

Date: 22-Nov-2020

PHS Alumni Association (Proposed)

Minutes of Meeting

| Topics Discussed | Conclusions/Outcomes | Primary Action Owner |
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| Official inauguration of the Association | <p>Team discussed and agreed that we should go for an official inauguration followed by a program for felicitation of successful students across all classes. 13-Dec is the date that was finalized to have the first public event when the Alumni association Website, Video Message, FaceBook Page, Tweeter Handle, Contact Details etc. will be published. After that we will be able use the video to share as much as possible to invite more ex-students to join us. However due to COVID situation committee decided to keep it limited to a small group. As per latest information from School authority, we would need to do this on third week of December. The minute details of this first event are being worked out. We are very excited for the same. Team is currently working on below items –</p> <p>[Note - the names of primary action owners are mentioned for each action, however all the team members (we have 65+ team members now) are requested to come forward and help whatever way they can.]</p> <ol style="list-style-type: none">1. A flyer that can be shared digitally for awareness about the event. - Sarojit2. A leaflet to be printed for the event. Biddyut, Sudip, Sarojit3. Talking to Authority to use the library stage. Sudip,Hindol4. Create a list of invitees. Avilash,Sudip5. Send the Invitation letters. Arindam(Das), Sudipta6. Creating a budget for the cost of the event. Biddyut,Sudip | |

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| | <p>7. A request will be made to all members to contribute voluntarily for this expense. Arindam(Das).</p> <p>8. A money receipt in favor of association will be printed that will be used to collect all the donations that will be required for expense of this event and/or future events. Biddyut</p> <p>9. Until we have an account for the association, we will use one of the personal accounts to receive donations on account from people who are in far locations. Account details will be shared to those who would like to donate but can't do by cash now. Biddyut, Somnath</p> | |
| Updates from last meeting | | |
| Reaching out to School authority | We submitted the written memorandum and a letter of Information to Head Teacher and Managing Committee Members. They are expected to get back to us in one or two weeks. In general, they have showed their support for the cause. | Sudip, Avilash, Joy |
| Registration of the Association | There is a complicacy about the property papers (<i>the room that Mr. Sudipta Mukherjee(Bumba) has voluntarily offered, to be used as primary address for the association</i>), so the registration process will take couple of more months to be submitted. | Sudipta, Biddyut |
| Complete the Video message | It is completed and finalized. Shared in the group. We could not have photos of everyone for various reason, some have not provided, some joined us on a later date. However, we will ensure all names are covered in Website as Founding Members, who are part of the what's app group as on 10-Dec-2020. | Sarojit |
| Website | It is completed as of now. It will continue to be updated on real time basis. Here is the link http://phsalumni.in/ | Sudip |
| Physical Meeting | A smaller group of the team members met physically on 1 st Nov and discussed various items. | Sudipta |
| dos/don'ts for members | Proposal was to come with a list of dos and don'ts for members and publish it in Website, Facebook and WhatsApp. This is in progress. | Biddyut, Debashis |

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| New Photos of School | Arindam provided new photos and those are incorporated in the video and Website. | Arindam (Das) |
| Committee | There are open positions in the committee for Executive Member Positions. Requesting nomination from team members. | |