

Date: 5-10-2015

Place: 1127 90th St, 4:00 pm - 6:30 pm.

Attendees

Madan Thapa (Host)

Ram Mani Pathak

Ishwor Shrestha

Bikal Adhikari

Roshan Pradhan

Bikram Shrestha

Pradip Sthapit

Agenda: Link to the [Agenda](#) for 05/10/2015

Discussions:

1. One of our board member (Kushal) has moved to Colorado, need to confirm with him and start looking for the procedure to find replacement for the position. Also need to follow the appropriate procedure with the member who has been absent from the meeting for a long time.
2. For a replacement, Board will decide on the member name and then get the consensus from the INA members.
3. Board decided that the auto-renewal rules will be followed to renew the membership
4. So far we have made sure that all the acknowledgments from CNI and MaHa sanchar have been received and any additional documents needed will be collected again
5. Accounts and Bookkeeping - Keep a detail information of all the funds received and dispersed. Consolidate the balances.
6. Think about the long term, Kailash Dai suggestions. For short term food is always essential and is in need.
7. Possibility of any further funds to CNI - MaHa was discussed. We are still open with CNI and MaHa for further partnership,
8. We are not accepting any immediate short term proposals. 10K -12K set aside for first set of proposals. The Fund disbursement team will provide the final list within the next couple of days.
9. We will be using google drive to maintain the documents. Organize the folders based on Fund Relief task force for effective management and maintain the access for security.
10. We are working on the acknowledgement and thank you letter to donors and organization
11. Fundraising updates given by Ishwor. Follow up with few organizations are in process.
12. Board members to meet weekly Face to Face regarding updates from the Task force, but email communication is recommended as needed by team leads on any immediate feedbacks.

Prepared By

Madan Thapa

Reviewed/ Edited By

Ram Pathak

Roshan Pradhan