Minutes of Monthly Meeting

Date	06.02.2015
Time	19:00 – 20:30
Venue	GZ Oerlikon
Attendees	Pratyush, Deepika, Sachin, Hans, Rajesh, Namita. Doris, Indranil

Topic **Summary**	**SACSAS self sustainibility** 1. Shanti Kumar donated 100K$ to SACSAS via Asha-Atlanta. 2. Hospital administration cannot be controlled from Zurich, it lies beyond scope. 3. Once up and running, Hospital is expected to produce 5lacs INR per month. 4. Asha-Zurich is not considering this project to support financially or administratively. 5. This project is considered as Asha Star Project. **SACSAS 4 Schools from Asha-Houston** 1. Asha Zurich has received 12,267 $ for SACSAS from Asha-Houston and remaining amount needs to be asked from Asha US central. 2. It is must to identify between the money for SACSAS project and for Asha-Zurich, while receiving funds from US chapters. 3. Write MoU, define progress report. 4. To approve the proposal for another 4 schools, we require report from them. However, after report Asha-zurich will only handle administrative work and would not support through it's Asha-Zurich fund, as we are already supporting one school.

	SACSAS New Dampi project
	5. Asha-Zurich has funded New Dampi project 100% (6,36,050 INR) last year and it was supposed to be funded 50%, so this time Asha-Zurich will fund only the difference of current approved amount (50% of 6,84,850 INR) and extra amount sent last year.
	6. Need to get the report of last six months before transferring fund.
	7. Need to do site visit.
Action Point	MoU writing and report collection from them.
Responsibility	Namita
Timeline	----

Topic	**Bollywood disco**
Summary	1. A meeting of all event-volunteers will happen a week before the event.
	2. Event is organized in the collaboration of Crowd-guard.
Action Point	---
Responsibility	Pratyush
Timeline	

Topic	**Painting competition**
Summary	Agreed on it. (7 votes -100%)
Action Point	--
Responsibility	--
Timeline	--

Topic	**Monthly meeting room reservation**
Summary	This year we will pay 20 CHF/evening for the room, but from next year the price will be increased.
Action Point	--
Responsibility	--
Timeline	--

Topic	**Zurich Marathon**
Summary	1. 16 runners have already signed in.
	2. 4 teams are already finalized.
	3. Wait until one more week and then start promoting the event to connect more donors and volunteers.
Action Point	--

Responsibility	Rajesh, and other interested volunteers
Timeline	--

Topic	Website updates, and other official documents
Summary	1. MoUs are available on asha-zurich website, and we need to update the no. of students, teachers, and other important details as soon as possible. 2. Need to prepare official formats for following purpose. • Comparison reports from ongoing projects for every six months. • Updates from project coordinators in every monthly meeting. • Updates from onsite project coordinator.
Action Point	--
Responsibility	Rajesh for website work, Deepika for document formats.
Timeline	--

Topic	Communication
Summary	1. Project coordinators should talk to onsite coordinators every month for recent updates. 2. Wifi facility is proposed to connect people through skype or google hangout during monthly meetings. 3. President and secretary should communicate to onsite coordinators once in a while. 4. Coordinators should avoid absence in the monthly meetings.
Action Point	--
Responsibility	All committee members
Timeline	--

Topic	Requirements before project's budget approval
Summary	Report on following points: 1. How the fund is utilized in past (at least last six months report). 2. Who is benefited from the fund and action of the project. 3. Comparison report for last six months and six months before that. 4. No. of kids, teachers and other staff members. 5. Major challenges faced and

	overcame during last six months. 6. Information of site visit and its status, whether it was done or not. 7. How many times project coordinators talked to onsite coordinators and how onsite coordinators responded. 8. Project coordinators have to fill up the information about fund transfer in the online data base when Asha-zurich US fund is used for projects, this information will be further reviews by treasurer and then confirmed it.
Action Point	All project coordinators should consider these points while dealing with a project.
Responsibility	All project coordinators.
Timeline	--