

Utsav GBM/CCM Meeting Minutes

Utsav of Sacramento, Board of Directors

Minutes of GBM-CCM Meeting

Date: December 23, 2006

Location: Residence of Shashwati

GBM: Dipankar Chattopadhyay, Arun Sen, Shashwati Roy, Tinni Thompson, Soma Tapadar

CCM: Anita Ghoshal, Shyamal Chowdhury, Sumanta Ghosh

Former GBM: Udayan Chanda

Agenda:

- 1. Elect Utsav President for 2007**
- 2. Job Responsibilities for each Board Member**
- 3. Saraswati Puja Planning**
- 4. Other Business**

Anita Ghoshal expressed her concern on tax filling and registration and she wanted to resign once new committee was formed. We tried to contact Arijit over phone to get an update on Tax filling but Arijit could not be reached. After expressing her concern Anita Ghoshal left the meeting.

As most of the GBM and CCM members are new in the committee UC was requested to help us. UC spent about an hour and provide us with a lot of information. Some of the key information we received from UC are as follows.

Typical expenses for Sraswati puja \$2,500, Durga puja \$11,500 and Picnic \$500.

Typically we receive \$9,000 to \$10,000 every year from members and Guests. We need to arrange rest of the fund by increasing the number of Platinum, Gold and Silver members as well as from advertisement. Ken is main contact for bringing protima and skip rental equipment at the hall. UC has contact information for Ken.

Arijit has got all the financial information and we need to sit with Arijit to understand all the financial aspect.

Animadi has the key for mail box and stores and somebody should go with Animadi at store to make the list of inventory.

Elect Utsav committee:

Shashwati Roy proposed Dipankar as President and Arun Sen as Vice President and all GBM and CCM members agreed on it. Then rest of the committee was formed.

The new committee is as follows.

President-Dipankar Chattopadhyay

Vice President- Arun Sen

Treasurer- Shashwati Roy

Cultural committee chairman- Soma Tapadar

PR/Web updates- Tinni Thompson

After GBM was formed we distributed some of the other responsibilities to following people.

Shyamal Chowdhury- Food committee

Shashwati Roy- Puja Bedi

Saraswati Puja schedule:

Puja date: Saturday, January 27, 2007.

Shashwati talked to Fair Oak elementary school for facility rental and Soma signed initial contract agreement with the school.

Swamiji is has been confirmed and he will do the puja. Shashwati and Tinni will meet with Swamiji and get the list of things needed for puja.

Tinni will send an email to all the Utsav members on puja schedule ASAP. Koushik or Mala should have user ID and password for Utsav website, Tinni will check with them. Dipankar has received the Utsav roster from Biswanath Mukherjee and forward it to Tinni. Tinni will also start update the website. Utsav website will be updated with contact information of the President, Vice President and Public Relation (PR).

Dipankar, Shashwati and Arijit will go to the bank and update the signature authority within a week.

We need a lot of volunteer for Sraswati puja, Tinni and Soma will talk to individual for volunteer service.

Shyamal Chowdhury and Soma will check with the restaurants on food menu and pricing.

Soma will call people and form the cultural committee.

The next meeting was scheduled on Saturday, January 06, 2007. Sumanta will find the Starbuck location for the next meeting which will be convenient for everybody.

Minutes of GBM/CCM Meeting:

Date: January 6, 2006

Location: Starbucks at Gateway Oaks Blvd.

Time: 1 Pm

Attendees:

GBM - Dipankar Chattopadhyay, Arun Sen, Shashwati Roy, Soma Tapadar, Tinni Thompson.

CCM - Joy Mukherjee, Shyamal Chowdhury, Sumanta Ghosh.

Decision: Any decision should be made by discussion between GBM&/or CCM members only. In case of differences, decision will be taken by vote among the members.

Key Updates:

- 1 Web Updates: Tinni Thompson will do the web updates. Detailed Saraswati pujo information will be included, regarding date and timings of the pujo, lunch, cultural program, etc.
- 2 **Food:** Dipankar Chattopadhyay and Shyamal Chowdhury are in charge of the food committee for Saraswati pujo. They will talk to the restaurants and finalize the food order, lunch and evening snacks for around 175 people. They will finalize the volunterrs name for serving food.
- 3 Registration/Membership Fee: Update the membership fee for the rest of the year. Shashwati Roy will talk to Biswanath Mukherjee and get the fee structure and get it to Tinni Thompson for web update.
- 4 **Cultural:** Cultural Committee has been formed. The members are Abira Mukherjee, Manjula Dey, Nabonita Sen, Sanhita Bandyopadhyay, Shyamal Chattaraj, with Soma Tapadar as the Cultural Secretary. Somen Nandi, Shashwati Roy and Tinni Thompson will help as well.
 - decide the cultural program for the pujo. Mail has gone out form Utsav-PR regarding the kids participation. An outline of cultural program was shared with GBM and CCM. Other arrangements are in progress.
 - participants, other than the guest performers, need to be Utsav members.
 - any suggestion or advice for Utsav cultural programs should go thru the cultural committee.
- 1 **Finance:** Dipankar Chattopadhyay and Shashwati Roy's names were added to Arijit Chatterjee's name on the bank account. CCM advice was to add Arun Sen's

name.

-Last year's tax was filed by Arijit Chatterjee.

-Renewal of non-profit organization license is to be done by Shashwati Roy.

-Any expense of more than \$25 should go through GBM. Receipts are needed for any expense of more than \$25.

- 2 Pujo Day Oversee: Shashwati Roy is in charge of pujo committee. Volunteers to pick up and drop off of Swamiji on the pujo day, flower arrangement on the pujo mandap, making of Prasad (naru), prasad cutting, prasad serving and pujo bedi decoration were confirmed by Shashwati Roy. Dipankar Chatterjee is talking to nurseries regarding flowers for pujo anjali. Suggestion was that someone should be hired for the lunch time cleaning, and the final cleaning during wrap up should be done by Utsav members.
- 3 **Recognition Awards:** These will be prepared by Tinni Thimpson and Udayan Chanda. These will be presented to the outgoing GBM/CCM during cultural program.
- 4 **Registration Update:** Sumanta Ghosh and Arun Sen will oversee the registration details. Volunteers will be needed.

Action Items:

- 1 An email will go from present Utsav-PR introducing the new GBM and CCM.
- 2 Tinni Thompson will update the website with the details ASAP.
- 3 Dipankar Chattppadhyay will talk to Sher-e-punjab and Priya.
- 4 Shashwati Roy will talk to Biswanath Mukherjee regarding fees.
- 5 Soma Tapdar will finalize the cultural program schedule and equipments rental.
- 6 Shashwati Roy renew the Utsav non-profit license.
- 7 Tinni Thompson prepare the certificates.

Next meeting:

Saturday, January 13, 2006 at Starbucks, gateway Oaks Blvd.

Meeting adjourned at 2:20 pm.

Minutes of GBM/CCM Meeting:

Date: January 13, 2006

Location: Starbucks at Gateway Oaks Blvd.

Time: 1:20 Pm

Attendees:

GBM - Dipankar Chattopadhyay, Soma Tapadar, Tinni Thompson.

CCM - Joy Mukherjee, Shyamal Chowdhury, Sumanta Ghosh.

Key Updates:

- 5 **Web Updates:** Suggestion was to add a picture of goddess Saraswati on the web page, date and venue of pujo should be changed to a bigger font with highlights or flashings.
- 6 **Food:** Food was ordered from Sher-e-punjab. Little change in the menu was suggested. Volunteers for serving food were discussed.

- 7 **Cultural:** Cultural program was finalized. Equipment rental was finalized with SKIPS and Marvel Gima. Rehearsals and other preparations are going on. Volunteers are needed to coordinate and manage the overall sound for the cultural program. Anindya Chowdhury and Shouvik's (Rinadi's nephew) names were suggested as volunteers for sound management.
- 8 **Pujo Day Oversee:** Volunteers for pujo bedi decoration and Prasad arrangement were confirmed.
- 9 **Recognition Awards:** These will be prepared by Tinni Thimpson and laminated by Udayan Chanda.
- 10 **Registration Update:** Sumanta Ghosh, Arun Sen and Prodosh Chakrabarty manage the registration details.
- 11 **Facility Rental:** The hall rental for the pujo was confirmed for Friday 7-9 pm and Saturday 10-7 pm.

Action Items:

- 8 Tinni Thompson will update the website with pictures and change the fonts.
- 9 Tinni Thompson will talk to Anita Ghoshal about the anjali flowers.
- 10 Dipankar Chattopadhyay will talk to nurseries to get the anjali flowers..
- 11 Dipankar Chattopadhyay and Shyamal Chowdhury will talk to Sher-e-punjab and change the menu a bit, try to renegotiate if possible.

Next meeting:

Sunday evening, January 20, 2006, venue and time to be decided.

Meeting adjourned at 2:40 pm.

Minutes of GBM/CCM Meeting:

Date: January 21, 2006

Location: Starbucks at Gold River.

Time: 4:00 PM

Attendees:

GBM – Arun Sen, Dipankar Chattopadhyay, Soma Tapadar, Tinni Thompson.

CCM - Joy Mukherjee, Shyamal Chowdhury.

Agenda:

Saraswati Pujo

Hall Rental

Pujo Bedi Decoration

Food

Cultural Program

Website Update and PR

Volunteer Recruitment Status

Registration

Other

Key Updates:

- **Web Updates:** Email from Utsav PR regarding the address and direction to the pujo venue. Taken care by Tinni Thompson.
- **Food:** Taken care by Shyamal Chowdhury and Dipankar Chattopadhyay. They are going to pick up the food.
- **Cultural:** Taken care by the cultural committee. Rehearsals are going on. Kiran volunteered to pick up the equipments from Skips and marvel Gima.
- **Pujo Day Oversee:** Volunteers for pujo bedi decoration and Prasad arrangement were confirmed. Taken care by Shashwati Roy
- **Stall Fee:** A fee for all the stalls was decided, as 10% of the sell with a cap of \$150.

Action Items:

- Tinni Thompson will update the website with pictures and change the fonts.
- Tinni Thompson will talk to Anita Ghoshal about the anjali flowers.
- Volunteers to pick up flowers from Anita Ghoshal's house.
- Soma and Kiran are going to rent the equipments from Skips and from Marvel Gima's house.
- Sumanta Ghosh will do the Costco run.

Meeting adjourned at 5:30PM

Minutes of GBM/CCM Meeting:

Date: February 12, 2007

Location: Starbucks, Gold River

Time: 7:30 PM

Attendees:

GBM - Dipankar Chattopadhyay, Arun Sen, Shashwati Roy (on speaker phone), Soma Tapadar, Tinni Thompson.

CCM - Joy Mukherjee, Shyamal Chowdhury.

Agenda:

1. Voting for Vice President
2. External Artist
3. GBM/CCM Conduct
4. Financial standing
5. Picnic
6. Durga Puja

Key Updates:

- **Vice President:** Arun Sen voted in as Vice President unanimously.
- **GBM/CCM Conduct:** led by Shyamal Chowdhury. It was reiterated that all major decisions would be made at meetings by vote not through emails.
- **Bylaws:** A bylaws committee will be formed to help understand the bylaws more clearly.

- **Auditor:** An auditor is required as per Bylaws. Tinni Thompson will talk with her accountant. Others will also check to find an auditor.
- Tinni Thompson will be given one copy of all legal, financial papers for her files as per Bylaws.
- **Budget:** Shashwati Roy and Dipankar Chattopadhyay will provide GBM/CCM with budget for 2007 at next meeting
- **Current financial standing:**
 - Start of year 2007: \$14,700.00
 - Saraswati Puja expense: \$3,123.25
 - Misc. Expenses (Past Bills): \$592.41
 - Saraswati Puja income: \$260.00
 - Present balance: \$11,244.34
- Dipankar Chattopadhyay will confirm that all taxes have been filed and all other paperwork regarding non-profit organization is current.
- **External Artist:** CCM contacted Utsav members and found that an external artist is desired for Durga Puja.
- Joy Mukherjee will provide funding information for external artist in detail to GBM
- Arun Sen and Joy Mukherjee will pursue avenues to procure external artist.
- **Fundraising:** Shyamal Chowdhury and Joy Mukherjee will head the fund raising team for Utsav 2007.
- **Picnic:** tentatively scheduled for May 19th. Arun Sen will locate venue, plan activities.
- **Durga Puja:** tentatively scheduled for October 27th and 28th.

Action Items:

1. Bylaws committee to be formed.
2. Auditor hired
3. Dipankar and Shaswati will prepare 2007 budget for next meeting
4. Joy Mukherjee will provide external artist budget and work with Arun Sen to procure the artist for Durga Puja.

Next Meeting: February 24, 2007, 3:00 PM at Gateway Starbucks
Meeting adjourned at 9:20PM

Minutes of GBM/CCM Meeting:

Date: February 24, 2007

Location: Starbucks, Gateway

Time: 3:00 PM

Attendees:

GBM - Dipankar Chattopadhyay, Arun Sen, Shashwati Roy, Soma Tapadar, Tinni Thompson.
CCM – Sumanta Ghosh

Agenda:

7. Picnic
8. Budget
9. Current status on tax and other legal filings
10. Fund Raiser/Advertisement
11. Bangla School/Community Volunteer Work
12. Auditor/Bylaws Committee
13. External Artist update/budget
14. Utsav History

Key Updates:

- **Picnic:** Scheduled for May 19th with a back up date of June 2, 2007. Arun Sen will be in charge of location and activities. Current locations under review William Land Park, Discovery Park, Folsom Lake. Shashwati Roy will coordinate food.
- **Budget:** Picnic budget is approximately \$800.00. Shashwati Roy will provide a quarterly treasurers report for all members.
- **Current Status on tax and legal filings:** As per Dipankar Chattopadhyay all tax filings are current. Registration and insurance renewal to be done in March by Shashwati Roy. Dipankar and Tinni Thompson will be contacting past Utsav GBM/CCM to compile copies of all legal papers for storage with Tinni Thompson.
- **Fundraiser/Advertisement:** New Years Eve Party discussed as a possible new activity and fundraiser for Utsav. Dipankar will contact Arun Das for information on Utav magazine advertisement pricing.
- **Bangla School/ Community Volunteer Work:** Arun Sen will locate possible sites for Bangla School and coordinate with others to get it started. Tinni Thompson will look into community volunteer activities for Utsav members. These activities include gardening at Vedanta Society, PBS pledge drive, and “walk a thons”.
- **Auditor/ Bylaws Committee:** GBM/CCM will continue to search for an auditor. The Bylaws committee will include Arun Sen and Sumanta Ghosh
- **External Artist Update/Budget:** It was decided that Soma Tapadar will work with Joy Mukherjee and Arun Sen to coordinate an external artist for Durga Puja. Joy was not at today’s meeting, so the external artist budget will be discussed at the next meeting.
- **Utsav History:** Arun Sen asked that a history of Utsav be written for all current and future GBM/CCM as part of a manual for better understanding the dynamics of this organization.

Action Items:

5. Arun Sen will reserve picnic location
6. GBM/CCM will work on hiring an auditor
7. Shashwati Roy will renew registration and insurance by due date in March
8. Arun Sen will identify Bangla School venue
9. Tinni Thompson will find information on community volunteer projects for Utsav to participate
10. Dipankar and Shaswati will prepare 2007 budget for next meeting
11. Joy Mukherjee will provide external artist budget
12. Tinni Thompson and Shashwati Roy will identify Durga Puja venue
13. Tinni Thompson and Dipankar Chattopadhyay will communicate with other Bengali /Indian organizations to promote there activities on Utsav PR email and website.
14. Shashwati Roy will work to compile a history of Utsav

Next Meeting: March 18th, 2007, 3:00 PM at Gold River Starbucks

Meeting adjourned at 4:40PM

Minutes of GBM/CCM Meeting:

Date: March 18, 2007

Location: Starbucks, Gold River

Time: 3:00 PM

Attendees:

GBM - Dipankar Chattopadhyay, Arun Sen, Shashwati Roy, Tinni Thompson.
CCM –Shyamal Chowdhury

Agenda:

15. Picnic
16. Baishakhi Mela
17. Fund Raiser/Advertisement
18. Bangla School
19. Community Volunteer Work

Key Updates:

- **Picnic:** Scheduled for May 19th at Mather Park. Arun Sen has reserved the park. He will also coordinate the games and activities. Shashwati Roy is working with Lily Sarkar to arrange the food.

- **Baishkhi Mela:** Utsav will support the Mela by providing a sound system and some tables. Utsav members will perform during the Mela. Utsav will also have a booth, which will promote the club to attendees.
- **Fund Raiser/Advertisement:** GBM will put together the advertisement fee schedule and cover letter by the end of May for distribution.
- **Bangla School:** Arun Sen will work on locating an appropriate place for Bangla School. Start date to be determined.
- **Current Status on tax and legal filings:** Shashwati will pay the insurance renewal fee by due date.
- **Community Volunteer Work:** Tinni will schedule KVIE for June. GBM/CCM to coordinate the gardening work at Vedanta Society

Action Items:

15. Shashwati Roy will renew registration and insurance by due date in March
16. Arun Sen will identify Bangla School venue
17. Tinni Thompson will schedule KVIE
18. GBM/CCM will work on hiring an auditor

Next Meeting: Aril 7th, 3:00 PM at Gateway Starbucks

Meeting adjourned at 4:50PM

Minutes of GBM/CCM Meeting:

Date: April 24, 2007

Location: Starbucks, Gold River

Time: 5:00 PM

Attendees:

GBM - Dipankar Chattopadhyay, Soma Tapadar, Tinni Thompson. Shashwati Roy
CCM – Joy Mukherjee

Agenda:

20. Picnic
21. T Shirts
22. Bangla School/Community Volunteer Work
23. External Artist update/budget

Key Updates:

- **Picnic:** Scheduled for May 19th. Food will be catered by Lily Sarkar. Menu was decided as follows:
 - Bhel puri
 - Chips/salsa
 - Tandoori Chicken
 - Sausage
 - Aloo dum/loocho
 - Jilabi
 - Sodas
- **Picnic Activities:** will be discussed at next meeting with Arun Sen
- **Utsav T Shirts:** Will be ordered by Tinni for sale at picnic.
- **Bangla School:** Will start in July
- **Community Volunteer Work:** More Utsav volunteers needed for the community activities which are the PBS pledge drive, gardening at the Vedanta Society.
- **External Artist Update/Budget:** Joy Mukherjee said he is waiting for contract to be signed by Ms. Jojo. Another artist Anup Ghoshal may also be available to perform on Sunday. Joy will look into that possibility.

Action Items:

19. Confirm final menu for picnic
20. Arun Sen discuss picnic sports

Next Meeting: April 29, 2007

Meeting adjourned at 6:30PM

Minutes of GBM/CCM Meeting:

Date: May 6, 2007

Location: Starbucks, Gateway

Time: 2:30 PM

Attendees:

GBM - Soma Tapadar, Tinni Thompson. Arun Sen
CCM – Sumanta Ghosh

Agenda:

24. Picnic

- 25. Utsav Fund Raising
- 26. Bangla School/Community Volunteer Work

Key Updates:

- **Picnic:** Scheduled for May 19th.
- **Picnic Activities:** coordinator Arun Sen.

For children age 5 and younger- Walk and bring apples or oranges from a table to their parents

For ages 5 plus- 1. Shell peanuts and the outer skin, but keep the peanuts intact

2. Relay race with spoon and marble

3. Rumal chore

Adults -1. Remember items displayed on a table after a quick glance

2. Three - legged race (select your partner)

3. 200m (couple only) relay race

4. Couple only - stay on the newspaper as the paper gets folded

5. Other possibilities: feel the bag and identify what's inside

- **Fund raising:** Different ideas were mentioned for Utsav fund raising purposes.
- **Bangla School:** Will start in July it will be held twice a month in Carmichael. Tables and chairs along with class material need to be purchased. Maybe do a small fundraiser like a car wash to pay for the items. Arun, Soma, and Sumanta will be will be teaching the classes. Other volunteer teachers are required.

Action Items:

- 21. Arun Sen will get all items for picnic sports
- 22. Soma Tapadar will purchase prizes for kids

Next Meeting: Not yet scheduled

Meeting adjourned at 3:45PM