

# TAMA Board of Directors

**Date: 11/10/2013**

## Minutes of the Board/EC meeting

**Location:**

TAMA Office

**Attendees (14):**

- **2013 Board of Directors (7):** Viju Chiluveru, Ram Maddi, Srinu Lavu, Sunil Shavele, Mahesh Pawar, Mallik Medarametla, Meher Lanka.

- **2013 Executive Committee (7):** Venkat Meesala, Murali Kakumani, Vijay Ravilla, Srinivas Peddi, Anil Bodireddy, Nagaraj Manthena, Sandhya Yellapragada (plus Mahesh Pawar).

- **TAMA members from community (3):** Rajesh Jampala, Nagesh Doddaka, Sudhakar Vallurpalli, (The attendees were asked if anyone had any objections to these folks attending the meeting - There were no objections raised).

**Absentees (6):**

- **2013 Board of Directors (3):** Anand Akkineni, Sheela Lingam, Sudhakar Borra

- **2013 Executive Committee (3):** Chittari Pabba, Harsha Yerneni, Vinay Maddineni

**HIGHLIGHTS OF THE MEETING:**

**\* Deepavali event:**

- Mahesh/Vijay stated that everything is on track for the event.

- Mahesh requested all the current & new Board/EC members to come forward and help during the event.

**\* Audit:**

- Mallik said that he talked with the existing audit committee members and they have expressed their inability to complete the audit process for 2011 & 2012 due to their personal time constraints.

\* Several suggestions were made by the members - Finally, it was decided that a new committee will be formed to complete the audit. Names were requested after which a couple of names were mentioned which will need follow-ups.

\* It was also suggested that the audit committee should look into getting an external certified CPA's help with completing the audit. Which CPA to use and the exact budgets would need to be worked on? Sunil has suggested that he can work together with the audit committee on this.

**Summary: A new Audit committee will be formed for completing the audit work.**

**\* TAMA Long Term Projects - Pledges:**

- Board/EC members will follow-up on the pending pledges.

**\* Misleading emails being sent by certain board members to the community:**

- Sunil said that the meeting minutes were being sent to the community by adding misleading information by people who were not present for those meetings. If there were questions or concerns with any of the topics, those should have been resolved within the Board first.

- Several members have expressed similar views and mentioned that even though they were present for all the meetings, they could not relate to the information that is being sent out to community. Mallik expressed his disapproval about using his name in the emails that these directors are sending.

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- Sandhya mentioned that these false emails to the community is not a good thing and we should do something to counter it by providing the facts to the community. She said that since the meeting minutes should be posted on the TAMA website - Ram updated everyone that all the 2013 Board meeting minutes are now consolidated and ready to be posted on the website.

- Viju has questioned on where these 3 directors were when all the good things were happening in TAMA like opening the office, library, medical clinics, scholarships, etc., He wondered why these directors did not send any emails to the community saying about all these good things?

- Lavu has expressed his dis-satisfaction over the recent events and concern on how this bad mouthing is causing a damage to TAMA's reputation and something must to be done to curtail this now before this goes out of control. He proposed that we should come up with a one-page fact-sheet and send this in the next newsletter to the community. This will clearly highlight the actual facts in order to help the community to differentiate between right vs. wrong. Mahesh seconded this motion. There were no objections from anyone.

**Summary:** The Board/EC members are very disturbed by these events and want this to end ASAP so that they can move on with doing constructive work for the community. A fact-sheet email will be sent out to the community in a newsletter to clear the facts.

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These agenda items could not be discussed due to lack of time.

Listing them here ONLY for documentation purpose:

- \* Continuation of brainstorming sessions from previous meetings regarding BOT, etc.,
- \* Filling the vacant position in the Board.

# TAMA Board of Directors

**Date: 10/20/2013**

## Minutes of the Board/EC meeting

**Location:** TAMA Office.

**Attendees (12):** Srini Lavu, Mahesh Pawar, Ram Maddi, Viju Chiluveru, Venkat Messala, Mallik Medarametla, Sunil Shavele, Anil Boddireddy, Murali Kakumani, Vinay Maddineni, Sandhya Yallapragada, Nagaraj Manthena.

### HIGHLIGHTS OF THE MEETING:

\* This meeting is a continuation of the 10/16/13 meeting held to discuss the potential topics that are being proposed for the upcoming GBM.

\* Since there were some newcomers to this meeting, Lavu explained in detail the idea behind forming the new 'Board of Trustees' (BOT) entity. Lavu also asked if we should be adding anything in the by-laws to avoid any potential dissolution of this body in the future and what should happen to the financial contributions that have already been made by folks towards this cause?

\* Mallik asked why we need the new BOT entity in the first place and wanted more clarity on the exact roles/responsibilities of these members. There were several options discussed by the attendees to see if there are any other alternatives instead of forming the BOT but still achieving the same end-goal, which is to find a permanent home for TAMA.

\* One idea that was discussed in detail was to form the 'Trust' which can consist of 'Trustees' (only upon completion of the stipulated financial contribution) but they (a subset of the Trustees) working as a sub-committee under the BOD umbrella.

\* Several members have pointed the pros-and-cons with this approach - Sunil agreed that this can be workable where there could be some elected directors and some trustee directors in the BOD and all of them working towards the TAMA long-term projects (including the building project). A good bit of time was spent on finding alternatives to forming the new BOT entity and to see if we can make things somehow work within the existing BOD/EC structure.

\* Setting up of an ad-hoc committee has been suggested to work through the details on these topics and propose those to the Board/EC for further consideration & approval. Volunteers were requested upon which Viju Chiluveru (2013/2014 Board), Devanand Kondur (2014/2015 Board) & Sunil Shavele (2013/2014 Board) have some interest and came forward to work in this ad-hoc committee along with Ranakumar Nadella to guide as an adviser due to his experience in this area.

\* This ad-hoc committee will prepare a draft of all these topics and will submit them to the Board/EC members for their review/approval. The Board/EC members can then ask all the relevant questions arising from this draft document. Mallik has once again stressed that it is very important that the

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roles/responsibilities of the BOT body and its members are clearly stated for more clarity now and also to avoid confusion in the future.

\* The other discussion topic was the creation of the new 'Treasurer' position in the Board of Directors (BOD). Several suggestions were given that the auditing scope of this position should be extended to the BOT accounts as well. Currently, the BOD is responsible for the audit of EC accounts.

\* As a side-note, Mallik has pointed out that we are extremely lagging with the auditing duties that the Board is obligated to complete each year. He mentioned that the 2011, 2012 and now 2013 audits are pending as of today and if we don't curtail this trend we might land ourselves into serious trouble pretty soon. It was also noted that if the new 'Treasurer' position is created in BOD, this should be a point-person for this very important duty and they will be the overall in-charge to get this done each and every year. It was also suggested that we should look into taking external paid help for the auditing work to get us over this hump.

\* The next discussion topic was utilizing the CD accounts towards the building projects. Several opinions were expressed by the attendees ranging across the spectrum - Some said it was OK to utilize the funds whereas others said they were completely against the idea and they should be left there as-is for a rainy day.

\* Viju has suggested a compromise approach which is to leave enough reserves in the account (~\$50K-\$60K) and only let the remaining amounts to be used towards the building purchase. The exact amount for the reserves was discussed with various opinions but the general idea of always having a reserve amount in those accounts seems to have been well received.

\* Mallik has made it clear that he was completely opposed to using any of the funds from the CD accounts and said that alternate approaches need to be thought for getting new funds towards the building purchase.

\* Sandhya asked how we can involve the community in this entire process (CDs, BOT, etc.,) Lavu explained that these are just discussions here to make sure that the Board/EC members have a common understanding and an agreement on these topics after which these will have to be presented in the GBM for all the TAMA members review & approval. He also asked if the next Board/EC could raise ~100K-150K within the next year, then we don't need to think about using the CD accounts at all.

\* There were also several suggestions to see if this should be in the form of a loan whereby BOT could use a certain pre-set amount of the money from the CD accounts (after factoring in the reserves) but they will have to re-pay that money back to the CD accounts dollar-for-dollar. There were several discussions on this topic as well but nothing has been concluded.

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These are the other topics which were proposed during the meeting but they could not be discussed due to lack of time. I'm listing them here ONLY for documentation purpose.

The proposer would have to let me know if they would like to add these items to the agenda for the next meeting:

1. Creation of a 'Vice-Chairman' position in the Board of Directors (Proposed by Lavu).
2. Creation of a 'Past Chairman' position in the Board of Directors (Proposed by Viju).
3. Extending the term of the Executive Committee from 1 year to 2 years (Proposed by Anil).

# TAMA Board of Directors

**Date: 10/16/2013**

## Minutes of Board/EC meeting

**Location:** TAMA Office.

**Attendees (15):** Ranakumar Nadella, Srinu Lavu, Ram Maddi, Rajesh Jampala, Nagesh Doddaka, Devanand Kondur, Sudhakar Vallurpalli, Venkat Messala, Gowtham Gurram, Mahesh Pawar, Sandhya Yallapragada, Viju Chiluveru, Anjaiah Chowdary, Vijay Kothapalli, Anil Yellamanchili.

I have cc'ed TAMA EC also on this email so that they will be in the loop on these items.

### HIGHLIGHTS OF THE MEETING:

\* The main purpose of this meeting was to discuss the items being proposed in the upcoming GBM and gather feedback from the TAMA Board and other TAMA well-wishers and experts in this area.

\* Mr.Ranakumar briefly explained the process involved in making changes to the by-laws and the various steps involved in order to achieve the same:

- Brief write-up of the proposed changes (Viju garu is working on this).
- TAMA Board or TAMA EC approval of the proposed changes.
- Sending an invitation to the TAMA members with the agenda items with a brief description of each of these items. This invitation needs to be sent out 30 days prior to the meeting date.
- The 2nd meeting date for the GBM can also be sent out along with the 1st meeting invitation, in case the 1st GBM does not get the necessary quorum.

\* The first item of discussion was for the creation of a new entity called '**Board of Trustees**' (**BOT**) consisting of members who can become members after fulfilling a financial contribution of a set dollar amount towards TAMA Long Term Projects (specifically towards the TAMA building project).

\* Lavu explained in detail about the need to create a separate entity in order to maintain continuity which may not be possible when working within the EC and/or Board due to their term limitations.

\* The BOT structure will have their own Chairman/Secretary/Treasurer for a term-duration who will be elected among its trustee members. The BOD Chairman & EC President could be part of the BOT and attend their meetings as well.

\* There was a discussion on what the fulfillment amount should be? - There were several cases made by Gowtham Gurram to set this amount as \$5,000/- in order to gather more people. At the same time there were several members who made the case to set this amount as \$10,000/-

\* Lavu/Mahesh explained that there are already ~16 people who have committed to \$5,000/- towards TLTP during the Keeravani concert time and having this amount set as \$5,000/- will automatically mean that all these folks are now members of the BOT without any further donations.

\* On the other hand, if this amount were to set as \$10,000/-, these folks could be approached for upgrading to the BOT-level which many of them would be more than happy to do so. I believe at the end

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of this discussion, a lot more folks were leaning towards the \$10,000/- amount as it made more sense due to the above reasons.

\* There was another discussion point about the duration that can be giving for folks to complete this pledge amount - Several suggestions were received to set this duration between 2-5 years with many of the members leaning towards 5 years.

\* A couple of members present in this meeting (namely Sudhakar Vallurpalli & Devanand Kondur) have pledged to become BOT members if they were given a 5-year pledge period, which is a very positive sign.

\* A suggestion was given that there should be an "Honorary Trustee" position created and offered to a distinguished TAMA life-member to serve on the BOT for either a one-year or a two-year term. This will give a good impression about inclusion of the TAMA members also in this body along with their constructive ideas.

\* The other discussion point was the process to utilize the funds in the TAMA CDs— towards the purchase/down-payment for the TAMA building. Ram read the passage from the TAMA by-laws describing the same - Even though the by-laws doesn't explicitly mention that such usage would need GBM approval, a general consensus was given that we should propose this in the GBM and get the approval to avoid any future issues.

\* Also, since the time-line of the CDs usage is subject to a lot of other dependencies being completed first: formation of the BOT, budgeting, planning, scouting and then finally buying the TAMA building property - It was suggested that the GBM proposal would be a blanket one stating that the "BOT can utilize the funds in the CDs when the time goes towards purchasing the TAMA building". This will then avoid having to go to another GBM in case everything is ready to go sometime early/mid next year.

\* The CDs currently hold 200K and the TLTP pledges for this 2013/2014 are around 100K which brings the total seed-money to ~300K. The rest of the monies will have to be raised by another fund-raiser next year or by soliciting interest-free loans from the community or through a bank loan.

\* The next item for discussion was the creation of a new "**Treasurer**" position in the "**Board of Directors**" (**BOD**) structure to handle all the financial/auditing functions that are currently shouldered on the Board. Everyone agreed that this was a good idea.

\* A new topic has been raised by a few attendees to create a post called "**President (Elect)**" in-place of the existing "Vice-President" position in the "Executive Committee" structure. This means that there could be an election for the "President (Elect)" position but once they are elected they can move on to serve as the "President" the next year without going through the election process.

\* This will ensure the continuity of the position for two-years plus also give an opportunity for the PE to learn the job under the President for a year.

\* The criteria for running for the PE position has been suggested as having served previously as an officer in either EC and/or Board for a period of 2 years during the lifetime of that individual. This will ensure that the person contesting for the PE position has TAMA's interest in mind and also has done a little of ground-work for TAMA before trying to become the President.

\* Creation of the PE position would then eliminate the election for the President position. The idea of converting the VP into PE also has been received positively by all the attendees.

# TAMA Board of Directors

Date: 8/4/2013

## Minutes of the Board meeting

Here are the minutes of the Board meeting to discuss the TLTP-Building project held on 8/4/13 between 12PM-2PM

**Location:**

TAMA Office

**Attendees (7):**

Ram Maddi, Viju Chiluveru, Meher Lanka, Srinivas Lavu, Sunil Shavele, Anand Akkineni (phone), Sudhakar Borra (phone).

**HIGHLIGHTS OF THE MEETING:**

- \* The main purpose of this meeting was to discuss the TLTP-Building project and brainstorm different ideas to meet the end goal of having a permanent structure for TAMA.
- \* Lavu explained the various options available to us for acquiring the office building - We could either buy a pre-existing building which is for sale or buy a piece of land and custom build the structure according to our specifications.
- \* Lavu also explained the creation a new body called the 'Board of Trustees' (BOT) consisting of donors who contribute at least \$10,000/- to TAMA towards the TLTP-Building project.
- \* The main role of the BOT will be to evaluate all the various options for buying the building and also for long-term maintenance of the building.
- \* The membership to the BOT will be life-long; this will ensure that the continuity of this project in the long-run is available.
- \* Lavu has consulted Mr. Ranakumar for help with coming up draft guidelines on setting up the BOT. This can then be presented in the GBM for approval after the Board reviews it first.
- \* Sunil has said that he has already started looking at some properties and is actively looking at foreclosed properties which may be a viable option.
- \* Buying an existing building is definitely a quick solution compared to the buy land/build as far as the turnaround time goes. But the latter option could be more customized for us.
- \* Meher asked what the budgeted amount for the building is.
- \* There are currently ~\$150K in pledges from the recent fund-raiser, etc.,
- \* Beyond this there is ~\$200K in TAMA reserve accounts (CDs) which could be utilized towards purchasing the building, subject to the Board & GBM approval.
- \* Ram said that we should look into soliciting interest-free loans from the community in case of any funds shortage before taking on any bank-sponsored interest-payment loans.
- \* Viju explained in detail the minimum requirements that are needed in the building: Conduct Board/EC meetings, Mana Baadi classes, Maitri activities, networking seminars, Mahila saadasu, Sahithi saadasu, special events, etc.,
- \* The building can also be rented out on weekends for music/dance classes to maintain a sustainable revenue stream for TAMA.
- \* Viju mentioned that we should estimate ~\$1,200/- for monthly expenses towards the maintenance, utilities, etc., of the building.

**NEXT STEPS:**

Here are the next steps for the Board to continue the momentum on this project:

1. **Viju** is currently working on a document describing the BOT in more detail - This will be distributed to the Board. Please review and raise any questions that you might have.
  
2. **Ram** will send in a separate email listing the following items which need Board approval:
  - a) Does the Board see the need for acquiring a permanent office building for TAMA?
  - b) Does the Board give approval for utilizing the TAMA reserve accounts (CDs) towards acquiring the permanent office building?
  - c) Does the Board give approval for creating the new body called "Board of Trustees"?
  - d) Does the Board give approval for calling for a GBM to get approval of these items?
  
3. **Viju** will coordinate the place/date for the GBM to coincide with any other TAMA event in order to save the venue costs, etc.,

# TAMA Board of Directors

**Date: 7/14/2013**

## Minutes of the Board/EC meeting

Here are the minutes of the Board/EC meeting held on 7/14/13 between 4PM-5PM.

**Location:**

TAMA Office

**Attendees (16):**

Ram Maddi, Viju Chiluveru, Mahesh Pawar, Venkat Meesala, Anil Bodireddy, Sunil Shavele, Sandhya Yellapragada, Murali Kakumani, Anand Akkineni.

**HIGHLIGHTS OF THE MEETING:**

**\*\* SPONSORSHIP UPDATES:**

- \* Ram gave the team the latest updates with the sponsorship's.
- \* Not many changes since the last time we had the meeting.

**\*\* MUSICAL EVENT EXPENSES:**

- \* Mahesh gave a breakdown of the expenses incurred so far and requested that any outstanding \* expenses that are pending from the team members be submitted ASAP.
- \* The income received so far between the ticket sales & sponsorship checks is \$25,289/-
- \* The expenses incurred so far plus pending is ~\$34,249/- with the break-up given as follows:
  - EXPENSES (already incurred) = \$27,449/-
  - BANQUET (pending) = \$800/-
  - PLAQUES (pending) = \$2,000/-
  - HOSPITALITY (pending) = \$500/-
  - NATS (pending) = \$3,500/-

**\*\* PLEDGE FORM TEMPLATE:**

- \* The team was solicited feedback and approval to use the version 1.0 of the Pledge Form.
- \* The overall consensus was that it is good to go.
- \* There was a feedback given to include the 'Contact Person Name' as a new field on the form - Ram to take this as a follow-up item and revise the existing form.

**\*\* PLEDGE FORMS - UPDATE:**

- \* Ram has given the team the updates on how many signed pledge forms were received and how many are pending.
- \* Mahesh has passed around the pending pledge forms and asked the team for help in getting with their respective contacts to get those completed.
- \* Mahesh also stressed the need for funds in order to meet the above expenses from both the Board/EC members who sponsorship dues are still outstanding for this year.

**\*\* TLTP:**

- \* The floor was open to members to solicit inputs on the long-term fund inclusions for various projects.

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- \* Sunil has described in detail about the medical clinic - The reasons why it is currently slated the near-term and long-term goals of this project.
- \* Sunil has mentioned that it would take anywhere between \$15K-\$17K to cover the office rent along with the clinic including one/two health camps every year. This should be built-in in any of the budgets going forward.
- \* Viju has requested to allocate ~\$2K per year for maintaining the Library and conducting the Business Networking seminars.
- \* Anil has requested that we consider making some of the Telugu/Math competitions as an annual (continuous) event vs. a one-time thing. This will ensure continuity of these programs across several years.
- \* Several members have asked why the ID card project is getting delayed. There are some new businesses that are interested to offer discounts to TAMA members but could not do so because the TAMA members do not have any sort of identification.
- \* Mahesh has explained in detail about the history and progress of the ID card project. The members have felt that we should keep the Diwali event as a potential deadline to get this going so that we can distribute the cards to members attending the event.
- \* The other members who could not attend this meeting should feel free to send their feedback to either Chairman/President/Secretary on what you think the priorities should be for TLTP.

# TAMA Board of Directors

**Date: 6/23/2013**

## Minutes of the Board/EC meeting

Here are the minutes of the Board/EC meeting to discuss the fundraising events held on 6/23/13 between 3PM-5PM

**Location:**

TAMA Office

**Attendees (16):**

Ram Maddi, Viju Chiluveru, Srinivas Lavu, Venkat Meesala, Vinay Maddineni, Mahesh Pawar, Anil Bodireddy, Nagaraju Manthana, Murali Kakumani, Mallik Medarametla, Vijay Ravilla, Meher Lanka, Srinivas Peddi, Harsha Yerneni, Sudhakar Borra, Anand Akkineni.

**Absentees (4):**

Anand Garlapati, Sandhya Yellapragada, Sheela Lingam, Chittari Pabba, Sunil Shavele.

**HIGHLIGHTS OF THE MEETING:**

- \* The attendance was in a good number - Thank You to each one of you.
- \* Feedback was given at the end of the meeting that it was very well run (Thank You!!!) and a very productive one.

**\*\* SPONSORSHIP UPDATES:**

Updates were given by Lavu/Ram plus inputs from everyone:

- \* Here are the overall numbers: Pledges = ~\$100K out of which have a got confirmations for ~\$65K.
- \* 19 out of the 21 Board/EC members have sponsored for Bronze packages (or higher) which is a commendable example.
- \* The team members through the room to give their individual updates about getting any additional sponsorship from their contacts/friends.
- \* There are a total of 32 Bronze sponsorships already confirmed plus more are in the works.
- \* Meher has drafted a "Pledge Form" which after some tweaking is being planned to go into effect for all pending monies (pledges) that are owed to TAMA.
- \* More discussions on the "Pledge Form" will be held in a separate meeting after the fundraising events are completed.
- \* The concept of multi-year donations was discussed in detail - The general consensus amongst the team members is that it is a good idea and also been unanimously approved.
- \* The issue of whether to allow donor name-plates in the TAMA office before the pledge has been fully met will be discussed in the next meeting.
- \* A question about fund-utilization has been raised - This was explained briefly by Viju but has mainly been deferred to the next meeting after the fundraising event.
- \* Mahesh has informed the team that there are a lot of expenses that need to be met this week towards the event and has requested all the Board/EC members to pay their check by 6/27.

**\*\* REGISTRATION UPDATES:**

Updates were given by Mahesh/Vinay/Ram plus inputs from everyone:

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- \* \$25/- tickets were already sold out and only a few \$50/- tickets are remaining.
- \* Planning to start selling the Sponsorship tickets for \$100/- This is in the floating area before the stage.
- \* The amount of monies that will be raised through tickets sales will be ~16K.

### \*\* PROGRAM LINE-UP UPDATES:

Updates were given by Viju/Vinay/Vijay:

- \* Detailed time-lines of the event have been provided to the team.
- \* Several questions/discussions were also addressed.

### \*\* LOGISTICS:

Updates were given by Mahesh/Vinay:

- \* Hospitality - Anil/Vinay have volunteered to be the leads.
- \* Venue - Venkat/Peddi/Murali have volunteered to be the leads.
- \* Stage Management - Vijay/Viju/Sandhya/Nag are the volunteers.

### \*\* BANQUET:

- \* Viju has informed that the Banquet would be held on 7/1/13.
- \* Venue to be determined yet.
- \* This is an invitation-only event where all the sponsors will be invited.

### \*\* NEXT MEETINGS BEFORE THE EVENT:

- \* Wed (6/26), Thur (6/27), Fri (6/28) - More details/invitations will come soon.

# TAMA Board of Directors

Date: 6/4/2013

## Minutes of the Board meeting

Here are the minutes from the 6/4/13 conference call:

These are the details collectively provided by the Fund-Raising Committee to the Board/EC members:

- \* MM Keeravani and his troupe have been confirmed for the musical night program on Jun 30 (Sun).
- \* Different venues are being looked at - Center Stage is open for that date (capacity is ~800).
- \* This would be an evening ~4PM program with local talent acting as supporting fillers.
- \* The exact ticket price is not determined yet as of this time (more on this in the next meeting).
- \* There is another event on Jun 29 (Sat) as an appreciation dinner to TAMA donors, sponsors, etc.,
- \* The venue for this event is also TBD (more on this in the next meeting).
- \* Several questions from the teams regarding the exact usage of the funds collected - These details will be provided later as well once all the other pieces fall into place.
- \* Individual committees and/or responsibilities will be clearly allocated in the days to come.
- \* But the general thought is that we have to do whatever it takes to make both these events a great success and generate a good amount of sponsorship/ticket sales to build the corpus fund that TAMA needs for its expenses.
- \* **There will be a follow-up meeting on 6/6/13 (Thur) 9PM where we will get more clarity on the events, logistics, etc., as Lavu/Viju/Sunil/Mahesh are actively working on laying the ground-work for both these events.**
- \* **Also, there will be an in-person meeting on 6/9/13 (Sun) 3PM to discuss about the events. We will confirm this for sure but please keep your calendar open for this date/time.**

# TAMA Board of Directors

**Date: 4/23/2013**

## Minutes of the Board meeting

Here are the minutes of the Board conference call meeting held on 4/23/13 - Please review and let me know if there are any corrections/omissions or approve these minutes for our records.

### **TAMA Board Meeting**

Date: 23 Apr 2013 7:30PM - 8:30PM

Location: Conference Call

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#### **Attendees:**

Srini Lavu, Ram Maddi, Sunil Shavele, Mallik Medarametla, Anand Akkineni, Mahesh Pawar

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Items listed here as per the sequence of the discussions:

#### **Agenda Item: Fund Raising Committee Updates:**

- \* Shavele has updated that things are going on fine.
- \* Viju has completed the flyers, etc.,
- \* Shavele has said that committees will be forming soon for various departments.
- \* Lavu/Shavele said that any volunteers are welcome on these committees.

#### **Agenda Item: Audit Committee Updates:**

- \* Medarametla said that there is no new update since the last one.
- \* This effort could pick-up steam in the next few weeks.
- \* Medarametla also mentioned that 2012 can start in parallel if any accounting resources are available.
- \* Also suggested that we can solicit volunteer help from the community via the TAMA newsletter.

#### **Agenda Item: Business Networking Updates:**

- \* All set for Sunday's seminar on "College Funding 101".
- \* Viju will send out the individual TODO's for this event.

#### **Agenda Item: Ugadi event:**

- \* Overall the event went fine. Still room for improvement.
- \* Board noted that the paid concept is the new normal for all future events.
- \* Recognized all departments who worked tirelessly towards this event with special mention to the Food committee for overcoming many challenges.

# TAMA Board of Directors

**Date: 4/9/2013**

## Minutes of the Board meeting

Here are the minutes of the Board conference call meeting held on 4/9/13 - Please review and let me know if there are any corrections/omissions or approve these minutes for our records.

### TAMA Board Meeting

Date: 09 Apr 2013 7:30PM - 8:30PM

Location: Conference Call

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**Attendees:**

Sunil Shavele, Mahesh Pawar, Ram Maddi, Srini Lavu, Anand Garlapati, Mallik Medarametla, Viju Chiluveru.

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Items listed here as per the sequence of the discussions:

### **Agenda Item: Ugadi event Updates:**

- \* Pawar informed that working is going on fine on all fronts.
- \* Registration committee is all set and ready to go - Waiting on tags
- \* Already 150-160 tickets are sold. Need to push this further to 400 as a target.
- \* Decoration work is going on with Vijay's help.
- \* Around 20+ programs are shaping up for the cultural programs.
- \* Food logistics are underway - Working with the food vendor.
- \* Pawar requested for Board member's help during the event at the venue.
- \* Lavu said we should look into involving good volunteers from outside the EC/board also.
- \* Lavu asked if we are selling the physical tickets also - Pawar replied as No.

### **Agenda Item: Fund Raising Committee Updates:**

- \* The date finalized for the fund raising program is **July 13, 2013.**
- \* This is a good week since this is after a big national event and artists might come from there.
- \* This will be ticketed event.
- \* The exact format will be finalized shortly and will be published to the Board.
- \* An advance amount has been paid to the Venue for blocking the date.
- \* Pawar asked if there is an enough space to accommodate that many people.
- \* Possible announcement at the Ugadi event if everything is ready by then.

### **Agenda Item: Audit Committee Updates:**

- \* Medarametla informed that he had a conference call with the team.
- \* One member showed up and will sync-up with the other member offline.
- \* The 3rd member (Sridevi) needs to be brought to speed.
- \* The team is planning to meet again soon.
- \* The tentative deadline for completing the 2011 audit is end of May.
- \* Once this is completed, the 2012 audit will begin.

**Agenda Item: Naming of the literary program - Updates:**

- \* Lavu is still waiting to hear from Ravi Sarma garu.
- \* Lavu will update the Board with these details once he hears back.
- \* Board has noted an email received from Mr.Venu Dasigi regarding his recommendation on the naming.

**Agenda Item: TAMA Archives:**

- \* Pawar said this item will be revived soon after the Ugadi event has concluded.
- \* Medarametla/Chiluveru will contribute their time/efforts towards this cause along with the EC members.

# TAMA Board of Directors

**Date: 3/26/2013**

## Minutes of the Board meeting

Here are the minutes of the Board conference call meeting held on 3/26/13 - Please review and let me know if there are any corrections/omissions or approve these minutes for our records.

### TAMA Board Meeting

Date: 26 Mar 2013 7:30PM - 8:30PM

Location: Conference Call

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**Attendees:**

Viju Chiluveru, Ram Maddi, Mallik Medarametla, Srinu Lavu, Anand Garlapati, Mahesh Pawar.  
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Items listed here as per the sequence of the discussions:

**Agenda Item: Approve the 3/17/13 meeting minutes:**

\* The Board has unanimously approved the 3/17/13 meeting minutes.

**Agenda Item: Business Networking Committee Updates:**

- \* Chiluveru has informed that the next seminar would be on April 28 (Sunday).
- \* This would be at the Zafraan restaurant to attract more public participation.
- \* The topic of the seminar would be "College Funding 101".
- \* Medarametla requested that any updates to BNC should be communicated to its members.
- \* Garlapati said he can help anything in his capacity in this regard
- \* Lavu asked the board members to accept the invitation in FB and also follow-up with friends.
- \* Lavu said that event flyer is ready to be distributed.
- \* Medarametla said that Mr.Manohar will be giving a 5 min presentation @ Ugadi event.
- \* Chiluveru said that slide presentation may have logistics issue - Maybe he can just talk.
- \* Lavu asked if there will be any follow-up session after 4/28 - Chiluveru replied no.
- \* Maddi said we should insert these flyers in the Ugadi registration packets.
- \* Maddi said Manohar can pick a raffle ticket so that a good crowd is present for his talk.

**Agenda Item: Fund Raising Committee Updates:**

- \* Chiluveru & Shavele is working on this and the final plan should be finalized shortly.
- \* The exact date is not finalized - Thinking either in July or Sept.
- \* July is good for bringing national artists whereas Sept might be a challenge to get the artists.
- \* Right now status-quo on the new inductees, the one open position will be added as needed.

**Agenda Item: Audit Committee Updates:**

\* Medarametla is scheduling a meeting with the stakeholders this week.

**Agenda Item: QuickBooks Updates:**

\* Lavu/Pawar/Chand are meeting on this topic shortly.

**Agenda Item: Ugadi event Updates:**

- \* Pawar informed that work is going on briskly on all the fronts.
- \* Several committees have been formed and respective tasks undertaken.
- \* Meetings have already taken place with the Registration/Venue committees.
- \* Pawar said that there is a Raffle event being planned (iPad, etc..)
- \* Pawar also informed that they are visiting the school venue for a final check.

**Agenda Item: TAMA Office needs:**

- \* Chiluveru is working on this list and will publish this shortly.

**Agenda Item: Naming of the literary program - Updates:**

- \* Lavu spoke with Mangaraju garu and is waiting to hear from Ravi Sarma.
- \* Lavu will update the Board with these details once he hears anything on this.

**Agenda Item: Need to revive TAMA Annual directory:**

- \* Pawar said that EC is planning to print the annual directory towards year-end.

**Agenda Item: Quarterly magazine / newsletter:**

- \* Chiluveru spoke about the need to have a TAMA magazine/newsletter.
- \* This could either be online or hard-copy.
- \* This should be very useful to everyone, especially newcomers to the city.
- \* We can invite various people to write for this magazine.
- \* Chiluveru also inquired as to why TAMA stopped publishing this?

**Agenda Item: TAMA Archives:**

- \* Chiluveru explained in detail about the need to maintain archives on the TAMA website.
- \* Apart from this being historical value, this could also serve as a useful communication tool to public.
- \* The archive section of the TAMA website could include all the event photos, articles, various works amongst other things.
- \* This could also contain all the TAMA activities/milestones that have occurred over the years.
- \* Medarametla said we could solicit volunteer work from the public in case we need some technical help with this project.
- \* Chiluveru informed that there is a Web committee already which was formed some time last year to give a make-over to the TAMA website being one of their goals.
- \* However, not much progress has been made since then but would definitely need to revive that so that both Board/EC can work together to bring some positive and constructive addition to the website.

# **TAMA Board of Directors**

**Date: 3/17/2013**

## **Minutes of the Board/EC meeting**

Here are the minutes of the Board & Joint Board/EC Meetings held on 3/17/13.  
Please review and let me know if there are any corrections/omissions or approve these minutes for our records.

### **TAMA Board Meeting**

**Date: 17 March 2013 (2PM - 4PM)**

**Location: TAMA Office Building (Conference Room #123)**

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**Attendees & their joining times: 7 directors**

Ram Maddi (1:58)  
Srinu Lavu (2:00)  
Anand Akkineni (2:21)  
Mallik Medarametla (2:28)  
Mahesh Pawar (2:31)  
Anand Garlapati (2:32)  
Sudhakar Borra (2:35)

**Absentees (previously communicated): 4 directors**

Meher Lanka  
Sheela Lingam  
Sunil Shavele  
Viju Chiluveru

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Items listed here as per the sequence of the discussions:

**Agenda Item: Naming of the literary program:**

\* Pawar has reported to the Board that he has discussed the naming of the Literary program after Dr.P.V.Rao garu.

\* Pawar has conveyed that there is mixed opinions on the renaming aspect - A majority of the EC members were for maintaining status quo in this regard.

\* Lavu has once again requested the details of the other gentleman's name that is being circulated in the community and wanted to find out if anyone on the Board knew this particular gentleman or the reasoning why his name is being proposed now vs. sometime in the past (when the library was first opened).

\* Lavu has once again highlighted Dr.P.V.Rao's contributions to the literary scene as well as his direct contributions towards the TAMA library in the form of book donations plus the main person who inaugurated the TAMA office/library.

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- \* Lavu has volunteered to gather the other gentleman's name whose name is also being suggested. He will check around with a few community leaders to get some background information on this and will report the details back to the Board.
- \* Maddi has mentioned that we should first be getting the internal consensus of the Board/EC on the renaming aspect before we finalize on the short-listed names.
- \* Garlapati has expressed that we should also measure the overall impact to such renaming on the TAMA image and make sure that nothing is compromised in the process.
- \* Garlapati has also mentioned that we should consult statesmen persons (like Dr.Ravi Sarma, etc.,) in this regard and get their opinion as well.
- \* In summary, the Board has concluded that we are nowhere with this process as of now and would need some more ground-work before any progress can be made.

### **Agenda Item: QuickBooks:**

- \* Lavu to follow-up with Chand on getting the user credentials transferred to TAMA Board/EC. Still pending.

### **Agenda Item: 2011 & 2012 Financials:**

- \* Lavu/Mahesh has given a brief background on the status of the 2011 audit committees (AC).
- \* The AC had some questions which were forwarded to the Board/EC at that time but somehow these were lost in the process of transitioning to the new EC team.
- \* There were 3 members mentioned as part of this AC: Shyam, Kiran (???), Sreedevi.
- \* Several Board members have expressed their opinion that we should get in touch with the same team members and provide what they need and take the 2011 audit to a completion completion.
- \* They have also expressed that this is something that is mandated by the by-laws and we should complete this without further delay.
- \* There might be a time-constraint stipulated in the by-laws to complete this - However, looks like we might have already missed this - Better late than never.
- \* Medarametla has mentioned that we should plan to complete our taxes, etc., by March 15 in order to avoid any IRS penalties.
- \* Pawar said he will follow-up with EC (Treasurer) to see if the 2012 financials have been filed by March 15 deadline or an extension has been applied. Will report this back to the Board.
- \* Several Board members have also expressed the opinion that we should use this momentum to complete the 2012 audit requirements as well.
- \* The members were also of the opinion that we should request the same 3 people from the 2011 AC to also see if they can complete the 2012 audit (once the 2011 is first completed). This will also ensure that both these years can be completed and we can move on.
- \* There were also discussions on who/how the data will be entered into QuickBooks - The idea was to have Chand finish the 2012 entries and EC will take care of all the current year (2013) entries.
- \* After several deliberations, the Board has requested Medarametla to take the lead on the audit committees for 2011 & 2012. He has kindly accepted this role - His unofficial title is "TAMA Tax Commissioner".
- \* As part of this role, Medarametla would get the exact details of this 3-person committee from the past Board Chairmen/EC Presidents.
- \* Once this information is available, Medarametla will get in touch with all these 3 people and follow-up on what their impediments are and try to provide that information after consulting with the appropriate parties (past/present TAMA officials).
- \* Medarametla top priority will be to get the 2011 audit requirements completed. Once this has been successfully done, he will then do the same with the 2012 audit requirements and complete that as well.
- \* Medarametla will report regular progress of the AC back to the Board.

### **Agenda Item: Ugadi Event:**

- \* Pawar has given a brief overview and highlights of the upcoming Ugadi event.
- \* Pawar has mentioned that Sumangali & the mimicry artists are confirmed for 1 hour each.

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- \* One hour of programs have been allocated to local dance schools. Already around 25 programs have been short-listed.
- \* Akkineni has inquired about the budget details and other details of the programs.
- \* Akkineni has also mentioned that we should be looking at making a profit from the event.
- \* Medarametla has asked if we are taking any of the Viju's recommendations for this event - Pawar replied yes.
- \* Akkineni questioned as to why we are charging the same amount for members and non-members on the day of the event i.e., onsite registration.
- \* Lavu explained that members do get early bird discount if they register online 24-hours before coming to the event.
- \* Lavu said that if each of the Board/EC members gets 10 families to buy the tickets, then we should be in a great shape. The Board agreed that this is a great idea to spread the word around.
- \* Garlapati has said we cannot see this as a business venture but should be considered a cultural organization serving a different cause.
- \* Garlapati said that making this paid event will bring discipline to overall culture.
- \* Pawar has mentioned that the ticket prices will be finalized shortly and an exclusive email regarding the Ugadi event mainly highlighting the fact that this is going to the Paid event will be sent in the newsletter. This will ensure that people do not show up without tickets to the event.
- \* Pawar has also mentioned that charging a higher price for non-members will also encourage people to take membership in order to avail such discounts for this event and also for all future events.
- \* Borra said we should look into leaving some buffer tickets aside for onsite registrations.
- \* Maddi polled the Board to see if they are open to having a "How did we good?" survey for the guests - The Board overall said it is a good idea and we should do it to get a better understanding of our strengths and weaknesses, which can be worked upon for future events.
- \* Akkineni asked if all the participants have to be TAMA members - Pawar said no.
- \* Pawar mentioned that the participants are getting free tickets. However, their parents will have to buy tickets. So, this might work out OK in the big picture.

### **Other Discussion Items:**

- \* Lavu mentioned that we should try to come to the meetings on-time. These days all meetings are starting within 5 mins. of the announced time.
- \* Lavu mentioned that in case you are late for a meeting due to a genuine reason, there is no need to recap all the events that have occurred so far to the late comers. This is adding unnecessary burden to the overall meeting time and more so becoming like a penalty to the people who thrive to attend the meeting on-time.
- \* If someone has missed any topic that might have interested them, then check the minutes of the meeting or get an update from the Secretary Offline about that topic.
- \* Akkineni wanted to pursue with ATA regarding the 2012 convention funds that TAMA was supposed to get.
- \* Pawar said he will follow-up with Karunakar on this.
- \* Medarametla has advised that it might be a better idea if we meeting Karunakar in-person vs. sending an email and explain our case.

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### **TAMA Joint Board/EC Meeting**

**Date: 17 March 2013 (4PM - 5PM)**

**Location: TAMA Office**

**Attendees: Most of the EC plus the directors mentioned above.**

The following items were discussed at this meeting:

### **Ugadi program:**

- \* Most of the items were already covered above.

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- \* EC members have said that the program schedule should be available before the event.
- \* Maddi has conveyed Lavu's previous idea of each of the Board/EC member pulling in 10 families for buying the tickets. Several members have said that this should be doable.

### **ID Cards:**

- \* Lavu/Pawar/Vinay have given a brief background of this project.
- \* Lavu has mentioned that the ID cards will be ready for printed or already printed one-week before the Ugadi event. TAMA life members are the first beneficiaries for these cards. The next step would be the two-year members.
- \* Several members have said that we can hand-over these IDs in the Ugadi event and the remaining can be delivered later on.
- \* Vinay has mentioned that he has created an Excel spreadsheet of the stores that offer discounts to TAMA members based on these ID cards.
- \* Since these cards do not have a photo, they might not be used for the TAMA election process validation purpose.

### **Silicon Andhra:**

- \* Anil explained about an upcoming Telugu Bee competition conducted in conjunction with Silicon Andhra.

### **Sports Activities:**

- \* Harsha explained about the upcoming Carroms tournament.
- \* He said that Prudential (Seshagiri Mandava) has come forward to be the title sponsor for the Sports events.

### **Other Discussion Items:**

- \* Vinay has sought the Board/EC advice on which of the Facebook group/pages he should be maintaining and which ones he should retire.
- \* The team has provided the inputs on the same.

# TAMA Board of Directors

**Date: 3/12/2013**

## Minutes of the Board meeting

Here are the minutes of the Board conference call meeting held on 3/12/13 - Please review and let me know if there are any corrections/omissions or approve these minutes for our records.

### TAMA Board Meeting

**Date: 12 Mar 2013 7:30PM - 8:30PM**

**Location: Conference Call**

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### Attendees & their joining times: 8 directors

Viju Chiluveru (7:28)  
Ram Maddi (7:29)  
Srinu Lavu (7:30)  
Mallik Medarametla (7:31)  
Mahesh Pawar (7:32)  
Sunil Shavele (7:34)  
Anand Akkineni (7:39)  
Anand Garlapati (7:45)

### Absentees (previously communicated): 1 director

Meher Lanka

### Absentees: 2 directors

Sudhakar Borra  
Sheela Lingam

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Items listed here as per the sequence of the discussions:

### Agenda Item: Approve the 2/24/13 meeting minutes:

\* The Board has unanimously approved the 2/24/13 meeting minutes.

### Agenda Item: Fill the open position in the Fund-raising sub-committee:

\* The FRC committee (Chiluveru/Shavele) is working on this actively.

\* The 3rd position in the committee will be filled up shortly and the same will be communicated to the Board.

### Agenda Item: Talk with EC on naming the literary programs after Dr.P.V.Rao:

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- \* The EC is pre-occupied with other tasks and did not get an opportunity to discuss this item.
- \* Pawar will take this up in the 3/13/13 EC meeting and report their feedback back to the Board.
- \* Chiluveru has mentioned that renaming the library might bring a lot of challenges and that we should explore all other possibilities (literary programs, etc.,)
- \* Shavele has also explained in detail about exploring all other options as well.
- \* Chiluveru has also mentioned that he has gotten Dr.Rao's family's consent for the library name.

### **Agenda Item: Publish a list of items that the TAMA office currently needs:**

- \* Chiluveru is actively working on preparing this list and will publish to the Board within a week's time - most likely by the 3/17/13 Board meeting.
- \* Maddi has mentioned that he has already bought 10-reams of printer paper and will deliver this to the TAMA office.
- \* Shavele has kindly offered to donate a couple of color printers to the TAMA office - This would be in addition to the one previously pledged by Lanka in the last Board meeting.

### **Agenda Item: Get the QuickBooks credentials from Chand and provide those details to Pawar:**

- \* Lavu reminded that Chand has already provided the initial details to Pawar.
- \* Lavu also mentioned that Chand has offered to transfer the credentials to [chairman@tama.org](mailto:chairman@tama.org) account
- \* Pawar requested for the admin account including the emails that were used to create this account, etc.,
- \* Lavu/Shavele will get in touch with Chand once he is back from India and get those details from him and provide the same to Pawar.

### **Agenda Item: Ugadi event:**

- \* Pawar reminded that Board that a detailed email that has sent to the Board containing all the details regarding the upcoming Ugadi event.
- \* Pawar mentioned that the email has details regarding the event/budget and also the various committee details.
- \* Pawar also invited all the Board members to become part of the committees and give a helping hand to the program. He mentioned that Maddi has been added to the Registration committee, as per Maddi's request in the last Board meeting.
- \* Shavele mentioned that he is interested to be part of the Cultural committee.
- \* Akkineni inquired whether there is any extra benefit provided for Life Members. Pawar replied as Yes, saying that they will be just paying for food with the entrance being free for them.
- \* Shavele inquired if we will be making any money on the food - Pawar replied yes.
- \* Shavele also reiterated the fact that making this as a paid program is a good thing and will become a regular habit for all the future events.
- \* Garlapati inquired if there is a way to find out who is a Life member when registering online - Pawar replied as Yes.
- \* Akkineni also inquired about various aspects of the program. Lavu suggested that it might be better to get that information offline with Pawar since they are too much detailed for a Board meeting.
- \* Maddi stressed that the main goal of the Ugadi event should be to serve as a Pilot program for the paid concept and since this is the first time we are doing such a thing in TAMA's history, we have to be extra-careful that this is a very successful event with no bad impact on TAMA's image.
- \* Maddi also advised that we may have to look into getting some extra food (dinner/pizza) to make sure that no one is left without food at the end of the day.

### **Agenda Item: TAMA brochure for marketing:**

- \* Pawar wanted to follow-up with Meher on preparing some marketing material for TAMA sponsorship packages. Since Meher was not present for this meeting, this will have to be done offline later.

### **Agenda Item: Fund Raising for TAMA Events:**

- \* Pawar mentioned that there might be some new funds needed for the post-Ugadi programs.

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- \* Pawar said this could be in the form of direct donations from the Board/EC or through their efforts.
- \* Pawar also mentioned that the Fund Raising program that we are planning for this year should consider providing some support for the remainder of the year events (apart from the Long term projects).

### **MISCELLANEOUS ITEMS:**

- \* Pawar mentioned that there were some preliminary talks started with NATA on TAMA being a co-host of the upcoming NATA event in 2014.
- \* Akkineni brought the issue of the entire team working hard for the 2012 ATA event but ATA not reciprocating back with the money that TAMA was initially promised (if ATA made any profits).
- \* Akkineni also mentioned that we should be following up again with ATA on the promised funds.
- \* Several discussions later, it was suggested that with the NATA event, it might be a good idea if some minimum guarantees were provided for TAMA's involvement. This will ensure that TAMA would be beneficial irrespective of the main event being profitable or not.
- \* Pawar mentioned that there will be several more discussions with the NATA team and would involved the Board Chairman also in the near future to be part of these discussions.

# TAMA Board of Directors

**Date: 2/24/2013**

## Minutes of the Board meeting

Here are the minutes of the Board meeting held on 2/24/13 - Please review and let me know if there are any corrections/omissions or approve these minutes for our records.

I appreciate everyone's help with starting/ending the meeting on-time and for your kind cooperation in conducting the meeting in a friendly and respectable environment. Thanks!!!

### **TAMA Mandatory Board Meeting**

**Date: 24 Feb 2013**

**Location: TAMA Office Building (Conference Room #123)**

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#### **Attendees & their joining times: 8 directors**

Ram Maddi (2:52)  
Meher Lanka/Viju Chiluveru/Srini Lavu (2:55)  
Sudhakar Borra (3:00)  
Mahesh Pawar (3:05)  
Sunil Shavele (3:10)  
Mallik Medarametla (3:18)

#### **Absentees (previously communicated): 3 directors**

Anand Akkineni  
Anand Garlapati  
Sheela Lingam

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Items listed here as per the sequence of the discussions:

#### **Agenda Item: Fund-raising Program:**

- \* The team discussed the need for a fund-raising program in general.
- \* Several points were presented as to why we need a 'corpus' fund in order to support the various projects that the Board is currently undertaking.
- \* Lavu explained the need to do a fund-raising program and how this has been delayed since the last year when some initial discussions have taken place.
- \* Pawar questioned as to why we needed this program and wanted some specific details on what the intent of these funds is and how they will be used.
- \* Pawar mentioned that these details are crucial before we go to the public soliciting funds and also wanted to make sure that any funds given for a certain cause or spent only towards that cause.
- \* Lavu explained in detail about the need to maintain a corpus fund for both the short-term and long-term usage for the board projects.
- \* Shavele explained about the current expenses incurred by the board in the current year for example around \$8,400/- towards just the office rent.

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- \* Shavele also listed the other projects which would need funds like the medical clinic, ID cards, library, networking event, etc.,
- \* Medarametla also stressed the need for clearly identifying the objectives of these funds before approaching the public.
- \* Lanka has opined as to why having a corpus fund is a good idea.
- \* Shavele has questioned whether we want to maintain a status-quo with how things are going today or challenge ourselves to take TAMA to the next level (for which funds are needed).
- \* Chiluveru has mentioned that there is business plan built some time last year which could be tweaked and utilized. Lavu has agreed for the same.
- \* The board has voted unanimously to setup a 3-member committee ("Fund Raising Committee" or "FRC") to take up this effort. The primary objective of this committee is to take ownership of the business plan, tweak it and present their ideas to the Board clearly stating the objectives, plans and further actions on the fund-raising program.
- \* It is to be understood that even though these 3-members are front-facing, the entire Board/EC (Team21) would have help jointly in the effort in order to make this a success. All the board members agreed to this idea.
- \* This committee would consist of a Chairman (which the 3 members elect themselves) plus 2 other members.
- \* Several names were suggested and after some initial discussions, this is what is finalized:
  - Chiluveru (voted unanimously)
  - Shavele (Proposed by Chiluveru, seconded by Pawar).
  - **Open Position** - The FRC team requested for some additional time before they can fill this position. Lavu has volunteered to fill this spot if no one else steps in.
- \* The FRC will communicate to the Board once this open position is filled and also when the Chairman has been elected amongst them.
- \* Chiluveru has made a special mention that it is very critical that all the happenings of this committee be duly communicated to the EC so that any conflicts or other issues can be identified early on.
- \* As Pawar is part of the board (and its emails) he felt that as long as the Board is communicated with the updates, he will make sure that EC gets the same as well.
- \* During this discussion, there was a slight confusion at one point with the name of "Anand" since there are two directors with the same first-name. A request has been made by Medarametla to maybe start getting into the protocol of using the last names to avoid any such confusion in the future (which is why you are seeing me use the last names in this document as well).

### **Agenda Item: Naming of the Library:**

- \* Lanka has mentioned as to why not name other things (like TAMA Office, clinic, etc.,)
- \* Lanka has also mentioned that there is another request from a few past TAMA presidents' that there was a prior promise made to a certain gentleman (name unknown) that his name would be given to the TAMA library - This has happened several years also and none of the current team has been involved in that or informed up until now.
- \* Lanka suggested that we should approach the past TAMA presidents' and get their opinion before proceeding with Dr.P.V.Rao garu's name.
- \* Lanka has also mentioned that he did not get the straw poll email containing some of these questions that was built by Chiluveru and emailed by Maddi to the team - Maddi to follow-up on this.
- \* Borra has suggested that take a status quo and not getting into the naming business at all as this might open up a can of worms. He has cited the examples of a couple of examples (airport names in India) which have gone through similar scenarios with varied results.
- \* Pawar has agreed with Borra in maintaining a status quo in this matter.
- \* Lavu has explained in detail and the background on why we need to rename the library in honor or Dr.P.V.Rao garu's name. Some examples given by him are as follows: He was the one who came to the library opening ceremony and also donated a whole bunch of books to TAMA.
- \* Lavu has also questioned the need to consult with the past TAMA presidents' unless we are looking at avenues to integrate them also into our workings.

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- \* Medarametla mentioned that he is open to renaming the library to something like "Dr.P.V.Rao-TAMA".
- \* Chiluveru explained his association to Dr.P.V.Rao garu and also explained Dr.Rao's immeasurable contribution to the local literary scene and his personal contribution of books to the TAMA library.
- \* Chiluveru also mentioned that Dr.Rao garu has promised even more books from his collection of over 10,000 books to donate to TAMA and has mentioned the same to him when he met him the day before Dr.Rao garu was admitted to the hospital.
- \* The team has also discussed the idea of naming the literary programs (Sahiti Sadasu, magazine) after Dr.Rao garu instead of the Library. More discussions to follow with both the EC and Board in order to achieve this. Pawar has taken up as a follow-up item to discuss this with EC and get back to the Board to be finalized in the 3/17/2013 board meeting.

### **Agenda Item: Office Maintenance:**

- \* Chiluveru has mentioned that the current TAMA office would need some re-org and refurbishment in order to give it a more professional look and feel.
- \* Chiluveru & Pawar suggested these items for improvements:
  - Re-org the layout to better suite for classroom. Pawar has a sponsor for desks.
  - Install a PC and projector.
  - Fill the office supplies.
- \* Maddi has asked as to where the funds would come from and Chiluveru responded that most of these items can be sought as donations with minimal burden on TAMA's accounts.
- \* Lanka has kindly agreed to sponsor for a printer.
- \* Maddi has kindly agreed to sponsor for 10-reams for printer paper.
- \* Chiluveru has a follow-up item to prepare/publish a list of items that the office currently needs which can then be circulated to EC/board for both donations (time/money).
- \* Chiluveru has suggested a weekend or two where EC/Board and other volunteers can clean up the office and re-arrange things (install posters, etc.,)
- \* Also, the topic of the office not being clean on certain days (esp. after Manabaadi) has been discussed. The team felt that the class in-charge could take the additional responsibility of cleaning up after the class is completed so that the mess will be less.
- \* Chiluveru has mentioned that classiness is only at the bottom of the priority list.

### **Agenda Item: Ugadi Event:**

- \* Pawar mentioned that this time the Ugadi event was kick-started 2 months ahead of the event.
- \* Pawar also mentioned that EC has decided to make this as a ticketed event. This will ensure that quality programs can be presented along with managing the logistics (seating, food, etc.,) in a reasonable fashion.
- \* Maddi asked if this is the first time in TAMA's history that this is happening (ticketing) and Pawar has replied yes.
- \* The Board has mixed responses to this fact: Medarametla has stressed that he is against charging the public (members/non-members) for attending these events.
- \* There were several discussions on these points:
  - Should we charge members also or just non-members?
  - Should we do an early-registration with a discount?
  - Should we charge kids? If yes, then what the age cut-off?
  - Should we charge the participants also? Kids/adults?
- \* Lavu has mentioned that we can also sell that number of tickets for which we can guarantee a seat in the auditorium.
- \* Lavu has stressed that there should be a combined EC/board goal to make sure that most of these registrations happen online (pre-registration) so that a proper database of the attendees could be maintained for future use when a similar or other programs happen.
- \* Pawar has mentioned that he is looking for both the EC and Board to work together towards this event and make it a success. He has already identified several committees which need resources from everywhere.

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- \* Maddi has volunteered to be part of the Registration committee.
- \* Chiluveru has mentioned that we would need a 50-strong team of young adult volunteers for this effort which after some initial training would be very helpful.
- \* Chiluveru has also highlighted some of the points that he has discussed previously with Pawar/Lavu regarding improving the quality of the cultural programs. He has shared a document regarding the same with the Board members.

### **Agenda Item: 2011 Financials:**

- \* The Board has unanimously agreed to close the Wells Fargo 2011 account.
- \* Pawar will follow-up on this and close the account.

### **Agenda Item: 2012 Financials:**

- \* Lavu asked Pawar if the 2012 financials are entered into QuickBooks - Pawar replied no.
- \* Pawar mentioned that he is having trouble getting the credentials (login, password, emails) for QuickBooks. Both Lavu/Shavele have agreed to follow-up with Chand on this and provide this information back to Pawar.
- \* Once this information is entered in QuickBooks, the next step would be is to setup the Audit committee and makeup its members. This will be discussed again when the QuickBooks task is completed first.

### **Other Discussion Items:**

- \* Maddi has given a summary of the Board meetings dates for 2013.
- \* The team has agreed that the "need basis" monthly conference call meetings are "optional" and only those teams/sub-committees that need to be present can be present.
- \* Pawar has requested that decisions about any new projects that the Board wants to undertake will have to decide in the mandatory meetings.
- \* Lavu mentioned that everyone on the Board need to be more involved with the long-term projects.
- \* Lavu mentioned that the Networking event can be improved in several areas. For example: It can be better communicated to the public via Facebook, etc.,
- \* Lanka has opined that there could be a better participation from the public.
- \* Lavu has expressed his concern that most of the Board/EC members are themselves not present for this event and like everything we need to make sure that this starts with our home first before looking to increase the public participation.

# TAMA Board of Directors

**Date: 1/13/2013**

## Minutes of the Board meeting

Happy Sankranti to you and your families!!!

Here are the minutes from yesterday's (1/13/13) meeting Board/EC meeting regarding the upcoming Sankranti event.

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**Attendees:**

- \* Ram Maddi
- \* Mahesh Pawar
- \* Srinivas Lavu
- \* Sheela Lingam

**Members who have excused themselves (due to their other prior commitments):**

- \* Meher Lanka
- \* Viju Chiluveru

**Absentees:**

- \* Anand Akkineni
  - \* Anand Garlapati
  - \* Mallik Medarametla
  - \* Sudhakar Borra
  - \* Sunil Shavele
- 

**MINUTES OF THE MEETING:**

\* Mahesh has informed that EC had a (mandatory) meeting on 1/12/13 to discuss the Sankranti event. Most of the critical tasks for the event have been delegated.

**GENERAL LOGISTICS:**

\* The search for the chief guest is ongoing - Mr.Subhash Razdan is in the short-list - IF he is back from India and IF he would be available. The other possibilities are the City of Milton officials (mayor, etc.,). Chittari has taken up this task and is pursuing this further.

\* Mahesh requested the board members to help with the pre & post tasks at the even - This includes decoration activities, etc.,

\* Also requested any of the board member(s) to be part of the TAMA booth to help with the various activities - membership-related, TAMA activities awareness along with the library books collection that is being planned.

\* Mahesh to follow-up with Viju garu on the "Homage to Mr. P.V.Rao" that was discussed in separate emails from last week.

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\* There will be a formal introduction (on stage) of the new Board/EC team members. The exact time and rundown of this item is not yet known at this point. Mahesh to communicate this later.

### **FOOD VENDORS:**

\* EC is working on a food vendor sponsorship package (I didn't get the exact amount, but I believe it is \$5,000?) which will entail a vendor to setup shop for selling food (both snacks & dinner) for the entire year.

\* This has been presented to various food outlets but none have gotten back yet. If this doesn't work out, then the previous way (one-time) vendor selection will be fall-back.

\* Lavu has asked the question on what will happen if more than one vendor agrees to this - Mahesh has replied that he will then talk to both (or more) vendors and also ask them to reach an agreement. Ram has mentioned that it is better to put in the sub-text that TAMA will have the ultimate authority on whom we pick.

\* Lavu has also raised a common complaint from the community (especially from the previous event) regarding the lack of availability of the snacks and the food vendor closing shop too early to focus on the dinner aspect. This will have to be discussed and addressed with any new vendor to correct this situation.

\* The above points have lead to a discussion about coming up with a GUIDELINES document that Mahesh has volunteered to work on laying all the selection criteria as well as all the possible OUT-CLAUSES that we want in place to make sure that we don't box ourselves in the future in case the vendor compromises on either the price or quality or any other aspect once he gets the contract in his hand.

\* Once Mahesh completes this GUIDELINES document, he will run it by the Board to get our feedback on it.

### **PHOTO/VIDEO REQUIREMENTS:**

\* As part of the effort to cut down on wastage and cut costs, it was decided that the photo/video will be done by volunteers (non-paid, non-commercial). The Media Secretary will be coordinating this activity to get the volunteers. This item has already been discussed in the EC/Board meeting once before and most of the folks agreed that it is a good idea!!!

Let me know if I have missed any items or if I have stated anything incorrectly (apologies in advance...) if everything is good, please approve the minutes.

# TAMA Board of Directors

Date: 1/5/2013

## Minutes of the Board meeting

05 Jan 2013  
TAMA Board Election Meeting  
Venue: TAMA Office, Conference Center  
Time: 3.00 p.m. - 5.00 p.m.  
Presided by Seetha Valluriupalli

Agenda:

1. Status of TAMA

Notes Captured by Meher Lanka  
TAMA Board Election Meeting  
Saturday, January 05, 2013  
3:29 PM

Agenda:

1. Transition
2. Discuss Election Framework
3. Hold Election
4. Determine Next meeting date for all other items

1. Suresh:

### Financial Transition

- a. As per bylaws, we should have transition meeting by 5th January.
- b. Created new checking account
- c. \$165k in CDs as is
- d. New CD - life membership \$ are in it - BoA a/c details have been handed over to Venkat Meesala
- e. Wells Fargo - not touched \$; check books handed over
- f. Power of attorney is being done next week - Board to decide if it has to be canceled or what else
- g. Papers are attached with screen shots
- h. Copy to be reviewed by Board
- i. Debit cards will be re-issued
- j. Check is to be given today -
- k. Total \$3025
- l. Check to Ravinder Kakulavaram - yet to be given - TAMA check to be sent to India - takes a month
- m. \$ Account is in the black of over \$1000
- n. ATA \$ not received - followed by - claimed to be \$140k
- o. Laptop handed over - technology coordinator has it
- p. 2012 EC handed off to 2013 EC

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2. Discuss Election Framework
  - a. One member out of country, one member just landed
  - b. Must have all members in attendance
  - c. Either call or email
3. Voting was taken to conduct elections today
  - a. Meher - yes
  - b. Sheela - yes
  - c. Anand - yes
  - d. Sudhakar - yes
  - e. Sunil - yes
  - f. Mahesh - No
  - g. Lavu - yes
  - h. Viju - yes
4. Secret ballot:
  - a. Meher - yes
  - b. Sheila - yes
  - c. Anand - yes
  - d. Sudhakar - yes
  - e. Sunil - yes
  - f. Mahesh - open
  - g. Lavu - open
  - h. Viju - yes
5. for Anand Garlapati
  - a. Can we take e-mail or phone?
  - b. Conflict on if ballot has to be secret - and to take Anand Garlapati's
  - c. Opportunity:
    - i. Viju, Lavu, Mahesh
6. Chairperson
  - a. Lavu -
  - b. Sudhakar -
7. Secretary
  - a. Ram - self nominated, seconded by Sunil
  - b. Sunil - proposed by Sheila, seconded by Meher - not interested. Cancelled.
  - c. Viju - Anand - not seconded - not interested, cancelled;
8. Agenda to be in the next meeting:
  - a. Bylaws for Board
  - b. Board Election
  - c. Official language/ consequences of not doing something
  - d. Date of the meeting is 12.00-3.00 on 13<sup>th</sup> January, 2013
9. Asked if Lavu or Sudhakar were going to withdraw
  - a. Lavu – NO, Sudhakar - NO
  - b. Election is confirmed, ballots are secret (all agreed, as Anand Garlapati is in the room)
  - c. Gave 2 minutes information about their work done and proposed what they would do next year
  - d. Count is –
    1. Srinivas Lavu – 1,1,1,1,1,1
    2. Sudhakar Borra – 1,1,1,1
  - e. Srinivas Lavu is the Board Chairperson for 2013, Election Meeting is closed.