



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

Mailing Address: P.O. Box 440233, Houston, TX 77244-0233

E-mail: bac_eb@bachouston.org, website www.bachouston.org

Open Committee Meeting No: **1** | Time: 1:00 PM | Date: **Nov. 09, 2003** | Location: BAC Office

Minutes

Attendees (27): Azadul Haq, M. Quamrul Islam, M. Raihan Sufiyan, H. Zaman Benu, Fakhrul Ahsan Moni, Oli Mohammed, K. M. Shul, M. Akhter Hussain, S. S. Newaz, M. Masoom, Muhammad Mustafa, Md. Abu Zaker, Zahidur Rahman Mizu, Mohammed M. Hasan, Shamim Ahmed, Mohammed M. Islam, Rezwana Muhsin, Naela M. Huq, Wasim Huq, Kazi Faisal Muhsin, Rabi Satter, Afzal Ahmed, Syed Amanul, Selina K. Rahman, Hasan Rahman, Saida Sabrina, Shapnik Khan

- Meeting started with a minute of silence praying for the victims of the ferryboat tragedy in Bangladesh.
- Azadul Haq started the first BAC Open Committee meeting by welcoming everyone and explaining that the Open Committee meeting has evolved from the previously held ad-hoc committee meeting. He mentioned the importance of attendance of these meeting and explained how an enhanced record keeping procedure will be used by using a register for these records. He said that after each meeting, the center secretary would draw a line and close the attendance book having an independent witness along with him signing the page.
- M. Quamrul Islam opened the discussion on formation of advisory committee and a healthy discussion took place. He distributed forms to put suggested names for the member of the advisory committee. He mentioned that the BAC EB will announce the names of the advisory board members on August 10th, 2003.
 - S.S.Newaz advised BAC EB to adhere to BACOS noting that the document is live and can be changed. He cautioned against random changes.
 - Afzal Ahmed commented that government officials such as Ambassadors may not be suitable for AB members as the AB members are expected to give advice to BAC EB.
 - Rabi Sattar suggested expanding the AB membership to include people from other cultures.
 - Muhammad Mustafa suggested that fund raising ability should be taken into consideration while selecting AB members.
 - Selina Rahman recommended including qualified women in the advisory board.
 - Hasan Rahman reminded to invite founder donors to be members of the advisory board. It was decided that BAC EB will send them invitation.
 - It was decided that this topic will be kept open for the next two weeks and discussions will take place.
- Muhammad Mustafa opened the discussion on formation of sub committees by mentioning 6 tentative committee names.
 - He mentioned
 - Fund Raising subcommittee (Liaison by Center Director)
 - Horticulture Subcommittee (Liaison by Operation Director)
 - FOBAC subcommittee (Liaison by Treasurer)
 - Media/PR Subcommittee (Liaison by Public Relation Director)
 - Engineering Subcommittee (Liaison by Center Secretary)
 - Facilities subcommittee (Liaison by Operation Director)



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- He distributed forms so that everyone can sign up to be members of these sub committees.
- It was decided that membership of these sub committees will be always open and anyone can join in.
- Oli Mohammed suggested that Engineering Committee can be included within the Facilities committee.
- Rabi Satter opened the discussion on the recurring monthly expense at BAC. He distributed yearly projections with possible FOBAC collections.
 - He explained that we need at least \$2000.00 every month to run the current operation.
 - He showed that we only collected \$2800.00 in the past six months from FOBAC, but the expected income was \$6,000.00.
 - Hasan Rahman suggested that we transfer the Home Depot charges to a 0% interest credit card. He was requested to take this action and he agreed.
 - Afzal Ahmed presented 4 new FOBAC members to Rabi Satter. He also mentioned about a new anonymous donor who will be donating approximately \$200.00 per month.
- Oli Mohammed started the discussion on short term land development.
 - He emphasized on developing a short term plan to be completed before the picnic on October and also a long term plan spanning over the next years.
 - He said that he will collect the drawing of the driveway culvert from Hasan Rahman on 7/14 and follow up to get the permit.
 - He also mentioned that every Sunday at 9:00 the facilities committee will meet at BAC and land cleaning effort will take place. He welcomed everyone to join in.
 - Azadul Haq recommended that a material donation list be prepared and posted on the wall. He said that we need used tools to clean the land. Oli Mohammed will prepare the list and post.
 - Azadul Haq stated that he is pursuing two businesses for donation of a personal computer, a laser printer and a copier.
- It was decided that the Open Committee meetings will start from 1:30 pm from now on until further notice.
- The next meeting will be on July 20th, 2003 starting at 1:30 pm.
- The meeting was adjourned.