**West Des Moines Public Library - 3/26/2016 6:30 PM to 08:00 PM**

**Attendance**

Sarvendra Agrahari

Prajwal Gopali (On Conference)

Ajay Bhattarai

Sanjita Shrestha (On Conference)

Pradip Sthapit

Bikal Adhikari

Sachet Upadhya

Sanjay Shrestha

Krishna Pandit

Pradip Sthapit

Roshan Pradhan

Madan Thapa

**Discussions**

**Tax Documents**

Tax to be filed and Pradip is taking the initiative.

**Asian Festival**

Proof of Tax Returns needed for discount for Asian Festival - Pradip Sthapit to provide the documents.

We need Extra Tables at least 4. Chairs - 10

Check needed for Sarvendra and Pradip will work on that

Music and Cultural Schedule for additional discount. - (Sarvendra Agrahari)

We are participating on Friday in asian festival.

Spot Selection - Lottery system. Check the venue before hand for idea, Sarvendra Agrahari will give us info after map is decided.

Operations - Setup and Teardown, volunteers for that. Cleaning too part of the operations

Food - Log sheet of who was the volunteer at what time.

**Table Tennis Final**

Financial Updates and updates on Sponsors

Table Tennis - T-Shirt for players has been ordered

Food - Already managed

Thank you letter for the sponsors should be provided

Certificates and Medals arranged already by Pujan

**New Year Festival / Blood Donation**

Venue to be decided based on weather permitting. Indoor hall already booked. Prefered for indoors activity.

Blood Donation Email, Evite. - Sanjay Shrestha

Food - Sanjay Shrestha

Card and Bank Account - Sanjay Shrestha

Biennial update with the updated list. - Madan Thapa

**Earthquake Fund**

Rather for a community than individual ,

Contact Nepal earthquake rebuilding authority for the options.

**Prepared By**

Madan Thapa

**Reviewed \ Edited By**

BikalAdhikari

Table Tennis Final -