

# TAMA Board and EC Combined Meeting Agenda and Minutes

## General Info

Date: September 22, 2019

Time: 11:00 AM to 12:30 AM

Venue: TAMA Office Board Room

Mode: In Person Meeting

## Agenda

Time	Topic	Owner
	2019 Elections	
	GBM	
	Tax filings	
	Audit	
	Bylaws Review	
	Clinic Fundraising	
	Scholarships	
	Long Term Projects	
	Rayapureddy Memorial Award	

## Attendees

In Person	Raj, Viju, Srinivas, Kamal	4
	Venky, Bharath M, Subbarao, Bharath A, Sairam, Innaiah	6
On Call	No Conf call as it is In Person meeting	0
Excused		0
Absent	Vinay, Nagesh, Anand, Manoj, Harsha	5
	Priya, Srivalli, Aditya, Ravi, Bilhan, Suresh, Rupendra	7
Late		

## Minutes

- 2019 TAMA Elections
  - Discussed and recommended Ram Maddi, Srinivas Lavu and Rajesh Jampala to Election Committee
  - Board Secretary to send an official communication to the identified members and request their willingness to be part of the committee to conduct smooth and fair elections.
  - Hoping to include Election Committee information in the mid October newsletter
  - Board Secretary to work with the Election Committee and Board to identify the dates for the Election
- GBM

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- GBM dates to be discussed and finalized in the next Board meeting
  
- TAMA Tax Filings
  - It is noted that the process is delayed possibly due to lack of ownership and guidelines.
  - Board to request accounts update in the form of report two weeks after every major event. This should be as simple as a report from QuickBooks. EC Treasurer should provide the report.
  - President and Treasurer should complete the final report within two weeks after the last major event.
  - President elect should ensure this report is completed as this should be one of the transition documents to next year EC
  - Sairam Karumanchi to work with past president and treasurer on 2018 taxes. He is expected to complete by Oct 30, 2019.
    - Manoj and Innaiah from EC
    - Mahesh and Raju from Board
    - Sairam to keep Board in loop on the progress and any roadblocks.
  
- Audits
  - It has been noted that these are delayed for several years.
  - Board to nominate audit committee and authorize using professional services.
  - This activity should be completed by Nov 30 for previous years audit
  - Nomination of audit committee should be completed by the new Board and plan to complete the current years audit by end of March
  
- ByLaws review
  - Team felt it is time to review By-Laws.
  - Responsibilities of positions came up for discussion on certain activities.
    - Ex., whose responsibility is to raise funds?
    - Ex. Who will ensure QuickBooks entries?
  - Sairam K will take the lead in soliciting suggestions from members and consolidate all to review with Board for further processing
  
- Clinic Fundraising
  - Lack of funds in clinic account is concerning to all.
  - Board Treasurer need to arrange a meeting to discuss fundraising activities
  
- Scholarships
  - Sita Vallurupalli is handling complete process of handling Scholarships. No issues identified and process to continue as is.
  
- Long Term Projects

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- Building project is slowdown due to increase in land values.
- Identification of suitable site is still on. No site is identified at this time
- Discussed creating a plan of action and financial plan for TAMA building project. Bharath M has a financial plan document for TAMA building project and will be sharing with Board.
- Rayapureddy Memorial Award
  - Team felt guidelines to be defined and reviewed with Board
  - Bharath M taking the lead to draft the guidelines and review with team in during next meeting

### Action Items

1. Raj, Board Secretary to send official email communication to members identified for 2019 Election Committee – Completed
2. Raj, Board Secretary to discuss with Chairman and create Audit committee to supervise all previous years auditing. ETA TBD
3. Sairam to reach out to 2018 EC and Board team to drive all accounts entered in QuickBooks. This will help Tax filings. ETA Oct 30, 2019
4. Sairam to initiate Email to solicit suggestions for any changes to existing By-Laws. ETA TBD
5. Bharath M to send a copy of Rayapureddy Memorial Award guidelines – ETA Oct 30, 2019
6. Bharath M to send Financial Plan for TAMA Building to Board – ETA Oct 30, 2019
7. Nagesh D, Board Treasurer to set up meeting on Clinic fundraising. ETA TBD