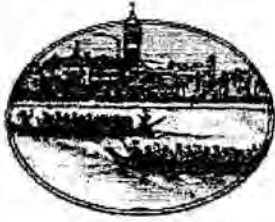


Lowell Southeast Asian Water Festival, Inc.



c/o Cambodian Mutual Assistance Association
165 Jackson Street ~ Lowell ~ MA 01852 ~ 978 596-1013 or 978 596-1000 x7313



Annual Lowell Southeast Asian Water Festival Meeting

GENERAL MEETING MINUTES

Date: **Mon. August 2, 2004, 6:00 p.m.**, CMAA, Board Room 2nd floor, 165 Jackson Street

Board Members Present: Sambath Bo, Lee Libbey, Sarann Nuon, Blong Xiong, Phone Phetvixay (Proxy for Louis Haskell), Anita Kladgreep, Ghla Srithong, Thongsay Saysong-Kham

Board Members Absent: Chuck Sart

Others Present: Tooch Van, Sophy Theam, Sareth Sak, Keith Sor, Mehmed Ali, Venerable Ajahan David, Bruce Kang, Adam Var, Barbara Callahin, Mike Wurm

- I. Call meeting to order by Lee Libbey, 6:10 p.m.
- II. Introduction of everyone in room
- III. **Treasurer's Report:** No report.
- IV. **Secretary:** Minutes of July 126th, 2004 emailed and distributed. Phone: MOTIONED to accept Minutes. SECONDED by Anita with 9 members VOTING "Yes" and 1 board member not present.
- V. **Event Coordinators' Update:** Tooch reported income this week: from ads = \$1,040; from Booths = \$7,690. Trinity Ambulance will donate \$1,000 and free ambulance at Festival; will follow-up w/St. Memorial. Spoke w/Robert at Lowell Telecomm. (LTC) and they have agreed to reduce the live coverage to \$1,250 (from original \$2,010), will explore sponsor for this. Have received 3 Insurance Quotes. Have ordered 16 toilets and 4 handy cap toilets. Have completed Action Plan for Pre-event and Press Release. Chamber of Commerce has raised \$500 and may raise up to \$1,000 for us. Srim has been working to organize the Booth vendor lists. There are 11 Boat teams, practice will begin next Sat.; swim test will be conducted before Aug. 10th. Will work to get River Permit w/Lee and Captain Ryan; Event Permit has been cleared by Andy St. Onge. Fundraising & raffle sales are in good shape; Keith will collect Raffle from selling agents at the end of each week.
- VI. VII. **Committees - Updates**
 - **Fundraising:** Meeting on Tues. at 1 pm at CMAA to review advertisers and sponsors. Sarann: MOTIONED for Board to release up to \$2,000 for printing of T-shirts for volunteers, staff, and Boat teams. SECONDED by Tony with 9 members VOTING "Yes" and zero "No"; 1 board member not present. Phone: MOTIONED for Board to approve \$903.50 for purchase of 46 boat paddles SECONDED by Sarann with 9 members VOTING "Yes" and zero "No"; 1 board member not present.
 - **Finance:** No report.
 - **Media:** Sambath: Thurs. Aug. 5th is volunteer training for the LTC cameras, still looking for volunteers. Sophy: from the National Night Out Volunteer List, we can send out our request for volunteers. Tooch: We have 5 volunteers for photographers; Bob Parris can print quality pictures for us. Sarann: NeoVisions Media's postcards for our event (5,000 copies) will be ready on Wed. Mehmed: Umass Lowell radio 91.5 am needs someone to come on to speak at 11:30 a.m. next Monday; Phone to attend. Sambath: We have a Q&A sheet that everyone can use. PSA for LTC to be finished by Wed.
 - **Boat Teams / Boat House Fundraising:** Thongsay: Lao boats will be finished on Wed. & ready for practice; need to tow boats to boathouse; swim test will take place on Sat.

- **Entertainment:** Sophy: has had to increase Loa performance groups to 2; will have a 2nd stage; will request up to \$1,300 for Entertainment committee. Tony Mai: A company called Local Autobody Shop my sponsor 2nd entertainment stage (\$1,200) and have their car displayed. Sarann: MOTIONED for Board to authorize Tony Mai the ability to negotiate with Local Autobody Shop to sponsor 2nd stage. SECONDED by Sambath with 9 members VOTING "Yes" and zero "No"; 1 board member not present. Phone: MOTIONED for Board to release up to \$1,300 for 2nd stage, should they not find a sponsor for 2nd stage. SECONDED by Anita with 8 members VOTING "Yes" and one member abstaining and one board member not present.
- **Games & Activities:** Meeting last Wed. at the Festival parking lot went well; have many different organiz. bringing their activities to the event.
- **Friday Pre-Event:** Mike Wurm: will have a Floating Candle Test on Wed. at 8:30 a.m. at the Middlesex CC Plaza.
- **Booths / Vendors:** Tony M.: next Booth Orientation w/Health Dept. is Wed. Aug. 11th at 6 pm CMAA. Jason's Icecream will give \$2,500 for exclusive right (last yr. \$1,800). Tony Mai: MOTIONED for Board to give ½ page ad for Jason's Icecream/Limo service in exchange for free limo service on the Fri. Pre-event and/or Sat. Festival. SECONDED by Phone with 9 members VOTING "Yes" and zero "No"; 1 board member not present. Next meeting is Sun. Aug. 8th at 1 p.m. Khemara Restaurant. Mike Wurm: Booth Cotton Mills would like to display a 12 ft. by 12 ft. Loom that operates and waives cloths; will look into displaying it at Games & Activities area or near the Boat house.
- **Parking/Security:** Lee: will meet w/Committee to write proposal to LRTA about using free shuttle buses.
- **Volunteers:** Tooch: need to recruit more.
- **Spiritual Advisory Baord:** Adjahn MangkoneL: 10 monks have confirmed that they will come for both the Fri. & Sat. events; need very big tents & 12 tables for Meditation area; have volunteers to assist and organiz. the monks in the meditation area but need food to be served; Tooch & Sarann to look into getting food for monks. Ghla: MOTIONED for Board to approve \$1,100 for the repair and materials of the Khmer Boats. SECONDED by Sarann with 9 members VOTING "Yes" and zero "No"; 1 board member not present.

IX. Adjournment

Next General Meeting: Monday, August, 16th pm CMAA, 2nd floor Board Meeting Room
 -THIS WILL BE THE LAST GENERAL MEETING!