



Sweden Telugu Community

MINUTES 08th Aug 2019 19:00-21:00 Kista Entre, Kista

MEETING CALLED BY	Niranjan Komalla
TYPE OF MEETING	STC Regular Board meeting
MEETING MODERATOR	Surendra Kumar A
NOTE TAKER	Praveen Rangineni and reviewed by Niranjan Komalla
ATTENDEES	Niranjan Komandla, Sneha, Ramadevi Paladugu, Suman Vemula, Gangadhar Neeradi, Surendra Kumar A and Srinivas Thadivaka (Online)
MEETING SUMMARY	Discussed the agenda topics and agreed on actions
NEXT STEPS	Follow up on actions agreed Focus on Autumn even Initiating the process to constitute supporting committees

Agenda topics

- Summer picnic event review
- Constitute supporting committees
- Event calendar
- Review pending actions.
- Website administration

Summer picnic event review:

DISCUSSION	Reviewed the summer picnic event, expenditure and feedback from members	
CONCLUSIONS	<ul style="list-style-type: none">• Preliminary cost for summer picnic 4987 SEK.• Overall, members are happy but should be better communication• Involved volunteers only those who have shown interest before 19th July.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Constitute supporting committees:

DISCUSSION	Discussed the need to constitute important supporting committees and the process to be followed.



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CONCLUSIONS	<p>Agreed to constitute below committees and decided to send the communication to seek the interest from the registered members to join committees as a first to fill the committees.</p> <ul style="list-style-type: none">• Event Planning Committee:• Cultural promotion and activities committee• Election Committee:• Membership Committee:• IT & Public Relations Committee:	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Send mail to all registered members seeking the interest to join committees	Niranjan	ASAP

Event Calendar Preparation:

DISCUSSIONS	Discussed the status of event calendar preparation for next year. As the event plan is not prepared, immediate focus to be on next event in Autumn. discussed the event fee and other arrangements to be made for autumn event	
CONCLUSIONS	<p>Next (Dussehra and Bathukamma) event will be held in October in Autumn.</p> <p>The entry fee should be around 130 SEK (tentatively) and the discount for members</p> <p>Food to be provided for those attended.</p> <p>Event secretary will come up with date, hall and estimated cost</p> <p>Event calendar for future events, to be created once event planning committee is constituted.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Explore the hall options, decide the event date and prepare the estimated cost for Autumn event	Rajendra	ASAP

Review pending actions.

DISCUSSION	Reviewed outstanding actions from previous meetings, discussed the status and further actions to be taken.
CONCLUSIONS	<ul style="list-style-type: none">• Physical inventory collection, Rama to call Ramesh and take the handover this week



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	<ul style="list-style-type: none">• Bank account not received the access to bank account. Chenna ready to transfer the amount, but not initiated yet.• Follow-up action with Suresh family, this action item can be closed.• Not received the sponsor list yet. Got the mail access and need to check the mailbox for any sponsor information.• Preparation of event calendar, event and constitution committees (work on going)• Niranjan to send the updated draft version for revision (Constitution)• Strengthening STC Finances. Constitute new branding and sponsorship committee with Surendra, Suman and Niranjan and call for a meeting with potential sponsors.• Overlapping responsibility for web admin/membership committee.• Niranjan to call for a meeting with previous election committee to conclude the pending action about the appointment of deputy board members and tenure of current board members• Niranjan to discuss with membership committee to constitute new committee• Surendra to change the communication address in Skatteverket and bank (not completed)• Takeover of Email, physical files, USB drives (Done)• Social media account (FB account and FB page) pending (These are Web Admin's resp.)
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Action Items	Person Responsible	Deadline
Take over physical inventory from Ramesh	Rama	ASAP
Preparation of event calendar	Rajendra	After new event committee
Revise the constitutions	Niranjan	ASAP
Constitute STC branding and sponsorship committee and discuss with sponsors	Surendra, Suman and Niranjan	ASAP
Pending actions from election committee	Niranjan	ASAP
Discussion with membership committee for constituting new membership committee	Niranjan	ASAP
Follow up to change the communication address in Skatteverket	Surendra	ASAP



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Website administration:

DISCUSSIONS	It is observed that there is overlapping between web admin duties with board members and other committees' duties. Web admin is overloaded as access to send communication through web site and uploading documents and content update is not provided to board members. Web site domain ownership to be considered as digital assets of STC.	
CONCLUSIONS	<ul style="list-style-type: none">• Domain ownership to be taken over by general secretaries.• Niranjan should work with web admin to segregate the duties of technical support and content update in website.• New 'IT&PR Committee to be constituted	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Takeover website domain ownership	Niranjan / Sneha	ASAP
Segregate web admin role with board members roles in website	Niranjan	ASAP

Mötes Sekreterare

Mötes Ordförande

Justerat

Justerat
