

## **Minutes of the First Executive Meeting held on 23<sup>rd</sup> January 2016 – 3PM to 4:30PM at St. Joseph's Church Hall, Portland Crescent, Manchester, M13 0BU**

**Attendees:** Janesh Nair, Shajimon KD, Anish Kurien, Harish Nair, Jixy Sanjeev, Saju Kavunga, Hans Joseph, Bindu Kurien, Reena Wilson, Jinto Joseph, Shaju Antony, George Mathew

**Apologies:** Polson Thottapilly (In India)

### **1. Chair's remarks**

Chair welcomed everyone to the new committee. Explaining the operation of the committee, it was mentioned that constructive criticism will be welcome and highlighted the importance of providing advance notice for including items in the agenda so that everyone can come prepared for the meeting. It was decided that, once confirmed, the minutes of the meeting will be published on the MMA website. With regard to the discussion of issues on the Executive Committee's Whatsapp group, it was decided that Executive Members need to respond to this within 24 hours and failure to respond will be considered as a positive response.

### **2. Executive meeting calendar**

It was decided:

- that executive meetings will be held on the 2<sup>nd</sup> Saturday of every month from 2:30 PM to 4:00 PM at the St: Joseph's Church Hall
- the meetings for this year will be on 13<sup>th</sup> February, 12<sup>th</sup> March, 9<sup>th</sup> April, 14<sup>th</sup> May, 11<sup>th</sup> June, 9<sup>th</sup> July, 9<sup>th</sup> September, 8<sup>th</sup> October, 12<sup>th</sup> November and 10<sup>th</sup> of December

### **3. Sub-committee membership (Cultural, Sports, Food etc)**

The following sub-committees were constituted:

- **Cultural Committee** – Jixy Sanjeev, Saju Kavunga and Bindu Kurien
- **Food Committee** – Reena Wilson, Shajimon KD, Hans Joseph
- **Sports Committee** – George Mathew, Jinto Joseph and Shaju Antony

It was decided that:

- Mr Shajimon KD (Vice-President) be given the additional role of the Public Relations Officer (PRO) with responsibility for public relations of MMA
- the press releases should be confirmed by the President and Secretary before publication



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#### 4. Area distribution and allocation to each member

It was decided:

- that the membership list of MMA be allocated to the Executive members on the basis of geographical area, for the purpose of collecting the subscription;
- that the subscription dues are to be fully collected by September (linked to Onam);
- to procure new receipt books and to use separate receipts for dance fees and subscription fees;
- to contact the 9 members with over 30 pounds due one final time, before their membership is removed.

**Action:** All Executive Members to highlight changes to address and other details of the members in their respective area to the Secretary at the next executive meeting so that the Membership Database could be updated.

**Action:** All members to update the email address when collecting the subscription.

#### 5. Dance school

- **Administration:** Jixy Sanjeev and Reena Wilson were given responsibility for the administration of the Dance School.
- **Fees:** It was decided not to change the fees charged for dance lessons as the fee was lower than what neighbouring associations are charging and also because there is some uncertainty relating to the venue rent and other costs.
- **Discount for siblings:** A decision was made to offer a 20% discount for the second child and 50% discount for the third child from the same family. This will be applicable from next term.
- **Allocation of students:** It was decided that any changes to the allocation of students to the specified age groups will be at the discretion of the dance teachers.
- **Thattukada:** Bindu Kurien was given responsibility for the administration of the Thattukada.

#### 6. Malayalam Class

It was decided:

- to restart the Malayalam Class and to offer it free to children of MMA members;
- to give Hans Joseph and Jixy Sanjeev the responsibility to co-ordinate the class;
- to buy Malayalam workbooks and stationery for all students and to provide it free of cost.

**Action:** Janesh Nair to source the Malayalam workbook from India by end of February

**Action:** Saju Kavunga and Harish Nair to prepare printable homework sheets

#### 7. Participation in Manchester parade

It was decided to take part in the Manchester Day Parade in June, if our application is approved

#### 8. Joint programme with different associations

It was decided to take part in a joint programme of all Manchester Associations which MMCA Wythenshawe is planning to organise as long as there are no major financial implications for MMA



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## 9. Programme schedule for the year

It was decided to conduct the following programmes in 2016.

- |   |                                 |
|---|---------------------------------|
| a. Women's Day                            | – Date to be confirmed          |
| b. Onam                                   | – 24 <sup>th</sup> of September |
| c. Children's Day/Dance School Annual Day | – 12 <sup>th</sup> of November  |
| d. Sports Day and Barbeque                | – Date to be confirmed          |
| e. Family Day/ Tour                       | – Date to be confirmed          |
| f. Christmas and New Year                 | – 7 <sup>th</sup> of January    |

**Action:** Jixy, Bindu and Reena to confirm the date for Women's Day

**Action:** Sports Committee to confirm the date for Sports day and Barbeque

**Action:** Cultural Committee to confirm the date for the Family tour

## 10. UUKMA representation

It was decided that Shajimon KD will coordinate the participation of MMA kids in UUKMA events

## 11. Whatsapp and Whatsapp advertisements

It was decided that:

- a new group for MMA be created in Whatsapp and to include all members, including the members who were removed for various reasons, in it;
- the President, Vice President and Secretary will be the admin of this new Whatsapp group;
- due to the restriction on the total number of members that can be added to a group, only one member from a family be added to the Whatsapp group;
- advertisements for charity events can be posted free of charge after approval by the Executive Committee;
- advertisements from organisations be charged 50 pounds and advertisements from individuals be charged 25 pounds.

**Action:** Saju Kavunga to create the new MMA Whatsapp group and add all members to it

## 12. Office for MMA

It was decided that the options for an office space for MMA need to be explored

**Action:** Saju Kavunga, Polson Thottapilly and Shajimon KD to look at various options available and update the committee at the next meeting

## 13. Any other business

**Constitution update:** It was decided to ask the Committee selected by the GB (Anish Kurien, Harish Nair, Herlin Joseph) to update the Constitution to report by the next Executive committee.

**New membership applications:** It was decided to approve the membership applications of Franson Jacob/Nigy Franson and Binoj Joseph/Jisha Binoj.

**Date of next meeting:** 13<sup>th</sup> February 2016 – 2:30 PM to 4 PM at the St: Joseph's Church Hall.