

Agenda for May 2, 2012

Hayward-Ghazni Friendship City Partnership/ Sister City Committee
Room 4A Hayward City Hall

Approval of Agenda

Approval of Minutes

Treasurer's Report

OLD BUSINESS

- Roots of Peace "Pennies Campaign"
- Wrapup of March 14 fundraiser debrief

NEW BUSINESS

- Update concerning Arif Yaqoubi visit (He is our special guest this meeting).
 - o Arrived April 10
 - o Working with the printer
 - o Events attended:
 - April 13--UC Davis, Afghan Student Association
 - April 14--Hope for Afghanistan fundraiser at San Ramon Marriott
 - April 15--AAMO at Fremont Marriott
 - Noor TV interviews
 - o Coming Events:
 - May 4—Bridge Building Mosque Visits and Photo Exhibition
 - May 10—Mother's Day fundraiser for AEA at Newark Pavillion
 - o Departure for Washington DC on May 12
 - o Scholarship for Journalism education
 - o Lessons learned
 - o Plans for Ghazni 2013
- Prospective Members from AFN's Board match (Eva Vander Giessen)
- Report from Bruce Green concerning recent Northern California Sister City meeting (Saturday April 28, 2012)

MEMBER COMMENTS

FEEDBACK ON MEETING

Next meeting to take place on Wednesday, June 6, 2012, 7 pm in room 4A of City Hall

Minutes for April 4, 2012

Hayward-Ghazni Friendship City Partnership/ Sister City Committee
Room 4A Hayward City Hall

Present: Carol Ruth Silver, Stephanie Spencer, Eva Vander Giessen, Bruce Green, Ghazala Noor, Rahima Haya, Aisha Wahab, Qader Qudus. Joining on Conference call: Humaira Ghilzai and Hamed Nekrawish.

Approval of Agenda: Carol Ruth move to approve agenda as distributed with her addition. Approved unanimously

Approval of Minutes: Eva move to approve minutes as distributed. Carol Ruth second. Approved with one abstention (minutes not printed but previously distributed by email).

Treasurer's Report

- **Hamed Nekrawish, interim treasurer** (participating by conference call).
Printed report included in updated agenda [see email]
Hamed will continue to serve as interim treasurer with Ghazala Noor as apprentice treasurer.
Carol Ruth asked how receipts and net from 3-14-12 compare with the 2011 event. Hamed, Bruce and Ghazala will work on getting statements from BOA and calculate the amounts from different sources and expenses.
Widow's project expenses: \$1251 per quarter, so revenues are sufficient for the remainder of the 2012 calendar year. However, fundraising from this event wouldn't cover a year's worth of expenses.
Carol Ruth motion to accept Treasurer's report as stated. Unanimously approved.
- **Western Union online transfers**—not able to use debit card to make WU transactions. Have to take cash out and take it to WU office. Wire transfers are another option for nonprofits, but once our nonprofit status is established, and there is a bank account on the other end, this could be set up. Also Hamed has this capability through his personal account, which could be used as a backup to the cash transactions.
- **Search for new treasurer** (see above)

OLD BUSINESS

- **Review of March 14, 2012 Fundraiser**
 - Committee members who purchased items to make an account of the expenses of putting on the event. **Please send emails to Stephanie who will collate these items to report at the May meeting.**
 - Caterer, menu and rate negotiation: Afghan Village form used to make arrangements. On the copy of the form that Bruce has, the guaranteed number of meals was 80. However, this wasn't a final document. Hamed has a copy of the form with the agreed upon rate per person (\$18) and guaranteed number of guests (60 was the verbally agreed number), and then caterer makes more food and charges by the plate for any over the guaranteed number, and over 100 people an additional \$1 per person rate for additional plates. This is the process that was used in the past, but at the 3-14-12 event, in the discussion with Hamed the caterer he refused payment for 60, even though there were 49-50 actually in attendance.
Bruce went to discuss the issue with Omar, and met with Samrah (his wife) and their son and a few other people. Bruce explained the purpose of the fundraiser and that any additional payment would come from the fundraising proceeds. ($\$18 \times 60 = \1080) was paid and additional \$120 was agreed to, so the total paid to date was \$1200. We have a receipt for payment in full signed by the vendor.
(Just as point of reference, Hamed discussed with a different caterer after the event that the same menu could be provided for \$14 per person, with a reduction per person for plates over 100 people.)
This transaction is settled now, and the committee agreed that no further payment will be made.
Additional discussion: In the future, any agreements with vendors will be recorded in writing. In the past the Treasurer has been authorized to sign a contract up to \$25 per person, but in the future it could also be a good idea to have the contract reviewed by some committee members before final signing. If there are additional amendments later, then these should be written onto the contract and signed by

both parties. No motion was made to make additional payment at this time, and no additional action will be taken.

Qader Qudus offered to cover the preparation and cost of the food for next year's event. The committee is very appreciative of this very gracious and generous offer.

What worked well

TV worked better than the vcr and a projector with screen

Square transactions

Script and Program—Humaira's script and Bruce's program were very well done

Panel and poem with PPT—all were wonderful

What could have worked better

Timeliness of RSVPs

Tracking memberships from event payments—creating a membership list

More than one TV screen so that we can show more than one display

Live auction process (good auctioneer), but need to have it move more quickly—perhaps publicize items in program or a description sheet, to build interest and have fewer items.

Future action items:

- Publicity subcommittee to meet regularly now to work on gathering information, setting up processes for publicity, RSVP, and for future payment (e.g., PayPal), translate flyer into Dari each time as a show of respect, although this isn't a strategy to expand the audience. Think more about focusing on Afghan professionals to expand the audience. However, more frequent notices for any future event.
- Create a membership list and think about devising benefits of membership. Tracking the memberships should be a function of the Treasurer, since the information comes with the payments. There may be a way to note this is QuickBooks and generate a list—ask Hamed and Ghazala to look into how this works.
- Bruce will put poem and PPT into the e-dropbox for committee to share
- Cheryl Jennings sent some clips of recording of panel to Humaira. Bruce will put these on drop box also.
- Publicity—think about how to use the panel recording on FB and YouTube
- Sign ups for possible future trip—need to create a list and send it to Bruce to make a list. These should be added to the June 2011 list and begin to send updates to this group. (Might need to set up a separate committee at some point.) Eva's idea for future events—continue building interest with this group.

NEW BUSINESS

- Update concerning Arif Yaqoubi visit (see Google document for detail)
- Roots of Peace "Pennies Campaign" (see Google document for detail)
- Prospective Members from AFN's Board match—Add to new business for the next meeting. Eva will write a summary of each candidate so the committee members will have background information to inform the discussion on May 2, 2012.

MEMBER COMMENTS

FEEDBACK ON MEETING

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