



Bangladesh Unity Federation of Los Angeles (BUFLA)

BUFLA Website: www.bufla.com

Meeting Minutes of the BUFLA-Cabinet and Cabinet Elect Meeting

Date : June 23, Wednesday

Time: 7:00 PM

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

ATTENDEES:

Members of present and previous Cabinets, AC and BOT Chairmen:

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

Jashim Ahmed, BUFLA President Elect has presided over the meeting.

The Agenda of the Meeting was as follows:

- 1) DISCUSSION ABOUT INAUGURATION CEREMONY;
 - A) **UPDATE ABOUT THE VENUE.**
 - B) **UPDATE ABOUT BUDGET.**
 - C) **FUND COLLECTION.**
 - D) **STATUS UPDATE ABOUT INVITATION.**
 - E) **UPDATE ABOUT THE PROGRAMS IN DETAILS.**
- 2) MISCELLANEOUS:

AGENDA 1: DISCUSSION ABOUT INAUGURATION CEREMONY;

a) UPDATE ABOUT THE VENUE.

The following items were discussed:

1. **Banner:**
 - Banner has been ordered to Platinum Image, Los Angeles. To be delivered on Friday, June 25, 2010.
2. **Stage:**
 - Size-**20X16 feet**
 - Decoration-Banner on the background
 - A table covered with table cloth

3. **Sound system**
- 6 microphones for sound system will be arranged.

4. **Parking signs** will be posted marked ' **BUFLA ----->** '

b) **UPDATE ABOUT BUDGET.**

The following items were discussed:

▪ Auditorium:	\$1,500.00	(will be managed by Jashim Ahmed)
▪ Banner:	\$ 80.00	
▪ Video Recording:	\$ 500.00	(Khandakar Alam will pay Ali Ashraf Runu)
▪ Card Printing & Mailing	\$ 200.00	
▪ Artist from New York	\$1,000.00	(canceled. California artists will perform)
• Miscellaneous:	\$1,000.00	(no estimation yet)
○ Flowers	\$ 200.00	
• Food, drinks & snacks:	\$2,200.00	
Grand Total:	\$3,180.00	(estimated)

c) **FUND COLLECTION.**

<u>BUFLA Cabinet Officials:</u>	<u>\$Amount Pledged</u>	<u>Paid/Unpaid</u>
1. Khandakar Alam	\$1,000.00 [\$500 to Runu Bhai]	Paid \$500.00
2. Dr. M. A. Hashem	\$1,000.00	Paid \$500.00
3. Jashim Ahmed	\$1,000.00 [will pay all venue costs]	
4. Mushfiq Chowdhury Khosru	\$ 500.00	Unpaid
5. Dr. Shah Alam	\$ 500.00	Paid \$500.00
6. Anisur Rahman	\$ 300.00	Paid \$300.00
7. Shafiul Alam (Friend Babu)	\$ 300.00	Unpaid
8. Mohammad Ali	\$ 300.00	Unpaid
9. Farhana Sayeed	\$ 300.00	Paid \$300.00
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
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: \$2,300.00

d) **STATUS UPDATE ABOUT INVITATION.**

- Invitees have been listed as in the categories. ;
 - a. **Consul General** has accepted invitation as the **Special Guest**.
 - b. **Chief Guest**-Whoever can arrange invitation and confirm. Congressman Brad Sherman will be contacted. If he is not available **Consul General** will be the **Chief Guest**.
 - c. **Dr. Kali Pradeep Chowdhury** has been considered to be contacted as the **Special Guest**. He is out of town.
 - d. Artists and performers.
 - e. Donors and advertisement providers.
 - f. BUFLA all Cabinet members.
 - g. BUFLA EC members.
 - h. BUFLA AC and BOT members.
 - i. All other BUFLA members.
 - j. Media personnel.
 - k. Other notable guests.

- 300 cards have been printed. Shafiul Alam, Friend Babu has arranged the printing.
- 120 cards have been mailed to BUFLA EC/AC/BOT/Associate/Honorary members, donors and notable members starting.
- Rest of the cards have been distributed in person.

e) **UPDATE ABOUT THE PROGRAMS IN DETAILS.**

[Detailed Program Schedule will be prepared and will be emailed separately for feedback]

1. **Socialization hour:** 5:00 PM-5:30 PM
2. **BUFLA Video Presentation:** 6:30 PM-6:30 PM
 - i. **General Secretary Mushfiq Chowdhury Khosru** will announce the program and will invite **Anisur Rahman** for the Spiritual Convocations and **Khaleed Hossain** for the Anthems.
 - a. Spiritual Convocations: Quran, Geeta, Tripitak & Bible. Will be conducted by **Anisur Rahman** in assistance with one of **Bengal Heritage executive**.
 - b. National Anthems-Pre-recorded. Will be conducted by **Khaleed Hossain. 4 minutes total.**
3. **Opening & Award Ceremony:** 6:30 PM-8:10 PM
 - i. **General Secretary Mushfiq Chowdhury Khosru** will announce the program and will invite **President Khandakar Alam** for the Award Ceremony.
 - ii. President Khandakar Alam will deliver **Welcome Speech**.
 - iii. President Khandakar Alam will invite **Organizing Secretary Nazrul Alam** and **Denny Tayyib**.
 - iv. **Organizing Secretary Nazrul Alam** and **Denny Tayyib** to conduct this event.

Speech: 6:30 PM-7:30 PM
 Will be conducted by **Organizing Secretary Nazrul Alam** and **Denny Tayyib**

 - An email request for speech has been sent out to BUFLA members on 6/21/2010. A deadline has been set on 6/25/2010 by 6:00 PM
 - Time cards will be distributed for 2 minutes max each.
 - Any speakers previously known to have exceeded allotted speech time in a BUFLA program will not be allowed to speak.
 - No repetitions of same topic by (at least) the Cabinet members.

Award Ceremony: 7:30 PM-8:10 PM

 - I. **President Khandakar Alam** will award the recipients of **BUFLA Appreciation Awards**.
 - II. **Organizing Secretary Nazrul Alam** and **Denny Tayyib** will be assisting.
4. **Oath Ceremony & Cabinet Speech:** 8:20 PM-9:00 PM
President Khandakar Alam will invite **BOT Chairman Abul Toha. Mr. Ashraf Hossain** will arrange flowers.
 - I. Oath of new cabinet members. Will be conducted by **BOT Chairman Abul Toha**.
 - II. Flowers to be given to Incoming Cabinet members by Outgoing Cabinet members
 - III. Mrs. Khandakar Alam, wife of Outgoing President to give flowers to spouses of Incoming Cabinet members.
 - IV. **AC Chairman Dr. Mahbub Khan** and **Former BUFLA President Dr. M. A. Hashem** will give flower to **Incoming General Secretary** and Incoming **Organizing Secretary**.

- V. **Inaugural Speeches** of new cabinet members (15 minutes max). Will be conducted by **General Secretary Dr. Shah Alam**.
- VI. **President Jashim Ashrafi Ahmed** will deliver his **Inaugural Speech**.
- VII. **General Secretary Dr. Shah Alam** will announce **Dinner** to be served.
- VIII. **General Secretary Dr. Shah Alam** will invite **Cultural Secretary Khaleed Hossain** and **Cultural Secretary Elect Farhana Sayeed** to conduct **Cultural Program**.

- 5. **Cultural Programs/Dinner:** 9:00 PM-10:00 PM
 - i. Will be organized by **Cultural Secretary Khaleed Hossain** and **Cultural Secretary Elect Farhana Sayeed**.
 - ii. **Farhana Easha** will conduct the **Cultural Program**.
 - iii. California artists will be participating as arranged by **Cultural Secretary Khaleed Hossain** and **Cultural Secretary Elect Farhana Sayeed**.
- **General Secretary Dr. Shah Alam** will call off the program.

f. **OTHER DISCUSSIONS WERE:**

- No **FOBANA** talk and discussions will be allowed.
- Speakers list to be emailed to **President Khandakar Alam** for review and finalization.

AGENDA 2: **MISCELLANEOUS:**

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

- a. **All cabinet members must arrive at 4:00 PM [sharp] in the Hilton hotel.**
- b. **Food, snacks and drink menu**

Appetizer:

- Samocha and Chicken Tikka-will be served in boxes

Drinks:

- 600 bottles of water
- Napkins
- Coffee will be served by Hilton.

Dinner:

Will be arranged by Nazrul Alam.

- Goat Biriani and Chop will be served in boxes
- Sweet meat (Chom chom) will be served as dessert.
- Pizza will be ordered-20 medium. Shafiuil Alam Babu will oversee ordering and serving pizza.

Next EC meeting date is to be set on Sunday July 18, 2010 and to be confirmed later in email.

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

Thank you.

Respectfully,

Shah Alam
General Secretary Elect