

Kerala Association of Washington.

Minutes of Second Executive Committee Meeting

- Held at Santhosh Nair's residence On 22nd April 2006 at 2:00 PM
- Meeting start time: 2:30 PM
- Meeting end time: 5:20 PM

- KAW President Babu Parayil presided over this Second meeting of KAW EC 2006.

Attendees: Babu Parayil(President), Santhosh Nair (Secretary), George Parappuram (Treasurer), Jyothish Nair, Ojus John, Meera Venkatesh, Roopa Manoj (EC Members), Sruthi Hariprasad (Youth Rep), Ram Pranam (Auditor).

Purpose:

1. Go no Go decision for Mother's Day Programme on May 13th / 14th / 20th.
2. Prepare the mailing letters for Membership Collection.
3. Miscellaneous Items.

Agenda for the Meeting and the Decisions taken:

1. Membership Drive:

1. Print the membership mailing letters by April 25th.
2. Print mailing labels & prepare the mailing covers by April 26th.
3. Distribute the covers to EC members who are volunteering to handover these Letters to individual malayalees and Mail rest of the covers by Apr 29th.
4. Complete the membership drive by May 10th.

2. Mother's Day Celebration:

1. Mother's Day will be celebrated on **May 14th, Sunday 4:00 PM to 6:30 PM** at the Mar Thoma Church Hall, 20807 142nd Ave SE Kent, WA 98042.
2. Explaining KAW's plans for 2006 to the audience during Mothers Day Programme - Santhosh N, **Babu Parayil**
3. Welcoming committee – **Ram, Babu, Roopa, Wilson.**
4. Programme committee – **Ojus, Madhu, Sruthi, Angela.**
5. Send email to all malayalees requesting them to send "Motherhood" Best Moments Pictures which will be included in the slide show to be shown during the Mother's day. This Email is to be sent by April 29th.
6. Add Mother's Day Programme schedule to the Posters.
7. Programme chart - Karaoke, Anthakshari, Bingo, PowerPoint Presentation - **Madhu, Ojus.**
8. Ram will be explaining the audience regarding plans on Malayalam Class and other Seminars.
9. Enquire about Mar Thoma Church's new Priest's availability for giving a

Welcome message for Mother's day – **Babu Parayil**
10. Food Committee - **Meera, Roopa.**

3. Other Decisions:

1. Booking IKEA hall for Onam- **Santhosh, George & Ojus**
2. Preparing Malayalam Class Curriculum – **Ram, Babu, Santhosh, Roopa, Meera.** On April 30th they will send proposals to the Exec. Committee.
3. Xmas – Look for Hall availability – **Babu, Santhosh, Meera, Wilson**
4. Participate in Indian Day programme at Microsoft on May 19th – **Meera.**
5. Video Recording all KAW programmes – Finding a professional – **Meera**
6. Getting 501 c (3) status to KAW – **Wilson David, Babu Parayil**
7. Proposal for Board of Trustees - Inviting Community leaders for forming Board of Trustees/Advisory Council – **Babu Parayil, Santhosh Nair**
8. Changes to Bylaws – **Executive Committe**
9. Next EC meeting on 8th May at 6.30 PM.

Submitted by

Santhosh Nair
(Secretary)