

- Alok Ralhan/Rekha Ralhan
- Dilip Rao
- Navodit Narain
- Rajiv Dhar
- VT Mukundan

ACTION PLAN:

1. Deductible Gift Recipient (DGR) status:
VT Mukundan to submit a DGR Plan of Action including application requirements of the ATO and our plan to meet them, for the next meeting.
2. Fund raising activities: Target excluding VFS amounts of \$4,000 in Melbourne and \$6,000 in Sydney
 - VFS: Alok / Dilip to work with VFS for:
 - Regional presence in VFS APAC centres (via Harpreet)
 - Explore feasibility of a desk at VFS Sydney in their lean season, and volunteers to be present at VFS offices to physically distribute materials
 - Promote the news of our setting up learning centres and successes to date with VFS
 - Updating existing collection boxes and collateral at VFS Australia offices
 - Marketing & communications: Alok / all to work on:
 - Seek a letter of support from the Consul General in Sydney, Mr B Vanlalvawna
 - Attending the VFS Open Day event on 31 May, with additional members (Navodit, Mukundan)
 - Making another 50-100 donation boxes for offices
 - Organising a re-launch event around the next AGM, with potential Consul General and VFS involvement
 - Tapping into events to promote IIMPACT (stand, posters, etc.)
 - Reaching out to the President of IIMPACT India - Navodit
 - Identifying leading women patrons, especially corporate high-ups
 - Corporate: Navodit to leverage Macquarie Foundation to work on:
 - Fundraising activities involving Macquarie Foundation staff members
 - Feasibility of collection boxes on Macquarie office floors
 - Communicating IIMPACT's work: videos, flyers, etc.
3. Membership dues:
VT Mukundan to collect annual membership fees from existing members (\$50 per year) for two years, ended 30 June 2015 and 30 June 2016.
4. Financial management: Navodit / Mukundan to organise:
 - Financial statements to be submitted to NSW Fair Trading asap
 - Financial reporting to use the Xero tool. Costs of \$9/month to be part of the operations costs from FY16 onwards. The Committee recognises the generous offer by Dilip to fund the expense
 - Separate Paypal account for membership funds to be opened, any special offers for charities to be identified

- Recruiting of a member who can help with the auditing of accounts; DGR requirements in relation to financial management to be identified, e.g. need for audit
- AGM and financial reporting / submissions to be placed on the website

5. Next meeting: Alok / Mukundan to organise AGM for FY16 on 6 August 2016, 3 pm

[Signed] V T Mukundan
Secretary

Date: 21 May 2016