

Association for Zambia in Arizona Executive Meeting Minutes

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September 19, 2009

Meeting Purpose

This meeting was called to discuss the upcoming AZA 'meet your executive' social and fundraiser to be held on 9/26/09.

Attendance:

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| 1. Fabiano Lungu | President |
| 2. Esau Lungu | Treasurer |
| 3. Eugene Mwika | Vice-Treasurer |
| 4. Jacob Lungu | Executive Member |
| 5. Kanyembo Katapa | Executive Member |
| 6. Andrew Phiri | Public Relations - Phoenix |
| 7. Jones Tembo | Public Relations - Tucson |
| 8. Kwame Musonda | Web Administrator |
| 9. Bupe Sloan | Vice-President |

Apologies

- | | |
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| 1. Jabbes Mvula | Secretary |
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Agenda

- I. Discuss funding for the party
- II. Discuss the food arrangement and how that will be done
- III. Report from Treasurer
- IV. After Party Arrangements
- V. Discuss any outstanding items

Meeting Minutes

Meeting Start Time: 6:28 PM

- Meeting called to order by the President.
- Apologies from Jabbes as he was unable to attend the meeting since he was working.

Meeting Discussion Items

[Discussion on food and beverages]

- Bupe called Mainza who has indicated she cannot help out for this particular event.
- Bupe also called Patricia and Hilda and they will help out with the event in preparing food.
- People claimed they have not seen the email about the event this coming weekend according to Bupe. Fabian indicated an email had gone out already so it was strange.
- Bupe has written down all the items for the menu and has made assignments to prevent duplication of work. Kwame inquired about this.
- The executive discussed who should pay the \$15. Should people who cooked also pay the \$15? The decision was made that they should pay as the same rules were applied in Tucson and we want to maintain fairness.
- Bupe will finalize the menu by Monday 9/21/09. She will contact the ladies and send an email with an update on the menu items.
- Discussed the need for cooked food vs. not having cooked food and having the food warmers present – concluded we should have food regardless of the presence of warmers.
- Discussed the various items that are required for the event such as ice, cups, plates and so on. Esau will take the lead on acquiring these items.
- Fabian will arrange for the pickup of a deep freezer from Esau that can be used to cool things the night before.
- Further discussed food. Decision made to allow women to cook and bring food. If we have food warmers, that is great otherwise it shouldn't be a problem if the food is cold.
- Suggestion was that someone brings a microwave (Bupe will bring a microwave for the event). Question was asked if there was a power outlet – this needs to be confirmed by Chitalu.

[Discussion on monies for the event]

- Everyone but two people has paid the \$50. \$655 is available in the coffers for the event.
- What budget are we looking at for the event? The budget was debated and the number settled upon was \$500. An executive decision will be made if we need to exceed this. This was about the same budget used for Tucson.

- We should also communicate that donations are accepted from the community for the event. There were some donations made from Phoenix residents for the Tucson event. This should be encouraged.
- Andrew reported that we should expect about 50+ people in attendance so we should account for that in the budgeting.
- Freddie indicated we should probably use the Tucson budget as an initial model for the event and adjust as needed. He also expressed concern about the attendance and publicity.
- Question asked about whether friends and workmates should pay \$15. Answer is Yes, they will need to contribute – emphasize this is a nonprofit organization and everyone can contribute.

[Discussion on after party]

- Discussed after party arrangements and the need not to waste food and drinks.
- This will be decided during the course of the week, no rush in making this decision today.

[Purchasing of items]

- Easau asked about the buying of items and how that will be handled.
- Bupe will give Easau a list of items to purchase. Esau will put together a list of items to purchase and will coordinate the efforts with Kwame and Bupe prior to the event.

[Discussion on Music]

- Chitalu and Mabvuto will make arrangements for the music.

[Advertizing]

- Andrew will send out an email tonight reminding people of the event. Andrew to send an email follow up on Wednesday as well. He will send it to the executive for them to review it prior to sending it out so that it can be reviewed by all.
- He will also remind people of the \$15 and also about the upcoming Independence Party.
- Kwame to post something on the website about the upcoming event

Meeting Concluded at: 7:28 PM by the President, Fabian Lungu