

Draft minutes of the board meeting held on February 18, 2007

Agenda	Time
<p>1. Introduction of the board members</p> <p>a. Board members can send out a brief paragraph about their background (including professional and other interests), we can circulate that before the meeting.</p> <p>The meeting began with brief introductions and opening remarks by Mr. Sridhar. Board members were requested to e-mail summary descriptions to Ravi for inclusion on the ASEI-NCC web site.</p>	10 Min
<p>2. Goal of the organization</p> <p>a. Are we meaningful to our membership in light of competing social, cultural and professional groups that we all participate in? What can we do to become more relevant, with relevance being measured by the number of members who participate in our activities.</p> <p>Mr. Laljani was tasked with drafting a mission statement for the chapter. He has since e-mailed that to the board.</p>	20 Min
<p>3. Strategy and plan to encourage corporate and individual members</p> <p>a. Fund Raising</p> <p>b. Promote ASEI membership (Each BOD adds at least six new members in 2007)</p> <p>All board of members agreed that increasing the membership and funding of the ASEI-NCC will be the keys to its success.</p>	10 Min
<p>4. Re-designing Website</p> <p>Sridhar & Anurag are working on new website planning. Ravi suggested some corrections that should be made immediately to the existing ASEI website. He has since made these corrections.</p>	10 Min
<p>5. The roles of the other board members</p> <p>a. All should be assigned some responsibilities. In the past, the other board members headed various committees, e.g., the newsletter committee, convention committee, etc including P, VP, S and T</p> <p>b. Committee and advisory board formation for 2007 convention.</p> <p>The roles of each of the board of members, the tasks assigned to each, and suggestions made by them are summarized below.</p> <p><u>Sridhar:</u></p> <ul style="list-style-type: none"> • Will provide the copy of constitution to each BOD. • Will provide internal email ID and passwords for ASEI website for email exchange. • Will provide summary of roles and responsibility of each BOD for year 2007. • Will provide confirm fee structure for different types of membership. • Will discuss final committee structure with Jag Kottha. • <p><u>Manasa:</u></p> <ul style="list-style-type: none"> • Has suggested some important information regarding the fund-raising event for ASEI-NCC chapter. 	10 Min

<ul style="list-style-type: none"> • Suggested to use Yahoo Group for communication. • Suggested that the new ASEI web site have a Resource Center. <p><u>Ravi :</u></p> <ul style="list-style-type: none"> • Will come-up with a mission statement for AESI-NCC. This was e-mailed by Ravi to all board members. • Provided a list of corrections to the existing ASEI website. Ravi has since updated the web site. • Ravi has also set up ASEI-NCC e-mail addresses for the officers. • Suggested some events for 2007, including a picnic, a cruise, or a cocktail hour and dinner. • Suggested that each board member recruit 5 new members and suggest 5 companies that can be contacted for corporate membership. • Ravi has started making some corrections to the current web site. (Sridhar and Anurag will be responsible for planning the new web site). <p><u>Hansraj:</u></p> <ul style="list-style-type: none"> • Actively participated into the discussion, and provided his valuable guidance to the BOD. • <p><u>Rosemary:</u></p> <ul style="list-style-type: none"> • Suggested using "Linkedin" for AESI-NCC communication. • Will work on 2007 convention planning /management support. <p><u>Anurag :</u></p> <ul style="list-style-type: none"> • Coordinating with Website designer for better website for AESI-NCC. • Will work with VP and President to gather the list of members for membership renewal. <p>Mr. Anil Agarwal could not attend because of illness. Ms. Indira Kuma could not attend because of a prior commitment. Mr. Nag could not attend because of local road conditions.</p>	
<p>6. 2007 Events</p> <ol style="list-style-type: none"> a. What events we should do? b. 2007 Convention (2:30 PM Jag Kottha going to call) <p>All BODs are willing to help 2007 convention, but our main aim is to strengthen our ASEI-NCC chapter and raise funds for our chapter.</p> <p>Conducted teleconference with Mr. Jag Kota, and discussed about DC Chapter activities.</p> <p>Above minutes, described here, are based on our discussion. All BOD are more than welcome to correct or edit this information where required.</p>	<p>20 Min</p>

