



FOR NEPALI BY NEPALI

नेपालीका लागि नेपाली

# Non-Resident Nepali Association National Coordination Council - USA



## Executive Board Meeting

April 14<sup>th</sup> 2018

**Chair by:** President Dr. Keshab Paudel

**Moderated by :** General Secretary Mr. Babu Ram (BR) Lama

General Secretary Mr. Babu Ram (BR) Lama called the NRNA NCC USA EXECUTIVE BOARD 2017-19 8<sup>th</sup> board meeting (Special) on the authority of President Dr. Keshab Paudel's direction to order in April 14<sup>th</sup> 2018 at 9:00 pm EST on the <https://global.gotomeeting.com/join/656703869> and, those in attendance and constituting a quorum were:

S.N.	Name	Designation	Attend
1	Dr. Keshab Paudel	President	Yes
2	Mr. Suneel Sah	Senior Vice President	Yes
3	Ms. Radha K Paudel	Mid-West R.Vice President	Yes
4	Mr. Ram Kumar Subedi	North East R. Vice President	Yes
5	Mr. Jedu Pokhrel	South R. Vice President	Yes
6	Ms. Uma Karki Thapa	West R. Vice President	Yes
7	Mr. Babu Ram Lama	General Secretary	Yes
8	Mr. Hom Nath Gautam	Secretary	Yes
9	Dr. Prakash Aryal	Treasurer	Yes
10	Mr. Pawan Yonjan	Joint Treasurer	Yes
11	Mr. Bal K Joshi	Media Coordinator	yes
12	Mr. Binod K Tiwari	Spokesperson	Yes
13	Mr. Swaraj Khati	Youth Coordinator	Yes
14	Ms. Idira Tripathi	Woman Coordinator	Yes
15	Dr. Arjun Banjade	BOD	Yes
16	Mr. Krishna P Lamichhane	BOD	Yes
17	Ms. Trishna Sharma	BOD	Yes
18	Mr. Sanjay Thapa	BOD	Yes
19	Ms. Divya KC Oli	BOD	Yes
20	Mr. Gopendra Bhattarai	BOD	Yes
21	Ms. Bindu Sapkota	BOD	Yes
22	Mr. Amrit Babu Kattel	BOD	Yes
23	Mr. Priti Sagar Khatri	BOD	No
24	Mr. Angngima G Sherpa	BOD	Yes
25	Mr. Vishnu Bahadur Shah	BOD	Yes



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Observers			
S.N.	Name	Designation	Attend.
1	Ms. Goma Sen	ICC Members	Yes
2	Mr. Dharma Bhattarai	ICC Members	No
3	Mr. Bishnu Man Pradhan	ICC Members	No
4	Mr. Praksah Sapkota	ICC Members	No
5	Ms. Bandana Koirala	ICC Members	No
6	Mr. Bed Raj Basnet	ICC Members	Yes
7	Mr. Dili Ram Bhattarai	ICC Members	No
8	Mr. Kunga Sherpa	ICC Members	Yes
9	Ms. Sarala Kadel	ICC Members	No
10	Mr. Rajan Tripathi	ICC Members	No

**Terms of reference:** Special Meeting

**Previous meeting minute:** The previous minute was taken as read.

**Roll called:** General Secretary.

**Meeting Open:** Mr. President with opening remarks.

## **Agendas:**

- Membership Policy Update And Review
- Loan Authorization For Moral Education
- Mobile App Budget Authorization
- AOB
  1. Budget Authorization For Youth Scholarship Program.



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## Decisions:

- **Membership Policy Update And Review.**

NRNA NCC USA President/Membership Committee Chair Dr.Keshab Paudel has been presented with the updated membership policy that is prepared based on the MIS (Management Information System) Committee's advice and suggestions, and presented membership policy has been reviewed, amended, and unanimously passed.

Note: The previous membership policy and newly passed updated membership policy are enclosed herewith Annex I, and Annex II, respectively.

- **Loan Authorization For Moral Education.**

The 'Nepali Pathasala" Committee Chair/BOD Mr. Krishna Lamichhane has proposed to authorize a \$10,000.00 loan to publish the Moral Education book that will be distributed all over the world, where NRNA NCCs exist. Likewise, Mr. Lamichhane explained about the book's benefit, utility, and necessity. After the widespread discussion, the board has concluded it to discuss on next meeting. Furthermore, the board has also asked Mr. Lamichhane to submit detailed plan, policy, and proposal before the upcoming meeting.

- **Mobile App Budget Authorization.**

At the first meeting of NRNA NCC USA's newly elected board (2017-2019 Tenure), the board has realized that the NRNA NCC USA App should be developed to make the system convenient, flexible and change (different), i.e., secure and stronger membership, and easy info sharing within the members. The board has given the authority to Joint-Treasurer Mr. Pawan Yonjan, as Coordinator of the "Mobile App" Committee. Mr. Yonjan has completed every procedure that has to, be done, i.e., set up the Terms of Reference, publish the public notice requesting quotes from interested parties, collect the quotes, and screen the parties. Mr. Yonjan and, his team selected the quote that had an amount of \$7,275.06. After a brief discussion, the majority of the board passed and authorized the budget of \$7,275.06 for developing the mobile app. The Board Of Director Mr. Amrit Kattel has noted a dissent. Since the website, and mobile app features are almost similar, there is no necessity to develop the app, Mr. Kattel mentioned on his note of dissent.

(Note: The selected quote has been attached herewith in annex III)



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- AOB

## Budget Authorization for the Youth Scholarship Program:

The "Youth Scholarship Committee" has been formed under the chairmanship of NRNA NCC USA Youth Coordinator, Mr. Swaraj Khati, to award the \$1,000.00 scholarship for one youth from each region. Mr. Khati has managed \$2,000.00 from external sources, such as donations, gifts, etc., and he proposed to authorize \$2,000.00 from NRNA NCC USA. The board has been unanimously approved his proposal.

Submitted by  
General Secretary

Approved by  
President

"Once a Nepali Always a Nepali"

## Annex I

### Original Sections (The Previous One)

#### **2. Required documents during application submission**

2.2. The applicant shall submit the last 4 digit of the identification document number and the type of identification document mentioned in section 2.1 during the application process.

#### **4. Application process**

4.1. Application shall be filled “online only” by visiting <https://nrnccusa.org/nrna-registration>. This is an easy three (1-2-3) step procedure as explained below.

4.1.1. Step-1: Go to <https://nrnccusa.org/nrna-registration> or the registration link provided by NRNA USA.

4.1.1.1. Fill out your first, middle and last name.

4.1.1.2. Profession is optional. If you provide your profession, this will be used with NRNA USA database in the future (not part of the membership program) NRNA NCC USA Membership Policy-Rev 0 Page 3 of 5

4.1.1.3. Provide your USA phone number, email address and complete USA physical address where you currently live.

4.1.1.4. Under Verification, select the type of identification document you are submitting.

4.1.1.5. Under Passport/ID Number, type last 4 digits of your document number that you are submitting under section 4.1.1.4 above.

4.1.1.6. Select Membership Type.

4.1.1.7. Read Form NRNA-USA-001 completely and mark one of the four categories provided.

4.1.1.8. Sign the form by writing your first name followed by the last name in the box provided.

4.1.1.9. Upload your recent picture. Picture is optional. If you provide your picture, this will be used with your future official ID card in the future (ID card is not part of the membership program and will be decided by the future board).

4.1.1.10. Hit the button “Submit”

4.1.2. Step-2: Check your email, open the email received from NRNA NCC USA. If you don't receive in your inbox, check the junk mail folder. Get the 6 digit email validation code provided in the email. Go back to your registration page and input the 6 digit email validation code. If you exit the registration page by any chance, click on the link provided at the email to get back to the registration page. Hit the submit button to proceed to the payment details.

4.1.3. Step-3: Complete payment information and hit submit. If payment information is correct, you will get payment receipt in the email. Application filing is now complete.

## Annex II

(Amended Version)

### Explanation:

Highlighted section means added contain, and strikethrough section means removed contain.

### Proposed Updates to sections:

#### 2. Required documents during application submission

2.2. The applicant shall submit **one of** the identification document mentioned in section 2.1 during the application process.

#### 4. Application process (proposed updates)

4.1. Application shall be filled “online only” by visiting <https://nrnccusa.org/nrna-registration> **(registration page at the NRNA website)**. This is an easy three (1-2-3) step procedure as explained below.

4.1.1. Step-1: Go to <https://nrnccusa.org/nrna-registration> **(the registration page at NRNA website)** or the registration link provided by NRNA USA.

4.1.1.1. Fill out your first **(required)**, middle and last name **(required)**.

4.1.1.2. Profession is optional. If you provide your profession, this will be used with NRNA USA database in the future (not part of the membership program) NRNA NCC USA Membership Policy-Rev 0 Page 3 of 5

4.1.1.3. Provide your USA phone number **(required and unique)**, email address **(required and unique)** and complete USA physical address **(required)** where you currently live.

4.1.1.4. Under Verification, select the type of identification document you are submitting **(required)**.

4.1.1.5 Upload a copy of the identification document.

~~4.1.1.5. Under Passport/ID Number, type last 4 digits of your document number that you are submitting under section 4.1.1.4 above.~~

4.1.1.6. Select Membership Type **(required)**.

4.1.1.7. Read Form NRNA-USA-001 completely and mark one of the four categories provided **(required)**.

4.1.1.8. Sign the form by writing your first name followed by the last name in the box provided **(required)**.

4.1.1.9. Upload your recent **passport size** picture. Picture is ~~optional~~ **required and will be used to develop NRNA Identification Card in the future**. ~~If you provide your picture, this will be used with your future official ID card in the future (ID card is not part of the membership program and will be decided by the future board).~~

4.1.1.10. **Please fill in other fields on the web page.**

4.1.1.11. Hit the button “Submit”

~~4.1.2. Step-2: Check your email, open the email received from NRNA NCC USA. If you don't receive in your inbox, check the junk mail folder. Get the 6 digit email validation code provided in the email. Go back to your registration page and input the 6 digit email validation code. If you exit the registration page by any chance, click on the link provided at the email to get back to the registration page. Hit the submit button to proceed to the payment details.~~

**4.1.2. Step-2: Check the text (SMS) in your smart phone. Get the 6 digit validation code provided in the text. Go back to your registration page and input the 6 digit validation code. Hit the submit button to proceed to the**

payment details.

4.1.3. Step-3: Complete payment information and hit submit. If payment information is correct, you will get payment receipt in the email.

Application filing is now complete.

## Annex III

### Project Summary

#	<b>Project Name</b>	NRN NCC USA
1	<b>References</b>	
2	<b>Client Name</b>	Pawan Yonjan
3	<b>Tools &amp; Technologies</b>	Android Studio, Android SDK, Gradle Plugin, Android Emulator ADT, 9Patch Tool, Xcode & IOS SDKs, PHP, MySQL, JQuery, CSS, HTML
4	<b>Solution Type</b>	Android & IOS Application with Admin Management
5	<b>Development Version</b>	1
6	<b>OS Compatibility</b>	Android All version till latest (From Minimum API level 18 [4.3 Jelly Bean] Portrait Mode Support, IOS Version from 9 to Latest
7	<b>Final Efforts (Hours)</b>	448
8	<b>Hourly Rate</b>	\$18.00
9	<b>Total (in USD)</b>	\$8,064.00
10	<b>Special Discount (in USD)</b>	<b>-\$806.40</b>
11	<b>Final Total (in USD)</b>	<b>\$7,257.60</b>
12	<b>Payment Terms</b>	One Advance Payment and then according to Milestones (Milestones will be provided separately)
13	<b># of Resources</b>	4
14	<b>Lead time</b>	1 Week
15	<b>Elapsed Time (Timeline)</b>	8 to 10 weeks (approx 2 to 2.5 Months)

### Effort Estimation Details

#	<b>Software Stages</b>	<b>Person Hours</b>	<b>% Task</b>
1	Requirement study	15	3.35
2	Database design	13	2.90
3	Development and Unit Testing	330	73.66
4	Integration Testing	30	6.70
5	Deployment & Live testing	30	6.70
6	UAT	16	3.57
7	Project Management	14	3.13
	<b>Total Hours</b>	<b>448</b>	<b>100.00</b>