

IWA Board Meeting Minutes

Venue: 3420 Boone Street, (Sangita Handa's house)

Date & Time: 5 to 7 pm on Sunday Oct 17th, 2010.

Members Present: Rakshi Ahsan, Renu Bajaj, Deepa Divakaran, Monal Patel, Sangita Handa, Shireen Hafeez, Sangeetha Kolla, Sujatha Ramani and Padma Subramaniam .

Most of the meeting was about planning for the Diwali program which is to be held at Sunnyside School on Nov 13th.

Agenda#1: Update from food committee

Sangeetha and Rakshi have finalized Sharma's Kitchen as the caterers for the Diwali program. They have a great menu for \$10 per head. Everyone had a few suggestions to modify the menu and that has been incorporated in the final line up. Sangeetha has to finalize various details with Sharmaji regarding cost (if any) for delivery, helper for a few hours, taking back the remaining food etc. Timing for delivery and set up of the meal was also discussed.

Agenda#2: Update from decoration committee

Shireen shared some of her ideas for the decoration of the cafeteria and the stage. She proposed a visit to the school once more to see if the seating configuration could be changed to long rectangular tables instead of the current round table with attached chairs. This would increase the number of seats in the cafeteria and would help her plan her tabletop decoration. She plans to visit Monal this week to see what all decorating items are in storage. She planned to make a big banner saying Diwali, just like her Holi banner. She would need help for decoration and is to get back to the board regarding her requirements for volunteers (both for the banner and on the rehearsal date).

Agenda#3: Update from ticket committee

Padma has agreed to be in charge of the tickets. After looking at the numbers which Deepa had compiled and made an estimate, it was decided to retain last years prices for this year also. Another category students (with ID) was also added with member rates. Sangita Handa is to make the flyer for the invitation and the email is to go out this week for manual and online sales of tickets. Discussion about the two paid helpers for ticket check in, different stamps for show and dinner and the deadline for ticket sales was also held among the members. Tuesday before the event was the last date decided for all ticket sales.

Agenda#4: Update from cultural committee

Deepa shared with the board the line up of all the programs. The duration is almost 2.5 hours and the timings for the rehearsal date and the actual show were discussed. Email is to be sent out to all members regarding the timings for the rehearsal and the order of the items.

Agenda#5: Diwali ticket prices and other misc items

Deepa also shared with the board the finances of the Diwali function. The budget based on estimated ticket sales and potential expenses seemed to break even at this point. Sunnyside rental was one of the biggest expenses. Sujatha is to get in touch with Wabash Landing and Pizza Hut regarding gifts for the participants. Nominations for all the positions are on going and it was decided to push for online voting at this point before considering any manual ballot.

The meeting adjourned at about 7.15 pm