



বাংলাদেশ আমেরিকান সেন্টার

**Bangladesh-American Center**

A Project of Bangladesh Association, Houston, a Nonprofit Organization, Charter #3-00084-4754-9

Physical location: 13415 Renn Road, Houston, TX 77083

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## MINUTES OF MEETING

Date: October 2, 2006

BAC Executive Board Meeting

Location: Residence of Fakrul Ahsan Moni

Time: 6:30 PM

Attendees:

Fakrul Ahsan Moni, Selina K. Rahman, Oli Mohammed, Syed Dehlvi, Wasim Haq, Abdus Sobhan Moti, Saddam Ahmad

Item no	Description	Action By	Due Date
1	<b>Construction of Soccer Field at BAC Premises:</b> The board unanimously decided to cancel the soccer field construction project. Issues discussed to arrive at the decision were, liability insurance, potential accident hazard for Renn Road traffic, neighborhood complaints, availability of land.		
2	<b>Children Playground:</b> A budget of \$4000 (Four Thousand Dollars) was approved to complete the children playground. Approximately \$2000 for the purchase and installation of a set and another \$2000 for land preparation. Wasim Haq would lead the project and was authorized to withdraw the required funds.	Wasim Haq	Nov 2 2006
3	<b>Removal or Burning of Dead Wood and Debris:</b> Oli Mohammed would compare the options between burning and removing the debris. The board will be informed about the selected option.	Oli Mohammed	Oct. 9 2006
4	<b>Financial Statement of BAC:</b> Wasim Haq will develop a financial statement of BAC.	Wasim Haq	Nov. 2 2006
5	<b>Issue Certificate to All Plant donors:</b> Abdus Sobhan Moti would contact Azadul Haq for the list of donors and certificates previously made. These certificate would be mailed to all the donors.	Abdus Sobhan Moti	Nov. 2 2006

Item no	Description	Action By	Due Date
6	<p><b>Develop a Master List of ALL BAC Donors:</b>  A master donor list would be created to include all donors, the list would contain amount donated and dates of donation. Fakrul Ahsan Moni with the help of Afzal Ahmed and Wasim Haq will compile the list.</p>	Fakrul Ahsan Moni	Nov. 2 2006
7	<p><b>Frequency of BAC Executive Board Meeting:</b>  It was decided that BAC Executive Board Meeting would be held every other Wednesday at 7:00 PM At BAC premises.</p>		