

Kerala Association of Washington.

Minutes of Seventh Executive Committee Meeting

- Held at Ram Pranam's residence On 29th September 2006 at 6:30 PM
- Meeting start time: 6:30 PM
- Meeting end time: 8:30 PM
- KAW President Babu Parayil presided over the meeting of KAW EC 2006.

Attendees: Babu Parayil(President), Santhosh Nair (Secretary), George Parappuram (Treasurer), Ojus John, Roopa Manoj, Ram Pranam (Auditor)

Purpose:

Agenda:

1. Membership drive till Onam
2. Lessons learned from Onam celebratio
3. Booking venue for Christmas / New Year Celebratio
4. Malayalam Class update by Ram Pranam
5. Discuss the possibilities of conducting a Stage Show
6. Discuss the possibilities of conducting Talent Fest. We will probably select candidates for FOKANA Youth festival which will be conducted in summer 2007.
7. Proposal for Additional EC members from 2007 onwards and Board of Trustees/Advisory Council.
8. Getting 501 c (3) status to KAW.
9. Miscellaneous Items.

Agenda for the Meeting and the Decisions taken:

1.Membership drive till Onam

- George parappuram will talk with IKEA hall authority regarding amount charged for Onam calebration. He will update the EC ASAP.
- There are total 197 members in KAW till now. George will send names of the members to Jyothish for publishing on the web site.
- Santhosh will send email to the community after this.

2.Lessons learned from Onam celebration

- Welcome Committee should be formed from next year.
- Needs separate queue for members and non

members at the entrance.

- Encourage to pay membership thru KAW web site before Onam programme.

- Payasam, water and other drinks needs to be kept on separate places.

- School Commons was over crowded. So from next year, we need to book School Cafateria.

- Water and Sodas needs to be bought by the EC.

- There should be at least 1000 Glasses, plates, Forks and Spoons.

- Mcs needs to be more interactive.

- There should be following persons assigned

- 1.

Light & Sound Coordinator

- 2.

Stage Coordinator

- 3.

Green Room Coordinator

- 4.

Ushers

- Banner needs to be put in a lower position.

Professional Videographer needed to cover the whole event.

3.Booking venue for Christmas / New Year Celebration.

- Decided to book Old

RedmondSchool Center if it available for Jan 06th.

- EC will check for other places also.

- Catering will be outsourced.

- Members needs to RSVP well in advance for dinner.

- Babu Parayil will find the caterer.
- Paranam, Babu and Santhosh will find the sponsors

4.Malayalam Class update by Ram Pranam.

- From next time 2nd grade will be minimum criteria for getting admission to the class.
- Teachers will be honored during Christmas celebration.
- Students will be given tutor CD.
- A simple Malayalam song will be sung by the participants of current class during Christmas celebration. Santhosh is responsible to find out the song

5.Discuss the possibilities of conducting a Stage Show

- Babu Parayil enquire about possibilities of conducting KS Chithra's or other stage show

6.Discuss the possibilities of conducting Talent Fest. We will probably select candidates for FOKANA Youth festival which will be conducted in summer 2007.

- Decided to Conduct Talent Fest 2006.
- Venue - Babu Parayil, Ojus John.
- Programme Coordinator – Ojus John.

7.Proposal

for Additional EC members from 2007 onwards and Board of Trustees/Advisory Council.

- EC suggested a new post – Joint Secretary
- Youth Members must be 16 yrs or old

8.Getting 501 c (3) status to KAW.

- Babu Parayil is currently working on this.

9. Miscellaneous Items.

N/A

Submitted by

Santhosh Nair
(Secretary)