



GENERAL BODY MEETING

Minutes of the Meeting

Saturday, December 15, 2007

Venue: IACA, Smyrna, GA, Time: 3:30 p.m. – 5:30 p.m.

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Document Revision History

Version	Date	Author	Comment/Revisions
Version1	01/03/08	Amitabha Datta	Sent GBM participants on 01/04/08 for review and comments
Final Version	01/05/08	Amitabha Datta	

1 GENERAL BODY MEETING - KICK-OFF

The CY07 year-end General Body Meeting (GBM) of the Pujari members was called to order at 3:30 p.m. on Saturday, December 15, 2007 at IACA, Coopers Lake Rd, Smyrna. Amitabha Datta, Chair of BOD, presided and a quorum was present. The meeting began in GBM session and continued till 5:30 p.m.

Members Attended (alphabetical order)

Amitabha Datta	Kallol Nandi	Santanu Kar
Ashok Das	Prabir Bhattacharyya	Subhojit Roy
Banhi Nandi	Prabir Nandi	Sudipta Samanta
Chandana Bhattacharyya	Samaresh Mukherjee	Surojit Chatterjee
Gouranga Banik	Sanjib Datta	Sutapa Das

The BOD Chairman presented, and the members reviewed and finalized the following agenda for the year-end GBM of 2007.

Agenda Topics
2007 BOD - successes and areas for improvements
2007 events - lessons learned and latest financial status
2008 BOD and its transition from the current state
2008 President search process and the announcement
2008 Executive Committee
2008 main events and dates

2 2007 BOD ACTIVITIES - SUCCESSES AND AREAS FOR IMPROVEMENTS

Puajri's Chairman of BOD, Amitabha Datta expressed his sincere thanks and regards to BOD and EC members for all of their time and contributions for 2007. In his opening remarks, Amitabha acknowledged the fact that Pujari's remarkable success and growth made BOD to think differently in 2007, and BOD's role needed to dramatically change from passive to active. He presented the following activity report and recommendations in the GBM.

2007 BOD activities

It was consciously decided in the beginning of 2007 that BOD needs to concentrate more on strategic and year-to-year cross-cutting issues/challenges rather than current year specific operational areas, as the yearly Executive Committee is always empowered to take the operational decisions that do not conflict with organizational values and principles.

- BOD met once in every quarter (with 90% - 100% members' attendance) and discussed a unique mix of strategic and tactical issues to take key decisions and or to activate short-term/long-term action plan. Minutes of the meetings were consistently shared within BOD and the relevant minutes/notes were also shared with President.
- BOD members' individual roles and responsibilities were defined, documented and shared.

- President, Executive Committee and BOD member selection process, along with the requirements of key competencies, was defined, documented, and shared.
- Pujari's financial status with last three years' growth was made transparent to all BOD members, and the financial trend analysis of 2004, 2005 and 2006 was given to 2007 President in the beginning of his tenure.
- Key areas for long-term operational improvements that needed BOD to take the lead were identified and the required initiatives were taken. For example, asset management, yearly tax filing on time and responding to IRS questions, and drastic face-lift of Pujari's Website.
- BOD participated in reviewing and influencing the key decisions taken by EC, whenever it was required and or asked for; provided active support to EC and shared the ownership of key decisions.

Recommendations for 2008 BOD

- Be proactive in fund raising activities, such as, implementing donor/sponsor/advertiser cultivation program and membership drive.
- Be innovative and creative in strengthening Pujari's image and branding. Position Pujari as the choice of community's cultural abode.
- Review mission statement, guiding principles/value statement and guidelines, and rearticulate or revalidate before publishing through website.
- Create and maintain Pujari's information repository to sustain intellectual knowledge and standard templates/framework that have been developed and became instrumental for past successes.
- Take immediate actions with some quick wins to remodel Pujari's website, and to implement Asset management.

Post meeting follow-up actions:

- **Prabir B** took the responsibility of analyzing the current state of asset management in 2007 and presented his ideas about the possibilities of streamlining the inventory and possible storage locations. **Prabir B** will send BOD the current status report with his final analysis and recommendations for asset management.

3 2007 EVENTS - LESSONS LEARNED AND LATEST FINANCIAL STATUS

Pujari's 2007 President, Prabir Nandi shared the following lessons learned and suggestions, and presented the financial report in the GBM with his much appreciation to EC and BOD for the overall success of 2007 events and initiatives. GBM participants also thanked Prabir Nandi for his excellent leadership qualities to achieve quantitative and qualitative results.

Lessons Learned / Suggestions to next (2008) EC

- Need infusion of young members (early to late twenties) – they will have the most energy and time to innovate. A new member special taskforce could be a good idea.
- Relationship with Advertisers – update website categorizing our advertisers as preferred vendors with member contact. Other innovative thoughts to sustain the relationships and to convert one time advertisers into long-term sponsors.
- Guest Artist – start now, continuous follow-up; dedicated owner needed to start the initiative and to follow through.
- Cultural Secretary – crucial position, man/woman duo ideal, may be one Secretary another Asst. Secretary
- Food – rental van for food transportation, better planning to deal with excess food
- Audio – Definitely outsource for Durga Puja. Rest can be in-house.
- Durga Puja Program – local program limited 1 natok and 1 big kids' production. Promote ancillary activities. Get new talent in cultural programs.
- Execution – who, what and when communication prior to the event.

- Ad Collection – annual contract with advertisers, personal commitments, create the Ad package early to start early.
- Sports day or Children's day instead of Tennis tournament.

Financial Status as of 11/30/2007

- Bank balance: \$26,500 (New Year's celebration will be added later)
 - Savings A/c: \$ 500.00
 - Checking A/c: \$16,000.00
 - CD1: \$ 5,000.00
 - CD2: \$ 5,000.00

Note: New Year's celebration may increase the bank balance by additional \$1,000.00 to \$1,500.00 (estimated).

Post meeting follow-up actions:

- **Prabir Nandi** will ensure timely closing of 2007 accounting, and will share the final financial status with BOD and 2008 President.

4 2008 BOD AND ITS TRANSITION FROM THE CURRENT STATE

Pujari's Chairman of BOD presented the following status of current BOD members and proposed names to fill the vacancies. GBM participants unanimously approved the proposal.

BOD positions as of 12/31/2007

To be continued from 2007	Term-end members	Vacant
1. Amitabha Datta (3 rd year) 2. Gouranga Banik (3 rd Year) 3. Paromita Ghosh (2 nd Year) 4. Sutapa Das (2 nd Year)	1. Anindya De 2. Kallol Nandi 3. Sharmila Roy	1. Position of Swagata Bose (resigned for personal reasons)* 2. Position of Prabir Bhattacharyya (vacated the position due to his new role as 2008 President)**

2008 BOD Members

To be continued from 2007	Renewal for another term	Newly elected BOD Members
1. Amitabha Datta (3 rd year) 2. Gouranga Banik (3 rd Year) 3. Paromita Ghosh (2 nd Year) 4. Sutapa Das (2 nd Year)	5. Kallol Nandi	6. Prabir Nandi 7. Samaresh Mukherjee* 8. Sanjib Datta 9. Sudipto Ghose**

Note: * & ** corresponds the replacements made in the place of vacant positions.

Post meeting follow-up actions:

- **Amitabha Datta** will send a BOD orientation packet (electronic) to new BOD members.
- **Amitabha Datta** will call for CY-2008 first quarter meeting to kick-off 2008.
- **Kallol Nandi** will re-initiate Pujari's new website development and hosting efforts, and will lead the process till the new website goes live, with a clear delineation of BOD and EC roles and responsibilities for future maintenance, additions and modifications.

2008 BOD Chairman

Historically, every year Pujari elects a new BOD Chairman for one year term. BOD Chairman of 2007, Amitabha Datta's term ends on December 31st 2007. During the election process of 2008 BOD Chairman, GBM participants requested Amitabha Datta to continue to

remain as BOD Chairman for another year, i.e. 2008. Though Amitabha intended to be released from the responsibility of BOD Chairman but due to GBM consensus, he has agreed to continue for the time being.

Note: BOD Chairman for 2008 will be finalized in the first BOD meeting of 2008

5 2008 PRESIDENT SEARCH PROCESS AND THE ANNOUNCEMENT

On behalf of BOD, Gouranga Banik announced **Prabir Bhattacharyya** as the 2008 Pujari President. GBM participants thanked Prabir Bhattacharyya for accepting the position and congratulated him for his new role. Gouranga Banik also explained the 2008 President search process to the GBM participants.

6 2008 EXECUTIVE COMMITTEE (EC)

During the startup discussion on this agenda item, the structure of Pujari's Executive Committee was reviewed. Keeping in mind the organizational growth, expectations of sustaining financial strength, and increased operational workload, a proposal for adding three (3) more positions in the EC structure was tabled. After much discussion, two (2) additional positions (1 Vice President and 1 Event Secretary) were unanimously approved in GBM. Being a participant, the 2008 President has concurred with the decision and also agreed to implement the structure immediately.

President		
Prabir Bhattacharyya		
Vice Presidents		
Subhojit Roy	Sudipta Samanta	To be decided*
Secretaries		
Surojit Chatterjee		To be decided
Cultural Secretary		
Santanu Kar		
Treasurer		
Sushanta Saha		
Public Relation		
Ashok Das		
Publication		
To be decided		
Web Master		
Joyjit Mukherjee		
Event Secretary*		
To be decided		

* Additional positions that were proposed and approved in GBM.

Post meeting follow-up actions:

- **Prabir Bhattacharyya** will identify resources for the vacant positions (marked as "**To be decided**" in the above table) and will formally announce the 2008 Executive Committee to BOD and current Pujari members.
- **Prabir Bhattacharyya** will coordinate with Web Master ensuring Pujari's current website update with 2008 EC and BOD information.

7 2008 MAIN EVENTS AND DATES

It was decided in the GBM that instead of Tennis Tournament, Pujari may organize Sports Day that will be seen as one of the community events. The President of 2008 presented the following information, which was unanimously approved by GBM participants.

2008 Event Calendar		
Saraswati Puja	Berkmar High School	02/09/08
Baishakhi	Berkmar High School	04/12/08
Picnic	TBD	TBD
Durga Puja	Berkmar High School	10/03/08 to 10/05/08
Lakshmi Puja	Berkmar High School	10/11/08
New Year's Celebration	Bombay Grill?	
Sports Day (instead of Tennis Tournament)	2008-EC will explore the possibilities to organize this community event and the President will coordinate with BOD for final decision discussion and plan for implementation.	

8 CONCLUSION

The 2007 year-end General Body Meeting was concluded with a summary of discussions, decisions and vote of thanks.

This represents understanding of the materials contained in the above minutes of the meeting, and agreement to the scope and responsibilities described therein.

<u>Pujari GBM Participants</u>	Date: <u>01/04/2008</u>
Amitabha Datta	
Ashok Das	
Banhi Nandi	
Chandana Bhattacharyya	
Gouranga Banik	
Kallol Nandi	
Prabir Bhattacharyya	
Prabir Nandi	
Samaresh Mukherjee	
Sanjib Datta	
Santanu Kar	
Subhojit Roy	
Sudipta Samanta	
Surojit Chatterjee	
Sutapa Das	