

## KAW 6<sup>th</sup> EC Meeting Minutes

**Meeting Date:** May 30th, 2009.

**Meeting start time:** 11 AM

**Meeting end time:** 12:30 PM

**Venue:** Victor's Café, Redmond, WA 98052.

**Attendees:** George Daniel (President), Jyothish Nair (Vice President), Jayashree Narayanan (Secretary), Ashley Elenjickal (Jt Secretary), Dilip Lukose (Treasurer), Neeni George, Simmy Poulouse, Prema Vishwanathan, Santhosh Pillai, Renjini Prakash, Pradeep Unny, (Members), Aishwarya Nair (Youth Member).

### Agenda

- ❖ Ticket and account settlement – Dilip
  
- ❖ Group ticket update- (Issuing of individual tickets for each group at the counter) – Dilip
  
- ❖ Artists' transportation – brief update – Jayashree
  
- ❖ Food – brief update – Ashley and George Daniel
  
- ❖ Reassign Sreeprakash's tasks
  
- ❖ Finalize MC
  
- ❖ FOMAA – Kick off – George Daniel
  
- ❖ Other issues pertaining to the upcoming stage show

President George Daniel presided over the sixth meeting of the EC of KAW for the year 2009.

Dilip, KAW Treasurer, confirmed the tickets sold with each member and collected the money from each member.

The next item that was discussed was about issuing of individual tickets for each group ticket. Dilip mentioned that he would be at the counter and would issue the single tickets to the groups as need arises and will be able to manage it.

Jayashree went over the transportation needs for the event and the EC ensured that there were enough volunteers and vehicles for the needs.

Next, the EC went on to discuss the food options. Ashley gave the committee a brief update about the snacks that he would be getting from Tandoori Kitchen. It was decided that the food coupons would be sold outside along with the food. EC came to an agreement that we would around 10 cases of water. Santhosh Pillai readily volunteered to get the same. Ashley volunteered to get the plates and cutlery necessary for the event.

The committee also made a final count of how many people would be there for dinner, after the event. Ashley suggested that we let the food committee know 30 minutes prior to the intermission so that they have enough time to set everything.

The committee reassigned Sreepakash's tasks as he was unable to attend the event. Jayashree went over the action items for the event very quickly. It was decided that Jayashree would email the updated task list to the committee and make copies for each member.

It was unanimously decided that Jyothish Nair would be the MC for the evening.

The President, George Daniel talked about the FOMAA kick-off function. He mentioned that we would be having a brief welcome function after the interval where the FOMAA members would be called on stage and introduced. Pradeep volunteered to get bouquets for the same too.

Renjini mentioned that if members took the brochure to Mayuri to book airline tickets, they would get a \$25 off on each ticket, which would be a great incentive for our members.

It was also suggested that we update the KAW website with IKEA's address and contact numbers. Simmy willingly agreed to do the same.

The meeting was adjourned at 12:30pm.

Respectfully submitted,

Jayashree Narayanan  
Secretary, KAW