

# Meeting Notes (UPAA-USA Meeting)

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July 8, 2021 | 9pm | Via ZOOM

Meeting called by Interim Committee  
Type of meeting Kick Off Meeting  
Facilitator Vincent  
Next Meeting 7/15/21

Attendees:  
Asoka, Yasmin, Udaya, Vincent, Champ, Meegalle,  
Jayantha, Nalin, Gamini, Sasanka, Saranath , Lakmal  
( & open to public)

## AGENDA TOPICS

- Introduction
- Status
- Overview
- Formal Gathering
- Feedback

### Discussions & Conversations:

- Jayantha opened the meeting (@ 9.05p)
- Vincent presented the background/history of UPAA-USA (@ 9.11p)
- Udaya talked about bylaws and status of the association (@ 9.13P)
- Jayantha explained bylaws, format, objectives of the association in detail (@ 9.18p)
- Yasmin presented the details of the Banquet (formal gathering) (@ 9.25p)
- CB and Lakmal volunteered to help organize the banquet
- Gamini discussed about membership application (@ 9.33p)
- Meeting opened for public feedback (@ 9.37p)
  - UGune : proposed a membership fee
  - Hilmi : pointed out the importance of getting other ethnic groups involved
  - Karuna: discussed in detail how to raise funds in faculty-wise/ legality of membership fee
  - Chithra: supported the membership fee idea/ helping UOP kids coming to US
  - Milroy: lifetime membership
  - AnuraK: proposed informing UOP about existence of UPAA-USA
  - Veranga: volunteered to be the banquet photographer
  - Rufus: each registered member finds 3 new members
  - More suggestions and ideas were presented via chat as well
- Meeting conclusion (@ 10.05p)

Meeting Summary:

Date: September 16<sup>th</sup> at 9pm

1. Selected the following office bearers:
  - President/ Vice President – Jayantha/ Champ
  - Secretary/ Asst. Secretary – Gamini/ Sasanka
  - Treasurer/ Asst. Treasurer – Udaya/Viranga
2. Appointed Technology committee to develop FB & Web page (Udaya, Viranga, Pubudu & Pramuditha)
3. Appointed Entertainment Committee (for next general meeting): Yasmin & Jayantha
4. Complete bank account facility: Udaya & Jayantha
5. Confirmed date for the next general meeting: Oct. 21<sup>st</sup>

Tentative Agenda

- Introduce newly appointed office bearers
  - Self-introduction of all participants
  - 10 min entertainment
  - Projects and project ideas
  - Membership drive
6. Send out an email about status update to all members as promised before end of September (Gamini, Jayantha, Udaya & Champ)
  7. Next prep meeting on Oct 7<sup>th</sup> 9pm
  8. Next general meeting on Oct 21<sup>st</sup> 9pm
  9. Get RPG, Ifaaz and Rajaseelan for committee (Gamini)

Meeting minutes: (limited office bearers only meeting)

Attendees: Jayantha, Champ, Virnaga, Udaya, Pramuditha, Pubudu, Gamini

Date: September 21st at 8pm

1. Logistics are in place for opening a bank account
2. Non-profit registration is in progress
3. Fund raising methods were discussed
4. Website development is in progress
5. **We have a new email address: [uopaa.usa@gmail.com](mailto:uopaa.usa@gmail.com)**
6. Next prep meeting on Oct 7<sup>th</sup> 9pm

## UPAA-USA Meeting Minutes

Meeting Type: EC meeting

Attendees: Jayantha, Champ, Viranga, Udaya, Pramuditha, Pubudu, Gamini, Yasmin, Udaya, Sasanka, Vincent, Saranath, Sujeewa

Date: Oct 14th at 8.30pm

1. Discussed the logistics and agenda of the next general meeting on Oct. 21<sup>st</sup> and followings were the ideas:
  - a. Quick update of Association Status within first 15 min
  - b. Open the forum for everyone for self-introduction and talk about past Pera time max time limited to 2 min per person
  - c. UoPAA general meetings must be a fun thing for people
  - d. Main focus in the 1<sup>st</sup> year - membership drive
  - e. Send a meeting reminder emails from Udaya and UoPAA email
  
2. General Meeting:
  - a. Jayantha will open the meeting with a slide show presentation
  - b. Udaya will take over to present the status of the association
  - c. Gamini will introduce the Office Bearers and ratify the nominations
  - d. Ravi will moderate the general public self-introductions by regions
  
3. Udaya, Viranga, Pubudu and Pramuditha will get the Website and Facebook updated by Oct 21<sup>st</sup>.
  
4. Zoom link on Oct 21<sup>st</sup> will be opened 15min early for all EC members before the general meeting at 9pm.
  
5. Next meeting will be on Oct. 21<sup>st</sup> 9pm (General Meeting)

# University of Peradeniya Alumni Association

Meeting minutes on 21<sup>st</sup> October 2021

- General meeting was kicked off at 9.00 pm Eastern time with a beautiful song/visual with Tamil lyrics.
- University song was then played with attractive photos which brought back old memories to many of us.
- President nominee Mr. Jayantha Amarasekara thanked and welcomed all the attendees and gave the opening remarks about the association and the progress we have made so far.
- Treasurer nominee Mr. Udaya DeSilva explained the current status of forming the society and gave a brief update on bylaws, financial and other legal obligations as a nonprofit organization. The key points are as follows:
  - Organization is registered in MA and waiting for federal approval to be operated as a nonprofit organization.
  - Opening a bank account can be done once the committee is ratified during this meeting
  - Website is under construction. Social media communication is now happening through the Facebook page, which is up and running
  - Mr. Jayantha also explained some of the ongoing challenges we have faced regarding registration and financial upkeeps and requested additional help on some of these areas if there are any experts in these fields.
- Mr. Gamini Dharmasena introduced the office bearers and the committee members. Once the new committee was introduced, the attendees unanimously agreed to conform the nominees as the inaugural UPAA-USA committee for the years 2021-2022

Jayantha Amarasekara (1974 Science) was appointed as president.

Ravi Ranathunga (1980 Science) was appointed as vice president.

Gamini Dharmasena (1981 Science) was appointed as secretary.

Sasanka Ulapane (2007 Science) was appointed as assistant secretary.

Udaya De Silva (1984 Engineering) was appointed as treasurer.

Viranga Wimalasiri (2012 Science) was appointed as assistant treasurer.

Vincent Sandanayake, Yasmin/Asoka Ranasinghe, Saranath/Chithra Weerakoon, Asha/Sujeewa Perea, Pramuditha Perera, Pubudu Wimalasiri, Iffaaz Salahudeen, Sanath Meegalle and Nalin Siriwardhena were appointed as the executive committee.

Mr. President then explained our current priorities to be as follows

- Holding interactive events to get the Pera alumni community together. Zoom meetings will be held quarterly. There will be a newsletter to inform the members about ongoing activities related to Pera. We also plan to improve our membership enrolment via these activities.
- Help the university of Peradeniya by raising money. We have a tax ID but still waiting to get federal approval, but this will be a key objective moving forward.
- Good governance and clean records are also a focal point in order to face potential audits as a nonprofit organization.
- Attendees were made aware that they are welcome to give feedback on causes that they think will be beneficial to the university that we can take on as UOPAA-USA.
- Mr. Pubudu Wimalasiri explained establishing a COVID quarantine center in the university premises as an example for one such cause that some members had been participated recently, answering a question from the audience.

Finally, Mr. Vice President Ravi Ranathunga initiated the networking session and alumni introduced themselves and where they are in the USA. Further, they shared stories and facts that they love about Peradeniya. This social networking event was recorded, aiming to establish local chapters for UOPAA-USA and improve connections within the alumni network. The enrolment form for UOPAA-USA was also linked by Mr. Viranga Wimalasiri on Zoom platform.

Mr. President gave the final remarks and thanked all the alumni attended. The general meeting was concluded at 10.00 pm Eastern time.

# Meeting Notes (UPAA-USA Meeting)

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Oct. 28, 2021 | 9pm | Via ZOOM

Meeting called by: Exec Comm  
Type of meeting: Post GM meeting  
Facilitator: Gamini  
Next Meeting: Dec. 2, 2021

**Attendees:** Jayantha, Ravi, Nalini, Sasanka, Udaya, Viranga, Yasmin, Sujeewa, Pubudu, Iffaaz, Sanath, Gamini

**Excused Attendees:** Saranth, Pramuditha

**Unexcused Attendees:** Vincent

## AGENDA TOPICS

- Feedback of the last general meeting Status
- Changes on Bylaws
- Website and social media update
- Plan for the next general meeting

## Discussions & Conversations:

### Feedback for the last meeting

- Committee agreed that the meeting participation was low. Some people did not receive the meeting invitation and some simply forgot to attend. It was suggested that we should use a personalized email via a distribution list (or break it in to two or three separate lists so that it will prevent the emails from going to junk). It suggested that we can create a WhatsApp group. It was also suggested that we could send a flyer that will be more attractive.
- Appointing regional groups/group leaders and distribute emails via regional members. This will also shorten the email list.

### Website updates

- Viranga updated on enrolment applications status after the previous meeting.
- Also, he informed about the possibilities of recruiting a University of Peradeniya student to establish and maintain the UOPAA-USA website (Rs 20000 for the website design and Rs 1000 per month for the upkeeps)
- It was also suggested that we can create a LinkedIn group to do active communications.

### Changes in bylaws

- Some of the bylaws on original documents were discussed and found to be not relevant to a U of P related alumni association. Below changes to bylaws were discussed and agreed by the committee:

Article II: Statement of Purpose was modified to reflect association would get involved activities relevant to all UoP faculties, beyond Science

Article III: Changed to reflect past students or staff members (academic and non-academic) can apply for membership.

First Schedule: Fixed the missing city in official address

Fifth Schedule: Added the office bearers that were ratified during the last general meeting Oct 21, 2021

Removed all the references to September 18, 2021 Edison NJ meeting which never happened.

### **Planning for the next quarterly meeting**

- An interactive and fun meeting was suggested with activities to get the crowd engaged. Have Professor Illeperuma (or someone from the Pera past) to join as a guest speaker.

### **Next committee meeting**

- A WhatsApp group was proposed for the committee
- Week of December 2<sup>nd</sup> was proposed for the next committee meeting.