

CUAA Minutes of the Meeting

Sunday, February 5, 2017.

Place: Gaithersburg High School

Time: 3:00 PM to 3:40 PM

Present: Nitya Nath, Dhruva Chatteraj, Sanchita Ghosh, Tapan Bera, Sujoy Lahiri.

Meeting agenda:

1. Elect Governors.
2. Update the website.
3. Transfer bank accounts.
4. Settle pending issues (Payment to Protyush etc.)
5. File Tax
6. Plan future activities.

1. Elect Governors.

Outgoing president of CUAA, Nitya Nath gave an overview of the structure of CUAA BOD which comprises of three main positions President, Secretary and the Treasurer. Current members of the board agreed upon the following Governors of CUAA for 2017

1. President: Dhruva Chatteraj
2. Secretary: Tapan Bera
3. Treasurer: Sanchita Ghosh

2. Update the website.

NN mentioned that the CUAA website has not been updated for a very long time. SL agreed to work with Pampa Mondal and if needed with Dilip Som to update the information on CUAA site.

3. Transfer bank accounts.

It has been discussed and decided that the CUAA Bank account will be transfer to current board. Current President and the Treasurer will be the authorized signatory of the account. DC and SG will coordinate with NN to complete the transfer process.

4. Settle pending issues (Payment to Protyush etc.)

NN mentioned that the previous BOD made the commitment to donate \$750 to a Charitable organization Protyush. Once the point of contact from Protyush submit few information to NN, fund will be transfer.

5. File Tax

NN explained the tax exemption status of CUAA. CUAA is approved for 501 (C) 4 meaning only the organization is tax exempt but not the donors. We can try to get 501 (C) 3 status where the donors will also receive tax exempt benefit for their donation. CUAA is exempt from state tax submission but we need to submit federal tax return by April 15 deadline and property tax return by March 15 (? Need to check with NN).

6. Plan future activities.

BOD decided to check with Sanskriti if CUAA annual picnic can be hosted jointly as last year. DC will contact Sanskriti president and get his input. Annual members meeting will be hosted on November 5th, Sunday at PCC.