



Bangladesh Unity Federation of Los Angeles (BUFLA)

BUFLA Website: www.bufla.com

Meeting Minutes of the BUFLA-Cabinet and Cabinet Elect Meeting

Date : June 03, Thursday

Time: 7:30 PM

Location : Bangla Barta Office, 135 S Vermont Ave, Los Angeles, CA 90004. (Next to Aladins).

Attendees: Members of present Cabinet and elected Cabinet as listed;

1. Jashim Ahmed
2. Anisur Rahman
3. Shafiur Alam (Friend Babu)
4. Farhana Sayeed
5. SMA Razzak
6. Khaleed Hossain
7. Dr. Shah Alam

Guests:

8. Mother of Farhana
9. Atiq Sayeed (Husband of Farhana)

The Agenda of the Meeting was as follows:

1. **Introduction to BUFLA Constitution**
2. **Discussion about Inauguration Ceremony**
3. **Miscellaneous**

All these issues were only discussed. Decision will be made in the presence of BUFLA Cabinet officials, Cabinet official elect & chief of advisory council and with others.

Agenda 1: Introduction to BUFLA Constitution.

The following items were discussed in the agenda:

- a. BUFLA Constitution has been posted on BUFLA website and members were suggested to read the constitution and be familiar with it.
- b. This meeting intended to do an introduction to BUFLA constitution only.
- c. Constitution issues will be discussed in the upcoming meetings.

Agenda 2: Discussion about Inauguration Ceremony

Items discussed:

1. **Venue**
2. **Date and time**
3. **Budget**
4. **Food and snacks**
5. **Decoration**
6. **Sound system**

7. Program

1. Venue:

Following venues has been discussed and members assigned to confirm venues;

- | | |
|---|----------------------------|
| a. Wilshire Plaza Hotel- | Unanimously abandoned. |
| b. Virgil Middle School- | Anisur Rahman |
| c. Community Center- ?? | Unanimously abandoned. |
| d. Musicians Auditorium at Vine/Willoughby | Shafiul Alam (Friend Babu) |
| e. Spanish Church (Accross from LACC) | Nobody was assigned |
| f. Korean Church at New Hampshire/6th | Anisur Rahman |
| g. Church at Normandie/4th | Anisur Rahman |
| h. Global Cafe, at Vineland/Ventura Studio City | Jashim Ahmed |
| i. CSUN Auditorium | Jashim Ahmed |
| j. Bovard Auditorium | Nobody was assigned |

2. Date and time: Sunday, June 27, 2010 6:00 PM to 10:00 PM

3. Budget:

- | | |
|------------------|---------------------------------------|
| a. Auditorium: | \$1500.00 |
| b. Banner: | \$ 100.00 |
| c. Sound System | \$ 500.00-\$1000.00 (Not decided yet) |
| d. Miscellaneous | |

4. Food, drinks and snacks: Nobody assigned yet

- | | |
|--------------------------|-----------|
| a. Nacho, cookies, Salsa | \$ 300.00 |
| b. Drinks | |
| c. Biriani | \$1200.00 |
| d. Miscellaneous | \$ 500.00 |

5. Decoration:

- Not discussed

6. Sound system:

- Will be considered after venue is confirmed.

7. Program:

- | <u>Name of event</u> | <u>Time</u> | <u>Assignee</u> |
|---|-----------------|---|
| a. Socialization hour: | 6:00 PM-6:30 PM | Nobody assigned yet |
| b. Opening Ceremony: | 6:30 PM-6:45 PM | Nobody assigned yet |
| • National Anthems- Pre-recorded | | Khaleed Hossain |
| • Spiritual Convocations:Quran, Geeta, | | Tripitak & Bible Will be conducted by Anisur Rahman |
| c. Speech: | 6:45 PM-8:00 PM | Will be conducted by Dr. Mahbub Khan? |
| • An email request for speech will be sent out to BUFLA members. A deadline will be set on 6/25/2010 by 6:00 PM | | |
| • Time cards will be distributed for 3 minutes max each. | | |
| • No repetitions of same topic by the Cabinet members (at least). | | |
| • Further details will be discussed in the next meetings. | | |
| d. Oath Ceremony: | 8:00 PM-8:30 PM | Will be conducted by BOT Chairman |
| e. Cabinet Speech: | 8:30 PM-8:45 PM | None assigned yet |

- Only new cabinet members (A total of 15 minutes max). Details will be discussed in the next meetings.
- f. Cultural Programs: 8:45 PM-10:00 PM Will be conducted by Khaleed/Farhana
- California artists are participating. Details will be discussed in the next meetings.

2. Agenda 3: Miscellaneous.

The following items were discussed in the agenda and decisions made as in the following:

- a. Pre-FOBANA Grand Celebration-BUFLA members are free to join individually through their respective organizations as decided in the previous EC meetings.
- b. If a BUFLA Cabinet member is introduced as a BUFLA official, the Cabinet member should speakout his/her respective organization instead of BUFLA.
- c. BUFLA is neutral about FOBANA(s).
- d. Is BUFLA officially allotted a 30 minutes timeslot in the FOBANA? To be discussed in the next meetings.
- e. Monthly contribution by all Cabinet members of 2007 to 2011 Cabinets and EC members for BUFLA office and contingency fund. To be discussed in the next meetings.
- f. Appreciation dinner to combine with the Inaugural Ceremony. To be discussed in the next meetings.
- g. Group email to send to Cabinet(s). Member organizations telephone numbers are posted on BUFLA website.
- h. Conference call: will be hosted by one of the Cabinet members when only one agenda item is to be discussed.
- i. Document storage-to be discussed in the next meetings.

Next meeting date is to be set and to be confirmed later.

Meeting was adjourned by the President elect Jashim Ahmed at 10:40 PM.

Thank you.

Respectfully,

Shah Alam
General Secretary Elect