

# BAC EB Session

April 27, 2010

# Agenda

- Standard Meetings
- BAC Fund Raising Meetings
  - Concern with the Pledge
- EB Session
  - Policy & procedure - Administrative
  - Know your directors – who is doing what?
  - On Going Projects
  - October BAC Donor Conference (aka BAC Convention)
- BAH MOU

# Standard Meetings

- Meetings
  - Fund Raising every Wednesday @7:00pm
  - EB session last Wednesday @7:00pm on every month. 12 session per year
  - AB Session Quarterly called by the AB Chairman – 4 session per year
  - Open Committee Quarterly called by the Center Director, 4 session per year

# Fund Raising Meeting

- Open invitation to everyone to attend the BAC Fundraising Meetings, along with Conference Call allowed.
- The meetings will held every Wednesday at 7:00 PM. The time and the day will be strictly adhered to but the venue may change.
- The Center Treasurer Shahidul Islam to provide updates on FOBAC membership & Financial Statements
- All meeting topics will be focused on fund raising.
- Everyone will be allowed approximately five minutes to present his or her topic.
- Discussions will be limited to follow ups, updates and solutions. Detail discussions on any topic will be carried with permission of the meeting convener.
- Have tally (viewable gauging system) how much was raised every week

# EB session

- Only for the Executive Board Session
- Open to AB, Donor Members and Public to listen
- Policy and Procedure discussion and decision
  - New Position for BAC (approval deferred to the next meeting)
    - General Counsel
    - CPA on Record
    - Engineer on Record
- Administrative issues and concern resolution
  - Directors not present in meetings
  - Know your directors – have cordial relation, call them, talk to them time to time
  - Pledge during James Concert were Mr. Smith, Dr. Newaz, Shah Haleem and Hasan Rahman as founding members
    - Wait until the permit
  - Building Construction Package for Permit \$30K vs. \$40K cost
    - \$400K is a standard Metal vs. \$800K is the Raising Sun Auditorium
- Budget approval on BAC projects
  - October BAC Convention should be the highest priority project
  - Stage cost is \$2000.00 – BAH paying \$600.00; \$1000.00 from Dr. Ahmed, \$200 Dr. Newaz; Zulfiquir \$50.00; Shah Haleem \$80.00
  - Projector screen & conference system – donated by Hasan Rahman \$89.99
  - Projector and laptop donated by Asif Raihan Pavel \$2000.00
  - Otopor Movie – budget is not available
  - Driveway fix with gravels \$500.00 with labor
  - Security system, flat TV, Telephone – budget is not available
  - \$75.00 approved for the Key plaque to present to the ambassador
- Monthly Financial Statement – hard copy presented
- Monthly BACHOUSTON.ORG contents review
- Monthly News Magazine – pending for budget

# Sample Letter Head



বাংলাদেশ আমেরিকান সেন্টার

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