



KENDRIYA VIDYALAYA NAGPUR ALUMNI ASSOCIATION (KVVSAN)

C/o Prakash Optical, WHC Road, Dharampeth, Nagpur 440010 (Mah.)

• Website: www.kvvsan.com • Email: info@kvvsan.com • Phone: 91 712 2520062 • Fax: 91 712 2546488

Conference Call Number

Chat Session/WebEx

Attendees Invited Dr. Ravindra Jharia (70 11th), Prachait Saxena (97 12th), Tarun Mehra (85 12th), Dinesh Chabra (75 11th), Sanjay Gandhi (81 10th), Mahesh Nangia (75 11th), Dr. Sudhir Bhawe (75 11th), Dr. Debasish Naha (75 11th), Aparna Galgalikar (79 10th), Habeeb Khan (80 10th), Dr. Pinak Dande (81 10th), Praneet Singh (83 10th), Vinod Verma (83 10th), P Rajalakshmi (83 10th), Rohit Jain (83 10th), Kamlesh Sharma (83 10th), Yogesh Puranik (95 12th)

Cc Pankaj Maniktala (78 10th), Shrikant Sampath (78 10th), Dilip Athlay (77 10th)

For Information Harsha Sheorey (72 11th), Ram Nair (74 10th), Simhan Mandyam (77 11th), Milind Choudhari (77 11th), Amit Joshi (96 12th),

Comments

1. AGENDA

#	Agenda Item	Date / Time	Responsible	Comments
1.	Identify Newspapers for Press Release in National, Local Newspapers of the Country. a. Hitawada, b. Tarun Bharat, c. Lokmat, d. Navbharat e.	June 22, 2005	Prachait Pankaj Maniktala	
2.	Draft of Press Release Documents a. For association formation b. Date and Location Finalized c. Matter for Engagement Column d.	June 22, June 25,		
3.	Draft a Letter "Invitation to Vice Air Marshal, Vayusena Nagar" a a chief guest of program	June 25, 2005		
4.	Program Schedule for the 3 rd July Event a. Welcome note and inauguration b. Games c. CCA Activity d. Orchestra e. Dinner f.	July 3, 2005		
5.	Invitations a. News Paper ad on 26 June b. Via Telephone c. To all Teachers d. To all Students e.			
6.	Arrangements For a. Members Ship Counter b. Stage and Mic	July 2, 2005		

	<ul style="list-style-type: none"> c. Sitting Arrangement at Program d. Chair Arrangements at Games e. Pandal and Light at Program Area f. Pandal and Light at Dinner Area g. Dinner h. Generator i. Fire Protection j. Parking k. Press and Media l. Camera (Still and Video) 			
7.	<ul style="list-style-type: none"> Membership Counter a. Forms Collection and Members ship Fee collection Rs. 250/- (a Receipt will be given to the person) b. Current Collection for Program Rs 100/- Per Head (Individual will write there name in a register with details) c. Selling for 5 year Batch telephone directory Rs 50/- Each d. 	<ul style="list-style-type: none"> July 3, 2005 4.30 PM Onwards 	Tarun Mehra	
8.	<ul style="list-style-type: none"> Stage a. Mic b. Welcome note by Principal c. Welcome By President d. Formal inauguration by Chief Guest (Lighting Lamp) e. History by Secretary f. Experience Sharing by Senior Most Teacher Present g. Experience Sharing by Senior Most Student Present h. Memento to Chief Guest and Principal i. Vote of Thanks j. 	<ul style="list-style-type: none"> July 3, 5.30 5.35 5.40 5.50 6.00 6.05 6.10 6.15 	<ul style="list-style-type: none"> Sarita Modak / P Rjalaxmi Alka Sreevasan Ravindra Jharia Prachait Aparna Galgalikar 	
9.	<ul style="list-style-type: none"> Games k. Passing the Parcel l. Revolving around Chair m. Bombay Delhi Madras Calcutta 	<ul style="list-style-type: none"> 6.30 6.45 7.00 	<ul style="list-style-type: none"> P. Rajalaxmi Aparna Galgalikar Deepshikha Mehra Kanchan Jogelkar Madhuri Bhave Sushma Huddar Athlay 	
10.	<ul style="list-style-type: none"> CCA Activities a. Solo Song b. Group Song c. Mono Acting d. Dance e. Drama (By Hostilities Present) 	<ul style="list-style-type: none"> 7.30 7.40 7.45 8.00 8.15 		

	f. Followed by Dinner	8.30		
11.	Funds Raising a. Members Ship b. Current Collection c. Sponsorship for event d. Donations e.	June 24, 2005		
12.	Sponsorship for and Amount a. Pandal + Generator + Electricity b. Dinner c. Orchestra d. Camera (Still and Video) e.			
13.	Association Document Signature and Submission a. Date of Signature b. Who all is going to Submit c. Supporting Documents d.			
14.	Bank Account Opening a. Date of Opening b.			
15.	Expense Approval			

2. ACTION ITEMS

ID	Action Item	Date Assigned	Assigned To	Date Due	Deliverable	Status
1.	Matter for the News Release and Email Release (As we are forming the association and program to conduct in July first week)	June 22, 2005		June 22, 2005	Matter via Email to Prachait Saxena	Open
2.	Newspaper Release on 22 June, which will appear on 23 June	June 22, 2005	Prachait Pankaj	June 22, 2005	Confirm release of printed letter to newspaper.	Open
3.	Matter for the News Release and Email Release (As we are conducting the re-union gathering on 3 rd July)	June 22, 2005		June 25, 2005	Matter Via email	Open
4.	Newspaper Release on 26 June, which will appear on 27 June confirming about the date of the event	June 26, 2005	Prachait Pankaj	June 26, 2005	Letter to News Agencies	Open

5.	Matter for Engagement Column (We have to circulate an Invitation to all the news agencies?)	July 1, 2005		June 26, 2005	Invitation to News Agencies	Open
6.	Invitation to all Press media	July 2, 2005	Pankaj	July 2	Confirm No. of Media Person coming	
7.	Invitation for Vice Air Marshal as a Chief Guest in the Event	June 22		June 25	Matter the text	Open
8.	Delivering the Invitation to Vice Air Marshal with KV Principal, President and Sectary	June 26		June 28		Open
9.	Invitation By Phone batch 69 - 75	June 26		June 28	Invite and get the phone number of there batch mates, Put all the data in register and pass back to the data collection center	
10.	Invitation By Phone batch 76 – 80	June 26		June 28		
11.	Invitation By Phone Batch 81 – 85	June 26		June 28		
12.	Invitation By Phone batch 86 – 90	June 26		June 28		
13.	Invitation By Phone Batch 91 - 95	June 26		June 28		
14.	Invitation By Phone Batch 96- 2000	June 26		June 28		
15.	Invitation By Phone batch 01-04	June 26		June 28		
16.	Invitation To Teacher 65-85	June 26		June 28		
17.	Invitation To Teachers 85 – 04	June 26		June 28		
18.	Members Ship Counter a. Member Fee Register - 2 b. Current Counter Register -2 c. Directory Printout 10 Copy of each 5 year batch d. Enquiry Register - 1	June 26	Tarun Mehra	July 1		
19.	Sitting Plan and Arrangements at School (Programs and Games)	July 1		2 PM July 3	Reporting at Location on 1 st	
20.	Pandal Light and Generator	July 1		2 PM, July 3	Reporting at Location on 1 st	
21.	Dinner	July 2		5 PM July 3	Reporting at Location 2 July to see the where arrangement has to be made	

22.	Menu for Dinner	June 22		June 26	Menu Finalization	
23.	Parking Arrangements Conformation	2 July		2 PM, 3 July		
24.	Camera Still and Video Reporting	2 July		3 PM, 3 July	Reporting at location	
25.	Matter of Welcome Note by President	1 July	Ravindra J	28 June	Time Duration and Matter	
26.	History by Secretart	26 June	Prachait	28 June	Time Duration and Matter	
27.	Vote of Thanks	26 June		28 June	Time and Matter	
28.	Pacing the Parcel	22 June		28 June	"Chits"	
29.	Solo Song	26 June		1 July	Rehearsal with Orchestra, Time Duration and Theme	
30.	Group Song	26 June		1 July	Rehearsal with Orchestra, Time Duration and Theme	
31.	Mono Acting	26 June		1 July	Time Duration and Theme	
32.	Dance	26 June		1 July	Time Duration and Theme	
33.	Drama by Hostilities	26 June		1 July	Time Duration and Theme	
34.	Members Fee Collection Current Program Collection Batch 69-75	26 June		30 June	Number of Individual Coming and Collection Amount	
35.	Batch 76-80	26 June		30 June		
36.	Batch 81-85	26 June		30 June		
37.	Batch 86 - 90	26 June		30 June		
38.	Batch 91-95	26 June		30 June		
39.	Batch 96-2000	26 June		30 June		
40.	Batch 2001 –2004	26 June		30 June		

41.	Receiving Sponsorship Funds	26 June		28 June	Collection Amount	
42.	Banner for Sponsors and Hording	28 June		1 July		
43.	Date of Association MOA Signature	24 June	Everyone	25 June		
44.	Date of Submission of MOA	27 June	Shrikant Sampath, Ravindra J, Tarun, Prachait	27 June	Get the receipt of Submission	
45.	Bank Account Opening	27 June	Shrikant Sampath, Ravindra J, Tarun, Prachait	29 June	Opening of a.c	
46.						
47.						
48.						
49.						
50.						

3. ISSUES

List the issues you have to get the why the action items are pending e.g

- a. Association registration
- b. Bank a.c Opening

4. KEY DECISIONS

4.1. DECISIONS FROM 21-JUN-2005 MEETING

- a. Finalizing and closing the open agenda.

5. NEXT MEETING ON 28 JUNE, 2005, AT 5 PM

Agenda:

- a. Clearing all the above mention points,
- b.

6. EXPENSE APPROVAL

No	Description	Amount	Investment Date	Person	Comments
Yearly recurring expenses (2005-projected)					
1.	Association Running Cost		1 June 2005		
Website (Yearly)					
2.	Website Hosting (1 Year)	400 INR	24 June 2004		
3.	Website Space (500 MB Linux) + Database + Mailing +Statistics + 1 GB bandwidth Etc.	8000 INR	24 June 2004		
4.	Website Development (System having Features as registration, Image Galleries, Forum, Articles, Blogs, Shout Box, Downloads etc.) Some tools have to be made and automated.	Core Team is Developing on Volunteering	1 Jan 2005		In case need external tool and resource, we have to allocate some funds for it
5.	Website Maintenance is	Core Team is Maintaining on Volunteering	1 Jan 2005		In case need external tool and resource, we have to allocate some funds for it about 12 000 INR Per Year
6.					
One Time Administrative Charges Cost					
7.	Data Collection Phone Charges already expensed From January – May (5 Months)	8000 INR			
8.	Phone Charges Expected in Near Future (Monthly)	1500 INR			Can become more, if the contact numbers and person will increase.
9.	Member Ship Form 2000 Pages				
10.	Receipt Book Printing 20				
11.	Letter Head (200 Scrap +				

	500 New)				
12.	MOA Printing 5 + 20				
13.	Rubber Stamp 2 + 2				
14.	News Release and Advertisement on 28 June 2005 in Local Newspaper				
15.	News Release in National Newspapers Oct 2005				
16.	Printing and Binding Cost of Application Submitted to Principal on 17 June (150 Pages)	300 + 50 = 350 INR			
17.					
18.					
19.					
20.					
21.					
22.					
3rd July Event					
23.	Pandal + Chair				
24.	Electricity + Generator				
25.	Sponsors Hording				
26.	Orchestra				
27.	Camera (Still and Video)				
28.	Dinner for 400 Individuals Expected				
29.	Register and Members Ship Counter				
30.	Momentum and Boque for Chief Guest and Principal				
31.					
32.					
33.					
34.					
Total:					