

Minutes of 28th ANMF AGM Preparation meeting 6/3/2023

Participants

Bikash Bhattarai
Binod Khadka
Bhupesh Khadka
Bishnu Sapkota
Jivan Lamichhane
Kalpana Shrestha
Julia Shepardson
Sunil Sharma
Narayan Neupane
Ananta Subedi

Following topics were discussed. Suggestions from previous organizing team were taken into consideration,

Registration :

- Process should be easy
- Via ANMF website or event management company as we decide
- Options for participants to register for conference, wellness events, options to add more if they wish down the road(get rid of tickets)
- Needs to decide the cost of registration(adult, youth 15-may be half cost of adult and above, wellness activities, T shirt, Hat)

Action owner-Bikash Bhattarai in consultation with Charlotte team

Finance:

Merchandise sales record details needed

Needs to find if event management will take care of sales/tax with buyer information

If we decide to do ourselves, **paypal use** likely will provide needed information for tax purpose, needs to inquire on device

Information needed for each transaction- Name, Item/reason, email, tel, amount

Every dollar we spend needs invoice/receipt

(Action owner for next conference for this— Ms.Hema Yonjon-she has agreed)

Sponsorship

Will add Kohinoor Sponsor \$100,000 to existing lists of other sponsors

Kohinoor Sponsor will get 10 min stage time and double diamond sponsor will get 5 min

Other level sponsor will not have the stage time

Needs to modify the document with this information and follow this strictly

Needs to reach out to sponsor early

Action owner-Narayan Neupane

ANMF Letterhead update

With new executive team formation and new board members, the letterhead needs to be updated.

Action owner- Jivan Lamichhane and Julia Shepardson
Jivan to email the update list to Julia

Event Management Company Use

Bikash Bhattarai presented local management group offer

Team asked for presentation via zoom meeting from the company/group in next board meeting and decide on this

Questions- what are the areas we will need them and what are the areas we can handle ourselves. Will they also do all required bookkeeping? Needs to find feedback on this from Charlotte Organising team

Action owner- Bikash Bhattarai

CME

Required steps

- Credentialing speakers(need to identify speakers early, needs CV, Disclosure)
- Website/link creation in conference page where one can register, and all data can be retrieved-ideally our own page
- Contents-topics
- CME certificate

We need to start early

Action owner—Dr. Ananta Subedi, Dr. Jivan Lamichhane, Saroj Sigdel(will help in IT need)

Will update the organizing team on a monthly basis

Friday program suggestions

Ground team will decide on day wellness program-lighter program may be better, give enough time to hang around too

Evening program-make it totally informal for participants to catch up/talk with friends/families

Meet and Greet

Refreshments

Dinner(during this—we can ask 30 min of undivided attention—this time can be utilized to introduce sponsors-15 min, and 15 min stage time to Kohinoor/Double diamond sponsors)

This follows informal music/songs/dance—whoever wants to participate-from ground team/participants etc

Needs to decide—CME timing—Friday or Sat

Action owner—Organizing team

Saturday program suggestions

Speaker 10 min

KeyNote speaker-20 min

Ballroom for program, if happens to have simultaneous session-separate room, room for child care

Day care all day Saturday 7am to 10pm (youth, children)-?cost, food for kids

Action owner-organizing team

Gala/Fundraiser suggestions

Room—bigger if possible to accommodate 400 plus people

Sound system needs to be better

Should be focused on fundraiser-may be better to start with highlighted project(it's better to keep talk to shortest if possible)

Life member donation should be a backup plan, not the forefront

Focus on donor wall

Videos should be downloaded in local computer to avoid delay

Speaker recognition can be avoided in this program, that can be recognised during AM AGM session at the end

Bar can be inside but in an area that cause less interference to the program

DJ setup should be in timely fashion, and will follow the program at the end

Action owner-Organizing team

Miscellaneous

Brochure/flyer/banner/merchandise/volunteer/tracking of donations etc—to be decided

Next meeting

Organizing team to present event management details to board-date to be decided

Creation of organizing team subcommittee

