



# NIHONKAIRALI

3-11-20 Ishigami, Niiza Shi, Saitama Ken, Japan, 352-0033

[www.nihonkairali.com](http://www.nihonkairali.com) email: [info@nihonkairali.com](mailto:info@nihonkairali.com)

**Date: 2018-May-12**

**Time: 11AM-1PM**

**Chaired By: Overall Committee members – Sreekumar BA, Babu TS, Neena Sakthikumar, Tiby Kuruvila**

## **Agenda:**

1. ONAM committee formation and planning

## **Minutes:**

1. Around 20 members participated in the meeting
2. ONAM Program Committee formed with around 12 members
3. Food Committee formed with around 10 members
4. Thaliyola publication committee formed with around 5 members
5. ONAM program will be conducted from 11:30 onwards till 6pm
6. Lunch will be served from 11:30-1:30pm
7. Programs will be from 2pm-6pm
8. Programs will be decided by program committee and mails will be send requesting for patriation from the members
9. Kids Program will be based on age groups
10. Master of ceremony Malavika and team has given the role of sending program rehearsal and updates emails
11. Food committee decided to contact Kerala restaurants for catering the food
1. Committee decided to send the fund through State bank of India Japan and one of the committee member have been assigned to contact the bank for the same

# NIHONKAIRALI



3-11-20 Ishigami, Niiza Shi, Saitama Ken, Japan, 352-0033  
[www.nihonkairali.com](http://www.nihonkairali.com) email: [info@nihonkairali.com](mailto:info@nihonkairali.com)

2. Committee have been give tasks to collect funds, document all collection details with name of person, amount and contact details

