**ASHA UIUC Meeting Agenda 2/16/18**

**ATTENDEES:**

**Niti, Harshi, Charmi, Prashant, Vipul, Shreya, Sourabh, Ami, Aishwarya**

**Issue/Resolution: Stationaries mentioned twice? – One for office, one for students**

**Amount of Rs. 4,07,827/- out of the last year’s budget is lying with them, asking for approval for use: YES, sourabh to email them with such permission.**

**Rest similar to last year’s budget (posted on slack by Sourabh in #projects)**

**No site visit last year, project was introduced to new members during the first fall meeting.**

**Budget approval for Prayas project: AMOUNT INR 11,28,400 APPROVED**

* **Niti: Yes**
* **Harshi: Yes**
* **Charmi: Yes**
* **Prashant: Yes**
* **Vipul: Yes**
* **Shreya: Yes**
* **Sourabh: Yes**
* **Ami: Yes**
* **Aishwarya: Yes**

**NO OF YES VOTES: 9**

**NO OF NO VOTES: 0**

**Next Expected Site Visit: End of May/Early June.**

**Punit will talk to a family member for site visit. Issue of project steward still not resolved. Refer to Meeting of January 19.**

**Project discussion last meeting:** <https://ashadocserver.s3.amazonaws.com/794_Meeting_Jan19.pdf>

**Leadership Lesson: Harshi**

Focus & attention to detail

Niti is next leadership lesson

**Treasurer**

-Rules and Regulations on Ticketed Events by the RSO

-Send receipts to Bharathi in order to be reimbursed

- Who’s paying for colors?

- around $2500

-44 bags were ordered from last year

-**44 bags**

-Putting table closer to the field with extra colors

-Colors cannot be near the DJ (equipment) or food table

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**Secretary**

-t-Shirts

--Project Tee: $9 per shirt

Social

-March 9th @Annika’s apartment 6:30-9PM

-Sign up for potluck

-Doodle for movie options

**Webtech**

--Sambar Poster and Menu

**Prashant**: Make a **new** menu by 2/17

--Everyone has to share the page and the event (now)

**Everyone:** Invite all your friends!!!

--Newsletter

By the end of this month, will be sent out to the listserv

Prashant & Aishwarya: Monthly updates

**Community Outreach**

--Sambar Volunteers

--Holi Cosponsors

**Holi Coordinator**

**--**Niti’s Updates (tl; but DO read) [won’t be at the meeting physically; but Bharathi will call me in]

* Reminder: What is Asha? Who are we? Why are we here? What is the point of Holi/Sambar?
	+ ASHA vs Asha (lol)
	+ Can't get sidetracked by internal goals
	+ **Asha** not ASHA
	+ Micromanaging vs. sequential tasks
* Ticketing website will need be to made with Asha Central
	+ Send an email to Asha Central Treasurer and ask them if our previous way of handling the ticketing website (Universe→ Stripe-->Asha Central) is fine or do they have a ticketing website that they want us to use.
	+ **Bharathi:** Check if new ticketing website is okay to use by Asha Central
	+ This is NEW.
* Paying for colors
	+ Contacting Expressions and communicating with Asha Central Treasurer to make Asha pay the vendor (Expressions) DIRECTLY for the colors. We need to book the colors now and talk to contact Expressions and see if this is something that can be done. Let them know that it will take about two-three weeks to be reimbursed by Asha and then they can be shipped to us. Also contact Asha Central treasurer
		- This is why colors need to be ordered now.
		- **Bharathi:** Contact expressions and tell them colors are needed by spring break.
		- Will take 2-3 weeks to get reimbursement
		- Ask Expressions when they can ship the colors and when they need the payment by
		- Communicate the timeline to the Asha Treasurer and ask how long will it take to reimburse the payment and what information they need.
* Contacted DannyPics
	+ We have worked with Danny for the past two years now and he has provided excellent photos. I contacted him and he will be available to photograph the event during that weekend.
		- Have asked him about how his policies (how many interns he will need to bring, etc.) so that we can provide the necessary photography passes/meal tickets. Will update with his response.
		- He will also update us on bringing a videographer
		- Including his logo on pictures (policy from previous year)
* MTD Sponsorship
	+ Contacted CUMTD and they have sent a contract over. This contract indicates that 75 posters will be places in the 40-foot busses, and 16 in the 60-foot busses, a total of 91 cardstock posters.
		- Contract effective dates: March 15-April 15. Need to have all 91 posters sent in to them by **March 13.**
		- Contract will be signed by end of the weekend
		- Asha prints out the 91 posters and hands the posters to MTD by March 13th.
* Holi Poster
* 
* 1st picture: Spacing between ‘H’ and ‘o’ is too big
* Information for text: Shifted towards left
* Shifting people to right/ moving the ‘food’ away from girls head
* Different color for the couple’s hands
* MTD poster will have varying colors
* Make the dots in the background more transparent
* Minuteman Press
	+ The vendor that we usually work with (Express Prints) to print our ads is no longer operating in the CU-area. Minuteman Press works with community organizations to provide printing services. Have contacted the group to see if they could sponsor us in any way for these 91 posters (free posters [less likely], discounted pricing on poster [more likely]).
	+ Waiting on response
* Xpress Prints
	+ Contacted this vendor for a quote on printing 91 cardstock posters. Even with being an NPO, the best quote they can give is $1.10/poster (~$100 for all 91 posters)
		- Previous years, we have paid around $60 for 75 posters. This quote is too expensive, in my personal opinion.
		- Last option if Minuteman press does not take order
		- Call express
* CPM Sponsorship
	+ $1500/Platinum package
	+ Must be figured out by end of February
	+ Bharathi & Niti’s signature is needed on contract
* Sponsorship Checks
	+ They are considered as donations, which means every check needs to be made out to **Asha For Education**
		- We then mail these checks to:

 Asha for Education - General Donation
 PO Box 398080
 San Francisco, CA 94139-8080

-CPM+PC checks will be sent as donations

* Things that we need to consider
	+ Printing additional posters (besides the ones for MTD) to advertise around campus.
		- How many are we going to print? Where are we going to print from (same vendor for bus posters)
			* Printing from the library, person who prints can get reimbursed through cash by treasurer since there is no way to expense that (no receipt)
			* Printing **100 posters**
			* **21/28** in University housing
		- Advertising in respective departments (whoever’s in civil eng can put posters in the building, etc.)
		- Advertising in University Housing (~28 posters for all dorms; Niti can work on this)
	+ Contacting ABC News (or local news) for Holi coverage
		- Haven’t ever done this, but was talked about before in previous years. If we want to go this route, this conversation needs to start as soon as possible.
		- Shaliny
	+ Contacting the DJ
		- Neil Chokshi has been with us the past two years. Never really had any issues with the dude and he brings his own equipment.
			* I believe we paid him $500-550 (?) for everything. Ask Niti for contact details (I think I have his email but he also operates on FB messenger)
			* Charmi: Start contacting DJ now
	+ Entertainment Performances
		- Past two years, Niti has contacted groups on campus to perform at Holi and organized their schedule. Whoever is taking on this responsibility, feel free to hit me up and I can send you an email template to send to the groups/which groups we have contacted in the past.
		- Issue: Performers & volunteers are charged
		- Have them pay volunteer price ticket, they are issued meal tickets as a thank you for their time
		- Performing and leaving right after is also an option
		- Aishwarya will contact performers
		- Every 45 minutes someone will perform
		- Music needs to be handed into the DJ before event (audio file)
		- Also message me if you are emailing co-sponsors. I can send you my email template that I have sent in previous years)
	+ Buying new tents
		- We had 7, 1~2 broke last year due to heavy wind. We should consider investing in buying two new tents
			* Punit can help buy tents from Sam’s club
	+ Booking tables and chairs from Harriet’s (on Market Drive)
		- Last year, we paid $206
		- Need to be booked
		- Need to be returned by the Monday after Holi
		- Charmi, Niti, Aishwarya

 **Punit, Niti, & Prashant will talk to Ambar**

-Need to know type of food that is being served to submit forms

--Sponsorship Updates

* Contacting local radio stations
	+ Ryan from Show & Tell (Central Illinois)
	+ Ami: Contacting Daily Illini

--Holi Poster

**Sambar Coordinators**

--Menu Confirmation and Prices

-Same prices

-Decreasing quantity of food

-Increase price of Mango lassi: **$1.50**

--Make bigger batches of lassi

-Chaat

--Needs to be more spicy, mainly the potatoes were plain

--Cook and season the potatoes

-Need to buy a new container for Mango Lassi

-- Walmart

**Combos**

-Mango lassi + Chaat: $3.00

-Chole + Pulao + Mango Lassi: $7.00

-Pulao + Dumaloo + Lassi: $7.00

**Assignments for Sambar**

-In the kitchen: Prashant + Vipul

-Front table: Bharathi & Harshi & Niti

-Takeout: Ami

-Volunteer management: Shaliny

-Window: Shreya & Aishwarya

-Chaat Station: Aditi

--Cooks

--Food Request Form for Holi

**Chapter Coordinators**

---ASHA CENTRAL ARC

Consulting Program: [http://wiki.ashanet.org/display/COORD/Establishing+AfE+Site+Visit+Consulting+Program](http://wiki.ashanet.org/display/COORD/Establishing%2BAfE%2BSite%2BVisit%2BConsulting%2BProgram)

Logo Update:

[http://wiki.ashanet.org/display/COORD/Updating+Asha+Logo](http://wiki.ashanet.org/display/COORD/Updating%2BAsha%2BLogo)

Nationwide Fundraising Campaigns: [http://wiki.ashanet.org/display/COORD/Establishing+Asha-wide+Fundraising+Campaign+Policies](http://wiki.ashanet.org/display/COORD/Establishing%2BAsha-wide%2BFundraising%2BCampaign%2BPolicies)

--Changes for SLACK

-Add numbers to your profile

-Turn on SLACK notifications

---Accountability

 -If you’re going to not be here, you need to tell me, Shreya, and Shaliny. I can’t just find out through the grapevine or an hour before the meeting starts

-4 hr advance notice

-Put it into the minutes

 -I should not have to remind you to do things that you already know how to do

-Ask questions if you are unsure about things, be active!!

 -What can we do to make you more accountable for your work, how can we keep you motivated but manage your busy schedules.. Open table.

-Message Shreya and Annika with any ideas

-Invite older members to come to Holi meetings, will be much more helpful

**Misc**

Hat Socials

Goodness Points

Vipul 3