

Minutes of ASHA Meeting

Venue: Zurich lake

30th June, 2002

Attendants- Arvind, Chidu, Priyanka, Saikumar, Sathya, Santosh, Shyam, Saurabh

The following main points were considered in the meeting

- 1) Sathya convened the meeting giving info on the **post konto** for ASHA Zürich. Die Post required some changes in the statutes which has already been made and hopefully the bank account will be functional soon.
- 2) Chidu presented a rough draft of the **revised statutes**, to which further modifications were made with suggestions of members. The statutes will soon be given final shape by Santosh and Chidu after another discussion with Mr Burkhardt.
- 3) It was decided that a **notice** would be sent to ASHA Zurich general body of members before any **GBM**, to inform about the date and agenda of the meeting. This point is to be included in the statutes after consultation with Mr Burkhardt.
- 4) It was announced that **ASHA Zurich website** has moved out of Insaz website to a new location and a link to the new address will be provided in the Insaz website.

5) **Membership and registration**

- ◆ A **registration form** for new members will be provided on ASHA Zurich website, in addition to a pdf file of the form, in case someone wishes to post a hard copy (Web master would take care of it)
- ◆ A **confirmatory email** will be sent to the newly registered members and their names will be included in the ASHA Zurich donor's mailing list with their permission.
- ◆ All members agreed that **no fee** would be charged for membership of ASHA Zurich. This point has been deleted from the statutes too.
- ◆ A new member, while filing up the registration form, would be referred to go through the Statutes and the Swiss civil code pages. The registration form page should have link to the above said pages on ASHA Zurich website. (Web master will look into it)

6) **Maintenance of accounts**-Regarding this point the following suggestions were made

- ◆ All donations should be recorded and the record will be regularly updated by the treasurer.
- ◆ For all donations in cash one receipt will be given to the donor and another will be filed with the treasurer.
- ◆ For donations in kind, donor's name and date will be recorded without evaluating the article. Suggestion to maintain a separate inventory to keep record of donations in kind was made.

This point again requires further discussions and will be considered in future meetings

- 7) Two **mailing lists** shall be maintained for ASHA Zurich by Priyanka and Sathya- one of the members of ASHA Zurich and other of the donors
- 8) Number of people from the committee who have the right to sign all official documents (including cheques etc) should be fixed. It was suggested that **three signatories** could be appointed, two of them can sign at any time However this matter is still open and further legal advice is required before a decision can be made.
- 9) At the moment ASHA Zurich cannot guarantee the donors for any kind of **tax exemption** for their donations. ASHA Zurich first requires to get a **tax free status** for itself and the issue of providing tax exemption to donors comes later.
- 10) **UBS optimus**- Since the last date for applying for charity funds from UBS (UBS optimus) is approaching Santosh would complete the application form and as suggested by Sathya he can include details and photographs of the projects as attachments to the form.

General secretary