

PHS Alumni Association Minutes of Meeting – 07/24

The PHS Alumni Association (*not registered/approved by school authority yet*) is being proposed to be formed by a group of enthusiastic former students of Panitras High School (*referred as PHS in this document*). The group came forward to work together and help improve the school in various ways possible. This group is in very primitive stage now and it will continue its effort to increase its base in terms of number of members who are willing to come forward and actively participate in the group's activities in near future

Immediate Goals – To ensure the foundation of the group is more strong and enough members who believe in the goal of this group and are willing to take this initiative forward

- Collect old books from passed out students and provide the books to students in need
- If new book purchase is required, members will purchase the books and provide it to students in need as much as we can afford at this stage

Long Term Goals – Our long-term goal is to work with school authority closely and help our school to improve in every area possible to make it one of the bests in all aspects. Some of the examples we can think of but not limited to are as below

- Work with school authority to identify areas where we can help to improve.
- Work within the group to plan and deliver the school needs based on the priority and ability of the group.
- Currently areas that we as a group think that we can help in a long term are
 - Improving the Computer Lab, to have more computers so that more students can utilize the same.
 - Help with providing external volunteer/paid trainers in different areas (Utility Applications, Programming etc.) to provide short courses for interested students to help them learn computer in early age.
 - Arrange for Spoken English courses for students to help them cope up with it when they go to college.
 - Arrange seminars/webinars on various important career development programs.

- Arrange seminars/webinars by experts on preparation of competitive exams and pre-college preparations.
- Providing more fans to each class (if required).
- Help with funding to have modern classroom equipment classroom computer for teacher, projector etc.
- Help with funding as applicable to renovation of toilets, classrooms as required and agreed with school authority.
- Other areas as discussed and agreed with school authority.

Immediate Activities (*next 2 – 3 months*):

1. Each group members to reach out to his own close groups/friends, who are former students of PHS. Explain them the purpose of the group and include them in the WhatsApp group if they are interested. We will focus on this activity for next 15 – 30 days to have a solid foundation of the group before we move on to next big steps.
2. Start with Book Bank – The group members will reach out to currently passed out students to collect old books that can be passed on to students in need. Facebook, WhatsApp groups, personal connects etc., will be the avenues to reach out most people. As of now the member who collects the book can keep it with him/her. Once we have a good number of books, we can utilize the room offered by Sudipta/Sudip to store the books physically till we get a room from School on a later date.
3. Book Indexing – Sudip has volunteered to maintain an Index and other details for all the books collected and donated. The groups members are requested to provide the details to Sudip.
4. Website – Sudip will start working on creating a website for PHS Alumni Association. This website will be used for multiple purpose. Currently we can use it for keeping Book Bank records
5. Video Message – Sarojit has volunteered to create a Video message that would include the groups mission statements, history of creation and purpose. We would utilize this video to reach out more people to be part of this group
6. Reaching out some eminent people – Post completion of Step 1, the group will identify a smaller group of members who will reach out to some eminent people around PHS areas to get their support for the group. We

will explain them the purpose and goal of the group and ask for their advice, guidance, active participation and/or moral support for the group

Future Activities:

7. Identify a small group of members and supporters (from Step 7) to reach out to school authority (Head Teacher of the School and the school committee) to seek approval for the group as Official Alumni Association of PHS
8. Post step 7, register the group and complete other legal formalities to establish it as Legal Alumni Association of PHS. Other activities like PAN creation and Bank account creation will follow

Other Points Discussed:

- We need to stay away from providing cash to any students.
- We should avoid providing tuitions fees of the students directly, instead we can reach out to teachers for providing tuition free of cost or less fees.
- Identify students in need – there might be students who are actual in need of support but shy away from reaching out for help. Group members to pro-actively reach out to them and offer help if required. The Member who will asses the need and certify that he/she is a right candidate to be helped, will propose it to the group, then group will do the next step to provide the help
- Group will try to identify former student(s) who are teacher now in PHS and involve them in our initiative. Avilash, Joy will lead this part
- We should have one FB page - We have two FB pages now, one is closed group, i.e. people wanting to join the group goes through an approval process. The approval ensures that people who were associated to school are only allowed to join. The other one is open group. We need to use one of them. However, we can discuss later if having the FB page open is good or not.
- We will not emphasis on monitory donation structure from members just yet, specifically when reaching out to new people. If asked, we can say that group will work it out later. The contribution will be voluntary and not a mandate. Until we have a structure of funding is created, the current group

members will come forward as per their abilities to fund the immediate monetary need