



Participants:

S. N.	Attendees	Responsibility	Attendance
1	Lila B. Karki	Chair	Yes
2	Pradeep Wagle	Co-chair, Fund raising Chair	Yes
3	Bhim Chaulagain	Secretary	Yes
4	Prem Bhandari	Chair, Scientific Sub-Committee	Yes
5	Bharat Pokhrel	Chair, Student Writing Contest Sub-Committee	Yes
6	Dev Paudel	Chair, IT Sub-Committee	Yes
7	Bishnu Upreti	Member, Nepal	Absent
8	Krishna Timsina	Member, NARC, Nepal	Yes
9	Kemika Bhandari	Sports Coordinator	Absent
10	Shital Poudel		Absent

Other Participants

11	Gopi Upreti
12	Nanda P. Joshi
13	Ramjee Ghimire
14	Kripa Dhakal
15	Megha Parajulee
16	Uma Karki

Agenda:

1. Call for abstracts
2. Conference theme
3. Addition to the committee
4. Future meeting date and time
5. Student writing contest

Decisions:

1. The scientific sub-committee will give a final thought for the abstract call, submission deadline, and notification of the review results. The following are the proposed dates: call for abstract will go out by the 2nd week of August., with a submission deadline October 31st and abstract acceptance notifications will be sent by December 31.
2. Kemika Bhandari will assume the role of Sports Coordinator.

3. A call for theme submissions will be made to all NAPA members. The selected theme will be recognized during the 4th NAPA biennial conference
4. The conference organizing committee meetings will take place every third Wednesday of each month, starting at 7:15 PM and concluding at 8:15 PM CST.
5. Previous call for student writing contest to be revised and presented to the conference committee.