



Bangladesh Unity Federation of Los Angeles (BUFLA)

BUFLA Website: www.bufla.com

Meeting Minutes of the BUFLA-Cabinet and Cabinet Elect Meeting

Date : June 09, Thursday

Time: 7:00 PM

Location : Bangla Barta Office, 135 S Vermont Ave, Los Angeles, CA 90004.

Attendees:

Members of all present and previous Cabinets, AC & BOT Chairmen and elected Cabinet:

1. Khandakar Alam
2. Dr. M. A. Hashem
3. Dr. Mahbub Khan
4. Abul K. Toha
5. Jashim Ahmed
6. Mushfiq Chowdhury Khosru
7. Quddus Khan
8. Nazrul Alam
9. Anisur Rahman
10. Shafiul Alam (Friend Babu)
11. Mohammad Ali
12. Farhana Sayeed
13. Khaleed Hossain
14. Dr. Shah Alam

Guests:

15. Mohammad Tarek (Bangladesh Mela)
16. Ashraf Hossain (MUNA)

Khandakar Alam, President BUFLA has presided over the meeting. Dr. Shah Alam read out previous meeting minutes at the beginning of the meeting.

The Agenda of the Meeting was as follows:

- 1) **Introduction to BUFLA Constitution**
 - 2) **Discussion about Inauguration Ceremony;**
 - a) **Discussion about budget.**
 - b) **Discussion about artists.**
 - c) **Discussion about invitees and invitation card.**
 - d) **Discussion about combining **Appreciation lunch with Inauguration Ceremony.****
 - e) **Discussion about program in details.**
 - 3) **Miscellaneous**
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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

▪ **Discussion about budget.**

▪ Auditorium:	\$1,500.00
▪ Banner:	\$ 100.00
▪ Video Recording:	\$ 500.00 (Ali Ashraf Runu)-as in previous contract
▪ Card Printing & Mailing	\$ 500.00
▪ Artist from New York	\$1,000.00
• Miscellaneous:	\$1,000.00
• <u>Food, drinks & snacks:</u>	<u>\$2,500.00 (estimated)</u>
Grand Total:	\$7,100.00 (estimated)

• **Discussion about artists.**

- Artists from California will be invited for performance.
- Artist from New York will be arranged. No detail discussions done.

▪ **Discussion about invitees and invitation card.**

- Invitees will be listed as in the categories;
 - a. Chief guest-whoever can arrange invitation and confirm
 - b. Artists and performers
 - c. Donors
 - d. BUFLA EC members
 - e. BUFLA AC and BOT members
 - f. Other notable guests
- Invitation cards will be finalized when venue is confirmed.
- 300 cards will be printed
- 50-70 cards will be mailed to donors and notable members.
- Digital copy of card will be emailed.

▪ **Discussion about combining Appreciation lunch with Inauguration Ceremony.**

Appreciation lunch with Inauguration Ceremony will be combined. The title of the program will be **BUFLA Appreciation Dinner & Inauguration Ceremony 2010.**

▪ **Discussion about program in details.**

- a. **Socialization hour:** 5:00 PM-6:00 PM
- b. **BUFLA Video Presentation:** 6:00 PM-6:30 PM
- c. **Opening & Award Ceremony:** 6:30 PM-7:30 PM
 - National Anthems- Pre-recorded Khaleed Hossain
 - Spiritual Convocations:Quran, Geeta, Tripitak & Bible Will be conducted by Anisur Rahman
 - Award Ceremony Khandakar Alam?
- d. **Speech:** 7:30 PM-8:20 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 2/3 minutes max each.
 - No repetitions of same topic by the Cabinet members (at least).
 - Further details will be discussed in the next meetings.

- e. **Oath Ceremony & Cabinet Speech::** 8:20 PM-8:45 PM
 - For new cabinet members (15 minutes max). Will be conducted by BOT Chairman
- f. **Cultural Programs/Dinner:** 8:45 PM-10:00 PM Will be conducted by Khaleed/Farhana
 - California artists are participating. Details will be discussed in the next meetings.

Other discussions were about:

1. **Venue**
2. **Date and time**
3. **Decoration**
4. **Plaques & Trophies for Artists etc.**
5. **Sound system**
6. **Fundraising**

1. **Venue:**

- Wilshire Plaza Hotel- Abandoned.
- Virgil Middle School- Not Available/ Anisur Rahman
- CSUN Auditorium Jashim Ahmed / Dr. Shah Alam
- Community Center- Abandoned.
- Musicians Auditorium at Vine/Willoughby Shafiul Alam/ Dr. Shah Alam
- Spanish Church (Accross from LACC) Abandoned.
- Korean Church at New Hampshire/6th Anisur Rahman
- Church at Normandie/4th Anisur Rahman
- Barnsdall Park Theater Not Available/ Dr. Shah Alam
- Global Cafe, Vineland/Ventura Studio City Not Available/ Jashim Ahmed
- CSUN Auditorium Jashim Ahmed
- Bovard Auditorium Nobody was assigned
- LACC Auditorium Jashim Ahmed/ Dr. Shah Alam
- Del Olmo Elementary School Auditorium Nobody was assigned
- Shatto Recreation Center Auditorium Anisur Rahman

2. **Date and time:**

Sunday, June 27, 2010 6:00 PM to 10:00 PM

3. **Decoration:**

Not discussed

4. **Plaques & Trophies for Artists etc.**

Anisur Rahman will arrange all plaques and trophies. Khaleed will provide the list of artists and performers.

5. **Sound system:**

An auditorium/Hall with installed sound system will be preferred.

6. **Fundraising for the BUFLA Appreciation Dinner & Inauguration Ceremony 2010.**

<u>BUFLA Cabinet Officials:</u>	<u>\$Amount Pledged</u>	<u>Paid/Unpaid</u>
1. Khandakar Alam	\$1,000.00	Unpaid
2. Dr. M. A. Hashem	\$1,000.00	Unpaid
3. Jashim Ahmed	\$1,000.00	Unpaid
4. Mushfiq Chowdhury Khosru	\$ 500.00	Unpaid
5. Dr. Shah Alam	\$ 500.00	Unpaid
6. Anisur Rahman	\$ 300.00	Unpaid
7. Shafiul Alam (Friend Babu)	\$ 300.00	Unpaid

8. Mohammad Ali	\$ 300.00	Unpaid
9. Farhana Sayeed	\$ [300.00 ??]	(Will be asked)
10. Dr. Mahbub Khan	\$ 200.00	Paid \$100.00 (\$100.00 paid before)
11. Abul K. Toha	\$ 200.00	Unpaid
12. SMA Razzaque	\$ [??]	(Will be asked)
13. Eng. Saleh Kibria	\$ [??]	(Will be asked)
14. Quddus Khan	\$ 100.00	Unpaid
15. Nazrul Alam	\$ 100.00	Unpaid
16. Khaleed Hossain	\$ 100.00	Unpaid

Guests:

17. Mohammad Tarek (Bangladesh Mela)	\$ 100.00	Paid (\$100.00)
18. Ashraf Hossain (MUNA)	\$ 100.00	Unpaid
Total:	\$6,000.00	Paid: \$200.00

Agenda 3: Miscellaneous.

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

a. FOBANA 2010 organized by BAPA:

- BUFLA officials to join as decided in the previous EC meetings.
- BUFLA President to send reply to Dr. Sirajullah accepting the offer and requesting for confirmation about official allotment of 30 minutes timeslot to BUFLA in the FOBANA? To be continued in the next meetings.
- BUFLA to present a Video Presentation as decided in the previous EC meetings. Video presentation is being prepared by Anisur Rahman assisted by Dr. Shah Alam
- BUFLA members are free to join individually through their respective organizations as decided in the previous EC meetings.
- BUFLA will not be judgemental about FOBANA.

Next meeting date is to be set on Wednesday June 18, 2010 and to be confirmed later in email.

Meeting was adjourned by the President Khandakar Alam at 11:30 PM.

Thank you.

Respectfully,

Shah Alam
General Secretary Elect