

Executive Committee Meeting – Diwali Market Arrangements

Date	Sunday, 20 September 2026
Time	6:00 PM – 7:30 PM
Venue	Association Hall, Main Bazaar
Chaired by	Mr. President Name, President
Minutes recorded by	Mr. Secretary Name, General Secretary

Attendance

Name	Role	Status
Mr. President Name	President	Present
Mr. Secretary Name	General Secretary	Present
Mrs. Treasurer Name	Treasurer	Present
Mr. Member Name	Executive member	Present
Mr. Member Name	Executive member	Present
Ms. Member Name	Executive member	Remote

Agenda

1. Decoration and lighting
2. Parking and traffic
3. Safety
4. Lucky draw

Discussion and Decisions

1. Decoration and lighting

Last year's lighting contract cost ₹2.8 lakh (sample figure). Three new quotes have been received.

Decision: Treasurer and two members to finalise the vendor by 30 September.

2. Parking and traffic

Shoppers complained about parking during the festival week.

Decision: Request the traffic police for one-way rules and a temporary parking lot near the school ground.

3. Safety

Fire extinguishers in several shops are past their refill date.

Decision: All members to refill extinguishers; the association will arrange a bulk refill camp.

4. Lucky draw

Members agreed to run a lucky draw for shoppers to increase footfall.

Decision: Draw on 8 November; coupons to be printed by 15 October.

Action Items

#	Action	Owner	Due date	Status
1	Finalise lighting vendor	Mrs. Treasurer Name	30 Sep 2026	Open
2	Letter to traffic police	Mr. Secretary Name	25 Sep 2026	Open
3	Extinguisher refill camp	Mr. Member Name	5 Oct 2026	Open
4	Print lucky-draw coupons	Ms. Member Name	15 Oct 2026	Open

Next Meeting

Next meeting: Sunday, 4 October 2026, 6:00 PM.

The meeting ended at 7:30 PM with a vote of thanks by the chair.

Mr. President Name

Chairperson

Mr. Secretary Name

Recorded by

Minutes are a summary of the discussion and are confirmed at the next meeting. Circulate within three working days.