

BAC Ground Breaking Preparation Meeting Minutes – January 12, 2012

BAC Clinic Remodeling: Started @2:00pm in the afternoon to clean-up by Shah Haleem, Naz Husain, Hasan Rahman, S.M. Haleem and Ashiqul Talukder to make room for the Doctors office to see patients

BAC Meeting Started @6:00pm

Next Meeting: Wednesday, January 18th 2012 @6:00pm

Attendees: S.M. Haleem, Hasan Rahman, Shah Haleem, Naz Husain, Arun Roy, Afzal Ahmed, Ashiqul Talukder, Asif Raihan, Khaled Zulfiquir Khan, Shahriar Latif, Mohammad Bashir, Sajib Chowdhury, Nahida Naser Yasmin, SM Azad, Shaidul Islam

Event Coordinator: Shah Haleem, Hasan Rahman

Action Items:

1. Shah Haleem - will send Invitation (124 Letters) to organizations
2. Shah Haleem - will invite Al Hoang, Church's Directors, Peter Brown and Mayor
3. Shah Haleem – To setup Phone Bank on Wednesday, 1/18/12 from 6 pm to 9 pm
4. Shah Haleem & Yasmin – To contact Shoeb (Singer) to attend
5. Arun Roy – will invite Gordon Quan, Hubert Vo, Al Green
6. Arun Roy – will send Invitation to FOBANA exec and participants organizations
7. Hasan – Approval of Airlines Ticket for Koli (Winner of Raffle) buys ticket before 2/28/12
8. Hasan – To order all Founding members Plaques
9. Hasan – To contact and complete Alif Lila's (Sitarist) Contract to attend
10. Hasan – To complete all mail out Materials (e.g. BAC 1099, letter, IMLD Card, Bank Statements)
11. M. Masoom – To confirm order for Moon Walk and Train Ride
12. Yasmin – To find some volunteer for Kids Face Painting
13. Yasmin – to Coordinate the distribution of Flyers at Masjid' Parking lot
 - a. Announcement for IMLD & Ground Breaking Cards
14. Oli – To contact Local School (near BAC) Band Program to perform
15. Oli – To contact local school (near BAC) Cheer Leaders to perform
16. S.M. Haleem – To find 1000 US & BD Flags to decorate the BAC the premises
17. S.M. Haleem – To arrange a Handheld Microphone during Ribbon Cutting
18. Naz Husain - Town Hall Meeting 3x8 Banner Announcement in Bangla Font
19. Naz Husain – To design Flyers Announcement for IMLD & Ground Breaking
20. Bashir – Will reduce 50% cost of Printing materials needed for mailout by 1/17/12
21. Afzal Ahmed- Magazine Editor, what's in the Magazine:
 - a. Paid Donors Name with categories in the Magazine
 - b. Paid Amount if Pledged more – mention the uncollected amount

Program Timeline:

- 10:00 IMLD Program Open Air Program
12:30 Lunch in the Church Auditorium

01:30 BAC Ground Breaking Program
03:00 Ribbon Cutting
04:00 Entertainments (Alif Lila & Shoeb)
06:00 End

Mail Out Package

- 1099, Letter, BAH & BAC Accounting, IMLD Post Card

Entertainments:

- Alif Lila (Budget \$1000.00) & Shoeb (Budget \$500.00)

Important Date before the Ribbon Cutting:

- 01/22/12 - BAC Clinic Grand Opening & Town Hall @2:00 -3:00 at BAC
- 02/5/12 - Town Hall@2:00 – 3:00 Darbar SE Houston
- 02/12/12 - Town Hall @2:00 – 3:00 North Houston
- House Party- Arun Roy, Yasmin, Shah Haleem
- One to One contact – Sajib
- RFB Advertisement on Chronicle, Voice of Asia – Hasan
- Donors meeting
- Founding members meeting

Outside the agenda Discussions

BAH and BAC officers condemn any hateful acts against any BAH and BAC officers