

Date: 02-Jan-2021

PHS Alumni Association (Proposed)

Minutes of Meeting

Topics Discussed	Conclusions/Outcomes	Primary Action Owner
Official inauguration of the Association	Team discussed the minute details of the Inauguration Event. The Event Schedule, Guest List, Logistics, Snacks, Decoration, Budget, roles and responsibilities and Fund Raising were discussed. All details are shared in a spreadsheet. Detail agenda and comments provided below	All

	Agenda Item	Comments
	9-Jan Event Details	
1	What will be sequence of activities	Discussed and finalized
2	Who will anchor the whole event	Arunita Das and Arindam Ghoshal
3	Who all will be invited	Discussed and finalized
4	How the invite will be done	Discussed and finalized
5	Who will be requested to talk	Discussed and finalized for extremal speaker. From Committee we will finalize on Wednesday Meeting
6	Who will do the photography and videography	Discussed and Multiple options are being explored
7	Who will manage online meeting?	Arindam Ghoshal
8	Who all will be invited to join online	Discussed and finalized, everyone who can not join physically will be able to join online
9	Who all will be requested to talk from online Meeting	Discussed, will be finalized on Wednesday meeting
10	Discussion about immediate next event - Student Felicitation	Will discuss it on a later meeting
11	Roles and Responsibilities	Finalized. Provided below
	Event Logistics	
12	Speaker and Mic	Discussed and finalized
13	Snacks	Discussed and finalized
	Expense Budget	

14	Estimated expense for 9-Jan Event, Leaflet, Banners, and Student Felicitation	Discussed and finalized
15	Fund Raising	In Progress
16	Account details for collecting fund	Finalized and shared with all
	Others	
17	Date and prizes for Students Felicitation	Will discuss it on a later meeting
18	Sarat Mela Stall	Briefly Discussed and plan in place. Will further discuss in later meetings

Expense estimates for Association Registration, Inauguration, Awareness Camp and Student Felicitation

Sr.No	Item	Estimate(Rs)	Action Owner
1	Mike Set	1000	Avilash
2	Chair 50 pcs	350	Avilash
3	Table 2 pcs (with Cover)	100	Joy
4	Flower bk 4	200	Joy
5	Banner 10x8	670	Joy
6	Leaflet 2000	700	Bidyut
7	Tea 60 cup	300	Shekhar, Avilash, Soumen
8	Snacks 60 (Biscuit 2, cake-1, Sweet-1, Egg-1,)	1500	Shekhar, Avilash, Soumen
9	Water 20 Ltr x 2	200	Shekhar, Avilash, Soumen
10	Bottled Water	200	Shekhar, Avilash, Soumen
10	Badge for Guest 10	200	Naren, Sudip, Bidyut
11	Member's Volunteer Badge	300	Bidyut
12	Uttario 10	600	Naren
13	Decoration - Balloon 100	200	Joy
14	Decoration - Flower 1kg	100	Joy
15	Alumni Flag	300	Bidyut
16	Indian flag	200	Bidyut
17	Register books	200	Sudip
18	LED TV Rent	300	Hindol
19	Masks and Sanitizers	200	Sudip
20	Miscellaneous	1000	TBD
21	Awareness Drive	2000	Sudip
22	20 students gift	4000	TBD
23	Felicitation Event	8000	TBD

24	Registration	8000	TBD
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Event Schedule

Sr.No	Event Item
1	Flag Hosting
2	Observe 1 Min Silence in memory of those teachers and ex students who has Passed Away
3	Move to Event Hall
3	Association Secretary announces who will preside the meeting("Sabhapati") and welcomes him
4	Association Secretary Introduces and invites the anchors to start the program
5	Anchor start the event by introducing the guests and initiate the Badge and Uttorio Prodan
6	Anchor calls "Sabhapati", Chief Guest and Secretary to lit the inauguration light(Pradeep Projjwalon)
7	Banner Unveiling by Chief Guest Jagannath Babu
8	Speech by committee members
12	Website Inauguration
13	Guest Speech
18	Other Ex Students Speech
19	(Chief Guest)Jagannath Babu Speech
20	Thank you note from Bidyut as treasurer of Association
21	Anchor Closing the Event
22	Post Event Items
23	Submission of application for Sarat Mela Stall
24	Informal discussion and heads up about next event
25	Collect Students list of last year 10th 12 pass out with ranking

Volunteers Roles and Responsibilities

No	Activity	Name(s)
1	Overall Event Management and Coordination	Sudip and Bidyut
2	Arrange Pradeep for Pradeep Projjwolon	Avilash
3	Arrange and Coordinate Mike Set	Avilash



4	Banner Printing	Bidyut
5	Flags Printing	Bidyut
6	Leaflet Printing	Bidyut
7	Guest Badge and Uttorio	Naren Das,Sudip,Bidyut
8	Volunteer Badge Printing	Bidyut
9	Uttorio Purchase	Naren Das
10	Invitation Letter Print and Distribution	Sudip and Bidyut
11	Photography	Arindam(D) , Soumen
12	Videography	Hindol, Buddhadev
13	Online Meeting Management	Arindam(G)
14	Snacks Management	Shekhar,Avilash,Soumen
15	Flowers and Decorations. See if we can have a decorated Gate	Joy
16	LED TV Rent	Hindol
17	Laptop and Mobile Tripod	Arindam(D)
18	Arrange Flag Hosting Poles (2)	Avilash
19	Anchor	Arunita and Arindam(G)
20	Fund Raising	Bidyut and Somnath

Fund Raising:



PHS Alumni Association
Donation Account Details

শাস্তিগোষ্ঠীসহন রেজিস্ট্রেশন, উদ্বোধনী অনুষ্ঠান, শরণ মেলা স্কল শব্দ ছায়া সঙ্কর্ষণ অনুষ্ঠান, গাই চারটে খাতি মোটামুটি ৩০ - ৩২ হাজার টাকার খরচ হতে পারে। সবাই বৈ অনুষ্ঠান গিয়ে আসার জন্য, যাতে আমরা গাই পরিমাণ টাকার তুলতে পারি।

গুটা পুরোটাই স্বতন্ত্র অনুদান, বাধ্যতা মূলক নয়। আমরা সবাই বৈ অনুষ্ঠান বসবে, গাই মহান বণজের শিঙী সূচনায় উদার হস্তে অনুদান দেওয়ার জন্য। RS . ৩০০/- বা তার বেশি গবনন্ত বণম্য, কিন্তু যোগ্যতা গমাউন্ট অনুদান ই সমান গুরুত্বপূর্ণ।

তাই সবাই বৈ অনুষ্ঠান, যে তার সাধ্য মতো অনুদান বক্ষন শব্দ আমাদেব গাই উদ্যোগ বৈ সফল বক্ষতে গিয়ে আসুন। সঙ্কর্ষণ ব্যক্তির অনুমতি ছাড়া অনুদান গর পরিমাণ বা অন্য তথ্য বণজকে শেয়ার বক্ষা হবে না। প্লাগ্রাম গর শেফে Treasurer গব্বটা ডিউলে রিপোর্ট শেশ বক্ষবে যেখানে গাছ ব্যাছ গর হিসাব খাবব।

Google Pay, Phone Pe, PayTM - 9093577810 (Joy Bhowmick)

Net Banking -
Account No - 11602154026, Bank - State Bank of India
IFSC Code - SBIN0000132, (Bidyut Bhattacharya, 9434569370)
Branch - Midnapore