

KAW EC Meeting Minutes

Meeting Date : April 4th, 2009.

Meeting start time: 8:35 PM

Meeting end time: 10:15 PM

Venue: George Daniel's residence.

Attendees: George Daniel (President), Jyothish Nair (Vice President) Jayashree Narayanan (Secretary), Ashley Elenjickal (Jt Secretary), Dilip Lukose (Treasurer), Neeni George, Santhosh Pillai, Simmy Poulouse, (Members), Dinesh Nambiar (Youth Member)

The Secretary, Jayashree Narayanan, started the proceedings by reading the minutes of the meeting that was held on March 14th, 2009. It was decided that the Incoming Secretary would get the notes of the Final General Body Meeting from the Outgoing Secretary and present the meeting minutes to the committee at the next meeting.

Dilip supported and Jyothish seconded and the meeting minutes were passed.

There was a discussion whether or not the meeting minutes should be published on the KAW website. After much deliberation, it was decided that the meeting minutes would be posted on the website, unless otherwise decided by the committee. The main reason for the same was because we need to transparent and that our members would be able to know how and why we take certain decisions or come to conclusions.

Jyothish, who is the owner for updating the website, had requested that he needs help with the same and Simmy Poulouse readily accepted to help him.

The main topics discussed during the meeting included:

Stage Show update

KAW's President's urged the committee to work together to make this a huge success. The President further signed the contract after deleting the parts that did not apply to us.

Venue – Santhosh Pillai said that he has given the advance and has signed the contract. We have the facility from 4pm till 10pm. He would be emailing IKEA's rules and regulations' contract to the whole committee to view it and state their opinions. This contract along with the non-profit status should be sent to IKEA as soon as possible in order to confirm our production meeting with the technician director at IKEA.

It was decided that Ojus will be in charge of taking the insurance for the rental facility.

The production meeting is tentatively scheduled for April 16th at 8am. George Daniel, Jayashree and Dilip agreed to go down to the meeting.

Hotel

According to the Promoter's contract, we would need to provide thirteen rooms for the artists.

Treasurer, Dilip Lukose, suggested that we go through Priceline.com to make the reservation. He had

got a deal for a 3 star hotel in Bellevue for \$59+tax. But would need to put all the artists' names in order to confirm the reservation and also pay the whole amount two weeks prior to the arrival date. The Committee then raised a suggestion that the hotel has to be closer to IKEA PAC or SeaTac Airport. It was decided that all the EC members could look up for deals and should send their findings to Dilip, who would finalize the best deal.

Food

Santhosh Pillai mentioned that the only food that can be served at IKEA PAC (indoors) were cookies, water, tea and coffee. EC decided to sell bottled water for 50cents. It was decided that EC would have a list of all the restaurants near IKEA and would send it along with the email regarding the stage show. Jayashree would explain the reason as to why we are unable to provide food at the stage show. We would also have enough copies of the restaurant list at the venue too.

Food for the artists – The committee decided that we provide boxed lunches to the artists from Mayuri restaurant or Spice Route or any other restaurant that would give us a good deal. Jayashree would follow up with Mayuri and Spice Route.

As for providing them dinner, it was decided that EC would ask restaurants like Naan and Curry or Spice Route if they would be open till late for us to meet there.

Ticket

There was a lot of discussion on this topic and EC members came up with a lot of different options. Later, each EC member was asked to state their choice and the EC came to conclusion of the following conclusion: \$30 individual tickets for people who bought it before the show, \$35 for individual tickets at the gate and \$140 for a group ticket consisting of 5 people. Dilip suggested that the first 40 people who get the tickets can prevail this opportunity.

Advertisements

Jayashree would send an email to the EC committee dividing them into the different cities as to where they live.

It was decided that the mega sponsor would be person/ organization that would give us a \$1000. EC decided that we would provide our sponsors with the best view seats.

It was decided that 50% of the profit from the stage show would be given for charity.

Picnic and Onam dates and venues

The Committee unanimously agreed that we could host the picnic at the East Sammamish Park in Sammamish. Some of the suggested dates are July 11th, 18th and the 25th.

Onam is on September 2nd this year and since the first weekend in September is a long weekend, the suggested dates to host the Onam celebrations are September 12th or the 19th.

Jayashree suggested to host it at Newport High School in Bellevue and would follow up with the facilities Manager as soon as possible.

Talent Show

EC Committee decided to host a Talent Show similar to the past few years as it is a good platform for the kids to showcase their talents. The tentative date decided was April 25th. But on further thoughts, it was decided to move it to June 20th so as to give enough time for the KAW members to prepare for the event. Jayashree will send an email to the community. It was decided to host it at the church in Kent. If the programs at the talent show are really good, the EC decided that they would suggest that those participants can go to Florida in order to participate in FOMAA's National Youth Festival.

The meeting was adjourned at 10:15pm.

Action Items

The following are the action items and owners. These action items may not include the ongoing activities planned for each subcommittee.

#	Action Item	Owner	Comments	ETAs, if any
1	Find out the availability of Renton IKEA for the Stage Show.	Santhosh	Santhosh will find out the availability of Renton IKEA for May 31 st along with accommodation.	As soon as possible.
2	Find out the availability of Bellevue School (BSD) theaters for the Stage Show	Jayashree and Pradeep	Jayashree and Pradeep will find out the availability of BSD theaters for May 31 st along with accommodation.	As soon as possible
3	Find out the availability of Kent school theaters for the Stage Show	George Daniel	George Daniel will find out the availability of Kent theaters for May 31 st along with accommodation.	As soon as possible
4	Coordinate sound system with Elmo for the Stage Show	Ashley	Ashely would follow up with Elmo if needed for additional sound system.	Is needed
5	Send email to the community regarding FOMAA youth festival	Jayashree	Jayashree will send an email to the KAW community regarding the upcoming youth festival with all the details.	As soon as possible
6	Send email to the community regarding KAW membership renewal	Jayashree	Jayashree will send an email to the KAW community about collecting the membership renewals on April 4 th during the movie.	Last week of March

The meeting was adjourned at 5:30PM

Respectfully Submitted,

Jayashree Narayanan
(Secretary)