

UTSAV GBM Meeting Minutes

Date: January 1, 2010

1. Portfolio Selection/ Election of Office Bearer:

- a. President – Satya Chatterjee
- b. Vice President – Ajay Joshi
- c. Cultural Secretary – Seema Chanda
- d. Treasurer – Rupa Chowdhury
- e. Secretary - Pulak Chowdhury

The decision is unanimous.

2. Confidentiality Agreement:

- a. Everybody agrees that no one will disclose the discussion of the GBM meetings and decisions to outsiders.

3. Committee Selection:

Only the chairman will be selected for each committee. Chairman will select other committee members by consulting the GBM.

- a. Food Committee: Udayan Chanda (Chair), Ajay Joshi (GBM).
- b. Clubhouse Committee: Biswanath Mukherjee (Chair), Pulak Chowdhury (GBM).
- c. Puja Committee: Shantana Das (Chair), Suman Sarkar, Rupa Chowdhury (GBM).
- d. Literary Committee: Manas Roy (Chair), Pulak Chowdhury (GBM).
- e. Welcoming Committee: Hem Sarkar (CCM), Rajat Saha (CCM).

4. Saraswati Puja:

- a. Cultural program slot – 2 PM – 5 PM (depending on performer availability, it may be shortened to 3 PM – 5 PM).
- b. Decoration – Puja committee will take care of this.
- c. Swamijee of Vedanta Society will conduct the puja proceedings.
- d. Food committee will decide on the catering and others – Ajay Joshi and Udayan Chanda.
- e. We need to conduct a survey to get the opinion of general members on how the new pratima will be acquired.
- f. We can consider banner advertisements from different businesses to get sponsorships.
- g. More stalls will be encouraged during Utsav events.

5. Tasks:

Satya Chatterjee-

- (a) Overlook the progress of assigned tasks.
- (b) Contact the chair of each committee members.

Rupa Chowdhury –

- (a) Sketch the initial budget for our initial events.
- (b) Inform us about the funds.

Ajay Joshi –

- (a) Get the quotations for food.

Seema Chanda –

- (a) Prepare a tentative schedule for cultural program during Saraswati puja.

Pulak Chowdhury –

- (a) Getting the information of managing the website and email accounts.
- (b) Sending the updated Utsav roster to GBMs.

UTSAV GBM Meeting Minutes
Date: January 10, 2010

1. Utsav GBM meeting (Jan. 01, 2010) minutes have been approved by GBMs.
2. Ajay Joshi will be food committee lead.
3. Utsav clubhouse activities will be replaced by Utsav Social. Utsav social will be mostly potluck activities at free (or rented for nominal fees) spaces (parks/houses).
4. Rashmi Nandi will be asked to be Utsav Social lead.
5. Saraswati Puja 2010 Expenses:
 - a. Food Expenses: Lunch: \$500, Snacks: \$300
 - b. Sound Engineer: \$200
 - c. Puja Expenses: Puja: \$300, Priest: \$150
 - d. Carl: \$90
 - e. Sampan: \$150
6. We will ask Utsav members to sponsor different parts of Saraswati Puja expenses. An email will be sent out from UtsavPR regarding this.
7. We can also ask for Awards and Gift Card donations.
8. Cultural Program at Saraswati Puja:
 - a. 2.00 PM – 5.00 PM – Local Program
 - b. 5.00 PM – 6.00 PM – Snacks
 - c. 6.00 PM – 7.30 PM – Sampan
9. There will be a short presentation describing the funding situation, expenses, and current budget during GBM/CCM introduction at Saraswati Puja 2010.

UTSAV GBM/CCM Meeting Minutes

Date: January 17, 2010

1. Utsav GBM meeting (Jan. 10, 2010) minutes have been approved by GBMs.
2. Storage responsibility will be handled by Satya Chatterjee. The following people will also be asked for help:
 - a. Shomeek Pal
 - b. Kaushik Das
 - c. Sanjeeb Sarkar
3. Registration Desk on Saraswati Puja:
 - a. Pradosh Chakroborty
 - b. Sumanta Paul
 - c. Bareen Kumar
 - d. Shuvra Gima
4. Half-year registration fee structure will be same as in 2009.
5. Food Committee Update:
 - a. Lunch – 200 people, \$400
 - b. Lunch Menu – Khichuri, Torkari, Chutni, and Papad
 - c. Chutni will be prepared at UC's house, will be organized by Anima Kumar.
 - d. Dinner will be served in Saraswati Puja, Menu – Chicken Curry and Rice.
 - e. 2 food stalls will be allowed, can be started after lunch.
 - f. Hem Sarkar will prepare Alu Gobi for vegetarian dinner.
 - g. Volunteers for cooking will be organized by Ajay Joshi.
 - h. Total cost for Saraswati Puja food will be around \$800 + \$50-\$100.
6. Cultural Committee Update:
 - a. Sampaan expenses add up to \$440. GBM agrees to pay for that.
 - b. Satya da will talk to Community Center people for setup related issues.
 - c. Saraswati Puja 2010 Program:
 - (a) 9.30 AM – Registration
 - (b) 10.00 AM – Puja Starts by Swami Prapananda
 - (c) 11.15 AM – Pushpanjali
 - (d) 11.30 AM – Kids Art Competition
 - (e) 11.45 AM – Haatey Khor
 - (f) 12.00 PM – Prasad Distribution
 - (g) 1.00 PM – 2.00 PM – Lunch
 - (h) 2.00 PM – 5.00 PM – Cultural Program
 - (i) 5.00 PM – 6.00 PM – Break
 - (j) 6.00 PM – 7.30 PM – Performance by Sampaan
 - (k) 7.30 PM – 8.30 PM – Dinner