

Kerala Association of Washington

Minutes of Third Executive Committee Meeting

- Held at Babu Parayil's residence On 08th May 2006 at 6:00 PM
- Meeting start time: 6:30 PM
- Meeting end time: 9:00 PM
- KAW President Babu Parayil presided over the meeting of KAW EC 2006.

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

Purpose:

Agenda:

1. Finalize programmes for Mother's day get-together on May 14th.
2. Membership Drive.
3. Volunteering at Kent Food Bank on May 13th.
4. Malayalam Class

Agenda for the Meeting and the Decisions taken:

1. Membership Drive:

1. Collect membership from all who comes for Mother's day programme.
Have a counter for membership – **Ram, Wilson , Meera, Babu**
2. Update spreadsheet with paid membership fee and serial # - **George, Santhosh, Jyothish.**
3. Take print outs of membership form – 100 – **Babu Parayil**
Print out spreadsheet for malayalee list – 10 - **Babu**

2. Mother's Day Celebration:

1. Explaining KAW's plans for 2006 to the audience during Mothers Day Programme - **Babu Parayil**
2. Programme committee – **Ojus, Madhu, Sruthi, Angela.**
Ojus explained the programmes lined up for Mother's day programme. Ojus will be sending the details by Wednesday.

3. Light & Sound – **Madhu.**
4. Seating Arrangements & Cleaning– **Ojus.**
5. Food – **Meera, George**
6. Ram will be explaining the audience regarding plans on Malayalam Class and other Seminars.
 7. Mar Thoma Church's new Priest's will be giving a welcome message for Mother's day
8. Distributing Print outs with details on Malayalam Class – 100 – **Ram**
Membership card will be given to those who pay membership fee at the venue.
Serial # will be printed on the card.

3. Other Decisions:

1. Decided to add paypal link to web site.
2. Sending email to volunteers for Kent food bank drive regarding directions and timings – **Jyothish.**
3. Malayalam Class – Update Malayalam Class Details. – **Ram, Babu**
4. Website Advertisements – Formed a subcommittee for creating guidelines on Advertisements. – **Madhu, Jyothish, George.**
5. Prepare email to send to community regarding donation for Vipin.

Submitted by

Santhosh Nair
(Secretary)