



## స్వద్ధన తెలుగు కమ్యూనిటీ

MINUTES 15<sup>th</sup> June 2019

8:30 AM-10:30 AM

Kista Entre, Kista

MEETING CALLED BY	STC newly elected board
TYPE OF MEETING	Board meeting
Meeting Moderator	Surendra Kumar A
NOTE TAKER	Praveen Rangineni and reviewed by Sneha
ATTENDEES	Niranjan Komandla, Praveen Rangineni, Sneha Sravanti, Ramadevi Paladugu, Suman Vemula, Rajendra Kola, Srinivas Thadivaka, Gangadhar Neeradi and Surendra Kumar A
MEETING SUMMARY	Board members have chosen the Chairman, Treasurer, General Secretaries, and the Cultural, Event committees among the elected members and discussed the next steps. Another important topic of the meeting is to acknowledge the recent security incident.
NEXT STEPS	<ul style="list-style-type: none"><li>• Handover from the previous committee</li><li>• Plan for summer event</li></ul>

### Agenda:

1. Introduction of board members
2. Resolution to acknowledge the work done by previous working committee and supporting committees
3. Responsibilities and tenure of board members
4. Identify high-level supporting committees needed and agree the process to constitute committees
5. Status of STC and Handover plan
6. Amendments in STC constitution
7. Safety measures in STC events
8. Other discussions
9. Next meeting

### 1. Introduction of board members:

DISCUSSION	
	As it is the first meeting of current board, all the members introduced themselves to present their background, experience, capabilities and interest.
CONCLUSIONS	Members had got a fair idea on others interest, background, experience and capabilities that helps to choose the responsibilities within the board.



ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		

**2. Resolution to acknowledge the work done by previous working committee and supporting committees:**

DISCUSSION	Newly elected board recognize and highly appreciate the work done by previous working committee. Together with the supporting committees and volunteers, they developed STC as an organization and organized events with lot of enthusiasm, and to the best of their ability.
CONCLUSIONS	Continue the spirit and enthusiasm of previous working committee to take STC to next level in the future with the cooperation of all the members.
ACTION ITEMS	PERSON RESPONSIBLE
Send appreciation to earlier working committee	Surendra A/Niranjan

**3. Responsibilities and tenure of board members:**

DISCUSSIONS	<p>All the members expressed their opinion on the positions needed within the board and agree to fill the below positions for a term of one year.</p> <ul style="list-style-type: none"> <li>Chairperson</li> <li>Treasurer</li> <li>General Secretary(s)</li> </ul>
CONCLUSIONS	<p>Below members are elected for the position for the tenure of one year.</p> <ul style="list-style-type: none"> <li>Chairperson: Surendra A</li> <li>Treasurer: Suman Vemula</li> <li>General Secretary: Niranjan Komalla</li> <li>General Secretary: Sneha Sravanthi</li> </ul> <p>Agreed to make necessary changes in the constitution.</p>
ACTION ITEMS	PERSON RESPONSIBLE



#### 4. Identify high-level supporting committees needed and agree the process to constitute committees:

DISCUSSION	Discussed to understand the important committee that need to be constituted on priority basis and later. Board members with the process of self-nomination and other members supporting their nomination, have chosen the members to be part of various committees. Board also opine to revisit the constitution to make necessary changes on the committees needed. Due to time constraints, board opined to discuss the process to include members outside the board in different committees, to involve those who actively participated in previous committees and other nominees who are not in the board.
CONCLUSIONS	<ul style="list-style-type: none"> <li><b>Membership and election committees</b> to be continued until further notice.</li> <li><b>Event planning committee</b> is constituted to plan and organize the events in future. <b>Rajendra Kola</b> will drive the event committee. Srinivas, Rama and Praveen will support the event committee. It will also have the members outside the board.</li> <li><b>Cultural committee</b> is constituted to plan the cultural <b>and sport</b> activities. They also plan the cultural activities in the events with the collaboration with <b>event planning committee</b>. <b>Gangadhar Neeradi</b> will drive this committee. Srinivas, Rama and Praveen will support this committee from the board. It will also have the members outside the board.</li> <li>Event planning committee should take immediate steps for preparations to conduct a summer picnic for registered members of STC and plan the event calendar for all the activities to be conducted one year from now.</li> </ul>

Action Items	Person Responsible	Deadline
To come up with a plan for the summer picnic. A meeting to be called in coming weeks	Rajendra/Ganga	
Preparation of event calendar	Rajendra	



## 5. Status of STC and Handover plan

DISCUSSIONS	As mentioned in agenda point 3, together with newly chosen treasurer, chairman is responsible for reaching out to the previous working committee and plan the handover of STC's legal entity.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Discuss with previous working committee and arrange a handover of STC's registration, bank account and any other activities relating to the legal functioning of STC	Surendra A		
Discuss with web master and take over the official email communication from STC's Email addresses	Niranjan		

## 6. Amendments in STC constitution:

DISCUSSIONS	While appreciating the work of the team that drafted STC's current constitution, the board agreed that minor changes to be done to reflect the status of STC.		
CONCLUSIONS	General Secretary, who was also part of the earlier constitutional committee will take this responsibility to fine tune the constitution and present for board approval.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Consolidate the amendments to be done, prepare new draft and present it for board approval	Niranjan		

## 7. Safety measures in STC's events:

DISCUSSIONS	Due to the recent unfortunate incident during the STC's election day, board discussed the improvements needed to handle the security aspects in all future STC's events.		
CONCLUSIONS	Event planning committee to take care of the security aspects of future events. The committee, with the coordination of property owners, will work to create awareness of safety aspects to attendees of events. A suggestion from board is to have a separate person in event committee to consider safety aspects.  Regarding the incident occurred, Chairman will talk to the previous working committee (responsible for election event) and make sure that the parent's concerns are acknowledged.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Discuss with the committee responsible for election day and make sure that the child's parent concerns are addressed	Surendra A		



## 8. Other Discussions:

DISCUSSIONS	Communication channels (Emails, WhatsApp, Facebook and other social media)	
CONCLUSIONS	Emails originating from STC's Email is the official channel of communication to members and external parties. WhatsApp is not official communication channel for STC.  Only members (including the webmaster) to the moderators in the STC's Facebook group	
ACTION ITEMS		PERSON RESPONSIBLE
		DEADLINE

## 9. Next meeting:

DISCUSSIONS	Due to time constraints and as its initial meeting, the board did not have an opportunity to discuss more elaborate topics, hence aimed at discussing immediate concerns.	
CONCLUSIONS	Next meeting to be called by the chairman in coming weeks.	
ACTION ITEMS		PERSON RESPONSIBLE
Discuss with other members and call for next meeting	Surendra A	DEADLINE