

KAW EC Meeting Minutes

Date: 7/27/200

Venue: Bellevue Regional Library

The following members attended:

Ojus John (President), Jyothish Nair (Secretary), Pradeep Unni (Jt Secretary), Viswanathan Changarath, Jayashree Iyer, PM Mathew, Sreeram V (Members), Aswin (Youth Rep), Neeni George(Ex-officio)

Decisions taken and Action Items:

Picnic

-No entry fee will be charged for picnic.

-If anyone wants to setup a food stall at the picnic venue, we are open to the idea and we would charge a nominal fee.

-We will anticipate about 200 people showing up.

Action Items

1. Check BBQ grill availability at the park - **Jayashree**
2. Procure Food (for 200 people) - **Reos**
3. Games Co-ordinators (importance to kids and ladies) - **Jayashree and Aswin**
4. Bring "vaTam" - **Reos**
5. Volleyball net and ball - **Ojus**
6. Cricket gear - **Ojus**
7. Soccer ball - **Ojus**
8. Net for Shuttle - **Pradeep**
9. Send list of food items to Jyothish - **Ojus**
10. Early preparation (cutting vegetables etc) - **Jayashree** owns the co-ordination with Prema, Milly, Soumya and others
11. Name tag for attendees - **Ojus**
12. Create and bring a donation box - **Aswin**
13. Pump-it up style "thing" for kids - **Jayashree** to check on the availability and expense
14. Overall coordination - **Jyothish**

Onam

- Book Newport as a back up venue

-Gate fee: Kids under 8 years get in free. \$5 for members and \$10 for non-members

-Need to start the program by 2:00

-Need to be done with food by 1:30 PM

-Decided to create a committee for Onam Celebrations. Ojus will head this committee. There are 3 sub-committees: Reception (owner: Biju), Food(Owner: Jayashree), Programs (Pradeep). Each committee is responsible for handling the entire tasks that comes under that. The committee can choose to fetch help from outside. We will need at least 10 volunteers from outside. The Program committee will own deciding which programs get in the list, where to do audition to filter the program requests, the stage co-ordinations, deciding on MCs etc. The food committee will own arranging the potluck, setting up the venue for delivering food and distribution.

The following members were added to each sub-committee.

Reception: Aswin, Angela

Food : Neeni, Madhu, Reos, Viswa, PM Mathew

Program: Sreeram, Dilip, Jacob.

Those who are not in any committee, please send me your preference and I shall add you there. (Or if you like to be reassigned)

Specific Action Items for Onam

1. Reserve Newport auditorium as backup - **Ojus** will help to fillup the form. **Jayashree and Jyothish** own reserving the place.
2. Complete the formalities of reserving Kane hall - **Jayashree and Jyothish**

Respectfully Submitted

-jyothish nair
Secretary, KAW
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