

### Executive Committee and Board of Directors

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##### Vice President:

Sanjaya Gajurel, Ph.D.

##### General Secretary:

Surya Thapa, P.E.

##### Joint Secretary:

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##### Information Secretary:

Srijana Khatiwada Sharma, MS IT

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#### Board of Directors (BOD):

Thakur P. Dhakal, P.E. (VA) -Chair

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Narayan Pokhrel, P.Eng. (Canada)

Nipesh Pradhananga, Ph.D., P.E. (FL)

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Srijana Khatiwada Sharma, MS IT (GA)

Rajendra K. Shrestha, Ph.D., (TX)

Deshraj Sonyok, Ph. D. (VA)

Surya Thapa, P.E. (OH)

#### American Society of Nepalese Engineers

(ASNEng) - a non-profit organization with IRS 501(c)(3) tax exempt status - aims at providing a platform for Nepalese, and their friends, in engineering and closely related scientific and technical areas to come together, exchange ideas, and support each other for their and the larger society's common good. The Society also strives at promoting engineering and technological advancement in Nepal.

### Board of Director's Meeting

Date: October 18, 2020

Time: 9:00 PM- 11:00 PM (EST-USA)

Location: Zoom Conference Call meeting

Meeting Link: Meeting ID: 890 1477 4673 & Passcode: 949969

From computer and smart phone:

<https://us02web.zoom.us/j/89014774673?pwd=YWZrL0NLaGI0Uk5Dd3FuK01kRFJlUT09>

One tap mobile: +13126266799,,89014774673#,,,,,0#,,949969# US

Dial by your location: 312 626 6799 US

#### Attendance:

Check "P" for Presence "A" for Absent, and "AN" for Absent by Notice

Board of Directors		Committee Chair (C) and Vice Chair (VC)*			
Thakur Dhakal (VA) -Chair	P	Award & Grant	C	Shyam Sharma (CA)	P
Ananta Baidya (CA)	P		VC	Shree Shaha (NJ)	A
Madan Baral (IL)	P	Bylaws	C	Rajendra Shrestha (TX)	P
Rabin Bhattarai (IL)	P		VC	Dharmendra Thakur (VA)	P
Om Dahal (IN)	P	Fund Raising	C	Open	--
Purna Dahal (VA)	P	Finance	VC	Open	--
Sanjaya Gajurel (OH)	P	Liaison	C	Kul Acharya (MD)	AN
Jagannath Ghimire (TX)	P		VC	Surya Lamsal (NY)	A
Bijay Giri (MI)	AN	Magazine	C	Jiwan Ninglekhu (PA)	P
Sukh Gurung (NY)	P		VC	Drishya Dahal (TX)	A
Kaushal Jha (TX)	AN	Membership	C	Deependra Pokharel (VA)	A
Raju Joshee (MD)	A	Review	VC	Ajaya Dhakal (TX)	A
Manoj Karkee (WA)	P	Nepal Liaison	C	Ananta Baidya (CA)	P
Govinda Karki (NM)	P		VC	Yogendra Jonchhe (NY)	A
Uppendra Karna (NJ)	P	Newsletter	C	Ram C Poudel (CO)	A
Pradeep Khanal (CA)	P		VC	Purna Dahal (VA)	P
Prakash Khanal (VA)	AN	Nomination	C	Kul Acharya (MD)	AN
Mangal Maharjan (MD)	P	Elections	VC	Open	--
Prakash Malla (GA)	P	Outreach & Membership	C	Bishnu Phuyal	A
Dilli Neupane (VA)	P		VC	Om Dahal	P
Jiwan Ninglekhu (PA)	P	Student	C	Bishal Khadka (VA)	AN
Chhabi Pandey (OH)	P		VC	Uppendra Ayer (VA)	A
Narayan Pokhrel (Canada)	P	Technical	C	Ramesh B. Malla (CT)	P
Nipesh Pradhananga (FL)	P		VC	Kanhaiya Kayastha (CA)	P
Roshan Prasain (CO)	A		VC	Nipesh Pradhananga (FL)	P
Srijana Sharma (GA)	P	Website & Database	C	Madan Baral (IL)	P
Rajendra K. Shrestha (TX)	P		VC	Uttam Sedai (VA)	A
Deshraj Sonyok (VA)	A	Chapters Chair (C) and Vice Chair (VC)*			
Surya Thapa (OH)	P				
Total: 24/29		Chicago	C	Madan Baral	P
ASNEng 13th Annual Conference*			VC	Prasanna Subedi	A
General Chair: Sanjaya Gajurel	P	Houston	C	Subash Poudel	A
General Co-Chair: Raju Joshee	A		VC	Pradeep Gautam	A
Technical Chair: Nipesh Pradhananga	P	Washington	C	Sandeep Pykurel	A
Technical Co-Chair: Pratistha Paudel	A	DC	VC	Sagar Khadka	A

Note: \* These Attendees are invited guests for this meeting and they do not have voting rights for the agenda approval process. However, as an attendee, he/she can put their opinion during discussion.

**Meeting Minutes**

1. Meeting call to order by T. Dhakal at 9:05 PM
2. Meeting attendees introduction/roll call by S. Thapa
3. Various Committee leaderships (Chair/Vice Chair) Reports:

- I. *Award, Grants & Scholarships Committee: Chair/V.C. – S. Sharma:*
  - *Revised Guideline for Merit Awards (see attachment)*

**Action Item #1:** Criteria document has been shared with BOD for feedback; BOD will provide feedback in a week. It will be finalized in the next BOD meeting.

- II. *Bylaws Amendment and Membership Standard Committee: Chair – R. Shrestha/D. Thakur,*  
R. Shrestha announced that he would no longer be able to continue.
  - III. *Fundraising and Financial Oversight Committee: Chair/V.C. - No update*
  - IV. *Liaison Committee: Chair/V.C. – K. Acharya/S. Lamsal - No update*
  - V. *Magazine Committee: Chair/V.C.: J Ninglekhu, Ph.D./D Dahal*  
Planning for about 20 articles and an interview. Total of 9 articles collected, Plan to publish in January 2021. Article submission deadline is November 1, 2020.
  - VI. *Membership Review committee: Chair/V.C. –D. Pokharel/A. Dhakal – No update*
  - VII. *Nepal Liaison Committee: Chair/V.C. –Ananta R. Baidya, P.E./Y. Jonchhe - No update*
  - VIII. *Newsletter/Publication Committee: Chair/V.C. –R. Poudel/P. Dahal*  
Collecting contents for Vol 12- Publication date: June 2021
  - IX. *Nomination/Election Committee: K. Acharya/B.Karki*  
Suggestions and recommendation for process improvement and bylaws amendments
  - X. *Student Committee Chair/V.C.: B. Khadka/U. Ayer*
    - Student data collection system initiated by B Khadka
    - J Ninglekhu from magazine committee will attend next student committee meeting to collaborate some project
  - XI. *Technical Committee: Chair/V.C. –R. Malla/K. Kayastha*
    - Hydropower panel discussion was held online on October 10, 2020,
    - NEAR Nepal initiatives: started online on LinkedIn. All BODs, Committee Members and all members of the Society are requested to promote the initiatives.
  - XII. *Website/Database Committee: Chair/V.C. – M. Baral/U. Sedai*
    - ASNEngr Web address change from Http to Https - more secure
    - Cleaned the virus
    - Active updates of sites
4. Chapter Update by Chapter Chair/Vice Chair:
    - I. *Greater Washington DC: S. Pyakurel/S. Khadka – No update*
    - II. *Greater Houston: S. Poudel/P Gautam – No update*
    - III. *Greater Chicago: M. Baral/P Subedi – No update*
  5. 13<sup>th</sup> Annual Conference
    - I. *Approval of Chairs and Co-Chairs*  
*General Chair: Sanjaya Gajurel, Co-chair- Raju Joshee*  
*Technical Chair: Nipesh Pradhananga, Co-chair-Pratistha Pradhan*  
The motion was moved by U Karna to approve both General and Technical Chair/VC. The motion was Second by M Maharjan. The motion was unanimously approved.
    - II. *Conference Updates: by Chairs/Co-chairs:*

*S. Gajurel updated the progress on the conference so far. Working on invited guest and speakers. Sponsorship and fundraising document has been created and shared with the Executive Committee. Working on completing the steering committee. BOD members and other members are requested to join the committee if interested.*

*N. Pradhananga updated about the call for the abstract and formation of conference technical committee. BOD members and other members are requested to join the committee if interested.*

6. Committee Chairs Approval:  
Outreach and Membership Recruitment Committee and Fundraising and Financial Oversight Committee  
The motion was moved by M Maharjan to approve Mr. Bishnu Phuyal, Chair and Mr. Om Dahal, vice Chair for Outreach and Membership Recruitment Committee. The motion was Second by S Gajurel. The motion was unanimously approved.
7. Financial Status - Presented by Treasurer: Mangal Maharjan
  - a. Amazon smile shopping advertised. All BODs, and members are requested to use ASNEng as the charity of your choice while shopping on [www.smile.amazon.com](http://www.smile.amazon.com).
  - b. Godaddy website updates of \$280 transactions; 25,025 total fund
8. Member Status update by Joint Secretary: Madan Baral
  - a. About 10 students members; 2-3 members
  - b. Working on membership automation
  - c. Renewal emails for membership will be sent by S Khatiwada soon.
9. Any media outreach update by Information Secretary - Srijana Khatiwada
  - a. Push for life members especially during conferences. Also, it is recommended to bring a membership discount offer during the time of conference.
10. ASNEng's Road Map for 2020 and 2022 Progress so far: Thakur Dhakal (See attachment for details)
  - a. Can send up to 500 emails at once
  - b. Contacted and discussed with SONEUK reps for conference
  - c. New Merit Award Guidelines
  - d. Flood preparedness paper
11. Resolution on Suggested ASNEng communication and meeting etiquettes  
**Action Item #2:** This document will be shared with BODs to collect feedback. It will be finalized in the next BOD meeting.
12. Old Business
13. New Business
  - a. Discussed about BOD meeting guest list. The discussion concluded that BODs meeting will be included BOD members, Committee, Chapter, and Special committee Chair & Vice Chair. Some other guests could be invited as needed.
14. Next BOD Meeting: December 20, 2020 (Sunday at 9:00 to 11:00 PM, Tentative)
15. Adjourn at 10:53 PM

Meeting minutes scribed by  
Surya Thapa, PE, General Secretary  
American Society of Nepalese Engineers (ASNEng)  
Date: 10/18/20

**Attachment:**

- A. White Paper - Merit Awards 2020\_Rev 2\_Oct\_2020
- B. Merit\_Awards\_Criteria\_10-17-20
- C. ASNEngr Work Plan 2020-2022 Progress Tracking
- D. Resolution on Suggested ASNEngr communication and meeting etiquettes

## Appendix-A

### New Guidelines for Merit Awards for Students - 2020

#### Objective:

The objective of these new guidelines for Merit Awards for Students is to create an opportunity for all eligible entering students in to the Bachelor Degree in Engineering programs in Nepal using a more holistic approach of selection criteria for merit awards.

#### Background:

Currently, American Society of Nepalese Engineers (ASNEng) has been awarding Merit Awards of Students since 2013 as follows:

1. One (1) award from each university in Nepal for the student who rank highest among those enrolled in all engineering fields in the merit/admission list of the entrance examination held in that year, and
2. One (1) award for female student from all universities in Nepal. The female applicant must be ranked highest among female applicants enrolled in all engineering fields in the merit/admission list of the entrance examination held in that year by the university. ASNEng decides the award for female student after reviewing all applications from various universities.

The amount of merit award was \$200 per student until 2017 and was increased to \$400 since 2018.

#### Issues:

In recent years, due to various reasons, the society has not been receiving the applications for merit awards by the deadlines. The society has to follow up repeatedly to receive applications. The award has not created competition among the potential recipients. In addition, when the society members are presenting the awards, the awardees do not show up on the date and time scheduled. This demonstrates a lack of appreciation by student recipients of the merit awards provided by the society. This is likely due to the fact that the current application process for merit awards is excluding many highly interested and financial support needed applicants with very reasonable merit levels among fellow students. Due to the current criteria for merit awards, students with extreme financial needs - despite their similar academic merit levels - are excluded from the application process.

#### Solution:

## Appendix-A

A set of new criteria has been proposed to make the application process more inclusive and holistic. These revised criteria can help encourage to other fellow students with similar merit levels who may be more needy to apply for such scholarship amounts. This also can create an environment of appreciation of scholarship awards and make the overall scholarship awards application administration process more efficient. In addition, this may help award winners to meet their financial needs with the current level of scholarship amounts offered by the society.

The revised criteria are suggested as follows:

Scoring Criteria	Maximum possible score on each criterion
SEE Completed: GPA 3.0 or above	35%
I.Sc or +2 or Equivalent Degree completed: GPA 3.0 or above	45%
Personal Essay: Write an essay about your (applicant's) family background, financial situation, life experiences, career goals, extracurricular activities, community help you have performed, etc. Applicant also should write clearly and concisely on why s/he needs this scholarship and why s/he may be the right candidate for it. Limit the essay to 500 words.	5%
Additional score reserved for students who completed their SEE and/or I. Sc. or +2 education from Public Schools.	15%
Total Score	100%

## Appendix-B

This spreadsheet shows various scenarios of possible applicants' situation and compares possible outcomes of scoring using new criteria (for illustration purposes)

Scoring Criteria	Maximum possible score on each criterion	Scenario 1: Public school student GP 3.0; average essays; gets only 50% in each essay	Scenario 2: Private School student GPA 4; great Essays; gets 90% in each essay	Scenario 3: Public School Student average GPA=3.2; average Essay, gets 50% in each essay	Scenario 4: Private School Student: Better than average GPA=3.7; Better than average Essays; gets 80% in each essay.
SEE GPA 3.0 or above	35%	25	35	27	32
I.Sc or +2 or Equivalent Degree (GPA 3.0 or above)	45%	35	45	37	42
Personal Essay: Write an essay about your (applicant's) family background, financial situation, life experiences, career goals, extracurricular activities, community help you have performed, etc. Applicant also should write clearly and concisely on why s/he needs this scholarship and why s/he may be the right candidate for it. Limit essay to 500 words.	5%	2.5	4.5	2.5	4
Additional score reserved for students who completed their SEE or +2 education from Public Schools.	15%	15	0	15	0
Total Score	100%	77.5	84.5	81.5	78

Assumptions: High school GPA 3.0 receives 25 out of 35; ISc or +2 GPA

of 3.0 receives 35 out of 45.

GPA of 4.0 get full marks (35 for SEE and 45 for I Sc or +2)

GPA and Score for GPAs	Prorated scores for various GPAs	
	High School	I SC or +2
3.0	25	35
3.1	26	36
3.2	27	37
3.3	28	38
3.4	29	39
3.5	30	40
3.6	31	41
3.7	32	42
3.8	33	43
3.9	34	44
4.0	35	45

**Work Plan and Action Items for BOD 2020-2022 Term****Date: October 18, 2020**

Description	Action Items	Target/ Deadline	Lead	Progress
1. Membership outreach, recruitment, processing, and retention	<ul style="list-style-type: none"><li>At least 300 Active Membership</li><li>At least 150 New Members</li></ul>	2 Years	Surya/Madan	One member per month per BOD
	<ul style="list-style-type: none"><li>Reduce Membership review, processing and responding time</li></ul>	Immediate/ routine	Madan/Deependra	
	<ul style="list-style-type: none"><li>Automation on upgrade of membership to life member</li><li>Semi-automated membership approval on membership approval for Student and Member grade membership applications</li></ul>	6 Months	Madan Baral	
	<ul style="list-style-type: none"><li>Prepare guideline for processing membership outside of North America</li></ul>	12 Months	Sanjaya Gajurel	
	<ul style="list-style-type: none"><li>Prepare Corporate Membership Guidelines and distribute membership</li></ul>	18 Months	Sanjaya Gajurel	
2. Website, social media, and communication to membership	<ul style="list-style-type: none"><li>Upgrade email account to allow adequate mass emails to the membership and the engineering community</li></ul>	Immediate	Srijana Khatiwada	Complete for 500/email
	<ul style="list-style-type: none"><li>Identify moderators in social media group and intensify activities in social media</li></ul>	Immediate	Srijana Khatiwada	
	<ul style="list-style-type: none"><li>Publish first magazine of ASNEngr</li></ul>	6 Months	Jiwan Ninglekhu	
	<ul style="list-style-type: none"><li>Update website for better content management and better membership management</li></ul>	Immediate/ Routine	Madan Baral	SSL Certificate



	<ul style="list-style-type: none"> <li>Create separate emails for officers and committee chairs as needed</li> </ul>	2 Years/ as needed	Srijana Khatiwada	Award chair
3. Programs to connect Nepal				
	<ul style="list-style-type: none"> <li>Communicate with organizations and institutions the Society have MOU with and identify at least one program to collaborate</li> </ul>	1 Year	Thakur Dhakal	NEA
	<ul style="list-style-type: none"> <li>Revise current Merit Awards guidelines to allow need-based award</li> </ul>	6 Months	Shyam Sharma	Draft Prepared
	<ul style="list-style-type: none"> <li>Form a Committee to study the feasibility and identify partners to organize international conference in Nepal by 2022</li> </ul>	Immediate		
	<ul style="list-style-type: none"> <li>Publish the Flood Position Paper by December 2020</li> </ul>	6 Months	Upendra Karna	Had meeting in Sep 5, and assembling chapters
4. Collaboration with other organizations	<ul style="list-style-type: none"> <li>Outreach Nepali engineering and scientific professionals internationally and Form an International Coordination Committee of Nepali Engineers</li> </ul>	6 Months	Kulmani Acharya	
	<ul style="list-style-type: none"> <li>Create an online platform and invite Nepalese engineers, researchers and academicians in the US, Nepal and beyond (NEAR Nepal)</li> </ul>	Immediate	Nipesh Pradhananga	NEAR Nepal,
	<ul style="list-style-type: none"> <li>Collaborate with Nepali international engineering professional organization and sign MOU as necessary</li> </ul>	Routine	Thakur Dhakal	SONE UK
5. Fundraising	<ul style="list-style-type: none"> <li>Promote amazon smile for fundraising</li> </ul>	Immediate	Mangal Maharjan	Email sent to membership
	<ul style="list-style-type: none"> <li>Identify other fundraising activities and promote them in central and chapter levels</li> </ul>	Immediate/ 3 Months	Mangal Maharjan	

	<ul style="list-style-type: none"> <li>Identify few potential projects in Nepal and raise fund to complete them</li> </ul>	6 Months		
	<ul style="list-style-type: none"> <li>Identify donor and Prepare a guideline for endowed scholarship and launch it</li> </ul>	1-2 years	Finance Chair, Shyam Sharma	
	<ul style="list-style-type: none"> <li>Identify externally funded projects and write/submit proposal</li> </ul>	1-2 years		
6. Engaging membership <ul style="list-style-type: none"> <li>Encourage Organizing and conducting social activities like Picnic/Engineer's night/Sporting events at the local level</li> <li>Professional Census</li> </ul>	<ul style="list-style-type: none"> <li>13<sup>th</sup> Annual Conference (if onsite is not feasible, hold online)</li> </ul>	Immediate	Sanjaya Gajurel	December 12-13
	<ul style="list-style-type: none"> <li>Communicate with the members in NJ/NY, CO, AZ, NC, OH area to create new ASNEngr chapters</li> </ul>	1-2 Years	Outreach Committee	
	<ul style="list-style-type: none"> <li>Announce Society awards for the year 2019-2020</li> </ul>	Immediate	Thakur Dhakal	
	<ul style="list-style-type: none"> <li>Establish a scholarship program for the high school students in USA (Future Engineers Award)</li> </ul>	1-2 Years	Awards Committee/ Shyam Sharma	
	<ul style="list-style-type: none"> <li>Launch online seminar and webinars that may allow continuing education credit</li> </ul>	Immediate	Nipesh Pradhananga/Pusker Regmi	Hydropower in Nepal, panel discussion
	<ul style="list-style-type: none"> <li>Resume building workshop and professional development for new graduates</li> </ul>	3 Months-6 Months		
	<ul style="list-style-type: none"> <li>Encourage Organizing and conducting social activities like Picnic/Engineer's night/Sporting events at the local level</li> </ul>	Immediate	Surya Thapa	
	<ul style="list-style-type: none"> <li>Collect student database of engineering students studying in the Universities in USA</li> </ul>	Immediate	Bishal Khadka	

	<ul style="list-style-type: none"> <li>Provide volunteer opportunities to students and young professionals in various projects and committees</li> </ul>	Routine		
	<ul style="list-style-type: none"> <li>Start engineering professional census</li> </ul>	1-2 Years		
7. Effective decision making	<ul style="list-style-type: none"> <li>Utilize modern technologies in efficient decision making</li> </ul>	Immediate/Routine	Surya Thapa	
	<ul style="list-style-type: none"> <li>BOD meetings and Executive Committee meeting will be made more focused and action oriented</li> </ul>	Immediate/Routine	Thakur/Surya	
	<ul style="list-style-type: none"> <li>Create Society templates used in various correspondences, presentations etc.</li> </ul>	Immediately/3 months	Surya Thapa/Sanjaya Gajurel	Letterhead, minutes, agenda and presentation templates complete
	<ul style="list-style-type: none"> <li>Reshuffle committee/committee members to include interested members to make them more engaged</li> </ul>	By December 2020	Thakur Dhakal	We will bring in the next BOD meeting
	<ul style="list-style-type: none"> <li>Amend bylaws to clarify election process and other articles identified by Bylaws Amendment Committee</li> </ul>	1 Year	Rajendra Shrestha, Ph.D.	

**Executive Committee and Board of Directors****Executive Committee****President:***Thakur P. Dhakal, P.E.***Vice President:***Sanjaya Gajurel, Ph.D.***General Secretary:***Surya Thapa, P.E.***Joint Secretary:***Madan Baral, P.E., PMP***Information Secretary:***Srijana Khatiwada Sharma, MS IT***Treasurer:***Mangal Maharjan***Immediate Past President:***Upendra Karna, D.Eng. P.E.***Members-at-Large:***Om Dahal, Ph.D., P.E. (IN)**Manoj Karkee, Ph.D. (WA)**Narayan Pokhrel, P.Eng. (Canada)**Nipesh Pradhananga, Ph.D., P.E. (FL)**Roshan Prasain, P.E. (CO)***Board of Directors (BOD):***Thakur P. Dhakal, P.E. (VA) -Chair**Ananta Baidya, P.E. (CA)**Madan Baral, P.E., PMP (IL)**Rabin Bhattarai, Ph.D. (IL)**Om Dahal, Ph.D. P.E. (IN)**Purna Dahal, P.E. (VA)**Sanjaya Gajurel, Ph.D. (OH)**Jagannath Ghimire, P.E. (TX)**Bijay Giri, Ph.D. (MI)**Sukb Guring, Ph.D., P.E. (NY)**Kaushal Jha, Ph.D. (TX)**Raju Joshee PMP (MD)**Manoj Karkee, Ph.D. (WA)**Govinda Karki, Ph.D., PE. (NM)**Upendra Karna, D.Eng. P.E. (NJ)**Pradeep Khanal (CA)**Prakash Khanal, P.E. (MD)**Mangal D. Maharjan (MD)**Prakash B. Malla, Ph.D., F. TAPI (GA)**Dilli Neupane, P.E. (VA)**Jiwan L. Ninglekhu, Ph.D. (PA)**Chhabi Pandey (OH)**Narayan Pokhrel, P.Eng. (Canada)**Nipesh Pradhananga, Ph.D., P.E. (FL)**Roshan Prasain, P.E. (CO)**Srijana Khatiwada Sharma, MS IT (GA)**Rajendra K. Shrestha, Ph.D., (TX)**Deshraj Sonyok, Ph. D. (VA)**Surya Thapa, P.E. (OH)***American Society of Nepalese Engineers (ASNEng)**

- a non-profit organization with IRS 501(c)(3) tax exempt status – aims at providing a platform for Nepalese, and their friends, in engineering and closely related scientific and technical areas to come together, exchange ideas, and support each other for their and the larger society's common good. The Society also strives at promoting engineering and technological advancement in Nepal.

**Suggested ASNEng communication and meeting etiquettes**

As a professional non-profit organization, we should try to maintain the highest standard of conduct as possible especially during our discussion either in the meeting or through email and other media. The intention is to continue our healthy discussion to keep our organization healthy and sustainable. We generally agree on the following accepted meeting etiquettes:

- Each of us will behave according to the Society's values.
- We maintain a proper attire, preferably casual/semi-formal to maintain a professional decorum during video conferencing.
- The meetings have time constraints. So, we will be prepared during the meeting going through the materials sent ahead of the meeting for our review. We will either email their feedback before the meeting when possible. We can raise our concerns during the discussion session if it not already addressed.
- One shall go through the content of the materials (meeting minutes, email, etc) carefully before raising questions.
- In the meeting, we (the voting members) will participate in the approval process of action items - moving a motion, seconding, discussing, and approving it. Other attendees (non voting members, if any) can participate in the healthy discussion but not in making a motion, seconding or voting on it.
- Our conversation is not about convincing each other but rather about listening to everything and everyone and then deciding what it all means.
- It's okay to disagree. When issues are important and people care, they argue. But once we decide, that's it. Once decisions are made, each of us owns and supports the decisions. We will not try to obstruct the decision making and go against it, and act against it afterwards.
- Each of us is mindful of confidentiality and conflict of interest.
- We shall criticize ideas if needed, not individuals. We avoid blame, speculation, and inflammatory language.
- No single person(s) shall dominate.
- We are committed to group process, respect and candor.
- We shall tap into the wisdom of the group, not focusing on the opinions of each individual.
- Each of us will be heard but that doesn't mean each of us will get what we want.
- We allow everyone the chance to speak.
- We avoid assumptions about any member of the class or generalizations about social groups. Do not ask individuals to speak for their (perceived) social group.
- No one should try to influence others in their decision making through personal relationships and personal contacts.
- Though the communication (e.g. creating policy, guidelines, meeting draft etc.) can start among few people in the group, it shall be communicated to the whole group (Executive Committee or BOD) before the discussion and decision-making process.

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