

## Annual Sponsor's Meeting – NASKA 3/31/2013

### Agenda:

1. Call to Order & Vote of Thanks to Sponsors, Volunteers, BoA by NASKA EC.
2. Select Chairperson to conduct the meeting: Samir Poddar
3. 2012 Income and expenditure report: Presented by Animesh.
4. Recap and conclude 2012 Kalipuja:  
Feedback from meeting participants:
  1. Make veg and nonveg section separate
  2. Can we start Puja early
  3. Can we skip the dinner ticket
  4. Should we remove snacks
  5. Make more volunteer for Dinner
  6. Make a timetable for puja
  7. Directions to cafeteria
  8. Too much Prasad
  9. Too aggressive headcount
  10. Can we order Dinner per tray instead of per head

5. Form Management Committee for 2013:

President: - Nirupam Basu

Vice President: - Samir Poddar

Secretary: - Tarun Chowdhury

Treasurer: - RajNarayan Basak

Advisors: - Animesh Chandra, Soumitra Mukherjee, Ranjit Basak, Sanjit Sanyal, Satyabrata Sau,

Up to 2 persons may be changed every year.

6. Form different Board Of Authorities for 2013

<b>Board Of Authority</b>			
<b>Priest:</b>	Tarun Chowdhury, Samir Podder, Sanjit Sanyal and Satyabrata Sau		
<b>Sponsor:</b>	Tarun Chowdhury, Nirupam Basu and Kaushik Mitra, Samir Podder		
<b>Publicity:</b>	Tarun Chowdhury, Prabir Patra , Animesh Chandra,		

<b>Food:</b>	Nirupam Basu, Sanjit Sanyal, Kaushik Mitra, Satyabrata Sau, Ranjit Basak, DhruvaJyoti Chatterjee		
<b>Puja:</b>	Gouri Chatterjee and Joyeeta Basak		
<b>Advertisement:</b>	Kaushik Mitra, Samir Podder, Satyabrata Sau, Girija Bhunia, Soumitro Mukherjee		
<b>Artist:</b>	Sanjit Sanyal, Nirupam Basu, Animesh Chandra		
<b>Sound System and Light:</b>	Animesh Chandra and Sanjit Sanyal		
<b>Decoration:</b>	Girija Bhunia and RajNarayan Basak		
<b>Vendor Management:</b>	Tarun Chowdhury, Prabir Patra		

7. Decide 2013 Kalipuja Date: November 9, 2013

8. Budget for 2013.

Item	Minimum Expenditure	Status
Purohit (priest)	\$500	
Venue	\$1,500	
Bhog (fruits)	\$350	
Dinner	\$1,500	
Mandap Shojya (Decoration)	\$250	
Publicity	\$1,000	
Cultural Program	\$2,500	
Sound System	\$500	
Snacks + Beverages + Kitchenware	\$350	
Kid's Event	\$350	
Educational Activities	\$0	
Raffle	\$100	

Reduced expense for Website renewal, Quiz

\$8,900

9. KaliPuja Venue: Mercy High School

10. Priest Selection: From NY Kali Mandir

11. Decide on 2013 community program: None decided for 2013

12. Sponsorship Management:

- We should continue with Sponsorship Program
- We should try new avenue for revenue
- Start 2013 sponsors list

13. Cultural Program: We need to decide timing for cultural program. 2- 2.5 hours will be required.

13. Adjournment.