

Date: 11th Sep 2013

BABA Meeting Minutes

Time: 19:00 Venue: The Ship, St Cuthbert's St



~ Committee Attendance ~

	Name	Email	Initials	Role	Attendance
1	Jasbir Singh Parmar	jasbir.parmar@hotmail.co.uk	JsP	Chair	Present
2	Sukhpal Singh Gill	gill-s@gillinsurance.co.uk	SsG	Vice Chair	Present
3	Eric Masih	goldcrownestateagent@talk21.com	EM	Vice Chair	Apology
4	Kuldip Singh Rupra OBE	krupra@ntlworld.com	KsR	General Secretary	Present
5	Sukhi Thiara	sukithiara@hotmail.com	ST	Treasurer	Apology
6	Geeta Sandhu	geetauk@hotmail.com	GS	Chairs of Tasks and Finish	Apology
7	Jagtar Singh	jagtarbasi@yahoo.com	JS	Media and Communication Secretary	Present
8	Billy Gill	billy_r_gill@hotmail.com	BG	Charities and Events Secretary	Apology
9	Ram Dhariwal	ramdhariwal@hotmail.com	RD	Minutes Secretary	Present
10	Kevin Kalyana	Kalyanaltd@yahoo.com	KK	Media Development	Apology
11	Rakesh Nanda	raknanda@hotmail.com	RN	Specsavers	Apology
12	Mohammed Ijaz	ijaz@homelink.co.uk	MI	HomeLink, MD	Apology
13	Mahmood Shahzad	info@inspiregeneration.co.uk	MS	Inspire a Generation Ltd	Apology

~ Member Attendance ~

	Name	Email	Initials	Role	Attendance
1	Rajinder Chahal	rajinder.chahal@metrobank.plc.uk	RC	Metro Bank	Present
2	Raamprasad Bangaru	bangaruramprasad@gmail.com	RpB	Sabiz UK	Present
3	Piara Josen	info@cctvwholesales.co.uk	PJ	CCTV Wholesales UK	Present



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The meeting commenced at 7:20pm

Ref	Seminar Update	Status
1.0	Followed JsP email Agenda	
2.0	Minutes	
2.1	<p>Membership Update SsG is currently reviewing and updating the member's database. We need to ensure we have the correct emails as a number of them have bounced back.</p> <p><u>Previous Notes</u> <u>13/08/13:</u> RD compiled a more comprehensive list based on information received during the interim meeting on 7th Aug at the Golf Club. All need to review the list for spelling and information. All revisions and any new additions need to be forwarded onto RD in free text format via email. This information will be used to send out future communications to our members.</p>	SsG, JsP, RD
2.2	<p>Seminar RnR's and Certificates No Update</p> <p><u>Previous Notes</u> <u>13/08/13:</u> It was agreed that the quality of the last set of certificates was not good, but are happy with the design.</p> <ol style="list-style-type: none"> 1. KK offered to reprint all the certificates onto high gloss paper. 2. JsP will liaise with KK to provide an electronic signature to add to the certificates. 3. ACTION: KK requested to produce reusable members badges <ol style="list-style-type: none"> a. Need to approve a design for executive b. Decision on delegates badges to collect and hand out every meeting c. Produce in advance and have a few blanks for non members <p><u>23/06/12:</u> JS suggested we have clear RnR's set out to ensure we know who's doing what & when during seminars. KK was producing the certificates at the last minute and trying to frame them. We need to have items like this pre-prepared before any future seminars. EM said we should learn from the BABA launch, everyone had a task to do, and we all performed well.</p>	KK
2.3	<p>Newsletter No Update</p> <p><u>Previous Notes</u> <u>13/08/13:</u> Need to produce newsletters after each seminar In future we need to produce our own articles as a newsletter ie. Chairman's update, Charity events, other interesting stuff affecting Asian businesses.</p> <p>In addition we can then say BABA will communicate with members via</p> <ol style="list-style-type: none"> 1. Seminar update newsletter 2. Executive newsletter 3. Minutes of meetings 4. Posters of future events 	
2.4	<p>BABA Website JsP had requested RpB to take over the development of the BABA UK website. This will allow a BABA member who is based in Bedford to have a more hands-on approach and be able to maintain the website more productively. RpB showed a number of examples of website his company have produced and are currently maintaining. It was agreed that Corporate members will have free advertising space on the site. Suggestions were made for the website;</p> <ul style="list-style-type: none"> • Have area to upload the minutes and an 'auto response' function to send out the minutes to all members. • Have space for newsletters 	RpB



	<ul style="list-style-type: none"> Forthcoming Events, Seminar details <p><u>Previous Notes</u> 13/08/13: JsP updated by saying that his son-in-law is now working on the site. All agreed that the website needs to include the newsletters It was suggested that we have a set of emails with the BABA domain extension; BABUK.ORG JsP to discuss this with his son-in-law</p>	
2.5	<p>Executive Committee Elections AGM/Elections and Dinner/Dance date has been changed to Fri 25th Oct 2013. The venue will be the Jazz Bar in Kempston, Bedford. 6:30-7:30pm AGM/Elections 7:30-8:00pm Break 8:00pm – late Dinner/Dance Sugar & Spice to cater, £20 per head DJ Music</p> <p>ACTIONS</p> <ol style="list-style-type: none"> RD to send out email regarding AGM/Elections, Dinner by Fri 13th Sep KK to produce posters and notices by Fri 20th Sep, draft to be sent to JsP before Wed 18th Sep A number of members to provide raffle prizes. <p><u>Previous Notes</u> 13/08/13: BABA has over 45 to 50 paid up and eligible members to vote. Only paid up members can nominate and vote. Need to advertise vacancy 21 days before AGM ACTION: RD was requested to send out an email to all members advising of the forthcoming AGM/Election, currently provisionally set for 18th Oct 2013 ACTION: RD/KK are requested to;</p> <ol style="list-style-type: none"> Emails to ask for nomination for post by end of this week Emails to also inform of venue and agenda and timing Also ask them to indicate if they wish to attend meeting and dinner <p>Other guest can be invited</p> <p>It was agreed that the venue should be kept local. EM project manager for event</p> <p>Estimated Budget;</p> <ul style="list-style-type: none"> Charge £20 per head Food max £12 per head DJ £200 Alcohol wine and beer included in price Bring sprits to sell at £20 per bottle Table decoration we should have Nominations need to taken 21 days before the Election Day. Only paid members are eligible to stand <p>A discussion took place and most of current interim committee are willing to stand and carry on. Also executive members willing to stand down for someone who is willing to step up and take on an active role. RD offered his post as he would like to step down in favour of making the group more diverse.</p>	RD, KK JsP,EM
2.6	<p>AGM and Charity Ball No Update</p> <p><u>Previous Notes</u> 13/08/13: Dress code – smart casual Agenda draft</p> <ol style="list-style-type: none"> Constitution adoptions Elections Financial update executive update 	

	<p>5. chairs address 6. Asian health issues - stems cells and organ donation</p> <p>Next meeting need to look at wider roles than current; Other role we could appoint to</p> <ol style="list-style-type: none"> 1. Women's chair 2. Communication and media officer 3. Finance and audit chair 4. Governance and audit chair 5. Charity chair 6. Corporate development 7. seminar planning 	
2.7	<p>Membership Diversity No Update</p> <p><u>Previous Notes</u> 13/08/13: Considering setting up a ladies committee to support the section taking off and running events. This is a task for all executive to encourage.</p>	
2.8	<p>Future Events No Update</p> <p><u>Previous Notes</u> 13/08/13:</p> <ol style="list-style-type: none"> 1. Jan 1014 - Dinner event to start new year at Mercedes 2. Nov/Dec 13 - Run a ladies event GS to report ideas, & project manage 3. Oct 13 – Elections event, EM to project manager 4. Jan 14 - belated new year celebration 5. Feb 14 - executive meeting 6. Mar 14 – seminar, subjected topics, Commercial Letting, Franchising 7. Mar 14 – Golf day 8. Apr 14 - executive meeting <p>Unless otherwise all above events will be in a Wednesday third week in month Topics to be allocated, speaker required and more ideas from member</p>	
2.9	<p>Festival of Lights , Diwali event (<i>Previous point 4.1</i>) RD reminded that BABA & Gill insurance have confirmed to have stalls at the Festival of Lights event with a minimum charge of £50 per stall. RD requested BABA & Gill Insurance for donations, ~£100 each. JsP suggested RD send out an email to all members for donations.</p> <p><u>Previous Notes</u> 13/08/13: RD advised of the forthcoming Festival of Lights on Sunday 27th Oct from 1:00 – 8:00pm Suggested that BABA should have a stall with information/leaflets on BABA. Stall cost ~£50 Most of executive wish to attend Just have BABA leaflet to be handed out KK will design current leaflet.</p>	
2.10	<p>Charity Golf Day (<i>Previous point 4.2</i>) JS reminded all of the forthcoming Charity Golf Day at Denham Golf Club Evening dinner will be £5 per head. Collecting for the following Charities; IncludeMe2, WaterWells, Firefighters Charity, Also organising a local kids Golf Day.</p> <p><u>Previous Notes</u> 13/08/13: JS mentioned the Golf day Sep 27th all invited for golf Friday afternoon 12:00 to 18:00 hours. Curry after golf 7 pm to late</p>	
2.11	<p>MKABA Interest in BABA (<i>Previous point 4.3</i>) No Update</p> <p><u>Previous Notes</u></p>	KK

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	<p>13/08/13: KK advised that he has spoken with one of the MKABA members who have expressed interest in BABA. ACTION: KK to discuss further and get contact details</p>	
2.12	<p>Family Event to Seaside (Previous point 4.5) No Update</p> <p><u>Previous Notes</u> 13/08/13: EM recommends we run a family event to seaside. ACTION: EM to come back to committee with costs for next meeting with options.</p>	EM
2.13	<p>Better Communications (Previous point 4.6) No Update</p> <p><u>Previous Notes</u> 13/08/13: EM suggested that we need to get better at communicating with new members. Have a formal letter to welcome the new member/s. Enter new member/s to email group Welcome them to future executive meetings and information of forthcoming events</p>	
2.14	<p>Shaheedi Committee Invite (Previous point 4.7) No Update</p> <p><u>Previous Notes</u> 13/08/13: JsP mentioned Shaheedi Tournament in Bedford. Should be support. General support was given from local communities. The tournament only took £3,000 income but cost was over £17,000 What is risk of BABA being involved? Executive members to meet with Shaheedi Committee Chair and invite to future meeting to see how we could work in partnership.</p>	
3.0	Finance	
3.1	<p>RC, Metro Bank – provided cheque for £500</p> <p><u>Previous Notes</u> 13/08/13: Banked: £1,482</p> <ul style="list-style-type: none">• Fiona Nash, Hilliers HRW Solicitors - £500• Raj Chahal, Metro Bank - £500• Rehman Solicitors recommended by EM. <p>ACTION: EM to send an email they have been accepted as corporate members. EM to cc in ST to then send Rehman Solicitors an invoice.</p>	EM ST
4.0	AOB	
4.1	<p>Minutes to All Members JS suggested that currently on send the minutes out to the Executive Committee. We should be sending the minutes out to all members. RD/JsP will ensure to do this in future.</p>	
	Meeting ended at 21:15	
5.0	Next Meeting	
5.1	<p>Next Meeting / Seminar Date: Tue 8th Oct 2013 at 7:00pm, Venue: Denham Golf Club</p>	

