

## Jun 29, 2024 11:00 AM | HTA Board Meeting

### Attendees:

- In Person - Manju Walia, Purnima Sharma, Beena Singh, Harnath Singh, Rahul Bansal, Manish Sharma
- Via Zoom - Rohit Agarwal, Trinath Naik, Kul Bhushan Chibbar, Manju Sharma, Uttam Behera

### Notes

- Following sub-committees were identified. Each of these will have designated responsibilities and overall commitment towards the planning and execution of the respective silos. Progress to be discussed during the follow-up on 7/11. MMM\* → Manju Walia, Manju Sharma and Meenakshi Verma

#	Name	High Level Scope	Team Members
1	Advertisement / Promotion	Event information and regular posts on social media, websites and targeted public spaces. Personal invites via emails/messages/calls.	Gaurav Sharma and Trinath Naik; Backup: Rohit Agarwal
2	Food / Catering	Food supplies, cooking coordination, catering, menu, price lists, dispensing, selling, demand and supply management, line management, etc.	MMM*; Back up: Purnima Sharma
3	Decoration / Hall Setup and Teardown	Includes decoration, backdrops for photos, table and chair setup, food vending setup, stage decoration, signage and then final tear down.	Rahul Bansal & Rohit Agarwal; Backup: Manish Sharma & MMM*
4	Vendor Booth Management	Communication, payments, vendor assistance	Manish Sharma; Back up: Manju Walia
5	Guest Interactions	Announcements, DJ Orientation, Entertainment, Emcees, Program schedule, Speeches, Raffle, Trivia Games, Prizes, Opening and closing remarks, etc.	MMM* & Vaibhavi Pradhan, Shilpa
6	Media Coverage & Volunteers	Photography, Video clips, photo booth, etc. Also, includes volunteer badges, coordination and recognition certificates/gifts.	Manish Sharma; Backup: Rahul Bansal
7	HTA Information	Guest engagement, information, sign-up, donations, HTA Booth, Information signs, etc,	Rohit Agarwal Purnima Sharma
8	Purchasing	Buy items as needed for the event - Paper products (approx. 2000), drinks, grocery items, decorations, etc. Other sub-committees may identify/purchase items. Coordination would be needed to avoid gaps.	Uttam Behera; Backup: Rohit Agarwal

- If donation is desired for any essential service/product, we need that commitment latest by July 8th. After that, HTA will need to make its own arrangements.
- Follow-up meeting is tentatively scheduled for 7/11. Exact time is TBD.
- Board Members: Didn't mean to leave anyone out or over burden anyone, If interested, please let us know which sub-committee you want to be part of. Help needed for #2 and #5 as those are key items that can elevate guest experience. Thanks.

#### Action items

- Clean-up Activities - Manju Ji to ask the contact at venue to determine the expectation and cost (if any)
- Cash Box Monitoring - Proposed that Ashwini Ji or Narang Ji may take that responsibility. Rohit to communicate and confirm.
- There are multiple action items that align to above sub-committee tasks.