



Meeting Minutes

Utsav GBM Meeting

Date: 05/12/2011
Time: 10.00 PM
Location: Conference Call

Meeting Called by: GBM

Type of meeting: GBM Meeting – Puja Preparation **Timekeeper:** Pulak Chowdhury

Facilitator: Joy Mukherjee

Attendees: GBM: Joy Mukherjee, Pulak Chowdhury, Debashis Saha, Mitra Choudri, and Rajat Saha

Meeting Purpose: This meeting is mainly to discuss all Utsav-related activities.

----- Action Items -----		
Action Item	Person Reponsible	Status
1. Initiate email correspondence on Rabindra Sandhya food options.	Joy Mukherjee	Open
1. Craft a message for 10th year celebration.	Joy Mukherjee	Open
1. Send email to Utsav members seeking volunteers.	Joy Mukherjee	Open
1. Send email to Utsav members seeking India day participation.	Joy Mukherjee	Open
1. Prepare GBM meeting calendar.	Joy Mukherjee	Open
1. Tentative schedule of Durga Puja program.	Joy Mukherjee and Rajat Saha	Open
1. Meeting minutes of today's meeting.	Pulak Chowdhury	Closed
1. Talk to Rupa Chowdhury to find out Utsav's insurance details.	Rajat Saha	Open
1. Send updated schedule of Rabindra Sandhya.	Rajat Saha	Open
1. Craft a message on Rabindra Sandhya updates.	Deb Saha	Open
1. Annual Picnic site booking and Durga Puja hall rental.	Mitra Choudri	Open



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	Meeting minutes of last meeting (05/04/11) was approved. Hall rental of Durga Puja needs to be added in action items.
	GBM Regular Meeting Time: Every Thursday, 9.30 PM, approved.
	Review Actions of Previous Meeting: Reviewed. Appropriate actions will be taken by corresponding GBMs.
	Rabindra Sandhya Update: Cultural Segments - Inauguration and MC responsibilities are to be decided, 5 main segments of cultural program - (a) Recitation, (b) Songs, (c) Dance, (d) Kid's program, and (e) Shruti Natok. Joy mukherjee will coordinate sound and instrument setup. Rajat Saha will send updated program schedule. Food - It will be discussed over the email. Joy Mukherjee will initiate the email correspondence. UtsavPR Message - Deb Saha will create another message for Utsav members regarding Rabindra Sandhya.
	Durga Puja Update: Venue - Different options have been discussed. Mitra Choudri will inquire different places regarding the venue. Cultural Program - Joy Mukherjee and Rajat Sha will chalk out a tentative program schedule and send it to GBMs. Volunteers - Joy Mukherjee will send an email to Utsav Members seeking volunteers.
	Annual Picnic Update: Date - July 16. Venue - Beal's point, Folsom Lake. Site booking - Mitra Choudri will book the spot for 6 hours, tentative schedule: 10.00 AM - 4.00 PM.
	India Day Update: Lead - Joy Mukherjee will send a message to Utsav Members and then coordinate. He will ask one of the CCMs to take the lead.
	Next Meeting: Next Thursday, May 19. Joy Mukherjee will send a calendar.