

BUFLA EC Meeting Minutes

Sunday, January 18, 2015, 4 PM – 9 PM

Location: BUFLA Office, 1133 S. Vermont Ave, Suite 20, Los Angeles, CA 90006.

Attendees:

| MEMBERS & GUEST PRESENT AT THE EC MEETING ON SUNDAY, NOVEMBER 9, 2014 | | | |
|---|---------------------------|----------------------|----------------------------|
| # | Name | Position | Organization |
| 1 | Shiper Chowdhury | President | Taranga of California |
| 2 | Shafiul Alam Babu | Vice President | Friends Club |
| 3 | Abul Hasnath Rayhan | General Secretary | Bangladesh Assoc of Valley |
| 4 | Faruque Howlader | Organizing Secretary | BNP |
| 5 | Anjuman Ara Sheulee | Finance Secretary | Uttoron |
| 6 | Layek Ahmed (Absent) | Public Relation Secy | Osmani Smriti Sangshad |
| 7 | Syed M. Hossain Babu | Cultural Secretary | Bikrampur Association |
| 8 | Dr. Abul Hashem (Sick) | Executive Member | Bikrampur Association |
| 9 | Major(Retd) Enamul Hamid | Executive Member | In Bangladesh |
| 10 | Khandaker Alam | Executive Member | Dhaka Univ Alumni Assoc |
| 11 | Jashim Ashrafi | Executive Member | Osmani Smriti Sangshad |
| 12 | Shamsuddin Manik (Absent) | | Former President-BUFLA |
| 13 | Denny Tayib | Executive Member | BWOC |
| 14 | Mohammed Hoq (sentu) | Executive Member | |
| 15 | Lt. (Retd) Zia Islam | Executive Member | BVOA |
| 16 | Saleh Kibria (Absent) | Executive Member | Distress Children Int |
| 17 | Nazrul Alam | Executive Member | Osmani Smriti Sangshad |
| 18 | Illias Sikder | Executive Member | Greater Faridpur Assoc |
| 19 | Mourshad Haider | Executive Member | AABEA |
| 20 | Md. Anisur Rahman | Executive Member | MUNA |
| 21 | Maruf Khan | Executive Member | BNP |
| 22 | Kanchan Choudhury | Executive Member | BNP |
| 23 | Mourshedul Islam (Absent) | Executive Member | BNP |
| 24 | Habib Ahmed Tia | Executive Member | Sylhet World Council |
| 25 | Dr. Mahbub Khan | Advisory Council | BUFLA |
| 26 | Mehdi Hassan (Absent) | Executive Member | LA Tiger Club |
| 27 | Mohammad Ali Khan | Executive Member | BOISHAKHI |

| | | | |
|----|----------------------------|-------|-----------------|
| 28 | Shahidul Islam | Guest | |
| 29 | Abdus Samad (Absent) | | |
| 30 | Mohammed Chunnou Mollik | Guest | LA Bangla Times |

At 7:30 PM, the meeting was called to order by the treasurer Anjuman Ara Sheulee, on behalf of the GS, because the General Secretary Abul Hasnath Rayhan is in Bangladesh. After the opening greetings, the treasurer requested the President to preside over this EC meeting. President Shiper Chowdhury presided over this meeting.

The President requested the EC to do a special Du'a for Dr. MA Hashem who was in the hospital with kidney problem. So, Anisur Rahman did lead a du'a and Munajat for Dr. Hashem for his speedy and complete recovery. This was humbly done.

1. Anthems:

Three anthems were played: US-Anthem, Bangladesh-Anthem and BUFLA-Anthem

2. Adoption of Agenda:

Motion moved by: Denny Tayyib, Seconded by: Jashim Ashrafi Ahmed

Yes Vote: Unanimous, No: 0, Abstention: 0

Motion passed. Agenda was adopted.

3. Approval of previous Meeting Minutes:

Motion moved by: Syed M Hossain Babu, Seconded by: Shafiul Alam Babu

Discussion: There was minor correction.

Yes Vote: Unanimous, No: 0, Abstention: 0

Motion passed. Meeting Minutes approved.

4. BUFLA Office Rent-and-Bills

BUFLA Office Rent, bills, commitments, payments update were presented by the President on behalf of the Finance Secretary (Anjuman Ara Sheulee), as shown in the spreadsheet below. The President requested everyone who have not paid their pledged amount yet, as per the spreadsheet below, to please pay it to the finance secretary as soon as possible. The President also requested everyone who has not pledged any amount for rent yet, as per the spreadsheet below, to please make your pledge as soon as possible.

| COMMITMENT /EXPECTATION/COLLECTION SUMMARY REPORT FOR BUFLA OFFICE | | | | | | |
|---|---------------------|---------------|-------------|--------------------|-----------------|----------|
| | | 2014-15 | 2014-15 | 2014-15 | | |
| | Donor's Name | Pledge | Paid | Expectation | Expenses | |
| | | | | | | 2014-15 |
| 1 | Shiper Chowdhury | \$1,000 | | \$1,000 | Rent | |
| 2 | Abul Hasnath Rayhan | \$300 | \$300 | \$500 | \$900 x 12 | \$10,800 |

| | | | | | | |
|----|--------------------------|----------------|---------------|----------------|------------------|------------|
| 3 | Anjuman Ara Shewlee | \$300 | \$100 | \$300 | | |
| 4 | Layak Ahmed | \$300 | \$300 | \$300 | Electricity bill | |
| 5 | Faruque Howlader | \$300 | \$200 | \$300 | \$100x12 | \$1,200 |
| 6 | Dr. M. A. Hashem | \$1,000 | \$500 | \$1,000 | | |
| 7 | Major Enamul Hamid | \$300 | \$300 | \$300 | | |
| 8 | Dr. Mahbub Khan | \$600 | \$1,000 | \$1,000 | | |
| 9 | Mr. Khandaker Alam | \$600 | \$600 | \$1,000 | | |
| 10 | Mr. Shamsuddin Manik | \$600 | | \$1,000 | | |
| 11 | Mrs. Denny Tayyib | \$600 | \$600 | \$1,000 | | |
| 12 | Mr. Shahidul Islam | \$600 | \$400 | \$500 | | |
| 13 | Mr. Saleh Kibria | \$300 | \$300 | \$500 | | |
| 14 | Mr. Anis Rahman | \$300 | | \$500 | | |
| 15 | Mr. Nazrul Alam | \$300 | \$300 | \$300 | | |
| 16 | Mr. Jashim Ashrafi | \$300 | \$300 | \$300 | | |
| 17 | Amzad Hossain | \$300 | \$300 | \$300 | | |
| 18 | Sentu Huq | \$300 | \$300 | \$300 | | |
| 19 | Mr. Ashraf Akbar | \$100 | | \$100 | | |
| 20 | Illias Sikder | \$300 | \$300 | \$500 | | |
| 21 | Shafiul Alam Babu | \$300 | | \$500 | | |
| 22 | Zia Islam | \$300 | \$300 | \$500 | | \$12,000 |
| 23 | Syed M. Hossain Babu | \$300 | \$100 | \$500 | DEFECIT: | +VE |
| | | \$9,600 | \$6500 | \$12200 | \$2400.00 | \$200 |
| | | -VE | \$3100 | +VE200 | | |
| | | | | | | |
| | EXPECTING:2014-15 | | | | | |
| 1 | Col (Retd) Omar Huda | \$200 | | | | |
| 2 | Uttoron | | | | | |
| 3 | Chittagong University | | | | | |
| 4 | Dhaka Zilla | | | | | |
| 5 | Boishakhi | | | | | |
| 6 | MUNA | | | | | |
| 7 | BNP | | | | | |
| 8 | Habib Ahmed Tia | | | | | |
| 9 | Rumi Solaiman | | | | | |
| 10 | Mr. M.K. Zaman | | | | | |
| 11 | Ferdous Khan | | | | | |

5. Parade Budget:

The President presented the estimated Budget including the projected income for Bangladesh Day Parade 2015 as shown in the spreadsheet below. There were initial discussions about the

budget and the optional items. The President requested all EC members to please review this budget very carefully so that the discussions can be more thoughtful in the next EC mtg to finalize the budget.

| BUDGET FOR BANGLADESH DAY PARADE FOR 2014-15 | | | |
|---|---|----------|----------|
| | | | OPTIONAL |
| 1 | School Rent | \$7,500 | \$7,500 |
| 2 | Sound System + Booth | \$15,000 | \$15,000 |
| 3 | Musical Drum & Band | \$1,500 | |
| 4 | Musical Drum & Band | | \$700 |
| 5 | Musical Drum & Band | | \$900 |
| 6 | Arch of Ballons | | \$1,000 |
| 7 | LED screen with TV on the back of stage | | \$1,800 |
| 8 | Printing cost for the magazine, banners etc | \$3,000 | \$3,000 |
| 9 | Shuttle service on the parade day | \$300 | \$300 |
| 10 | Water/Pigion/Ballons | \$300 | \$300 |
| 11 | Plaques | \$900 | \$900 |
| 12 | Chief Guest from Dhaka (airfare/hotel/honoriu | | \$2,500 |
| 12 | Seminer cost | \$300 | \$300 |
| 13 | Horse Rental = Griffith Park | \$2,700 | \$2,700 |
| 14 | Flower bouque | \$150 | \$150 |
| 15 | Children's Art competion & Gifts | \$1,000 | \$1,000 |
| 16 | Float | | \$3,500 |
| 17 | Singer from Newyork (hotel/honorium/airfare | \$1,500 | |
| 18 | Gift for the local singer | \$1,000 | |
| 19 | Singer from Bangladesh | | \$5,000 |
| 20 | Insurance | \$700 | \$700 |
| 21 | Security | \$1,200 | \$1,200 |
| 22 | U-haul rent | \$400 | \$400 |
| 23 | Cleaning crews for Friday-Saturday & Sunday | \$700 | \$700 |
| 24 | Food for the parade participant | \$500 | \$500 |
| 25 | Video & steel photography | \$700 | \$700 |
| 26 | MISC. | \$1,000 | \$1,000 |
| | Total | \$40,350 | \$51,750 |

| PROJECTED INCOME FOR BANGLADESH DAY PARADE FOR 2014-15 | | |
|---|-------|--------|
| | Donor | Amount |
| | | |

| | | | |
|----|------------------------------------|-----------------|--|
| 1 | Grand Sponsor | \$10,000 | |
| 2 | Platinum Sponsor | \$7,500 | |
| 3 | Gold Sponsor | \$5,000 | |
| 4 | Silver Spoonsor | \$3,000 | |
| | | | |
| 5 | Taranga of California | \$1,000 | |
| 6 | Uttoron | \$1,000 | |
| 7 | BWOC | \$1,000 | |
| 8 | MUNA | \$1,000 | |
| 9 | Greater Faridpur Assoc | \$1,000 | |
| 10 | BNP | \$1,000 | |
| 11 | Friends Club of Los Angeles | \$1,000 | |
| 12 | Dhaka Univ Alumni Assoc | \$1,000 | |
| 13 | DCI | \$1,000 | |
| 14 | Bangladesh Assoc of Valley | \$500 | |
| 15 | Bikrampur Association | \$500 | |
| 16 | BAVOA | \$500 | |
| 17 | Boishakhi Mela | \$500 | |
| 18 | Manikganj Samity | \$500 | |
| 19 | LA Tiger Club | \$500 | |
| 20 | Bangladesh Taxi Workers Assoc | \$500 | |
| 21 | Osmani Smriti Sangshod | \$500 | |
| 22 | Sylhet World Council | \$300 | |
| 23 | Chittagong University Alumni Assoc | \$500 | |
| 24 | Dhaka Zilla Assoc | \$500 | |
| | | | |
| 25 | BOOTHS | \$10,000 | |
| | | | |
| | Total | \$49,800 | |

6. Standing Committee Reports of Updates:

(Updates to be given by the Coordinator of the Standing committee or a representative of the Coordinator)

(1) BUFLA Charity Committee:

Dr. M. A. Hashem, Khandakar Alam, Jashim Ashrafi Ahmed, Shamsuddin Manik, Denny Tayyib

(a) BUFLA Health Clinic (Dec-21-2014):

BUFLA Health Clinic was held as planned, on December 21, 2014, Sunday from 10 AM to 5 PM at Shatto Recreation center. It was a very successful program. The BMANA President Dr. Iqbal Munir and many other specialist doctors of BMANA participated in the program and made high quality presentations on various health disciplines. There were a lot of Questions and Answers during those presentations. Dr. Nitin Shah participated in the program with a big team of over 15 people to provide health care help to the community members. About 25 youth volunteers of our community helped the overall program.

Here are some of the Doctors who provided the medical service to the community members at this Health Clinic:

Pradip Chowdhury MD Nephrology, Dr. Nitin Shah MD Anesthesiology, Poulina Uddin MD Cardiology, Rubina Najeeb MD Psychiatry, Iqbal Munir MD PhD Endocrinology, Mohammad Moazzem Hossain MD Family Medicine, Moksedul Habib MD Cardiology, Hasan Murad Chowdhury MD Pediatrics, Asit Shill MD Family Medicine, Ruby Hossain MD Family Medicine, Abu Nasar MD Anti-Aging Medicine, Nurun Khandker MD Family Medicine, Mohammad Sirajullah MD Orthopedics, Iqbal Munir MD, PhD Endocrinology, Mohammad Hossain MD Family Medicine, Salma Khan MBBS, PhD Academic Faculty, Ruman Rais MBBS, Tabassum Chowdhury MD Gastroenterology, Asaduzzaman MD Anesthesiology, Dr. M. A. Hashem DDS Dental Surgeon, Rabi Alam MD Internal Medicine, Nasima Begum MD Infectious disease

Here are some of the free medical services that were provided to the community members who attended the program:

- * Free Flu Shots
- * Free Glucose Test for Diabetes
- * Free EKG Test for Heart
- * Free Hepatitis B & C Screening
- * Free Dental X-Ray & Exam
- * Free Teeth Extraction
- * Free Cholesterol Test
- * Free Lipid Panel test for Cholesterol
- * Free CPR Trainig
- * Free Blood Pressure Test
- * Free Acupuncture Service

The budget of \$7,155 that was presented in the last EC meeting on Dec-7-2014, which included all relevant items as described in the spreadsheet below.

| BUFLA Health Fair 2014 | |
|-------------------------------|-------------|
| Estimated Budget | |
| Item | Cost |
| Shatto Rent 7 x \$65 | \$455 |
| Shatto Tables | \$50 |
| Shatto Chairs | \$50 |
| Shatto Kitchen | \$50 |

| | |
|----------------------------------|----------------|
| 20x10 tents, Total 4 | \$400 |
| Chairs 100 | \$50 |
| 10x10 tents, 4 | \$200 |
| Table clothes | \$50 |
| Posters, Banners, Flyers, Signs, | \$400 |
| TV Ad, NTV, ATN and Chanel I | \$1,600 |
| Cholesterol strips 200 | \$1,200 |
| Glucose strips | \$100 |
| Flu shots 100 | \$1,200 |
| Food 50 | \$300 |
| Dental X-Ray | \$250 |
| Decorations | \$300 |
| Miscellaneous | \$500 |
| | |
| Total | \$7,155 |

(b) BUFLA Clothes Distribution Project:

Dr. Hashem made an appointment for the LA Mission to come and pick up the boxes of clothes from the BUFLA Office on January 16, Friday, but because of Dr. Hashem's health condition, Jashim Ahmed communicated with LA Mission and decided to re-schedule the clothes pickup date. The EC requested Jashim Ahmed and Denny Tayyib to coordinate this project for now.

(c) Blanket distribution in Bangladesh:

BUFLA Charity committee gave \$1,500 through Dr. Hashem to GS Abul Hasnat Rayhan for the Blanket distribution to the needy people of Bangladesh during this winter season. The GS Abul Hasnat Rayhan has already gone to Bangladesh to distribute the blankets.

(f) Volunteer Credit:

It was decided in this meeting to give the Certificates with Volunteer hour credits to the volunteers of Health clinic during the Parade and festival on March 28-29, 2015.

(2) Fund Raising Committee:

Shafiul Alam Babu, Anjuman Ara Sheuli, Khandakar Alam, Denny Tayyib, Illias Sikder, Matab Ahmed

Fund raising dinner date has been selected as February 15, 2015, Sunday. VP Shafiul Alam Babu and his committee has selected the venue at Garden Suite Inn (near Western x 7th St). The venue can accommodate 240 people in 24 tables. The charge is \$30 per person and \$300 per table. About 12 tables were already sold in this meeting. Further details about this event will be presented in the next EC meeting.

(3) Parade and Festival Permits Committee (with City and Schools)

Vice President Shafiul Alam Babu, Major (retired) Enamul Hamid, Dr. M. A. Hashem, Mahbub Khan

(a) Parade Permit:

The LAPD has received the application, and an Officer has already been assigned for this permit process. The tentative date to sign the permit papers by Dr. Hashem at the LAPD office is in the week of February 2.

(b) Virgil Compound Permit for Festival:

Major (retired) Enamul Hamid is currently in Bangladesh. He submitted the application last month with \$40 application fee to the LA Unified School District (LAUSD) for the Festival permit at the Virgil Middle school compound. The LAUSD Officer asked for more documents about BUFLA, and so, Major Hamid gathered a lot of additional documents of BUFLA and submitted those to the LAUSD by mail. Most of those documents were obtained from the BUFLA Souvenir, including the pictures of various parades and other documents. The LUSD said that they will review the permit about 15 days prior to the parade and festival. Shafiul Alam Babu was very helpful in this process. President Shiper Chowdhury reported that the Virgil school permit process is going well. Vendor distribution drawing will be done by Jashim Ahmed. Insurance will be done by this Wednesday (January 21).

(4) Parade Committee (Parade design and Parade conduct):

Abul Hasnath Rayhan, Dr. M. A. Hashem, Nazrul Alam, Jashim Ashrafi, Mourshedul Islam, Saleh Kibria, Mehdi Hasan, Akhter Mia, Shahidul Islam, AKBAR ASHRAF, Habibur R Bhuyian, Md. Ashraf Hossain Babul

President Shiper Chowdhury reported that the Float cost is \$3,500 - \$8,000 per float depending on the design and amenities in the float. Other items are Flag/Ballons, Golf carts (Ziaul Islam), Bands (3), Music (Denny Tayyib)

(5) Program Preparation Committee:

Shiper Chowdhury, Abul Hasnath Rayhan, Syed M. Hossain Babu, Dr. M. A. Hashem, Khandaker Alam

Program draft for 2 days will be presented in the next EC meeting.

(6) Souvenir Committee:

Layek Ahmed, Saleh Kibria, Nazrul Alam, Syed Zabul Ahmed,

The Souvenir person in charge Layek Ahmed was not present during this discussion. The President emphasized the need to improve the quality of the BUFLA-Souvenir, and he suggested to include some good topics in the Souvenir, including the History of Dhaka, Histor of BUFLA, L-Mission, Politics, Tourism, Literature etc. Not much additional update was given in this meeting.

(7) Dignitaries Invitation & Reception Committee:

Shamsuddin Manik, Jashim Ashrafi, Lt.(Retired) Zia Islam, Mr. Mourshed Islam, Mahbub Khan, Mohammad Ali Khan,

Ziaul Islam reported that several invitation letters have already gone out to the dignitaries including a Congressman and 16 Mayors including the Mayors of Downey, Lancaster, Valencia and Palmdale, and Jitu will contact the Mayor of Moreno Valley. A team will go to meet the LA Mayor within a few days. Several other dignitaries are also being invited.

(8) Festival Committee (Stage, Sound, Booths, Tents, Guest Coordination, etc):

Major (Retired) Enamul Hamid, Jashim Ashrafi (Booth), Anjuman Ara Sheulee (Booth), Faruque Howlader (Guest coordination), Khandaker Alam (Stage), Syed M. Hossain Babu (Stage & Sound), Dr. M. A. Hashem (Stage & Sound), Denny Tayib (Guest coordination), Badrul Chowdhury (Guest coordination), Ashraf Akbar (Guest Coordination)

All contracts are being done with the previous vendor of last year.. Further update in the next EC mtg.

(9) Awards Committee:

Cabinet, AC Chair, BOT Chair and 4 EC members.

President Shiper Chowdhury plans to hold a committee meeting soon to decide on the list of Awardees.

Here are the constitutional guidelines for the BUFLA Awards (Second Amendment, Item 17):

The Awards categories are as follows:

- a) BUFLA Podok (BUFLA Distinguished Award) for personalities of distinguished and outstanding accomplishments.
- b) BUFLA Award for Outstanding community service & professional service
- c) BUFLA Award for Distinguished Friend of Bangladesh community (for Dignitaries)
- d) BUFLA Youth Award for outstanding academic achievement and talent.

(10) Publicity Committee (Media, Fliers, YouTubes, e-Mails, TV adds)::

Mohammed Ali Khan, Amzad Hossain, Abdus Samad, Faisal Ahmed Tuhin

It was recommended to enlarge this committee. This should be done by the next EC mtg.

(11) Community outreach committee (including New Membership):

Mr. M. K. Zaman, Mr. Mominul Haque Bachhu, Mr.Nasimul Gani, Mr. Mourshed Haider, Mr. Rumi Islam, Professor Ali Akbar, Mr. Shiekh raza, Ali Ashraf Runu, Mr. Moshurul Huda, Mr. Kanchon Chowdhury

No update. Requested for an update in the next EC mtg.

(12) Youth committee:

Saika Kibria, Adnan Tayib, Ayesha Rahman Anika,

These 3 names were suggested as members of this Youth committee. Need to get them involved with some youth projects and activities.

(13) Cultural Program Committee:

Syed M. Hossain Babu, Ali Ashraf Runu, Farhana Sayeed, Anjuman Ara Sheulee, Deluar Chowdhury, Ahmed Bashir, Dr. M.A. Hashem

No detail discussion in this meeting. More in the next EC meeting.

(14) Tax and Audit Committee [including 501(c)(3) with IRS and SI-100 with State of CA]

Anisur Rahman, Dr. Abul Hashem, Major(Rtd) Enamul Hamid, Jashim Ashrafi, Dr. Mahub Khan, Lt.(Retired) Zia Islam

The tax-return for 2014 will be submitted to the IRS on time by April 15, 2015.

Dr. Hashem reported in the last EC meeting that the application for the 501(c)(3) has been submitted to the IRS in the last week of November, 2015, and the IRS received our application on December 1, 2015. The IRS told us on phone that they have added our application in their log-list by the end of December, and the estimated time to process our application is by the end of August, 2015.

(15) Website Committee (including Facebook, YouTube, Twitter etc)

Dr. Shah Alam, Ilias Sikder, Ziaul Islam, Abul Hasnath Rayhan, Denny Tayyib, Mahub Khan

Dr. Shah Alam requested the Charity committee members by e-mail to send him the pictures of all the charity activities of BUFLA in 2014, so that he can post those photographs and videos onto the BUFLA Website.

Dr. Mahub Khan suggested that the Marriage-Match feature be added and linked to the BUFLA Website to help our youths to find a match for their marriage. He has given a list of relevant websites that currently exist for Marriage Match. Dr. Shah Alam is reviewing those sites.

Denny Tayyib and Ziaul Islam will work jointly on the Facebook page of BUFLA. They agreed to do the password-share soon.

(16) Seminar Committee

Anisur Rahman, Ali Tayyib, Col (Retd) Omar Huda, Saleh Kibria

Anisur Rahman reported that he is thinking about the Seminar topics to be about the Youths and the Parents. He will give a more detail report in the next EC meeting.

7. Miscellaneous:

(a) Shudhi-Shomabesh:

The President is working on it. No date has been decided yet.

(b) BUFLA Office Use:

(i) Los Angeles Bangla school cultural Program:

Monwar Hossain Bhaia had the Birthday party of his son at the BUFLA Office on January 10. It was a very fun-filled successful party. About a hundred people attended this birthday.

The contact person for the use of BUFLA-Office is: Shiper Chowdhury, President, 805-551-0392, presshiper@gmail.com

8. Next EC meeting date:

The next EC meeting is on Sunday, February 1, 2015, from 1 PM to 5:30 PM at BUFLA Office.

9. Meeting Adjourn:

Motion Moved by: The President, Seconded by: Jashim Ashrafi Ahmed

Yes vote: Unanimous, No: 0, Abstention: 0

Motion passed. The Meeting was adjourned at 10 PM.

Thank you very much.

Respectfully,

Abul Hasnath Rayhan

General Secretary

Bangladesh Unity Federation of Los Angeles (BUFLA)

818-383-9560, abul1971@yahoo.com

www.bufla.com, www.bufla.org

Contact Persons:

Shiper Chowdhury, President, 805-551-0392, presshiper@gmail.com

Abul Hasnat Rayhan, General Secretary, 818-383-9560, : abul1971@yahoo.com

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