



Bangladesh Unity Federation of Los Angeles (BUFLA)

BUFLA Website: www.bufla.com

Meeting Minutes of the BUFLA-Cabinet and Cabinet Elect Meeting

Date : June 15, Tuesday

Time: 7:00 PM

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

Attendees:

Members of all present and previous Cabinets:

1. Jashim Ahmed
2. Nazrul Alam
3. Anisur Rahman
4. SMA Razzaque
5. Shafiul Alam (Friend Babu)
6. Dr. M. A. Hashem
7. Farhana Sayeed
8. Khaleed Hossain
9. Dr. Shah Alam

Jashim Ahmed, BUFLA President Elect 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 program in details.**
 - 3) **Miscellaneous**
-

Agenda 1: Introduction to BUFLA Constitution.

The following items were discussed in the agenda:

- a. Constitution issues will be discussed in the upcoming meetings.

Agenda 2: Discussion about Inauguration Ceremony

- Discussion about budget.
 - Auditorium: \$1,500.00 (will be managed by Jashim Ahmed)
 - Banner: \$ 100.00
 - Video Recording: \$ 500.00
 - Card Printing & Mailing \$ 500.00
 - Artist from New York \$1,000.00
 - Miscellaneous: \$1,000.00

- Food, drinks & snacks: \$2,500.00 (estimated)
- Grand Total: \$7,100.00 (estimated)

• **Discussion about artists.**

- Artists from California will be invited for performance.
- Artist from New York will be arranged. Khaleed Hossain and Farhana Sayeed will contact Mohammad Ali for update.

▪ **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. All other BUFLA members
 - g. Other notable guests
- Invitation cards are going to be finalized on Wednesday, June 16, 2010.
- 300 cards will be printed on Wednesday, June 16, 2010. Shafiu Alam Friend Babu will arrange the printing.
- 50 cards will be mailed to donors and notable members starting Thursday, June 17, 2010.
- Digital copy of card is going to be emailed on Wednesday, June 16, 2010.

▪ **Discussion about program in details.**

- a. **Socialization hour:** 5:00 PM-6:30 PM
- b. **BUFLA Video Presentation:** 6:30 PM-6:30 PM **Anisur Rahman**
- 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**
SMA Razzaque
Dr. Mahbub Khan?
- Speech:** 7:30 PM-8:20 PM Will be conducted by **Nazrul Alam**
Denny Tayyib
 - An email request for speech will be sent out to BUFLA members on 6/20/2010. 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.
- d. **Oath Ceremony & Cabinet Speech::** 8:20 PM-8:45 PM
 - For new cabinet members (15 minutes max). Will be conducted by **BOT Chairman Abul Toha**
- e. **Cultural Programs/Dinner:** 8:45 PM-10:00 PM Will be conducted by **Khaleed Hossain /Farhana Sayeed** California artists will be participating. Details will be arranged by Khaleed Hossain

/Farhana Sayeed and will provide update in the next meeting.

Other discussions were about:

1. **Venue**
2. **Plaques & Trophies for Artists etc.**
3. **Sound system**
4. **Fund Collection**

1. **Venue:**

Venue has been confirmed by President Elect Jashim Ahmed.

- **Hilton Hotel**
555 Universal Hollywood Drive
Universal City, CA 91608
Phone: 818.506.2500

2. **Date and time:**

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

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

Anisur Rahman will arrange all plaques and trophies. Khaleed provided the list of artists and performers and will confirm with President Khandakar Alam. Dr. Mahbub Khan will be asked to prepare texts for the plaques and trophies. 3 types of texts will be prepared.

4. **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	Paid \$500.00
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	Unpaid
10. Dr. Mahbub Khan	\$ 200.00	Paid \$100.00 (\$100.00 paid before)
11. Abul K. Toha	\$ 200.00	Unpaid
12. SMA Razzaque	\$ 200.00	Unpaid
13. Eng. Saleh Kibria	\$ 200.00	Unpaid (Will confirm)
14. Quddus Khan	\$ 100.00	Unpaid
15. Nazrul Alam	\$ 100.00	Unpaid
16. Khaleed Hossain	\$ 100.00	Unpaid
17. Mohammad Tarek (Bangladesh Mela)	\$ 100.00	Paid \$100.00
18. Ashraf Hossain (MUNA)	\$ 100.00	Unpaid
Total:	\$6,500.00	Paid: \$700.00

Agenda 3: Miscellaneous.

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

- a. **Conference Call:**

- Meetings will be conducted by means of Conference Calls. General Secretary and Organizing secretary will be hosting Conference Calls.
- b. Food, snacks and drink menu**
- **Dinner:** Will be arranged by Nazrul Alam.
 - Goat Biriani-will be served in boxes
 - Chicken Tikka-will be served in boxes
- a. Appetizer:**
- Samocha, Chop or Chom chom will be served as appetizer.
 - Coffee will be served by Hilton

Next meeting date is to be set on Wednesday June 23, 2010 and to be confirmed later in email.

Meeting was adjourned by the President Elect at 8:45 PM.

Thank you.

Respectfully,

Shah Alam
General Secretary Elect