

## **CUAA Minutes of the Meeting Dec 22, 2012.**

Place: 1718 Featherwood St, Silver Spring, MD, 20904 (Bidhan and Leena Bandopadhyay's residence)

Time 3:30 PM to 4:40 PM

Present: Nitya Nath, Bhabadeb Chowdhury, Bidhan Bandyopadhyay, Pampa Mondal, Sabarni Chatterjee, Suman Mukhopadhyay.

### Selection of 2013-14 Committee:

All position nominations were unanimous.

1. President: Bhabadeb Chowdhury
2. Secretary: Suman Mukhopadhyay
3. Treasurer: Pampa Mondal
4. Cultural Secretary: Sabarni Chatterjee
5. Food Secretary and Communication: Nitya Nath

It was unanimously decided that Bhabadeb Chowdhury will be the new President of CUAA-DC for 2013. Pampa Mondal will continue as the Treasurer, for the second year of her two (2) year term. Pampa Mondal will also provide support for the web page of CUAA-DC, which she had built and maintained. Suman Mukhopadhyay was nominated as the Secretary for one year and Sabarni Chatterjee would be the coordinating cultural activities and provide support to the committee as and when needed. Although Nitya Nath declined to be president, he agreed to oversee and advice as a senior member of the committee with his institutional knowledge about the organization and his long association with CUAA-DC.

### Other Business

1. Address Change: It was decided that the official address of the CUAA-DC will be changed to Bhabadeb Chowdhury's residence address to 1121 University Blvd. (# 819), Silver Spring, MD, 20902.
2. Financial update and Transfer: Bidhan Bandopadhyay and Pampa Mondal presented a detailed budget of all the income and expenditure for FY 2012 for CUAA-DC. It was decided that Nitya Nath and Pampa Mondal along with Bhabadeb Chowdhury will jointly handle the bank accounts. Emphasis was given on Nitya Nath's oversight and Pampa Mondal's diligent involvement in the process. Furthermore, it was decided that until the names of Nitya Nath and Bhabadeb Chowdhury are included in the bank account, Pampa Mondal will manage the account and oversee the inclusion of their names to the bank account.
3. 2012 Tax Filing: It was decided that Nitya Nath and Pampa Mondal will oversee the filing of the 2012 tax. Property Tax need to be filed before March 31, 2013 and Business Tax (regular) return before March 15, 2013. Nitya Nath volunteered to help in preparing the

necessary tax forms for submission to IRS and MD State.

4. Filing for Non-Profit Organization status-501(c): Bidhan Bandopadhyay and Pampa Mondal informed the new members that in 2012 Dilip Som had provided a template for preparing the paperwork for filing the non-profit status for CUAA-DC, using which Pampa Mondal had prepared a draft. It was decided that Nitya Nath will oversee and supervise the final document preparation and Sabarni Chatterjee will provide his professional expertise in this matter in the preparatory phase. It was also decided that CUAA-DC members will handle the filing themselves and not use an outside law firm instead, as it would cost ~ \$ 350 vs ~ \$ 1000 if a firm was hired.
5. January 2013 meeting: Since two members had to leave early, it was decided that the next meeting will be held, either in person or remotely via teleconference or Skype-conferencing, to further discuss about subsequent moves and events for CUAA-DC in 2013. The date was not yet set, but a tentative agreement was reached for second week of January.
6. Vote of Thanks: The committee thanked Bidhan Bandopadhyay and Pampa Mondal for all their hard work for CUAA-DC and the Meeting was adjourned at about 4:45 PM.
7. Equipment transfer: Bidhan Bandopadhyay has been storing most of the CUAA-DC materials including sound speakers and kitchen utility materials for last few years. The sound system was housed in Sabarni Chatterjee' s residence, while documents and kitchen materials were housed in Suman Mukhopadhyay's residence.