



## 2024-2026 MEMBERS

*SHWETA AGHRAHARI, SUMITRA SHAKYA, NIROJ KOIRALA, SANJIB PHUYAL*

| <b>President</b> | <b>Vice President</b> | <b>General Secretary</b> | <b>Treasurer</b>  | <b>PR Director</b> |
|------------------|-----------------------|--------------------------|-------------------|--------------------|
| Pradip Sthapit   | Punam Lama            | Bishwas Bhattarai        | Bibhuti Khatiwada | Aabriti Pandey     |

The first 2024-26 INA Executive Board meeting was held in Waukee Library on 11/17/2024.

President Pradip Sthapit called the meeting to order at 1:10 P. M.

Members present were Bibhuti Khatiwada, Bishwas Bhattarai, Niroj Koirala, Pradip Sthapit, Punam Lama, Sanjib Phuyal, Shweta Aghrahari and Sumitra Shakya (on zoom). Aabriti Pandey was unable to attend. No general members were present in this meeting.

Pradip Sthapit made a motion to approve minutes and the Treasurer's report from the previous Annual General Meeting as emailed, Bibhuti Khatiwada second, All voted yes. Motion carried.

## Discussions:

### 1. General

- a. Periodic Meetings - The Board unanimously decided the board meeting will be held on the third Sunday of every month, and the members should meet in person (if weather permits).

Action Plan - Bishwas shall reserve a meeting room and communicate with the Board Members of location and agenda. Bishwas shall have the meeting minutes ready for the Board Members review within 7 days of the meeting, and the Board members shall review and approve the minutes within 2 days.

- b. Address change and update - The mailing address for INA, going forward will be P.O.Box 476, Waukee IA 50263-0476. Bishwas will have the key to the PO Box and will check every 2 weeks, or as needed. For INA's phone number, the Treasurer's phone number shall be used.

Action Plan - Pradip and or Bishwas shall check Secretary of State website to see if physical location address is needed, if so President's residence address shall be used as INA's physical location address.

- c. & d. [info@iowanepaleeseassociation.org](mailto:info@iowanepaleeseassociation.org) will be used as primary email for all INA correspondence. [committee@iowanepaleeseassociation.org](mailto:committee@iowanepaleeseassociation.org) will be used for communication for Board Members, and [treasury@iowanepaleeseassociation.org](mailto:treasury@iowanepaleeseassociation.org) for all financial

correspondence. The Gmail account will be used as a recovery account for all the above emails.

Action - The President shall change and maintain passwords for these email accounts and share with the Board Members as warranted.

## 2. Accounts

- a. The president and treasurer shall be the account holder for all financial accounts.
- b. The treasurer reported that INA currently has 3 accounts within Wells Fargo Bank account, Checking, Savings and Business market savings. Business market savings account will be closed and any available funds will be transferred to the Savings account.
- c. Paypal account will remain active and \$3,800 of the available funds will be transferred to Wells Fargo account.
- d. The treasurer reported that \$90, annual website domain name/host fees has been paid thru 2025.

Action - The treasurer and president will contact Wells Fargo as well as Ajay Bhattarai, INA treasurer (2018-2019) to transfer account holder names as well as consolidate accounts. The treasurer will also check if INA can transfer funds over \$5,000 into a periodic CD account.

## 3. Public Relations

- a. Niroj Koirala will get access and manage the INA website.
  - i. Pradip Sthapit will compose a message from the president as well as update current board members on the website.
  - ii. Pradip will research to get a list of current active INA members and share with the Board Members.
  - iii. Any other website related changes - Niroj will come up with ideas to make the website better and will communicate with the Board once he has the access.
- b. Discussed in 1c/1d above.
- c. Discussed in 1c/1d above.

Action - Pradip and Niroj to contact Bikram Shrestha and get all the information regarding the INA website.

## 4. INA Calendar of Yearly Events

The Board discussed and made a list of events on a macro level with tentative dates based on prior years events as well as some new proposed community events.

- |                                       |                  |
|---------------------------------------|------------------|
| 1. Blood Donation (Nepalese New Year) | April 5th 2025   |
| 2. Nepalese New Year Celebration      | April 12th 2025  |
| 3. Asian Festival                     | May 23 & 24 2025 |
| 4. INA Summer Picnic                  | June 14 2025     |

- |                              |                           |
|------------------------------|---------------------------|
| 5. Teej Celebrations         | August or Sept. - TBD     |
| 6. Blood Donation (Dashain)  | October 11th or 12th 2025 |
| 7. Dashain Tihar Celebration | October 11th or 18th 2025 |
| 8. Deusai Bhailo             | October 17, 18, 19 2025   |

#### Other Community Events

- |   |                           |
|---|---------------------------|
| 1. Community Pooja - Satyanarayan (new) | December 2024; Date - TBD |
| 2. Community Pooja - Rudri              | Spring 2025; Date - TBD   |
| 3. Meals of Heartland                   | Date - TBD                |
| 4. MOMO Night                           | Winter; Date - TBD        |
| 5. Youth Events                         | Date - TBD                |

Action Plans - Bibhuti Khatiwada and Shweta Aghrahari to check if Satyanarayan Pooja is feasible to organize this November-December. Bishwas to come up with a plan to see if any youth event is feasible to organize this winter, and present to the Board.

## 5. Advisory Committee

Action Plan- Pradip to contact immediate past president and decide the members on the Advisory Board. Once the Advisory Board is formed, Pradip will inform the current Executive board.

## 6. Subcommittees

Subcommittees will be formed as needed around any given community event.

## New Business

Membership drive was discussed during the meeting.

Action plan - Pradip to pull a list of current active members; Bishwas to send emails to non INA members, and everyone to follow up with only someone who they are individually comfortable with, and if that person has not gotten the membership yet.

Some donation options were brought up during the meetings, including donation matches by employers, volunteer hours, etc.

Action plan - Bibhuti to collect data from the sources. Once we have all the data we should come up with a plan on how to inform members with available data.

Tax savings options during bulk purchase during community events were also discussed.

Action Plan -Sumitra Shakyra to check how that can be done with any retailer.

## Unfinished Business

Punam Lama mentioned that it may be time to review and educate members about INA's mission, why it was necessary to form and benefits for the community as well as individuals. This matter was second by Bishwas. The Board had no time to discuss this during this meeting due to time constraints.

The next meeting will be held on December 15th. Bishwas will communicate the location once booked.

Bishwas made the motion to adjourn the meeting, Pradip second.

Meeting adjourned.

Respectfully Submitted,  
Bishwas Bhattarai  
General Secretary