

International 'We Serve' Foundation, Inc.

**Pediatric Advisory Council
International "We Serve" Foundation
Planning Meeting of October 13, 2011
2 PM Eastern Daylight Time
Agenda**

1. Call to Order by Vipul Mankad
 2. Introductions: brief introduction by each person attending the council meeting
 3. Orientation to the Teleconference Software: Manivannan Narayanasamy
 4. Charge to the Pediatric Advisory Council: Review Dr. MS Viji's email (attached)
 5. Discussion
 6. Next Steps
 7. Adjournment
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**Pediatric Advisory Council
International "We Serve" Foundation
Planning Meeting of October 13, 2011
2 PM Eastern Daylight Time
Minutes of the Meeting**

Participants: Dr. Vipul Mankad, Dr. Nirmala Desai, Dr. Harohalli Shashidhar and Manivannan Narayanasamy

1. Call to Order: The meeting was called to order at 2 PM by Doctor Vipul Mankad.
2. Orientation to Software: Manivannan Narayanasamy oriented everyone briefly about the i-Grandee Software. Using the User ID and password, any member of the Pediatric Advisory Council can communicate to another member or a group of members. There were some technical problems probably due to audio and video at the computer of the user. Members are welcome to work with Mani individually to resolve these issues at their convenience.
3. Charge of the Pediatric Advisory Council: The email from Dr. M.S. Viji had been circulated ahead of the meeting. The group discussed the following topics and made decisions about future work.
 - Teleconference, Tele-education and Telemedicine: If a beneficiary organization has a need for consultation with a member of the Pediatric Advisory Council, i-Grandee software will allow such interaction. Members in attendance are willing to provide advice in their areas of expertise.
 - Improve Our Understanding of the Needs of the Beneficiary Organizations: In order for the Pediatric Advisory Council to assist the Beneficiary Organization or to recommend to the We Serve Foundation, the council members will need to have a better understanding of the beneficiary organizations and their needs. We can develop a format for a one-page outline of the organization, their goals and needs. To allow us to develop such an outline, the members agreed to have Doctor Shadhidhar prepare a one page summary of the Mayasandra Project. Doctor Mankad will also discuss the projects coordinated by Doctor Thomas Young. Using these two projects as models, we will develop a format for a one-page outline that all beneficiary organizations can prepare. Beneficiary Organizations may attach additional information as appendices but we would like a one or two page description to allow the members to rapidly review the goals, organization, impact on children, previous work, leadership and individuals involved, needs, etc.
 - Resources: Doctor Mankad shared his conversation with Dr. M.S. Viji. There is a potential for identifying resources to help beneficiary organizations. However, prior to discussions with any potential donors or sponsors, we should learn about beneficiaries. Learning about beneficiaries will also clarify our own role as members of the advisory council.

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4. Next Steps: As stated above, we will develop a format to request information from beneficiaries using Mayasandra Project and Tom Young Projects as models. At this stage, communication will be between individual members of the council. When there is sufficient business to discuss as a group, a meeting of the council will be called. It appears that providing a few options of dates and times and taking a vote of the members is an acceptable method. Members were willing to meet in evening, keeping in mind different time zones.

5. Adjournment: The meeting adjourned at 2:45 PM.