



TANTEX Executive Committee Meeting Minutes

Subject	TANTEX Executive Committee (EC) Meeting – January 2012		Date	01/23/2012
Meeting Chair	Geeta Dammanna, President of TANTEX			
Facilitator	Narasimha Reddy Urimindi, Secretary of TANTEX		Time	9:00 PM
Location	Virtual			
Attendees	Ananth Mallavarapu (Absent)	Rajeswari Jujaray		
	Balki Chamkura	Sirisha Bavireddy		
	Chinasatyam Veernapu	Subramanyam Jonnalagadda		
	Geeta Dammanna	Subhash Nelakanti		
	Indu Reddy Mandadi	Subhashini Pentakota		
	Jyothi Vanam (Absent)	Suresh Manduva		
	Krishnaveni Seelam	Vijay Mohan Kakarla		
	Krishna Reddy Uppalapati			
	Mahesh Aditya Adibhatla			
	Narasimha Reddy Urimindi			
	NMS Reddy			
	Poorna Chandra Rao Vemulapalli			
	Raghu Chittimalla			
	Rajesh Chilukuri			

Key Points Discussed		
No.	Agenda Items	Meeting Highlights
1	Previous EC meeting minutes: Review & Approval	Rajesh Chilukuri proposed and Subramanyam Jonnalagadda seconded the January 7th meeting minutes
2	Sankraanti Sambaraalu -2012 Preparation Update	<p>Narasimha Reddy Urimindi (NRU), the Event Coordinator for Sankraanti Sambaraalu-2012 reviewed the previously distributed event check list (Excel Sheet) to get updates from the respective Committee Chairs.</p> <ul style="list-style-type: none"> • Audio Video: Subhash Nelakanti conveyed to the team that Sound O' Rama (Ram Kalpat) has been the confirmed vendor for Audio, Desiplaza for photography and video. An outside vendor will deliver the screen and projector for the event. <ul style="list-style-type: none"> ○ Rajesh Chilukuri requested at least 4 microphones on stage. ○ Slide deck to be reviewed by the President before displaying in the event hall • Cultural: Rajesh Chilukuri provided a high level update on the program line up and the necessary quality checks in progress. <ul style="list-style-type: none"> ○ NRU agreed to design, print and bring the program sheet to the event ○ Mahesh Adibhatla took the lead to order and pick up the participant trophies for kids and adults. Final count to be provided by Rajesh Chilukuri • Auditorium: NRU confirmed the submission of contract paper work to Coppell ISD as well as procuring the necessary event liability insurance through IANT <ul style="list-style-type: none"> ○ Facility walkthrough to be scheduled soon • Felicitations: NRU to design, order and bring the plaques for the following <ul style="list-style-type: none"> ○ Outgoing Election Committee ○ Outgoing Executive Committee ○ Outgoing BOT ○ Grand sponsors (partial and full year) ○ Outgoing President ○ NRU took an action item to communicate to all of the above individuals/entities to be recognized at the event ○ Need one shawl for the Chief guest Ms. Aruna Subbarao and Krishna Korada agreed to bring to the event ○ Need two flower bouquets and Sirisha Bavireddy agreed to do the needful ○ Rajesh Chilukuri to provide input on the

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		<p style="text-align: center;">sequencing of the events in order to insert felicitations appropriately throughout the program</p> <ul style="list-style-type: none"> ○ Geeta Dammanna to finalize the list of felicitators and communicate to Cultural Chair and the Event Coordinator ● Food: Rajeswari Jujaray to work with Paradise Biryani Pointe and confirm the menu. <ul style="list-style-type: none"> ○ NMS Reddy to talk to Paradise for the rate finalization ○ Need to order food for 650 people ○ Need to order 50 pizzas from Mr. Vankawala ○ Need to make sure we have all the necessary plates, glasses, napkins, water, etc. ○ Subramanyam Jonnalagadda has sufficient quantity of food plates (around 1000 numbers) from Silver Jubilee Event and the same can be used for this Sankranti Sambaraalu event. ● Logistics & Hospitality: Indu Mandadi, Subramanyam Jonnalagadda, Geeta Dammanna working together to host and provide local transportation to Ms. Aruna Subbarao. <ul style="list-style-type: none"> ○ Vijay Mohan Kakarla to provide airport drop off to the Chief guest ● Marketing: Rajesh Chilukuri to make few changes to the marketing flyer, especially the sponsorship categories and lunch caterer. <ul style="list-style-type: none"> ○ NRU to print and distribute the marketing flyer with the help of Chinasatyam Veernapu and marketing team ● Media & Public Relations: Ananth Mallavarapu to produce the post-event press report and event survey. <ul style="list-style-type: none"> ○ NRU agreed to share the previous questionnaire with Ananth Mallavarapu. ● Membership & Registration: Krishna Reddy Uppalapati to finalize the ticket design, print and bring to the event <ul style="list-style-type: none"> ○ Need three tables in the registration area ● Telugu Velugu: Subramanyam Jonnalagadda informed that Telugu Velugu was printed and mailed to members. Expected the delivery a few days. Following are actions: <ul style="list-style-type: none"> ○ Need to provide a link to include in the eNEWS ○ Need to send the AD updates to Subhash Nelakanti to include in the slide deck ○ Send AD revenue details to Treasurer for P&L validation ● Volunteers: Subhashini Pentakota to arrange around 30 volunteers in total to support the event <ul style="list-style-type: none"> ○ Assign the volunteer roles of GOB members in advance and communicate the same

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		<ul style="list-style-type: none"> ○ Make sure to communicate in advance to external volunteers about their specific roles ● Event Booths: Need 15 tables based on the external demand and for internal use <ul style="list-style-type: none"> ○ Raghu Chittimalla to manage the booth area. So far we have confirmations from Vonage, ManasuthO, 9GEMs, Perfect Tax, Mytaxfiler, Bone marrow drive for the benefit of UTD Student Subha Sarcar ● Banners: Sirisha Bavireddy has the main backdrop banner and requested a volunteer for pick up. <ul style="list-style-type: none"> ○ Balki Chamkura to bring scissors and rope for the banner installation ○ Also learned that Mahesh Adibhatla has the new Sankraanti banner and that need to be brought as a backup ○ Subramanyam Jonnalagadda to bring the road signs, podium banner and vertical retractable TANTEX banner ● Decorations: Sirisha Bavireddy and Indu Mandadi to work together to plan and execute stage/reception area decorations <ul style="list-style-type: none"> ○ Krishnaveni Seelam agreed to arrange "Bommala Koluvu" in the reception area. ● Dress Code: Please come in Indian traditional clothing. <ul style="list-style-type: none"> ○ Jeans to be avoided if at all possible ● GOB member attendance: If any of the GOB members serving food, please show up by 12:30 and if not be there sharp @11:00 AM <ul style="list-style-type: none"> ○ Make sure to stay late to help with the clean up ● Badges: Please claim your new name badge from the registration area. <ul style="list-style-type: none"> ○ Volunteers to claim their badges from the registration area. ● Chips from Pepsico: NMS Reddy informed that Pepsico agreed to deliver chips to Sankraanti Sambaraalu-2012 at no cost. <ul style="list-style-type: none"> ○ NRU to coordinate the delivery with Coppell ISD ● Notes to Treasurer: We have to pay by cash to the projector vendor and by check to Audio, photography/video vendors <ul style="list-style-type: none"> ○ Need to pay gratuity in cash to the Coppell ISD custodial staff

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	Open Items	<ul style="list-style-type: none"> • Silicon Andhra "Manabadi" requested TANTEX to support their Saamskrutikotsavam event. In addition they have requested financial assistance to cover the cost of the program. <ul style="list-style-type: none"> ○ Suresh Manduva proposed that TANTEX provide \$500 cash donation to Silicon Andhra and Vijay Mohan Kakarla seconded • Balki Chamkura gave an update on the upcoming Volleyball tournament scheduled for 2/25. Proposed budget is \$2500 and planning to charge \$100/team. • Geeta Dammanna clarified about the discussions she had with mydealshub for a potential grand sponsorship • Per Vijay Mohan Kakarla, Perfect Tax is confirmed as a Platinum sponsor. However, TANTEX cannot offer any exclusivity at the event or no stage time provided either. • Negotiations are still underway with Mytaxfiler regarding their sponsorship category for 2012. • Poorna Chandra Rao Vemulapalli is negotiating with Ohrys regarding a potential sponsorship.
	Meeting Adjourn	Meeting adjourned at 10.53 PM by the Chair, Geeta Dammanna

Action Plan			
No.	Action Item(s)	Owner	Target Date
1			
2.			
3			

