Seminars, Presentations – **Ram Pranam**

e) WebSite:

KAW Website (<http://kaow.org>) Redesign and Maintenance – **Jyothish Nair**, Ojus John.

f) Monthly News Letter

To publish KAW/Malayali Community programs to KAW members – **Ojus John**, Jyothish Nair.

g) Proposal for Board of Trustees

Inviting Community leaders for forming Board of Trustees/Advisory Council –

**Babu Parayil**, Santhosh Nair

h) 501 c(3) status

Getting 501 c (3) status to KAW – **Wilson David**, Babu Parayil

**5. Selected the following members for Reporting back on immediate events/activities to be organized by KAW in 2006:**

a) Mother's Day:

Study the feasibility of conducting a Mother's Day Get together on May 2<sup>nd</sup>/3<sup>rd</sup> week by April 9, 2006 – **Ojus John**, Babu Parayil, Sruthi, Angela

b) Membership thru Paypal:

Feasibility Study of collecting membership thru Paypal or other internet sites by April 22, 2006 - **Jyothish Nair**.

c) Venue availability:

Checking Venue availability for KAW 2006 programs by May 15, 2006– **Babu Parayil**, Meera Venkatesh, Wilson David

Submitted by

Santhosh Nair

**(Secretary)**