

## **Minutes of the initial workshop/meeting of MGCAANA Saturday, June 12, and Sunday, June 13, 2004**

This was the first meeting/workshop to discuss and finalize events prior to incorporation of Mahamaya Girls' College Alumnae Association of North American (MGCAANA).

### **The individuals present:**

#### **Participants:**

Mrs. Sujatha Werake (nee Bandaranayake) from Seattle, Washington, Ms. Harshi Liyanage (nee Ehelepola), Attorney at Law, from Portland, Oregon, Ms. Arushi Nugapitiya from San Francisco, California, and Mrs. Neranjika Amaratunge (nee Dissanayake, by tele-conferencing, (who delivered her baby few days later,) from DesMoine, Iowa.

#### **Observer:**

Dr. Mahinda Werake, as an observer, on unanimous request by the participants,

#### **Facilitator:**

Mr. Bruno Casolari, M.A. (in Public Policy and Non-Profit Management), by unanimous invitation participated in this workshop. He was the Former Executive Director of Highbridge Community Development Corporation, New York and is the Executive Director of Rainier Scholars, Seattle, (a non-profit) .

#### **Place:**

Bellevue Public Library, Bellevue, Washington, USA

#### **Sessions:**

**Saturday, June 12, 2004:** From 10:30 am - 5:00 pm  
From 6:30 pm - 8:00 pm (after library closure: at the residence of Mrs. Sujatha Werake) at 2417, NE 20<sup>th</sup> Street, Renton, WA 98056

**Sunday, June 13, 2004 :** From 8:30 am-11:30 am at the Bellevue Public Library

#### **The summary of discussion:**

##### **The morning session:**

The meeting started with a brief introduction of all its participants. The participants discussed what their intentions were in their attempt to create a Mahamaya alumnae association.

They discussed the key values of the founders of Mahamaya Girls' College. The participants shared the benefits of overall values that brought the comprehensive personal growth of students that the school offered to them during their student days. They discussed the opportunities that the school provided to them particularly to develop leadership, personality, academic excellence and social development.

After much brainstorming, based on the key values and what Mahamaya Girls' College has to offer, this group was able to write a **mission statement** and a **vision statement**. Also the group came up with a **name for the Organization**. The participants agreed that membership should be extended to Alumnae living in Canada and it is more practical to include **membership in both USA and Canada under the same organization**.

**Name:**

Mahamaya Girls' College Alumnae Association of North America.

**The Mission Statement:**

Mahamaya Girls' College Alumni Association of North America builds, fosters, and promotes the unique and total growth of each individual alumna and student by providing a network of social, professional, educational, and cultural opportunities.

Based on the mission statement, this working committee discussed the future of this organization, by developing and creating, a vision statement.

**The Vision Statement:**

We seek to create, and build a future where inspired, well rounded, and successful alumnae and students work together to benefit society.

**Afternoon Session:**

After the lunch break the participants reviewed the Bylaws and Articles, discussed their purpose, and formulated key components. The draft of the Bylaws and Articles, had been prepared and distributed among the participants by Ms. Harshi Liyanage, Attorney at Law, several weeks prior to the meeting. It was discussed, reviewed, and finalized by all individuals who participated.

In addition, this committee discussed issues pertaining to:

1. Filing articles and forms in the State of Washington
2. Filing IRS forms at the federal level, to get tax-exempt status as a non-profit organization.

3. Deliberation of Articles. The participants agreed that the Articles are almost ready to file.

Ms. Harshi Liyanage was to follow up with the filing process with the assistance of facilitator Mr. Bruno Casolari.

### **Evening Session:**

In the next session, the participants discussed to create a consensus on projects for the next 6 months and defined the strategies, actions and tasks which support the 6-month goals.

### **Sunday, June 13, 2004 Morning Session:**

The agenda was to discuss organizational goals and program goals that would grow through the mission. At this time, tentative six month goals and annual goals were set.

The tentative six month goals:

1. File Articles
2. Prepare IRS forms
3. Develop membership
4. Open up a bank account
5. Have the organizational(first Alumnae) meeting

The tentative annual goals:

1. Scheduling the first annual general meeting
2. Appointing the board and officers
3. Discussing gifts and donations to school
4. Publishing a newsletter
5. Setting up a website

Laying out the details of the proposed website and prioritizing initial web information was completed at this meeting. The committee's suggestions were given to Mrs. Neranjika Dissanayake, by teleconferencing and laying out the web page was assigned to her. Mrs. Dissanayake took the initiative of baring the financial cost for the website, to be reimbursed after membership dues were collected. The participants agreed to pay the cost to Mrs. Amaratunge when the membership dues are collected.

Participants discussed about 3 categories of membership and membership dues.

1. Regular membership (\$25 annually) (with voting rights)
2. Student membership (alumnae, who are students here in North American schools and universities) (\$15 annually) (with voting rights)

3. Honorary membership (without voting rights) past faculty and staff members of Mahamaya, family members of alumnae, well-wishers who wish to contribute to our cause, and volunteers. (no membership fee)

The participants of this meeting developed a list of prospective members from alumnae of Mahamaya Girls' College who live in North America that they knew. The Committee is in the process of getting e-mail addresses of alumnae, to generate a data base.

The meeting adjourned on Sunday June 13 at 11:30 am.

Minutes Recorder:  
Arushie Nugapitiya