

# Minutes of Monthly Meeting

<b>Date</b>	03.03.2016
<b>Time</b>	18:30 – 21:00
<b>Venue</b>	Impact Hub Zurich, Sihlquai 131, 8005 Zurich
<b>Attendees</b>	In person: Namrata, Prat, Katka, Tulika, Vineet, Namita, Rajesh, Rajdeep, Shrestha, Hans, Manu, Sam Virtual: Namita, Sachin, Vishnu

<b>Topic</b>	<b>Short updates</b>
<b>Summary</b>	<ol style="list-style-type: none"><li>1. Auditors' report received.</li><li>2. Prat discussed possibility of collaboration with Novartis (Presentation to be made, concentrate on one project: LBP or Boystown).</li><li>3. Bollywood party drama settled (Thanks to Dorris! only 40 CHF extra instead of 250 CHF) and Eventbrite also paid.</li><li>4. Decided to book Loft Corner (Impact Hub) for all year.</li><li>5. Doris has Asha Zurich boxes if anyone wants to keep it in common area, restaurants etc.</li><li>6. Checklist templates to be created:<ul style="list-style-type: none"><li>- Project-tracker for monthly updates to be create</li><li>- Site visit questionnaire to be updated</li><li>- MoUs to be standardized</li></ul></li></ol>
<b>Action Point</b>	Create <b>checklist templates</b> , Presentation for Novartis to be made
<b>Responsibility</b>	Rajesh, Prat, Sachin, Stefania, Vishnu
<b>Timeline</b>	March – April 2017

<b>Topic</b>	<b>MARATHON 9th April 2017:</b>
<b>Summary</b>	<ol style="list-style-type: none"> <li>1. 14 teams and 65 runners registered.</li> <li>2. Have all payment options available (bank transfer, Paypal, credit card etc.)</li> <li>3. Add impact illustrations pictures in the website (just near payment section).</li> <li>4. Emphasize on the impact created by even a single donation.</li> </ol>
<b>Action Point</b>	Fundraising, sharing info on social media, email and in person
<b>Responsibility</b>	Rajesh, Prat, Tulika, all volunteers
<b>Timeline</b>	March – April 2017

<b>Topic</b>	<b>Treasury</b>
<b>Summary</b>	<ol style="list-style-type: none"> <li>1. Numbers: CHF 18,584 in UBS current account, CHF 46,603 in UBS savings account, CHF 340 in UBS marathon account, CHF 1,163 in Paypal out of which CHF 772 was received for Marathon. Approx. USD 7160 in US account.</li> <li>2. 2<sup>nd</sup> installment for ND sent</li> <li>3. Installment for VMS sent</li> <li>4. Check carryover from Chennai Funds (Karthik Balakrishnan's personal account: INR 1,00,000)</li> <li>5. Tax certificates to be sent by Rajesh by weekend (06.03.17)</li> <li>6. UBS address to be changed to Rajesh's address.</li> <li>7. Ved Vignan sent from Zurich account.</li> <li>8. Google donation delayed (Vishnu, Namita)</li> <li>9. Runners account (Sachin, Namita and Tulika)</li> </ol>
<b>Action Point</b>	Chennai Funds, tax certificates, change UBS address, Runners' account
<b>Responsibility</b>	Namita, Doris, Rajesh
<b>Timeline</b>	March – April 2017

<b>Topic Summary</b>	<p><b>Projects discussed:</b></p> <p><b>VMS</b></p> <ol style="list-style-type: none"> <li>1. Money received according to the budget that was approved in February.</li> </ol> <p><b>LBP</b></p> <ol style="list-style-type: none"> <li>1. Rajdeep showed budget plan, mainly only increase of teachers' salary by INR 500.</li> <li>2. Budget amount INR 16,68,000 approved by all members (13: Yes, 0: No, 0: Abstain).</li> <li>3. Work An Hour – funds split between Zurich and Global to be clarified by the treasury.</li> </ol> <p><b>SACSAS</b></p> <ol style="list-style-type: none"> <li>1. RTI registered and copy received. This will take at least 2-3 weeks more.</li> <li>2. Call with Asha California scheduled for Monday (06.03.17)</li> <li>3. Katka and Vishnu showed detailed budget plan, mainly increase of headmaster and teachers' salary by INR 500.</li> <li>4. Budget amount (approx. INR 692,725) for 6 months was approved by all members (14: Yes, 0: No, 0: Abstain).</li> <li>5. UK part should be mentioned clearly in the MOU.</li> </ol> <p><b>Naba Diganta</b></p> <ol style="list-style-type: none"> <li>1. 2 more schools would like to be funded (under consideration).</li> <li>2. Asha will provide a definite answer by April-May 2017.</li> </ol>
<b>Action Points Responsibility Timeline</b>	<p>First installment funds transfer for LBP, SACSAS, budget approval of other projects</p> <p>All project coordinators, Doris and Namita</p> <p>March – April 2017</p>