



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: 3 | Time: 1:00 PM | Date: **July 27, 2003** | Location: BAC Office

Minutes

Attendees (11): Atiqua Islam Rana, M. R. Chowdhury, Mohammad Mustafa, Azadul Haq, M. Quamrul Islam, Oli Mohammed, Akhter Hussain, Fakhru Ahsan Moni, Mohammed Masoom, Shamim Ahmed, Javed Iqbal.

- Azadul Haq opened the meeting by welcoming everyone and explaining that we will be following up on pending tasks in every meeting.
- M. Quamrul Islam stated that a letter was drafted to be sent to all founding members of BAC inviting them to be in the advisory board. After a good debate it was decided that Azadul Haq will collect more information from Afzal Ahmed and then the Executive Board will make a decision on sending the letter to the founding members.
- Oli Mohammed reported that he will provide an update on the permit requirement for the culvert in the next meeting.
- On the issue of the water connection, Oli Mohammed reported that Aqua Source needs all of \$4,500.00 up front before they can provide the connection. It will take 10 days after the payment is made. He also mentioned that at this time only 1" water inch will be provided. This 1-inch water pipe connection is permitted based on the present mobile home and its purpose in the facility. In the future this pipe size would need to be updated during the construction phase of BAC.
 - Mohammed Masoom proposed a known plumber in relation to Amanul Syed Manik and Oli Mohammed will pursue the task to get a quote from him.
 - Azadul Haq suggested getting more than one quotation for the plumbing job.
- M. Quamrul Islam and Mohammed Masoom reported that they would need one more week to collect the committed pledge amount of \$500 each.
- Azadul Haq will provide Akhter Hussain with the bank account information of BAC so that he can deposit money there. Akhter Hussain will keep copies of all checks before depositing in the bank for records purpose.
- Oli Mohammed passed around a material donation list for the BAC office. This list will be posted on a display board and updated on each weekly meeting. Mohammed Mustafa donated \$20.00 for two of the items on the list.
- Oli Mohammed stated that he will have a key assignment document and provide each EB member with a key after the document is signed. He suggested keeping a log book at BAC which must be signed when someone will open and close the office. It has to be signing in and out both.



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- Azadul Haq proposed that Akhter Hussain and he would work for the FOBAC program till a dedicated team is in place. Everyone agreed to the proposal.
- Oli Mohammed updated that a Bangladeshi businessman (Mr. Badal) suggested a brilliant fund raising program called “1000 points of light” where he will collect \$1000.00 from 100 businessmen. Mr. Badal will come to one of the future Open Committee Meeting to initiate the program by donating the first \$1000.00 himself.
- A discussion on setting up a collection box for recycling material and selling it to the appropriate organization was brought by Mohammed Masoom and committee has requested him to work on it to find out what benefits it will bring to BAC financially.
- Azadul Haq will request BAH board to consider sending e-mails to all members requesting them to participate in the sub committees being formed.
- Mr. Masoom will be visiting LA and he requested that a package is given to him to promote BAC. The committee suggested that he carry with him FOBAC sign up sheets and direct everyone to the website (<http://www.bachouston.org>) for the latest information.