



Date: 7-Feb-2021

PHS ALUMNI ASSOCIATION

Minutes of Meeting

Topics Discussed	Conclusions/Outcomes
Book Collection and Donation - Volunteer Structure	A structured volunteer structure needs to be established. All near around places have been divided into multiple Zones and one Primary Lead have been identified for each Zone. A group of volunteers are needed from each village who will work with the Zone Lead to collect and donate books. The Zone structure is detailed out on Page – 3 of this document.
Book Donner Acknowledge ment.	A Letter of Thanks in PHSAA letter pad will be given to all the book donners.
Record keeping structure and book storage	<p>All books collected and donated will be recorded in Website. A Book Information page is being worked on.</p> <p>For now, the books will be stored in one location offered by our Member Mr. Hindol Chatterjee. Once we have a fixed place, we will come up with better way of storing the books.</p> <p>We have started getting multiple requests for helping with Books, so request all volunteers to come forward and start our book collection campaign as soon as possible with full focus.</p>
WhatsApp messaging Volume	All members present in the meeting agreed that a list of guidelines can be published and shared with all members to manage the message volume better. However, it is also understood and agreed by all, that it is expected to have some high-volume message before/during and immediately after any events. During other time message volume will be low and it is already observed in last one week with very low message volume. A high-level guideline of WhatsApp messaging is given on Page – 4.

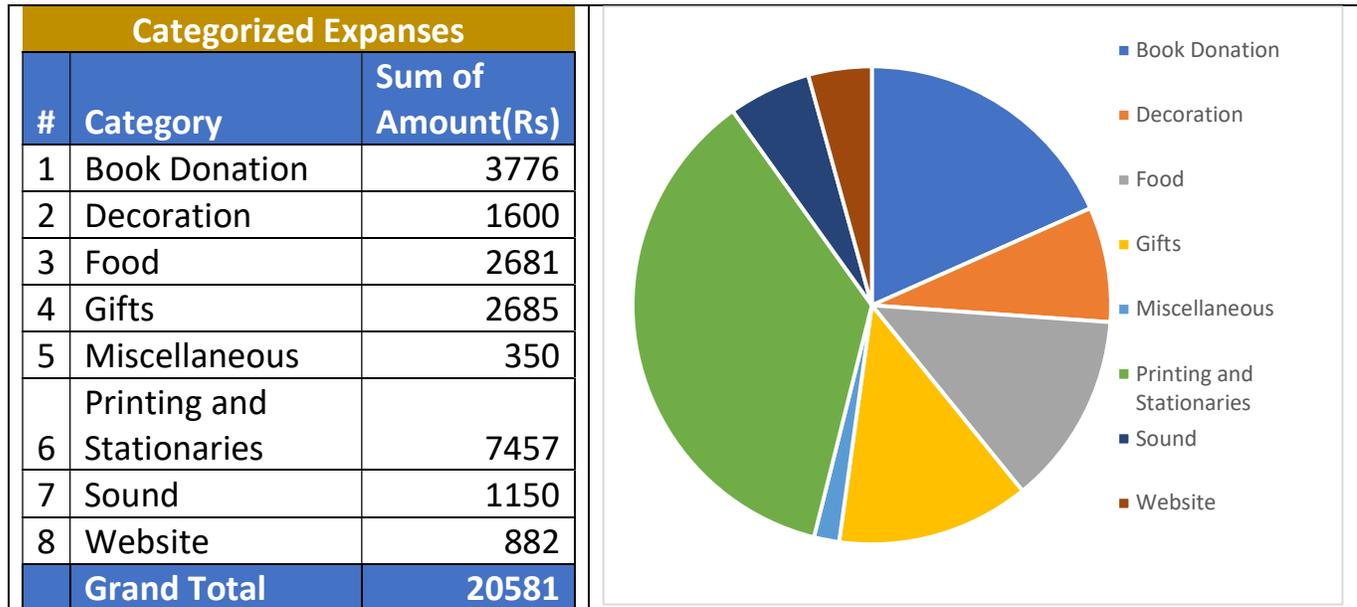
Financial Report of Earnings and Expenses	The Treasurer team finalized the Earnings and Expenses report and presented in the meeting. A summary report has been included on Page – 3 of this document. For further details of breakdown of each expense and all contributions, please visit our website. Only registered members will be able to see the details under report section. Look at Page – 4 for instructions on how to see the information on website.
Other topics as raised by members	
Notice on School notice board	Mr. Arita Roy proposed to work with School on putting up a notice on School Notice Board requesting students to donate books for helping others. It was agreed this will be worked on and we can have more banners put up in multiple places in and around School with request for Donating old Books to Association.
Counselling session for HS Pass out Students	<p>Mr. Arita Roy also proposed if PHSAA can arrange a counselling session for HS pass out students for helping them guiding select the right path. This is already listed as one of the primary goals of PHSAA, so it will be worked on not only for HS pass out students but ex students who would need guidance from seniors. A proper planned structure will be worked out related to this.</p> <p>Another proposal came from PHSAA President Mr. Buddhadev Panja, to identify a small group of students and guide and help them very closely to ensure they can be successful in better way.</p> <p>Both these proposals would need more details discussions and planning, that will be done in near future.</p>
Appreciation	On behalf of PHSAA Committee, the Vice President Mr. Sarojit Bera appreciated and thanked all the volunteers who has put lot of efforts to make the Awareness Camp at Sarat Mela a great success.
Picnic	Members collectively planning for a picnic to know each other better and improve the bonding amongst members. This picnic is open to all Members only. Each member needs to pay the agreed amount for the picnic cost. Separate notifications will be sent out in WhatsApp.

Book Collection Zone Structure and Zone Lead Information

	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8
Name	Abhilash Ghoshal	Arindam Das	Hindol Chatterjee & Arindam Ghoshal	Joy Bhowmik	Sudipta Mukherjee	Sudip Das	Soumen Samanta	Bidyut Bhattacharya
Phone No	9732738864	9432959018	9564543547 9836819391	9093577810	9836409988	9830766241	9641374714	9434569370
Area 1	Panitras	Birampur	Samta	Deulti	Motimala	Amrazol	Dakaberia	Chakur
Area 2	Barabar	Govindopur	Mellock	Chakramala	Orphuli	Dwipamali ta	Sandayil	Mashiara
Area 3		Raksheeta		Ashria	Naopala	Nasibpur		Kanktia
Area 4				Rana		Kalyanpur		

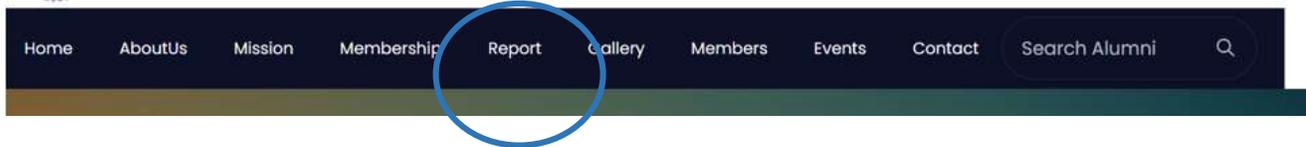
Financial Report Summary

Total Earning from Donations	70451
Total Expenses	20581
Cash In hand	49870



Instruction to view more details of Earnings and Expanses on website

1. Register on PHSAA website <https://phsalumni.in/index.php>
2. Login to website
3. Click on “Report”



Guidelines for WhatsApp Messages

1. Please do not send any personal wish message like “Happy Birthday”, “Happy Anniversary” etc.
2. Please do not break one message into multiple messages but try to keep it in one message
3. Please do not post any message that is not related to PHSAA or its goal and events
4. Please be careful with your words and respect individuals
5. Please do not post any political or religion messages that may hurt sentiments of anyone else.
6. Please avoid long one-on-one conversations in the group. Switch to private messages
7. Please avoid posting in group between 12 at night and 6 am in the morning unless it is an emergency.
8. Since it is a big group it is strongly advisable to keep chat notification in mute
9. Always explain the purpose, goal of the association and expectation from members, then ask them if they really want to join the association and WhatsApp group, before adding them