Date & Time | 01/04/2020 – 2-5pm
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Location | Kroger Conference room  
10945 State Bridge Rd, Alpharetta, GA 30022

Present/Absent
Put X to present  
Blank is absent
- Palanisamy Veerappan (Chairman) 
- Ramakrishnan Vediyappan 
- Sendil Karpanna 
- Gnana Prakash Soosai 
- Ezhelan Ramarajan 
- Baskar Masilamani 
- Jayasarathi Munusamy (President) 
- Ramprasad Renganathan (Treasurer)

Observers (if any) | None
Quorum (5)-Yes/No | Yes

EC Team:

Present/Absent
- Jayasarathi Munusamy 
- Swaminathan Annamalai 
- Ramprasad Renganathan 
- Padma Jayachandran 
- Pavithra Natarajan 
- Arun Samuelraj 
- Krithika Bharathi 
- Mahendiran Manickam 
- Mohan Thangavel 
- Poongodi Vijayakumar 
- Prabhu Mettur Balasubramanian 
- Rajkumar Pandurangan 
- Sankar Thangavelu 
- Shanmuga Sundaram Chinnathambi 
- Vinoth Shankar

Agenda:
Introduction
Mandatory Bylaw orientation
Question and Answers
Oath Ceremony
Sign the bylaw orientation form
Presenters:
Introduction – Thiru Palanisamy Veerappan
Bylaw I & II – Thiru. Bala Panchapakesan
Bylaw III & IV – Thiru Siva Sivakolunthu
Bylaw V – Thiru Selvaraj Periasamy
Bylaw VI, VII & VIII – Thiru. Muralidaran Sundaresan
Bylaw IX, X, XI & XII – Thiru Selvaraj Periasamy & Bala P

Minutes:
Senior volunteers presented the bylaw and shared their experience to the team.
Oath taken by all the volunteers
Thank you note provided by Jay.
Sendil Karpanna briefed the team about the Fetna Coordinator selection process and asked for everyone’s support to the event.
Baskar M attended for short while and then joined over the phone due to personal travel.

Some of the questions and answers:
1. How a complaint should be filed?
   Ans: Complaint must have signature and follow the bylaw section to submit the complaint. Complaints should be addressed only to the EC or Board. If a complaint does not follow the bylaw process it can be rejected.
2. Who is responsible for resolving the complaint?
   Ans: If it is operations related, President/EC Team will own the complaint. If it is bylaw/finance related, the ticket will be handled by Chairman/Board. As per bylaw, President or Chairman will be the authorized persons to respond.
3. If a GB member copy Comm. Dir on the open thread or a Complaint, what should CD do?
   And: Other than informational, CD should direct the questions to President or Chairman. If a GB member is not satisfied with the response/resolution, member can follow the bylaw section for next steps.
4. Can EC or Board pass resolutions in an emergency meeting?
   Ans: Bylaw has clear instructions on emergency meetings.
5. In general, how a conflict should be handled?
   Ans: Refer Gats By-Law for conflicts resolutions section which has detailed process documented.
6. After the election, does the new board members have rights to be included in the board decisions?
   Ans: For awareness, new board members can be copied in the email for awareness. But the decision will be taken by the current board.