

Minutes Of Meeting: KOA Board meet Oct 6th 2007 3 pm to 5 pm CDT



Agenda Board meet
Oct 06, 2007

Attendance:

Nimmi Kala (Zone 1) and Ashtosh Ganjoo (Zone 3)(Joined at 4 pm Central time- confusion regarding time),

Swapna Raina,(Zone 4) Anjali Zutshi(Zone 5), Ashutosh Kaul(Zone 6), Ajay Kaul(Zone 7),,Pradumon Tikoo(Zone 8), Rajeev Sumbly(Zone 9),Amrit Nehru(Zone 10), Sunil Fotedar (President), Soman Dhar (Secretary)

Santosh Raina (Zone 2) couldn't attend.

The first order of business was vote of thanks proposed by the President Sunil Fotedar to the outgoing Secretary Lalit Kaul followed by welcome to the new secretary Soman Dhar.

The agenda items were then taken up.

The major highlights of the meeting are summarized as under:

- 1. Board realized that the youth of the community don't want to deal with KOA .They also know that it was the past behavior of the board which has alienated not only the youth but a vast majority of the community members. The Board members will make all efforts to get back the confidence of all.**
- 2. The community is requested to respond to Amrit ji's mail asking for suggestions with respect to the Election reform proposal sent by his project team.**
- 3. Directors were asked to look into the possibility of replicating the KWI Chicago project in their Zones.**

4. Reimbursement of expenses incurred by Dilip ji Langoo.

5. Directors were given responsibility to review:

- Financial audit process
- Appreciation award nomination
- Approving mail on KOAUSA forum
- Expansion of Help the needy Fund
- Code of conduct for the board members

KOA Programs and their accountability

Program	Accountability	Interim Report	Final report
Bye Laws Review	Rajeev Sumbly	Oct 27 th 2007	March 2008
Transition Made Easy	Pradumon Tickoo	Oct 27 th 2007	Dec 2008
Youth Initiative	Swapna Raina	Nov 3 rd	Jan 2008
Alliance with like-minded organizations	Ashutosh Kaul	Oct 27 th 2007 (clarification of objectives)	TBD
KOA Endowment	Anjali Zutshi	Nov 3 rd 2007	Jan 2008
Election Reforms	Amrit Nehru	First draft of suggestions submitted to community	Dec 2007
Kashmiri Welfare Initiative (KWI)	Ajay Kaul	Submitted	continuous program
Communication	Sunil Fotedar	KPI newsletter sent out	Every 3 months
Senior's corner	Nimmi Kala	Nov 3 rd	Jan 2008
Kid's corner	Ashtosh Ganjoo	Nov 3 rd	Jan 2008

Agenda Items Oct 6th meet and their time lines for completion

Agenda Item	Accountability	Target Date
Financial Audit KOA - Anjali ji	Anjali Zutshi	Oct 27 th 2007
Appreciation award nomination process and improvements- Ashutosh ji Kaul	Ashtosh Ganjoo	Oct 27 th 2007
Guidelines for approving mails on KOA USA forum.- Rajeev ji.	Rajeev Sumbly	Oct 20 th 2007
Information on medical program. - Amrit ji.	Amrit Nehru	Oct 13 th 2007
Creation of emergency fund- Ashtosh ji Ganjoo	Ashtosh Ganjoo	Nov 3 rd 2007
Dilip Lango CD cost reimbursement- Sunil ji Fotedar	Sunil Fotedar	Oct 20 th 2007
Code of conduct within the Board for operational excellence- Pradumon ji and Ajay ji	Pradumon Tickoo and Ajay Kaul	Oct 31 st 2007
If five or more directors ask for the meeting, the meeting should be conducted conducted- Nimmi ji	Nimmi Kala	No action required.

The details of the deliberation are as under:

Directors were asked to report back on the projects that had been assigned in February 2007.

Bylaws Review Committee Rajeev ji mentioned that he has formed four sub committee's and has had had preliminary discussions with the team. He is planning to meet with the teams in the next 3 weeks and will report back to the board on the progress. Pradumon ji requested to be excused from the committee because of paucity of time and he will be sending in the resignation from the committee and the President will nominate a replacement.

Transition Made Easy Pradumonji will report back to the board in three weeks with the first draft document.

Youth Initiatives Swapna ji mentioned that she has been in touch with some of the youth and offered help from KOA .The youth have shown no interest in being associated with KOA. In fact some of the youth have asked KOA not to interfere in their activities.

Board members realized that the alienation of the youth is largely due to the past behavior of the board members. All agreed that things need to change and Swapna ji was offered help from all Board members. Sunil ji proposed that Swapna ji organize a teleconference with youth from various zones to hear from them what KOA needs to do to get back the confidence of the youth. All directors will work with Swapna ji and come up with an action plan. Swapna ji to report back to the board with action plan by Nov 3rd 2007

Alliance with like-minded organizations Ashutosh Kaul:
Ashutosh has been in touch with various KP non-profit organizations and he feels that there needs to be more clarity on the objectives of

the project. Sunil ji and Ashutosh ji will take the discussion off-line and clarify the objectives by Oct 27th 2007.

KOA Endowment Anjali ji has developed a questionnaire to send out to the donors. The questionnaire will help in understanding what needs to be done by KOA to enthuse the donors to give and make the dream of an Endowment fund a reality. The board will be informed about the feedback from members by Nov 3rd 2007.

Election Reforms Amrit ji informed the board that he has sent out suggestions of the election reforms committee 4 weeks back to the general public. (For details refer to the KOAUSA.ORG web site). Unfortunately he has not received any feedback. He plans to send 2 mailers to the community in the next two months and hopes to get some suggestions from the community members so that he can wind up the project before the end of his term in December 2007.

Kashmiri Welfare Initiative (KWI) , Ajay ji informed the board of the progress of the various initiatives taken. Lots of initiatives are progressing very well (for details refer to the KOAUSA.ORG web site).

Ajay ji offered help and requested other Zonal directors to replicate similar programs in their Zones. He will send out a detailed communication to the Directors to advise them of the possible next steps.

Rajeev ji wanted to know how the funds were being disbursed and if proper approval was being taken from KOA Board for disbursement under each initiative. Ajay ji confirmed that the money was collected and disbursed through KOA.

Anjali ji confirmed that the approval from Board is always required for the KOA projects and if funds are disbursed for the approved project, then there is no need to get Board approval for each beneficiary under that project.

Ajay ji confirmed that if the funds are used for any non-approved initiative, proper board approval will be requested.

GENERAL: For KOA, there is a need for clear guidelines on how funds are disbursed. Anjali ji will propose a guideline and discuss with

Sunil ji and Rajiv ji and send the final proposal to the board for approval. To be completed by Nov 10th 2007.

Communications Sunil ji informed the Board that the first issue of KPI newsletter was sent out recently. Pradumon ji mentioned that information from their zones were either missing or erroneous. Sunil ji mentioned that he had to go through each zonal forum to get information to be used in the newsletter. On the suggestion of Anjali ji, Sunil ji will be sending out an e mail to all the directors requesting material to be included in the next Newsletter with clear deadlines for receipt of the material. The newsletter will be published every 3 months.

No updates were available on **Seniors' Corner** (Nimmi ji), and **Kids' Corner** (Ashutosh ji Ganju) as they couldn't join on time.

Following the updates on the projects the discussion shifted to the agenda items that each director had placed for deliberation.

1. Financial Audit KOA - Anjali ji.

Rajeev ji and Anjali ji have been discussing about the lack of a financial accounting process within KOA .This is not something that has been brought to the notice recently but the lack of a process has been ailing the organization for some time now. It is important that we ask an auditor to look at our current procedures and recommend what needs to be done to be in line with IRS requirements.

Amrit ji proposed that Anjali ji should put up a proposal to the board to address the issue. The motion was seconded by Ajay ji and all Directors voted yes except Nimmi ji and Ashutosh ji who were not present. The motion was passed.

Anjali ji to provide the proposal to the board by Oct 27th 2007

2. Appreciation award nomination process and improvements- Ashutosh ji Kaul

There seems to be confusion on what is the process followed for giving the appreciation awards. Some of the board members felt that the process was not followed properly by the President while giving

away the appreciation awards in 2007. Sunil ji confirmed that he had followed the procedure.

[Refer previous board minutes(Please check the minutes of previous meeting at:

<http://koausa.org/minutes/BODMeetingMinutes-24June07.pdf>

that Ajay ji put out together with Pradumon ji. Please read Section 1 (c) that says:

***(c) Awards:** Some board members expressed their concern regarding the selection process for the 2007 community awards. The board has asked Sunil ji to provide the list of candidates for the awards, and the selection criteria. Sunil ji Fotedar agreed to advise the board of the selection criteria used and the list of potential awardees, by the end of Monday, 06/25/07. The board members will have an opportunity of proposing their award nominees for consideration.*

The board also discussed the need for a formal selection process for future awards. Board decided to establish a selection criteria and selection process that will become part of the record for future boards.))]

Since there was no meeting ground on this topic , Ashtosh ji Ganjoo volunteered to work on clarifying the process, Nimmi ji supported and the motion was passed unanimously.

Ashtosh ji to report back to the board with the draft of the process to be followed by Oct 27th 2007.

3. Guidelines for approving mails on KOA USA forum.-Rajeev ji.

Rajeev ji has submitted a draft proposal on the subject. Since Rajeev ji was driving, the secretary requested that the team should study the document and respond with suggestions. Driving and taking part in the meetings should be strongly discouraged. The BOD to respond to Rajeev's proposal by 20th Oct 2007.

4. Information on medical program. - Amrit ji.

Amritji wanted to know how much money was collected under the medical fund and how many people were provided help as well as the

names of the beneficiaries. Sunil dint have the complete details. Sunil ji confirmed that he will send the details within by 13th Oct 2007. Amritji also asked about the process of selection of the beneficiary. Sunil mentioned that Sh B.LBhat in Jammu forwards the case to Pran ji who in turn sends it to the Medical Director Chand ji.

5. Creation of emergency fund-Ashtosh ji Ganjoo.

Ashtosh ji wanted to create an emergency fund to help people in need. Sunil ji mentioned that we already have “Help the needy”(general fund) to take care of emergency situations.Ashtosh ji suggested that we should advertise all the programs in Jammu (Education, Sponsor a child, medical, emergency, etc.,) and not only the Emergency fund Sunil ji mentioned that the fund were not large enough to cater to needs of a large number of people and advertising it will open the floodgates and lead to disappointment in people who are not able to access the funds.

Ashtoshji believed that we need to clarify as well as expand the “Help the needy” fund. Ashtoshji was chosen to lead the project, Sunil ji approved and Anjali ji seconded it. All the board members voted **yes** for the motion. Ashtoshji will come up with a draft proposal to the board by 3rd Nov 2007.

6. Dilip Lango CD cost reimbursement- Sunil ji Fotedar

Dilip ji had incurred an expense in making and shipping around 265 CD'S for sale at the Chicago convention in 2006. He has only received a small portion of his investment as we have not been able to sell the CD's. Sunil proposed that we should send \$1000 to Dilip ji immediately and try and sell the CD's. Amrit ji proposed that we should compensate Dilip ji for the total cost he has incurred and try and recoup the money during the 2008 Annual camp. This motion was seconded by Ashtoshji Ganju and was passed with a voice vote unanimously. Sunil ji will get back to the board with the exact amount to be sent to Dilip ji and the money will be sent by 20th Oct. 2007.

7. Code of conduct within the Board for operational excellence- Pradumon ji and Ajay ji

A code of conduct document was submitted jointly for the review of the Board of Directors. Ajay ji asked for an electronic vote for each sub set of the code of conduct.

Anjali ji mentioned that we will have to look at the new code of conduct and ensure that it is checked against the Bye laws document as well.

All directors agreed to review the document and offer any comments by Oct 20th 2007 followed by electronic voting to be completed by Oct 31st 2007.

8. If five or more directors ask for the meeting, the meeting should be conducted- Nimmi ji

Anjali ji mentioned that as per Article 7, section 9 of the Bye Laws, the majority of the directors have to call for a meeting. Since the president is also designated as a director the majority will be 6 directors and not five.

Close: The secretary thanked everyone for a fruitful meeting and the meeting was closed within the designated time. The next meeting is scheduled for Sunday Dec 9th 2007.