



ESTD. 2016

Executive Committee

President

Dr. Lila B. Karki

Vice President

Dr. Megha N. Parajulee

General Secretary

Dr. Prem Bhandari

Joint Secretary

Dr. Pradeep Wagle

Treasurer

Ms. Ambika Tiwari

Members

Dr. Durga D. Poudel
Dr. Dilip Panthi
Dr. Lekh Nath Paudel
Dr. Raju Pandey
Dr. Ramesh C Khanal

NAPA Executive Committee (Agenda - Eighth Meeting) Saturday, March 4, 2017 (9:00-10:30pm ET)

How to join the meeting?

1. Dial-in-number: (641) 715-3580. It will ask for the access code.
2. Enter the access code in your telephone keypad - access code: 113245#.

Attendance

Executive Committee	Ambika Tiwari, Dilip Panthi, Durga D. Poudel, Lekh Nath Paudel, Lila B. Karki, Megha N Parajulee, Pradeep Wagle, Prem Bhandari, Raju Pandey, Ramesh C Khanal
Guest	
Informed in absentia	Dilip Panthi, Durga D. Poudel, Lekh Nath Paudel

Agenda/Discussion/Decision:

1. Welcome to participants and initiation of the meeting by the President

- President Dr. Karki welcomed EC members and thanked EC members and all for their hard work.
- **Condolence:** Dr. Raju Pandey informed EC that fellow EC Member Dr. Panthee's beloved mother passed away recently.
- EC, on behalf of all NAPA members, expressed deep condolences to Dr. Panthee and the bereaved family and prayed for providing strength to shoulder the pain at this difficult moment.

2. Updates from the President

2.1 First Year Accomplishment. Mr. President reminded of NAPA's one year anniversary and many accomplishments within one year of its establishment in January 6. The progress summary was circulated to all NAPA members via e-mail.

2.2 NAPA Talk Session (SCC first talk session by Dr. Tilak Shrestha and Third Talk Session by Dr. Upendra M Sainju): On behalf of EC and the NAPA family, Mr. President thanked both the talk session speakers for such an amazing delivery of their research. Also thanked the audience for their enthusiastic participation.

-Second SCC Talk session will be presented by Dr. Sudhir Shrestha. Schedule will be circulated soon.

2.3. AGM 2017 (2017)

-Mr. President discussed about the organization of the forthcoming NAPA AGM in 2017. Due to scheduling conflict during the proposed May Memorial weekend, EC decided to hold the AGM in the following weekend (June 3, Saturday 2017). As per the by-laws, this AGM will be organized via teleconference.

-Mr. President (in consultation with EC) will identify a Chair to organize the AGM and let EC know at the earliest convenience.

2.4 Book Project

-Mr. President shared the progress of possible book project proposal (on Food Security: Prospects and Challenges) with Dr. Drona Rasali. The proposed proposal was shared with EC in February, 2017.

-EC unanimously passed the book project.

-EC also decided that for now it is good to start with 5-member Editorial committee (currently NAPA members). The committee comprises of:

- Dr. Drona Rasali – Chair
 - Dr. Megha N Parajulee – Member
 - Dr. Ram Acharya – Member
 - Dr. Prem Bhandari – Member secretary (Liaison between EC and the Book Project)
- The Chair in consultation with EC is searching for the fifth member.

2.5 Resignation by EC Member Kabindra Adhikari. EC unanimously approved the resignation tendered by Dr. Kabindra Adhikari (EC member). Replacement of this position will be done as per the recommendation of SCC. EC will forward a letter to the SCC to recommend one student, most preferably a female.

3. Brief updates on NAPA Activities

3.1 Megha Parajulee:

- NAPA Scientific Convention/Conference, 2018 (May 26-27 (Saturday-Sunday; Memorial weekend)
 - Vice President highlighted about the 2018 Convention in Oklahoma. He requested to have several sub-committees for the successful organization and management of 2018 Scientific Convention. EC agreed to have a few sub-committees.
 - Vice President also proposed Mr. President as the Chair of the 2018 Scientific Convention. EC unanimously passed this motion.
 - President and the Chair of 2018 Scientific Convention will work on conference organizing committee and form sub-committees as deemed necessary. EC also agreed that the Chair will have the authority and power to designate as many sub-committees as needed for the successful accomplishment of the convention.
- NAPA Endowment Fund
 - Vice President also tabled the NAPA Endowment Fund (ideas proposed by President and circulated among EC members). EC agreed to establish the NAPA Endowment fund. However, modality and implementation strategy will be discussed and decided via e-mail (rather than waiting 2 months for the next EC meeting).
 - Other charity ideas proposed by Raju Pandey such as Amazon (and Kroger) were discussed (who provide some percentages to charity organizations like NAPA). EC agreed on this and Dr. Pandey will explore the information and share with EC.
- NAPA Associate Membership Fee and Tenure from Nepal.
 - Vice President also shared his Nepal visit experience and Associate membership pros and cons that need to be fixed and finalized (the proposal was circulated among EC members).
 - EC agreed on this proposal to provide (Associate) Membership to Nepal based professionals and to charge one-time NRs 5,000.00 (five thousand) as a registration fee. Its modality will be further discussed and decided. The decision will be presented to AGM.
- Proposal for Organizational/Institutional Membership
 - Vice President shared his idea about providing membership to Organizations/Institutions. He has been requested to prepare a draft (modality, fee structure, beneficiaries and implementation strategy) and share to EC for further discussion.
- Possible Collaboration in Nepal
 - Vice President also shared his meeting with a member of National Planning Commission and model village proposal in three different regions of Nepal. He will draft his ideas and share to EC for further discussion.
 - Meeting thanked him for introducing and highlighting NAPA with different institutions and individuals during his stay in Nepal.

3.2 Prem Bhandari, the following agendas were not discussed due to time limitation. However, general update is:

- 2018 Conference Theme. NAPA has received 2018 conference title and themes proposed by members. Thank you all who submitted their ideas and themes. These titles and themes will be shared to EC members, evaluated and finalized. The submitter of the selected theme will be recognized at the OK conference.
- Expert Roster. NAPA has shared a format to collect information about its members to prepare a roster of experts.
- IT Expansion. NAPA has expanded its IT team. Sanjok Paudel, Shrijana Duwadi, and Bijesh Mishra have agreed to volunteer to NAPA in various capacities and provide support to Santosh Aryal and Tanka Kafle.
- Web Page Design for Student Coordination Committee: This is urgent to design a SCC page on NAPA website. The SCC will be asked to prepare necessary information to insert into the SCC tab on the website.
- Policy/Research Brief Committee: Dr. Bishow Adhikari is working to form a team for a Policy/Research Brief publication team.

3.3 Update on by-laws review report.

-Due to time extension, the By-law review committee is working on finalizing the report. The revised bylaws will be presented at the next meeting.

3.4 Pradeep Wagle: Convention-2018 Hotel Information:

-Joint Secretary updated the progress on Hotel Search to hold NAPA Convention in 2018. Of the several hotels observed, the best 3 options are provided in the following table.

Hotel	Ball room	Hotel rate/night	Outside catering allowed?	Free Airport shuttle
1. Biltmore Hotel http://www.biltmoreokc.com/ (7 min from OKC airport)	Size = Rate = \$250/ day	\$55 (2 Breakfast included) Suites - \$70	Yes	Yes
2. Wyndham Garden https://www.wyndhamhotels.com/wyndham-garden/oklahoma-city-oklahoma/wyndham-garden-oklahoma-city-airport/overview (5 min from OKC airport)	Rate = \$500/day	\$92 (2 Breakfast included)	No Lunch - \$19 Dinner - \$25	Yes
3. Sheraton Midwest City Hotel http://www.sheratonmidwestcity.com/ 20 min from OKC airport	Rate = \$500/day	\$89 (No Breakfast)	No Meal - \$25	No

-EC authorized Joint Secretary to look at the hotel (Biltmore), finalize the deal and sign the contract.

3.5 Ambika Tiwari: Financial statement, New member, Update on MDC meeting

-Nepal-based Membership Drive Committee (MDC) member - EC unanimously accepted the proposal by Vice President to recruit NAPA Associate member from Nepal Dr. Durga Devkota, Faculty, Agriculture and Forestry University (AFU), Chitwan as one of the Nepal-based Membership Drive Committee members.

-NAPA Financial Status

NAPA Balance Sheet Summary (As of February 27, 2017)		
Items	Amount (US\$)	Remarks
A. INCOME		
A1. Membership Fee	\$7,893.23	
A2. Donation	\$7,903.74	
Total A	\$15,796.97	
B. EXPENSES		
General Expenses	\$6,812.27	
Paypal Fee	\$375.62	
Total B	\$7,187.89	
Total Balance	\$8,609.08	

-Memberships Status as of February 27, 2017

Member Type	Number
Life	5
Regular	70
Joint	11
Student	54
Associate	9
Honorary	0
Total Member	149

3.6: Raju Pandey: Professional development of NAPA members – proposal: We were not able to discuss about this. But Dr. Pandey has already circulated his proposal to EC. EC members are requested to rank and submit to Dr. Pandey.

Theme	Activities	Priority ranking
Graduate study	What qualities do professors look for in a graduate student?	
	How to search for graduate Assistantship/Fellowship?	
	How to prepare for graduate Assistantship/Fellowship?	

	How to apply for graduate Assistantship/Fellowship?	
Research methods	Designing field/lab research	
	Designing survey research	
	Data analysis: parametric	
	Data analysis: non-parametric	
Research findings	Result presentation: Poster	
	Result presentation: oral	
	Result presentation: Journal article	
	Reviewing journal articles	
Job Search	How to search for job?	
	Preparing resume for job application	
	Writing a job application	
	Facing a job interview	
Grant writing	How to search for grant opportunity?	
	How to write a grant proposal?	
	How to form a collaborating team for grant proposal?	
Database	Database of Nepali agriculturist professionals in Americas	
	Database of projects in Nepal with American collaboration	
	Database of Nepalese agriculturist involved projects in Americas	
	Database of Department heads in Ag sector Nepal	
Miscellaneous	How to write a recommendation letter?	
	How to apply/prepare for permanent residence?	
	Maintaining visa status?	
	Adjustment for new comers?	

3.7 Dilip Panthee: Working Paper Series Committee/Board announcement and other updates – Not discussed.

3.8 Durga D Poudel: Initiation of NAPA Journal publication – Not discussed.

3.9 Lekhnath Poudel: Fund raising committee and activities, charitable activities – Not discussed.

4. AOB:

5. Closing Remarks:

Meeting adjourned with Vice President's closing remarks.

**Next EC Meeting:
Saturday, May 6, 2017: 9-10:30pm EST**

Note:

- We value and respect each other's time. As a professional organization, we will act professionally - **start promptly and wrap-up on time.**
- General Secretary (and Joint Secretary) will take notes and keep us posted about upcoming plans/events/and more.
- If we cannot finish discussion on our proposed agenda, the remaining agenda will be discussed in our next meeting (or specified by the EC).
- To be as efficient, effective, and participatory as possible, we'll try not to repeat the previous speaker (for the same agenda) (unless the President desire to do so). Express your thoughts precisely and respect each other's ideas.

NAPA Future Programs: NAPA 2-yr Plan (presented by President Lila B. Karki)

Plan	Lead	Corresponding NAPA objectives
Conference in Nepal	Prem Bhandari/	Objectives 4 & 5. Foster intellectual

	Lila B. Karki	discourse
Convention in the USA	Lila B. Karki	Objectives 4 & 5. Foster intellectual discourse (NAPA regular activity)
Publications		Objective 5. Dissemination
• Journal	Durga Poudel	
• Working Paper Series	Dilip Panthee	
• Newsletter	Ramesh Khanal	
• Research/Policy Brief	Bishow Adhikari	
• Brochure	Prem Bhandari	
Membership Drive		
• Americas	Ambika Tiwari	
• Outside Americas	Pradeep Wagle	
Webinar/Talk Session	Lila B. Karki	Objective 4. Foster intellectual discourse
Grant Writings	K P Paudel (to be requested)	Objectives 1, 2, & 6. Research
Professional Development Trainings, Discussions forums, and NAPA Contribution to Nepalese perspective such as distance course offerings	Raju Pandey	Objective 3. Capacity Building
Outstanding Faculty/Research/Extension/ Student/Community Service Awards	Megha N Parajulee	Objective 7. Foster intellectual discourse
Professional/Institutional Collaborations	Megha N Parajulee	Objective 8. Foster intellectual discourse
• Charitable Activities/ Donations/Fund Raising	Lekh Nath Paudel	Objective 9. Charitable activities
• NAPA Experts Roster		
Wikipedia and resources	To be announced	Objective 5. Dissemination
NAPA Mass Communication Website, Facebook, Twitter	Pradeep Wagle/Prem Bhandari/Santosh Aryal/ Tanka Kafle	Objective 5. Dissemination
Others plans/programs received from EC members will be compiled and discussed	Will be compiled by Prem Bhandari and Pradeep Wagle	Please send at napa2072@gmail.com and cc to both GS (pbhandari115@gmail.com) and JS (waglepradeep@gmail.com).
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Thank you!