

Executive Committee Meeting Minutes

Date and time: 10/28/2007, Sunday 2:00 – 4:00 PM

Place: Hongwanji Temple, Honolulu, HI

Prepared by: Arjun Aryal and Moti Chapagain

Present:

Executive Committee Members: Moti Chapagain, Arjun Aryal, Promod Pradhan, Mandhoj Rai, Suryalaxmi Maharjan and Rajib Subba.

Guest Members: Kabi Neupane, Mitra Neupane, Bibin Shakya, Raju Maharjan, Laxman Sharma, Bindu Sharma, Kusum Chapagain, Kalpalata Subedi, Laxman Subedi, Uma Dressen, Bhima Rai, Khema Gautam, Toyoku Bhandari

Agenda and Decisions

1. Annual General Meeting (AGM) Minute

The meeting went over the AGM meeting minute prepared by Arjun Aryal and the content was accepted.

2. Financial update and grant proposal to the UHM

Promod Pradhan requested additional time in order to provide financial update to the executive committee. Arjun Aryal updated status of a grand proposal submitted by SNEHA to UH Manoa as a RIO.

3. Duties and responsibilities of Vice-President and Joint-Secretary

The duties and responsibilities of Vice-President and joint-Secretary as envisioned during the second annual general meeting was extensively discussed and agreed on the following:

Vice-President:

In the absence or disability of the President of the Executives, the Vice-President acts in his or her place. The Vice-President of the Executives shall perform any other duties as may be required by the bylaws or which may be prescribed from time to time by the Executives.

Joint-Secretary

In the absence or disability of the Secretary of the Executives, the Joint-Secretary acts in his or her place. The Joint-Secretary of the Executives shall perform any other duties as may be required by the bylaws or which may be prescribed from time to time by the Executives.

3. **Tihar celebration**

The meeting decided to celebrate Tihar by organizing a potluck on 11/10/2007 and formed a Tihar celebration committee. Members of the committee are Bindu Sharma (coordinator), Mitra Neupane, Toyoku Bhandari and Khema Gautam.

4. **IRS non-profit tax exempt status:501(c)(3)**

Moti Chapagain presented the requirements for registering SNEHA as a 501(C)3 non-profit organization with IRS. It was discussed and decided to seek **Public charity status** for SNEHA based on more than 1/3rd of support from contributions, membership fees, and activities related to exempt functions. Since, the main requirements are description of activities and financial data, the meeting decided to form a committee to work on these requirements.

1. Khem Sharma-
2. Kabi Neupane
3. Alok Rajaouria
4. Laxman Subedi
5. Arjun Aryal
6. Bibin Shakya
7. Pramod Pradhan
8. Moti Chapagain

The meeting also decided to request the following members to prepare a short report of the existing and planned future activities of SNEHA including the purpose (why), place (where), time (when), target group (whom) and how (funding, selection, monitoring etc.) of the following activities:

- a. TEWA- Bibin Shakya
- b. School library project- Dr. Khem Sharma
- c. Nepali class- Dr. Kabi Neupane
- d. Religious/Cultural activities: Teej / Dashain/Tihar- Alok Rajouria
- e. Current budget/current assets: Pramod Pradhan
- f. Future possibilities/activities: Moti Chapagain/ Arjun Aryal
- g. Affiliation with UHM- Arjun Aryal

It was also decided to explore the possibility of starting a Scholarship program for a student of Nepalese origin studying in Hawaii.

5. **Supplementary Election**

The meeting formed an election committee in order to elect vice-president and joint-secretary. The members are Mitra Neupane (coordinator), Kamal Gautam and Mandira Neupane.

Meeting adjourned at 4:00 pm.