

Teleconference Meeting of Board of Directors (BOD), Chairs and Vice Chairs of Committees

**Saturday, January 19, 2013
9:00 PM - 10:30 PM (EST, U.S.A.)
Dial in Tel# (605) 475-3200
Participant Access Code: 911483#**

Minutes

Attendees: Dabit Acharya, Rishi Baral, Rabin Bhattarai, Santosh Dhakal, Jagannath Ghimire, Samana Ghimire, Kanhaiya Kayastha, Pradeep Khanal, Rajendra Khatiwada, Ramesh B. Malla, Ankur Sharma, Yagna R. Pant, Achyut Shrestha, Lok D. Shrestha, Rajendra K. Shrestha, Rajendra Shrestha,

Absentees by notice: Baikuntha Adhikari, Kul Manni Acharya, Bijay Giri, Janak Thapa, Binod Tiwari

1. Meeting Call to Order: Rajendra K. Shrestha, Ph.D., President
 - Dr. Rajendra Shrestha called the meeting at 9:05 pm.
2. Self Introduction of Meeting Attendees: All
 - Each attendee introduced him/herself.
3. Approval of November 17, 2012 BOD Meeting Minutes.
 - Meeting Minute of November 19, 2012 is on hold for approval till the next BOD meeting pending implementation of changes requested by Dr. Ramesh Malla.
4. Updates on ASNEngr Activities

Dr. Shrestha provided following updates:

 - The Awards, Grants and Scholarships Committee is in the process of finalizing the Merit Student Award and Senior Year Design/Research Grant application forms.
 - All new membership applications have been processed and approved, and the membership data base updated
 - A status update on the Joint ASNEngr/CAN USA conference proposed to be held in San Francisco area in June/July 2013.
 - Membership Profile has been updated on the ASNEngr Web site www.ASNEngr.org allowing members to search for the contact and other information about other members, thanks to the Website/Database Committee.
5. Progress Report on 2013 Awards and Scholarships
 - Jagannath Ghimire emphasized the need to act quickly on the forms rather than getting hindered by minor comments/issues.
 - Sagun Amatya, Chair of the Awards, Grants and Scholarships (AGS) Committee, echoed the sentiment of Jagannath Ghimire that the applications forms need to be finalized soon.

- Kanhaiya Kayastha proposed that it would be a good idea to allocate scholarship "quotas" for the female applicants.
 - Ankur Sharma, Vice Chair of the AGS Committee also said that the scholarship forms should be finalized immediately, otherwise it will not be possible to distribute the scholarships in 2013.
 - The meeting approved the "Merit Student Award" application form pending minor correction provided by Dr. Malla.
 - Dr. Malla said that the Senior Year Design/Research Award application form is inconsistent with the guidelines; it needed complete revision.
 - Sagun Amatya, agreed to address the comments and forward the revised application forms to the Executive Committee for further review.
6. Status on the preparation of the position paper on the joint initiative "Earthquake Preparedness and Disaster Relief in Nepal"
- Dr. Malla reported that the review of the draft was complete and work on the final version was in progress. The application for copyright of the position paper is being worked out. The final version is expected to be available by March 2013.
 - Kanhaiya Kayastha said that they were working on the Foreword for the position paper to be prepared jointly by presidents of the three organizations involved. He also mentioned that the position paper was in good shape.
7. Preparation of the Joint ASNEngr/CAN USA Annual Conference in 2013 in San Francisco area.
- Dr. Shrestha informed that the teleconference meeting was held on November 24, 2012.
 - ASNEngr had sent several names to the CAN-USA for further communications.
 - Proposed dates are: June 22, June 29 or the Memorial Day weekend.
 - CAN USA is currently looking for the venue.
8. Local Chapters
- Santosh Dhakal, Vice President of the Greater Washington D.C. Chapter of ASNEngr, said that the chapter was organizing a seminar on continuing education in the DC area for Nepalese engineers on February 23, 2013, which will offer 2 PDHs. He added that the Chapter had been conducting monthly meetings.
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9. Various Committee leaderships:
- *Award, Grants & Scholarships Committee –Chair Sagun Amatya, Vice Chair - Ankur Sharma*
Sagun Amatya said that the scholarship application forms were being finalized. He thanked all who provided key feedbacks.
 - *Membership Recruitment & Outreach Committee - Open*
 - *Programs Committee: Chair – Open.*
 - *Newsletter/Publication Committee: Chair – Rabin Bhattarai, PhD.*
 - The committee is actively seeking newsletter articles from the members. Dr. Shrestha

suggested Dr. Bhattarai to send the Call for Articles announcement to the ASNEngr members.

- *Bylaws Amendment & Membership Standard Comm.: Chair – Lok D. Shrestha, P.E.*
 - The committee tentatively decided on open position for vice chair. He will propose Pradeep Gautam, P.E. for the vice chair of the committee in the next BOD Meeting.
 - *Website/Database Committee: Chair – Sanjaya Gajurel, Ph.D.*
 - Dr. Snjaya Gajurel has sent the updates via email to the executive committee.
 - 1. The application form will be submitted with the information of the applicant along with membership type and uploaded copy of supporting document (MS Word, PDF, image).
 - 2. The email goes to the concerned officers who have the authority to accept/reject the membership with two links - link for acceptance and link for rejection. The membership type and the supporting documents will be visible in the page as well. Based on the supporting documents (at most 2), the approver will click on one of the links.
 - 2 (i). The acceptance link will approve the application, generates the unique membership number, and send confirmation email (Certificate) to the applicant with the membership ID. It will also save the applicant's information in the database. The applicant will be prompted to update the profile in the future if there are any changes.
 - 2 (ii). The rejection link will disapprove the application and send the notification email to applicant to try again with stronger supporting documents.
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- *Technical Committee: Chair – Ramesh B. Malla, PhD.*
 - Dr. Malla said that the Committee was busy with the position paper on "Earthquake Preparedness and Disaster Relief in Nepal." The Committee will explore the possibility of initiating small-scale projects related to earthquake preparedness in Nepal, as a follow up of the initiative. The Committee will also help the Society to organize the Annual Conference.
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- *Membership Review committee: Officers*
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- *Nepal Liaison Committee: Chair – Sagar Onta, P.E.*
Absent: Mr. Onta informed via email that he was working to create a new team from Nepal. He has requested BODs to provide names of key people in Nepal so he could start contacting them for the team.
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- *Liaison Committee: Chair – Upendra Karna, Dr. Eng., P.E.*
Absent
 - *Nomination/Election Committee: TBD during election*

10. Old business

- No old business was recorded.

11. New Business

- Mr. Santosh Dhakal inquired how much of the membership dues or donations raised by the Chapter can be retained by the Chapter. Mr. Ghimire will provide them the direction based on the guidelines.

12. Next Meeting

- March 16, 2013

Meeting adjourned at 10:23 EST.

Respectfully Submitted By:

Jagannath Ghimire, P.E.

ASNEngr

American Society of Nepalese Engineers

Founded in 2007
<http://www.ASNEngr.org>

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Vice President

American Society of Nepalese Engineers (ASNEngr)