

## COLAIAPA - 07/13/2019 MEETING

### - Attendees:

- Venkat Peddi (vpeddi@lacourt.org)
- Ramesh Ramnani (rramnani@isd.lacounty.gov)
- Ashok Madan (Non-County Member)
- Aban Kapadia (Non-County Member)
- Raju Kariavandhan (kraj@dmh.lacounty.gov)
- Jagjit Dhaliwal (jdhaliwal@cio.lacounty.gov)

### - Absentees:

- Rickey Manbahal (Non-County Member)
- Padmaja Choday (Informed the EC that she is in India)  
(padmajachoday@dpss.lacounty.gov)
- Sanmay Mukhopadhyay (Advisory) (smukhopadhyay@cio.lacounty.gov)
- Rajesh Nathani (Advisory)
- Ritu Sehgal(Advisory) (rsehgal@isd.lacounty.gov)

### Discussion Topics:

#### - Roles & Responsibilities:

- Update constitution to merge 2 secretary positions to one secretary position.
- All executives need to follow by-laws religiously.
- The attendance will be taken into an account very seriously and action may be taken as per constitution.
- Financial Activities:
  - Raju Kariavandhan will report back actuals on monthly basis.
  - We have an account with Chase.
  - The current balance is \$ 3,436.
  - Current revenue:
    - About \$450/quarter (\$1,800/year) through membership fees.
    - Sponsorship from Pyramid Technologies (\$1,500) & Dr Trivedi (\$200), IBM and few other vendors.
    - Ramesh will send list of all sponsors. (Target Date – 08/15/2019)
  - Ricky will send the document to provide bank access to Venkat. (Target Date – 07/31/2019)
  - Venkat will collect check book from Sanmay. (Target Date – 07/31/2019)
  - Need to check if we can have non-profit direct deposit account to save 10% processing fees.
  - Ricky will file 2018 taxes (Target Date – 08/15/2019). Once done, Ricky will provide 2017 & 2018 tax returns to Raju. Raju will take care of tax returns from 2019 onwards. Also, Raju will file for 501c status (Target Date – 09/30/2019).

#### - Brochure:

- The brochure was not published last year as some of the sponsors were undergoing the name change.

- Marketing Strategy:
  - o The communication will be made to the County Senior Executives. We may target more Managers into the Association.
  - o Need to brainstorm on the value adds of joining the association. It cannot be just attending 1-2 events in the year. We may need to survey to my team members on what all activities they would like to see in the association.
  - o Need to draft an executive communication for external associations, informing about the new committee and the future communication. (Target Date – 08/15/2019)
- Events:
  - o **Diwali:** Need proper planning for Diwali. Ramesh will take a lead in planning this event.
    - The proposal is to book conference hall with stage where we can do cultural activities.
    - Ramesh will explore Yorba Lindea conf hall option. (Target Date – 07/31/2019)
    - We will take up Diwali planning in details in the next meeting.
    - The potential date is 9<sup>th</sup> Nov, 2019 (preferred). All members may need to provide their preference. (Target Date – 07/31/2019)