

Meeting minutes for June 16th at the ARA:

Summary of the meeting for hand over of the responsibilities from the previous board to the new board, for 2006-2007:

Attendees: Anowara Ahmed, Elizabeth Corbin, Caroline Nerhus Khan, Melanie Rubenstein, Rubaida Khan, Lori Imdad, Star Faruque, Ratna Carry, Zomana Majid, Denise Jobin Welch.

Discussion Items from last meeting:

- Ø Transition of documents and information from previous board to new board.
 - o Action item: Caroline, Denise, Maria and other members of the previous board have documents about the previous years activities and will forward that to the new Board. The target date to get these information is set to end of this week, Friday, June 23rd.
- Ø Transition materials e.g. equipment for setting up the different activities from the present board to the new board.
 - o Action item: Previous board members will transition some of the immediate material over to Ratna and Zomana and other board members. Need to co-ordinate when can this be setup.
- Ø DAWC Calendar of events for the 2006-2007 need to be setup. This will need to be discussed in more detail in the end of August mandatory Board meeting. Need fresh ideas from all members of DAWC to what would the members be interested in participating in and also what would raise the most amount of funds so that we can donate those funds to our listed charities.
- Ø DAWC Charity fund giving ceremony will be on June 29th at 5:00pm at the Bougainvillea Room in the ARA.
- Ø DAWC Fall Tea organizing meeting will be on June 29th at 6:00pm in the ARA after the Charity giving ceremony.
 - o Need to decide on a Date, Venue, Invitations, Catering Menu and all other logistics for the Fall Tea.
 - o Tentative date for Fall Tea will be in the middle of September. Need to solidify date on June 29th meeting.
- Ø DAWC Mandatory meeting for the Board members needs to be scheduled in August. In this meeting the 3 positions including the president of DAWC needs to be decided by the Board. Also need to setup tentative dates for the calendar of events for 2006-2007.
- Ø Setup Folders in the DAWC web site to have Calendar of events, Meeting Minutes and other relevant information.
 - o Action item for Juditha and Zomana to have this update done – this meeting minutes should be put in the web site as a first item.

Respectfully Submitted,
Zomana Majid