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Description automatically generatedKCNS Board Meeting Minutes

**Date:** 10/15/2023, Sunday at 11:00 AM

**Meeting Type:** Virtual (Zoom)

**Facilitator:** Kumar Gaurab – General Secretary

**Attendees:**

KCNS Committee

Dinesh Gurung (President), Kuber Dahal (VP), Kumar Gaurab (General Secretary), Rajen Rai (Treasure), Srijana Uprety (Member), Nibesh Amatya (Member), Kalpana Tamang (Member)

KCNS Advisors

Dr. Rajan Pant

Subhodh Adhikari

Others:

Anil Giri, Deepa Bista, Sameer Chand Thakuri, Prabhat Pokhrel, Suman Kuikel, Purushotam Shrestha, Pritam Thapa, Sanjay Karki, Rina, Saleena

**Objective:** KCNS Dashain Event 2023 Planning and Work Divisions

**Meeting notes:**

* Dashain event date: October 21st,2023, Saturday
* Venue: Kaw Prairie Community Church, 9421 Meadow View Dr, Lenexa, KS 66227
* Event timings: 5:00 PM – 10:00 PM
* Artist for the event– KK (Redacted for internal purposes)

The following agendas were discussed today:

Ticket sale, Event decoration, Table & music setup, Artist, Hosts for the event, Food items, Election committee required activities & support, Sports day trophies distributions, Certificates distributions, Event opening and closing activities, Create event plan brochure, Event day fun activities, Assigned resources/volunteers for each activity.

Discussion Summary:

* Need to share ticket link to friends and families to boost ticket sale.
* Decoration, music & tables setup will be from 11:00 AM – 2:00 PM on event day (Saturday, October 21, 2023)
* Pickup, arrange stay and drop artist – arriving airport around 10 AM on 10/21/2023.
* Deepa Bista & Anil Giri – confirmed Hosts for the event.
* Food items will be ordered by Friday, 10/20/2023 from restaurant.
* Information needed will be provided to election committee (printing certificates and other items).
* Sports day winners, cultural program, certificates distributions plan and timings.
* Opening and closing ceremony plan – Senior citizen will be lighting ‘Panash’ for opening ceremony.
* Discussed event day fun games/activities & plan – raffle with 5 prizes will be drawn in different time interval through the event.
* Discussed overall event plan and timings – event brochure will be designed and shared which will reflect overall event plan activities including dinner timings (5:00 PM – 6:30 PM)
* Discussed and assigned volunteers for each activity.

**Action items:**

Dinesh Gurung:

* Update Dashain 2023 flyer (include gate ticket price, dinner timings) and share on KCNS Facebook group and page.
* Provide necessary information to election committee to have necessary items for oath ceremony.
* Talk to UPS personnel about printing appreciation certificates for Election Committee, Advisors, Pathsala, Tech Team and others.
* Coordinate with venue management and volunteers for music and stage pre-setup/testing before event day. (Wednesday, 10/18/2023 – potential plan date).
* Help/coordinate setup state, music between 11:00 AM – 2:00 PM on event day (Saturday, 10/21/2023).
* Try to hire few cleanings person for few hours if possible (not required).

Kuber Dahal:

* Prepare food list and place food order based on ticket sale head counts.
* Arrange support for artist pickup, stay and drop to airport.
* Coordinate with new KCNS Executive committee 2023-2025 members to provide volunteers support for the event.

Rajen Rai:

* Prepare food list and place food order based on ticket sale.
* Help execute event plan by helping in different activities.

Kumar Gaurab:

* Design and place an order for trophies, medals, plaques for KCNS cultural program participates and winners for Sports day event.
* Responsible for event day fun activities (raffles draw, certificates and trophies distributions)
* Setup ticketing app credentials for Subodh Adhikari and Kalpana Tamang for check-ins.
* Help execute event plan by helping in different activities.

Nibesh Amatya:

* Volunteer with sound systems setup with Dinesh Gurung and Sound engineer between 11:00 AM – 2:00 PM on event day (Saturday, 10/21/2023)
* Responsible for music, light, DJ related activities on event day.

Srijana Uprety:

* Provide final list of cultural and national anthem participants to Kumar Gaurab to order trophies.
* Responsible for event day decoration with the help of volunteers (Sanita Gurung, Deepa Bista, Gina Basnet, Prabhat & Ambika Pokhrel, Bini Adhikari, Suman Kuikel etc.)

Dr. Rajan Pant:

* Confirm Artist pickup from airport and stay – pending confirmation.

Subodh Adhikari:

* Responsible for designing and printing event brochure.
* Buy gifts and raffle tickets for the event.
* Assigned guests check-in person on event day.

Kalpana Tamang:

* Assigned guests check-in person on event day.

Prabhat Pokhrel:

* Responsible for event day decoration with the help of volunteers (Srijana Uprety, Sanita Gurung, Deepa Bista, Gina Basnet, Ambika Pokhrel, Bini Adhikari etc.)

Suman Kuikel:

* Responsible for event day decoration with the help of volunteers (Srijana Uprety, Sanita Gurung, Deepa Bista, Gina Basnet, Prabhat & Ambika Pokhrel, Bini Adhikari etc.)