

Manchester Malayalee Association



Connecting Manchester Malayalees

Minutes of the 1st Executive Meeting held on 11th of February 2017 – 1:45 PM to 3:30PM at MMA Office, Gorton Mount Primary School, Mount Road, Manchester M18 7GR.

Attendees: Janesh Nair, Shajimon KD, Anish Kurien, George Vadakumcherry, Sharat Nair, Dinesan DK, Jaya Sudhir, Jixy Sanjeev, Nisha Kedia, Polson Thottapilly, Radhesh Nair, Saju Kavunga, Shilpa Shaji.

Apologies: Reena Wilson

1. Welcome by President

The President officially welcomed all the members to the new Committee. As all the members knew each other, it was decided that no formal introduction was needed.

2. General Information, Working Practices and Suggestions

The President briefed the Committee about the working practices and mentioned that following key principles will be followed to ensure the smooth running of the Committee.

1. All the major decisions of the Committee, as far as possible will be made at the face to face meeting of the Executive Committee
2. Any matters which need a quick decision can be made through discussion on the Executive Committee's Whatsapp group
3. The Executive Committee members are welcome to raise their concerns or criticise any decisions of the Committee but any criticism about the members or the organisation should be within the executive meetings and should not be done outside the Committee.
4. It is expected that an Executive Committee meeting will be held every month and the dates will be advertised in advance.
5. As far as possible effort will be made to arrive at unanimous decisions but the decision of the majority will stand.
6. The minutes of the meeting will be circulated by email to the Committee prior to the meeting and the Committee members are expected to read and comment on it before the meeting. Once the minutes are approved by all the executive committee, it will be published on the MMA website.
7. Once suggestions/opinions are asked in the WhatsApp group of the Executive Committee and if there is no response from a member within 24 hours, it will be considered as a positive response.
8. Irrespective of who is leading a particular task or activity, all members are expected to offer support and care should be taken to involve non-executive members in the organisation of all activities of the association.



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3. Executive Committee Meeting Dates

It was decided that an Executive Committee meeting will be held every first Saturday of the month subject to school holidays and other events.

The dates for the this year's meetings are;

March 4th, April 1st, May 6th, June 3rd, July 1st, Aug 5th, September 2nd, October 1st, November 11th, December 1st & Jan 13th.

4. Calendar of Events

1. **Women's Day** – It was decided to celebrate the international women's day on the **11th of March** from 2 PM to 5 PM at the MMA Building in Gorton. Nisha Kedia was given the responsibility to co-ordinate the event but all 5 female members of the Committee will be members of the Organising Committee. It was agreed to arrange sound, provide £100 towards the cost of organising the event and also to pay the £40 rent for the hall.
2. **Dance School Annual Day** – It was decided to organise the dance school annual day on the **22nd of April** and not to celebrate the Children's day this year due to the large number of events. All 5 female members of the Committee will be members of the Organising Committee. **[Action – Polson Thottapilly to book the venue at St: Joseph's]**
3. **Sports Day and BBQ** – It was decided to organise the Sports Day and BBQ on the **3rd of June**. Sharat, Radhesh and Jixy will be responsible for organising this event.
4. **Manchester Parade** – The proposed date is 18th June 2017. It was noted that an application has been made to express our interest to take part in this year's parade. And we are waiting to hear the outcome of the application.
5. **Onam Celebration** – It was decided to organise the Onam Celebration on the **16th of September** at the Jain Community Centre. **[Action – Saju Kavunga to book the venue]**
6. **Christmas & New Year Celebration** – It was decided to organise the Christmas & New Year Celebration on the **6th of January 2018**. Venue to be confirmed in due course.
7. Annual General Body Meeting – It was decided to organise the Annual General Body meeting on the **20th of January 2018**.

5. Distribution of Responsibilities

1. **Dance School** – It was agreed that Nisha Kedia and Jaya Sudhir will be the Dance School Co-ordinators and they are to form a Sub Committee which includes the parents to run the dance school sessions.
2. **Music School** – It was decided that Shajimon KD and Shilpa Shaji will be the Music School Co-ordinators
3. **Karate School** - It was decided that Saju Kavunga and Dinesan DK will be the Karate School Co-ordinators. They will be given support by Radhesh Nair.
4. **Malayalam School** – It was decided that Polson Thottapilly and Jixy Sanjeev will be the Malayalam School Co-ordinators. They will be given support by Anish Kurien.



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It was decided to keep the Malayalam lessons free but charge £10 to cover the cost of a kit of books and other items.

It was decided that a formative assessment of the Malayalam School kids need to be done this year and if possible a presentation ceremony need to be organised at the School Annual Day event.

Sharat Nair has offered to print any number of copies of the Malayalam workbooks and other learning materials. **[Action – Sharat Nair]**

5. **Subscription Collection** – It was decided that all members will have responsibility to collect the subscription from their respective areas. It was noted that from this year the annual subscription fees is £20 and the new registration fees is £20. Saju Kavunga has volunteered to bring printed membership list broken down by area to enable the collection of subscription. **[Action – Saju Kavunga]**

6. Any other business

1. It was decided that all communication (mail, whatsapp etc) from MMA will need to be done by the Secretary. **[Action – Secretary]**
2. It was decided that Shajimon KD will be the PRO for the association but all press release need to be verified by the President and Secretary before publication.
3. It was decided that the names and details of the UUKMA representatives of MMA to be emailed to the Secretary of UUKMA. **[Action – Secretary]**
4. It was also decided to invite the UUKMA representatives to the MMA Office for a meet and greet **[Action – Janesh Nair]**
5. Secretary requested all members to send photos and their email ids to him so that the website can be updated **[Action – All Members]**
6. It was decided to invite a consultant to do a presentation about the advantages and disadvantages of becoming a charity. **[Action – Janesh Nair]**
7. It was decided to buy a mini data projector for a maximum of £200. **[Action – Dinesan and Saju Kavunga]**

7. **Date of next meeting: 4th of March 2017 – 1:45 PM to 3:00 PM**