

## **EB session: Jan 19, 2011 @BAC Started @7:25pm – Minutes**

Guests: Tanbir Rana from NY,

### **Attendees:**

1/19/2011 EB	Rahman	Hasan Ratan
1/19/2011 EB	Ahmad	Saddam Leo
1/19/2011 EB	Haleem	Shah Jr Mitu
1/19/2011 EB	Masoom	Mohammad
1/19/2011 EB	Roy	Arun
1/19/2011 EB	Mohammad	Oli
1/19/2011 EB	Haleem	Shah Sr Mithu
1/19/2011 EB	Khan	Khaled
1/19/2011 EB	Islam	Shahid
1/19/2001 EB	Husain	Naz

### **Action Items:**

- Arun Roy - The BACOS official copy will be given by Arun Roy to Hasan
- All EB - Propose some names within the EB email distribution to discuss these names before the next meeting. The criteria are: “The rest of the members chosen from renowned individuals who are strategic to BAC promotion, fund- raising and image building”.
- Hasan Rahman - will take the lead Donor Conference project – April 2<sup>nd</sup> 2011.
- Arun Roy – Names for Review board with policy & procedure in place to award the RFQ on behalf of EB by end of Feb.

### **Next EB meeting 2/2/2011**

Agenda:

- Business model
- Challenge seamless organizational structure between BAH & BAC

### **Discussion:**

1. Welcoming the new EB members
  - a. Arun Roy, S.M. Haleem
  
2. BACOS - find the actual baseline version – so we can use the correct copy. Arun Roy will get the official signed copy from Afzal. Hasan will download the baseline version and find the differences. Hasan has most probably used a wrong version (i.e. 5) in this meeting. The revised copy will be given by Arun Roy by tomorrow to Hasan. Hasan will incorporate the changes of 2010.
  
3. Farewell to the ex-EB members
  - a. SM Haleem, Afzal Ahmed, Asif Raihan
4. Farewell to the ex-AB members
  - a. S.S. Newaz, Azadul Haq, Fakhru Ahsan
5. Welcome the new Advisory Board – 9 members
  - a. Dr. Nizam Meah
  - b. Afzal Ahmed
  - c. Muhammad Abdul Wahab
  - d. Sandra Syed
  - e. Selina Rahman

- f. Bacchu
6. AB additions - Proposed Names:
    - o By Shah Haleem - Selina Rahman
    - o By Oli M. - Syed Amanul (Manik)
    - o By Khaled – Dr. Gonesh Mondal
    - o By Masoom – Rabiul Karim (Bilal)
    - o Next EB session will table the new AB members

· Propose some names within the EB email distribution to discuss these names before the next meeting. The criteria are: “The rest of the members chosen from renowned individuals who are strategic to BAC promotion, fund- raising and image building”.
  7. Fund Raising Meeting on Feb 2<sup>nd</sup> 2011 @7:00
    - a. Objective: To raise fund and invite people to participate and brain storming to generate ideas and fund, to create an interactive BAC for fund raising.
    - b. Develop fund raising materials
    - c. Contact list
    - d. Donor list updated
  8. Fund Raising a clear plan –
    - a. How to develop a clear plan with Brochure?
    - b. Where is the money?
    - c. BD Community has the money?
    - d. Should we go out of BD community?
  9. BAC should not receive any donations without receipts from Treasurer
  10. EB Meeting 1<sup>st</sup> Wednesday every month
  11. Open Committee – 7 at least annually
    - a. Schedule 2/27/2011 – let’s have a plan
  12. Vacant positions needs Appointment of:
    - a. General Counsel BAC Attorney
    - b. CPA on Record, BAC CPA to overlook the Financial matters
    - c. Engineer of Record, BAC Engineer to overlook the development, construction and sustaining
    - d. Under Secretary
    - e. PR Director: This position is not a vacant position until Shah Haleem resigned or EB make changes to the BACOS – once a director get elected in the parent BAH organization.
  13. Formation of an Engineering Committee
  14. Formation of BACOS Review Committee to review the changes upcoming
    - a. Changes need to be collected by this committee to propose the changes to the EB.
    - b. EB are the driving force
    - c. Policy & Procedure for BAC
  15. Donor Conference, date (April 2<sup>nd</sup>, 2011), place, etc
    - a. To have a program in raising over \$300K from this black-tie program. Hasan will take the lead of this project.
  16. RFQ Review Board to select a vendor for City Permit

1. Review board with recommendation with policy & procedure in place to award the RFQ on behalf of EB by end of Feb. – action Arun Roy
2. Throw some names on email

17. City Permit, vendor selection, fund and date

18. Oli Mohammed requesting leave of absence for 3 months.