

MINUTES OF MEETING OF UTTARAYANI EXECUTIVE COMMITTEE

DATE: 28 SEP 2019, 4 PM ONWARDS

VENUE: NEHRU YOUTH CENTRE, ND TIWARI BHAWAN, 219 DDU MARG, NEW DELHI

Meeting of the Executive Committee of Uttarayani was held at 4 PM on 28 Sep 2019 at N D Tewari Bhawan, Jawaharlal Nehru Youth Centre, 219, Deen Dayal Upadhyay Marg, New Delhi 110002. The following members attended the Meeting:

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|-------------------------|-----------------|
| 1. Col B C Pandey | President |
| 2. Shri K N Pandey | Treasurer |
| 3. Shri Ganesh Gaur | Vice President |
| 4. Shri Lokesh Gairola | Joint Secretary |
| 5. Shri SD Sharma | Member |
| 6. Shri Kailash Chandra | Member |
| 7. Shri L S Negi | Member |

The following members requested for leave of absence, which was granted:

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| 1. Mrs Sarita Yajurvedi | Cultural Secretary |
| 2. Mrs Meena Kandwal | Member |
| 3. Shri I B Bhatt | Vice President |
| 4. Shri B M Sundriyal | Secretary |

The EC reviewed preparedness w.r.t. various arrangements connected with the seminar to be held on 01st October, 2019. The points deliberated upon and line of action agreed to/ responsibility assigned are detailed herein below:

1. Three lists to be prepared –
 - i) Speakers
 - ii) Invitees
 - iii) Uttarayani members who have confirmed attendance for the seminar

These printed lists to be made available at the reception desk for identification and attendance purpose.

It was informed that Shri B M Sundriyal ji has names of few Uttarayani members who have confirmed their participation. Shri Ganesh Gaur informed that there will be three guests/ Uttarayani members from ONGC. It was informed that Dr Kotnala will also be attending the seminar. It is requested that EC members may start writing the names of such members, who confirm participation, in our WhatsApp group so that clarity emerges w.r.t. the numbers who will be attending.

2. It was decided to put 2 desks in position at the reception for registration of attendees –
 - i) One for speakers - to make available 25 folders with following contents: Uttarayani souvenir 2018-19, writing pad and pen, for handing over to the speakers at the time of registration. 25 number larger size entry badges will also be available at the speaker registration desk.

- ii) One combined desk – for Invited Guests and Uttarayani Member Guests. To make available 75 folders for invited guests and Uttarayani member guests.
3. Folders and badges to be provided to the speakers, guests and Uttarayani Members, by the persons handling the reception desk. Bigger badges to be provided to the Speakers and smaller ones to the Guests and Uttarayani Members. Monitoring of reception to be done jointly by Shri Ganesh Gaur and Shri L S Negi.
4. The responsibility of Projector and Computer will lie with Shri Kailash Chandra. Col B C Pandey shall provide the laptop computer. Stand by laptop computer will be provided by Shri K N Pandey. Shri Lokesh Gairola will advise Shri Pradeep Bedwal to reach the venue by 8 AM and check and ensure that the audio video system is in perfect order and establish compatibility with the systems in position.
5. For meeting any eventuality, Shri L S Negi will be arranging Wi-Fi (dongal) connection also.
6. Anchoring: Mrs Meena Kandwal will be the lead anchor the programme and Shri K N Pandey shall remain in standby for anchoring should a need arise for the same. For the sake of clarity, Col Pandey, Shri K N Pandey and Mrs Meena Kandwal will interact through a conference call on 29th or 30th Sep at a mutually convenient time.
7. The programme will start with lighting of lamp at 9:15 am followed by welcome note by the President. Responsibility for arranging the items for lighting the lamp lies with Shri K N Pandey.
8. Two bouquets to be kept ready for honouring political dignitaries. Col Pandey to welcome the dignitaries and present the bouquet. Any political dignitary who may arrive at the venue during the middle of an ongoing session shall be received by the President or any other member of Uttarayani EC and escorted to the reserved seat. Meet and greet programme with the dignitary shall be done only after completion of the session.
9. Before start of each session, Mrs Meena Kandwal to invite the panel members and on conclusion, thank the panel members and announce breaks. A brief write-up about the speakers will be provided by Col Bipin Pandey.
10. Shri Ganesh Gaur to take care of transport, reception and accommodation of speakers.
11. Supply of RO water by IIC. Water to be provided in glass tumblers.
12. Shri K N Pandey to keep a cash amount of Rs.50,000/- and check book ready for financial requirements.
13. It was agreed that payment to the speakers will be made in cash. However, instead of obtaining their signature on receipt of payment (which does not appear to be dignified

for persons of such high stature), on conclusion of the seminar, a note will be put up by the Treasurer for approval of the Executive Committee, for regularising the payment made. In principal agreement of the EC for expenses has already been obtained. President requested the Treasurer to prepare a comprehensive note to show all the expenses incurred for the Seminar.

14. Overall coordination at the venue will be done by Shri Lokesh Gairola and Shri K N Pandey.
15. Shri SK Joshi to be informed to contact the person who has paid Rs.20,000/- for advertisement and advise him to get a standee of 2.5ft x 5ft prepared for display at the venue.
16. First three rows to be reserved for speakers and guests and “RESERVED” paper strips to be fixed on either side of rows.
17. Responsibility of food and other arrangements lies with Shri S D Sharma.
18. Vote of thanks will be given by Shri Ganesh Gaur.