



స్వేదన్ తెలుగు కమ్యూనిటీ

MINUTES 06th July 2019

8:00AM-10:30 AM

Kista Entre, Kista

MEETING CALLED BY	Niranjan Komalla, STC General Secretary
TYPE OF MEETING	STC Regular Board meeting
Meeting Moderator	Surendra Kumar A
NOTE TAKER	Niranjan Komalla and Reviewed by Rajendra Kola
ATTENDEES	Niranjan, Sneha, Ramadevi Paladugu, Suman Vemula, Rajendra Kola, Gangadhar Neeradi, Surendra Kumar A and Srinivas Thadivaka (Online).
MEETING SUMMARY	Board discussed the agenda topics and agreed on actions
NEXT STEPS	<ul style="list-style-type: none">Follow up on action points agreedNext meetingSummer picnic

Agenda topics

1. Communication mail box
2. Handover Plan
3. Extending help to Suresh's family
4. Send appreciation mail to old committee
5. Preparation of event calendar
6. Revise constitution
7. Summer picnic
8. Strengthening STC in terms of finance and membership
9. Deputy members and election committee
10. STC Communication address and post box
11. STC assets and inventory
12. Regular meetings

1. Communication mail box

DISCUSSION	Discussed whether to have single mail box or multiple. The single mail box will help members to have a single point of contact, hence preferred.	
CONCLUSIONS	Agreed to have single mail box. Chairperson will categories the folders and move to the respective folders.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Categorize the folders and dispatch mails to folders	Surendra A	Ongoing



2. Handover Plan:

DISCUSSION	Discussed the status of handover and bank account. Suman updated that the bank account with Swish created in Nordea bank. Agreed to continue with the bank account in Nordea and close other account.		
CONCLUSIONS	<p>If there are any pending reimbursements, new board will do the payment after handover.</p> <p>Change of the communication address and authorised persons in Skatteverket and bank.</p> <p>Chairperson address to be updated and other options will be explored</p>		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Follow up with old working committee		Surendra	ASAP
White paper to be published with inventory and finance after receiving handover		Surendra / Niranjan	After Handover

3. Extending help to Suresh's family:

DISCUSSIONS	As this task is assigned to Surendra in last meeting, the following status is updated in the meeting <ul style="list-style-type: none"> - Spoke to Old WC (Priya) and the written complaint is not given. - Scene rehearsal to be done with the child, parents and property owner. - Child health is stable, and surgery ruled out 		
CONCLUSIONS	Continue to follow up on above points		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Follow up actions along with Old WC, Property owner and child's parents		Surendra	



4. Send appreciation mail to old committee

DISCUSSION	Discussed how to recognize the work done by previous working committee and other important contributors.	
CONCLUSIONS	Certificates to be given in picnic event, along with this certificate of participation for Ugadi event. Appreciation mail for sponsorship	
Action Items	Person Responsible	Deadline
Certificates to be prepared for old WC and collect the certificate of participation for Ugadi event	Surendra	ASAP
Get the sponsors list from old WC to send appreciation mail	Niranjan	ASAP

5. Preparation of event calendar

DISCUSSIONS	Discussed the status of event calendar preparation, which is pending	
CONCLUSIONS	Event calendar to be prepared and presented in next meeting. Event and cultural committee vacancies to be filled with non-board members	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Preparation of event calendar	Rajendra	
Constitute event and cultural committees	Rajendra / Ganga	ASAP

6. Revise constitution

DISCUSSIONS	The constitution review is in progress. Minimum statutes required for bolagsverket to be considered immediately	
CONCLUSIONS	Immediate steps to be taken to fulfill the requirements for registration in Bolagsverket	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Provide the updated draft constitution	Niranjan	Next meeting



7. Summer picnic

DISCUSSIONS	Discussed the location identified the event planning committee, required permissions to be taken from police or kommun and the budget allocations for the event	
CONCLUSIONS	Finalized location at Golfängarna, near Lötsjön in Sundbyberg kommun, Check with local police and kommun on permissions, Approved budget not more than 8000 SEK for the event, Agreed that STC will not involve in food arrangements, but can negotiate with food suppliers so that attendees can buy food from suppliers	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Discuss with local police and kommun on permissions	Niranjan	ASAP
Ensure to make necessary preparations for event with in allocated budget	Gangadhar	ASAP
Discuss with food suppliers for food arrangements	Rama / Ganga	ASAP

8. Strengthening STC in terms of finance and membership:

DISCUSSIONS	Discussed how to increase the financial resources of STC and increase the membership. There should be more engagement from board with sponsors to brand STC. New committee with Chairperson, Treasurer and General Secretary to be constituted and possibility to take the members outside the board in the committee	
CONCLUSIONS	Constitute STC branding committee with Surendra, Suman, Niranjan and other members outside the board. Prepare sponsor list and arrange a meeting with Sponsors Constitute new membership committee to drive the membership campaign	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Set up a meeting with sponsors	Surendra/Niranjan/Suman	
Constitute new membership committee	Niranjan	

9. Deputy members and election committee

DISCUSSIONS	Discussed about formation of new election committee with clear responsibilities. Also, choose two deputy members as per the constitution and prepare the guidelines for the deputy members.	
CONCLUSIONS	Set up a meeting with existing election committee to choose deputy members and discuss with them before constituting new election committee	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Discussion with existing election committee and propose new election committee	Niranjan	
Prepare the guideline for deputy members and election committee	Niranjan	



10. STC Communication address and post box

DISCUSSIONS	Discussed about options to get digital post box. As it takes some time to get the digital postbox, temporarily Chairperson's address to be provided as STC communication address.	
CONCLUSIONS	While exploring options to get digital post box, STC communication address can be changed to current chairperson (Surendra) address	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Change the communication address in Skatterverket and bank	Surendra/Suman	ASAP
Explore options to get digital post box	Surendra	

11. STC assets and inventory

DISCUSSIONS	Discussed how to take handover on virtual and physical assets of STC and options to store and maintain digital and physical assets	
CONCLUSIONS	Takeover E-mail IDs and Social media membership with STC name Takeover STC inventory from old WC. Rama agreed to donate the storage space to keep the inventory Takeover, store and maintain physical files from Old WC	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Take over the STC inventory, store and maintain	Rama	ASAP
Takeover E-mail and Social media accesses and the physical files and maintain	Niranjan	

12. Regular board meetings

DISCUSSIONS	Discussed on timings of regular meetings in future. All members agreed to have it on working day evening and preferable on Thursday (1900-2100)	
CONCLUSIONS	Agreed to have regular STC board meetings every first Thursday of month from 07-9 PM.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Set up a recurring meeting for every first Thursday of Month	Surendra/Niranjan	ASAP