

BUFLA EC Meeting Minutes

Sunday, February 1, 2015, 1PM – 9 PM

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

Attendees:

MEMBERS & GUEST PRESENT AT THE EC MEETING			
#	Name	Position	Organization
1	Shiper Chowdhury	President	Taranga of California
2	Shafiul Alam Babu	Vice President	Friends Club
3	Abul Hasnath Rayhan	General Secretary	In Bangladesh
4	Faruq Howlader	Organizing Secretary	BNP
5	Anjuman Ara Sheulee	Finance Secretary	Uttoron
6	Layek Ahmed	Public Relation Secy	Osmani Smriti Sangshad
7	Syed M. Hossain Babu	Cultural Secretary	Bikrampur Association
8	Dr. Abul Hashem	Executive Member	Bikrampur Association
9	Major(Rtd) 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	Tofik Miah		
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		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)	Guest	LA Bangla Times

At 4:05 PM, the meeting was called to order by the General Secretary Abul Hasnath Rayhan. After the opening greetings, the GS requested the President to preside over this EC meeting. President Shiper Chowdhury presided over this meeting.

The President requested the EC to maintain a one minute of silence in standing, in honor of those who lost their lives for the cause of mother language, in this February month of mother language. The President also requested everyone to pray for Rumi's mother who passed away. He also requested everyone to pray for Mr. Haque of Uttoron who is very ill at this time. The President was very happy to see Dr. Hashem attending this EC meeting after the recent illness of Dr. Hashem.

The President announced that BUFLA will donate a big set of Bengali books to Wilshire State Library at 11 AM on February 21 in a formal way, and he requested everyone to attend this special occasion. These books will decorate a bookshelf of the library.

1. Anthems:

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

2. Adoption of Agenda:

Motion moved by: Illias Sikder, Seconded by: Syed M Hossain Babu

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

Motion passed. Agenda was adopted.

3. Approval of previous Meeting Minutes:

Motion moved by: Jashim Ashrafi Ahmed, Seconded by: Syed M Hossain Babu

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 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	\$300	\$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	\$200	\$300		
17	Amzad Hossain	\$300	\$300	\$300		
18	Mohammad Huq Sentu	\$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:	(\$3,000)
		\$9,600	\$6,600			
		Deficit	\$3,000	\$12,500	Positive	\$200
	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 competition & 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):

Dr. Hashem attended this EC meeting after his recent illness. He was very grateful to Allah (swa) for his recovery, and he was also very thankful to all the BUFLA friends and the community members at large for their genuine care and prayers during his illness. Dr. Hashem invited everyone to love BUFLA Family as our extended big family.

BUFLA Health clinic was a very successful event for the benefit of the community and there was some surplus money. So, Dr. Hashem gave \$1,500 to GS Abul Hasnat Rayhan on behalf of the Charity committee for the distribution of blanket distribution in Bangladesh. The budget details have been presented in the previous Meeting-Minutes.

(b) BUFLA Clothes Distribution Project:

Jashim Ashrafi Ahmed was given the responsibility to contact the LA Mission to make an appointment with the LA Mission to come and pick up the boxes of clothes from the BUFLA Office. He already contacted the LA Mission earlier and got some tentative dates, but he will contact them again to finalize the date and time of the pickup of the clothes, and he will keep the EC informed about the updates.

(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 went to Bangladesh and distributed 350 blankets at a price of 350-taka/blanket. These blankets were distributed to the needy people of his village and surrounding areas in Sylhet where about 500 people came to receive the BUFLA Blanket donations. This program was very well-organized by the GS where several dignitaries and officials attended this BUFLA Charity event.

(f) Volunteer Credit:

The EC informed Dr. Hashem that it was decided in the last EC meeting to give the Volunteer Certificates during the Parade and festival on March 28-29, 2015, for those who volunteered at the BUFLA Health clinic and other BUFLA events.

(2) Fund Raising Committee:

Shafiul Alam Babu, Anjuman Ara Sheuli, Khandakar Alam, Denny Tayib, Ilias 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.

Most of the tables have been sold by now. The deadline to buy the Dinner tables at this event is set for February 7, 2015.

(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 been contacted and they will call Dr. Hashem next week to sign the Parade permit papers.

(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 soon.

(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 he is negotiating with the Float Company about the price of one or two floats, which could be about 8 thousand dollars. There will also be bands.

(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 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, History

of BUFLA, LA-Mission, Politics, Tourism, Literature etc. Souvenir preparation is moving forward.

(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. Congressman Brad Sherman has also been invited. 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, Syed M Hossain Babu

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, Anjuman Ara Sheulee will organize a meeting of the youths.

(13) Cultural Program Committee:

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

Beauty is confirmed for the Fund raising dinner. Engineer Shaheedul Islam is also confirmed. . Kumar Biswajit and Mowshumi Barua are being pursued for the Parade and festival. The artist budget is 3K. Further updates 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 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 Family Night at Nazrul Alam's Lal-Mirch Restaurant:

BUFLA Family Night for the first time will be held at the Lal-Mirch Restaurant. The address is: 5146 Kanan Road, Agoura Hills, CA 91301. Phone (Nazrul Alam): 818-469-4300. The date of this Family Night program is yet to be decided.

(c) BUFLA Office Use:

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

8. Next EC meeting date:

The next EC meeting is on Sunday, February 22, 2015, from 1 PM to 5:30 PM at BUFLA Office.

9. Meeting Adjourn:

Motion Moved by: The President, Seconded by: Khandaker Alam

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)

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Distribution:

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