

ISMAANA meeting minutes on June 10, 2009

The meeting of ISMAANA Executive Committee (EC) and Board Members (BM) was held on June 10, 2009 via conference call. The meeting started at 9:00 PM and ended at 10:00 PM EST.

Meeting Attendees:

Chairman: Prof. Raj Ramani ('62 Mining)	Treasurer: Manoj Choudhary ('93 Petroleum)
Secretary: Ashutosh Ashish ('94 Petroleum)	Vice – Secretary: Ajay Kumar (Jha) ('96 Mining)
BM: Dr. Ganesh Thakur ('70 Petroleum)	
Invited: Pradip K. Gangopadhyay ('70 Petroleum), Atul Kumar ('66 Petroleum)	
Could not attend: Hitesh Mohan ('89 Mining Machinery), Tarun Kashib ('99 Petroleum)	
Jagjit Yadav ('65 Petroleum), Mohinder Gulati ('62 Petroleum), Arvinder Kaur ('93 Petroleum),	

Agenda (1 Hr.):

1. Welcome/Introductions – Raj Ramani/All
2. Approval of the Minutes of the last meeting - All
3. Report from the meeting of the Officers on June 03, 2009 – Raj Ramani
4. Financial report - Manoj Choudhary/Atul Kumar
5. Other items - All

Welcome: Raj Ramani welcomed the officers and set the meeting in motion requesting introductions from all present. He specifically pointed out the presence of traditional branches of ISM in EC/BM and emphasized for the active solicitation of volunteers from other branches of ISM like AGL, Geophysics as well as the new branches added and young alumni also.

Approval of last minutes: Approval of the minutes of last meeting held on 7th May was moved by Manoj and seconded by Ajay. It was agreed that the minutes would be made available for the members on the website.

Report from the meeting of the Officers on June 03, 2009: EC officers took the initiative of devoting another hour a week prior to the Official meeting of BM/EC to discuss in detail some of the issues. Raj Ramani gave a detail account of the meeting and various proposals.

Meeting Schedules: Frequency of the meeting were proposed as below-

- EC will meet on **1st Wednesday** of each month from **8 to 9 PM EST**.
- Board will meet on **2nd Wednesday** of each month, **9 to 10 PM EST**.
- Any interested member may meet with the Board in its regularly scheduled meeting once every quarter. EC and Board can invite any member to any of their meetings as necessary for specific purposes.

The publication of the minutes would enable the entire membership to be informed of the activities of the EC and the Board and at the same time allow the members to offer suggestions and comments for consideration by the Board.

Future 2009-2011: The vision and mission of ISMAANA were reviewed. In general, these were found to be quite encompassing. On the basis of the suggestions received from several members, it was felt that the vision, mission, goals and action plans should be worked upon for clarity and be in sync with changing times. Accordingly, goals and objectives for next three years will be created with reasonable timelines on projects and initiatives.

–**Raja Ramani**, Ganesh Thakur

Prof. Raja Ramani will work on the initial draft of vision/mission and goals with the inputs already received from the members.

Bylaws will be amended to correct some of the mistakes and provide clarity in verbiage and fiduciary responsibilities. Pradip advised that ISMAAN should seek some pro bono help to vet the bylaws from a lawyer to provide the right legal context.

Financial Update: It was agreed that the Treasurer will publish a monthly financial statement every meeting after reconciling old financials. Also will be published monthly fund status with investment positions. Prof. Ramani has agreed to forward to Manoj the kind of reports provided by some non-profit organizations on a monthly basis.

–**Manoj Choudhary**

Teams: In order to focus on initiatives and utilize expertise within the ISMAANA members, it was decided to create teams for specific projects.

Finance Team: Finance Review Team will be formed consisting of the Treasurer, Mr. Atul Kumar ('66 Petroleum) and other members [suggestions came such as Rohit Sinha (Former Treasurer), Kamal Wadhwa ('66 Mining), other names are solicited from members] as deemed necessary to assist the Board in the discharge of its fiduciary responsibilities. EC will undertake the responsibility of appointing this team and its leader. Raj will send a further communication on this to the team formation.

–**Manoj Choudhary**, Raj Ramani

Web Team: EC felt that the website is an important element of communication with its members and that there is already good work underway to upgrade the existing websites. A team will be formed to support existing team to realize this project. Arvinder Kaur and Ajay Kumar will work with Ashutosh Ashish to understand the current status, detail the needs and come up with the timelines as well as solicit other younger member's support to develop contents.

- **Ashutosh Ashish**, Arvinder Kaur, Ajay Kumar

Regional Representatives: EC recognized that the number of regional representatives may have to be increased for each region. First the need is to create representation at the regional levels of East, West, South, Central and Canada. In some regions, the representatives have moved and new ones may be needed. Later, the regions will be further subdivided into major hubs/cities depending upon

the concentration of alumni. It is agreed that Ajay will lead the effort with inputs from Ashutosh, Pradip and Mohinder. They would work together to identify and recruit regional representatives.
- **Ajay Kumar**, Pradip Gangopadhyay, Mohinder Gulati, Ashutosh Ashish, Manoj Choudhary

Communication: EC recognizes that communication is very important for any group to function suitably rather it is the backbone of such an organization as ISMAANA. Website once fully functional would be the main source of news and events for alumni to share and publish. In the interim, a team will be formed with Arvinder in lead to publish a quarterly newsletter by August.
- **Arvinder Kaur**, Ajay Kumar

Other specific Teams will be formed with clear objectives As and when needed.

Financial Report: Raj and all the officers appreciated the work done by Atul Kumar in managing ISMAANA investment in a conservative and prudent manner. The investment report provided by Manoj was also commendable as this helped everyone understand the various types of investments the fund is vested in. Going forward, as mentioned earlier, a finance review team will help Atul in investment management. Manoj will work towards creating a better reporting package and financial management for ISMAANA.
-**Atul Kumar**

Other Items: Raj highlighted that he was able to establish contacts with the Director of ISM regarding ISMAANA scholarship. Two students of 4th year in 2007 and 2008 have already benefited from this scholarship. Further details on this will be communicated once DSW, ISM comes back from vacation around 15th June.
-**Raj Ramani**, Ajay Kumar

All agreed that social functions help to develop ISM bonding and we need to encourage their happening at as many locations around N. America. One annual picnic already happened in Houston in April. Eastern region picnic is being planned around 3rd week of August (in the vicinity of Indian Independence Day).
- **Hitesh Mohan**, Ajay Kumar

The next meeting is scheduled on **Wednesday; July 8, 2009 at 9 to 10 PM US EST**. Ajay would make the necessary arrangement.

Thank you all for a great start and keep contributing!

ISMAANA -- **Bringing ISMites Together** ॥उत्तिष्ठत् जाग्रत प्राप्त वरान्निबोधत्॥