

~ 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	Apology
3	Eric Masih	goldcrownstateagent@talk21.com	EM	Vice Chair	Present
4	Kuldip Singh Rupra OBE	krupra@ntlworld.com	KsR	General Secretary	Apology
5	Sukhi Thiara	sukithiara@hotmail.com	ST	Treasurer	Present
6	Geeta Sandhu	geetauk@hotmail.com	GS	Chairs of Tasks and Finish	Apology
7	Jagtar Singh Basi	jagtarbasi@yahoo.com	JsB	Media and Communication Secretary	Present
8	Billy Gill	billy_r_gill@hotmail.com	BG	Charities and Events Secretary	Present
9	Ram Dhariwal	ramdhariwal@hotmail.com	RD	Minutes Secretary	Present
10	Ash Parmar	ash.58@hotmail.co.uk; ashparmar@sytner.co.uk	AP	Sponsorship Secretary	Apology
11	Balbir Singh Chahal	balbirsingh.chahal@gmail.com	BsC	Sponsorship Secretary	Apology
12	Kevin Kalyana	Kalyanald@yahoo.com	KK	Media Development	Present

~ Meeting Minutes ~

The meeting commenced at 19:45pm

Ref:	Item for Report / Discussion / Feedback	Action	Status
1.0			
2.0	Minutes		
2.1	Bank Account RD paid sub of £50 <u>Previous Notes</u> 26/0912 No change £250 in account and £10 cash		
2.2	Invoice and Remittance forms Proforma invoice to Ash for his company membership, ST to action, AP to confirm if we are to send a personal invoice for £50 or corporate membership for company for £500. Bookers Cash and Carry to be invited to become Corporate Member, require invoice. <u>Previous Notes</u> 12/09/12 Further £50 deposited into bank account. All future financial communications to be sent to Wilstead Post Office...Cotton End Road Wilstead. MK45 3BX ST will design invoice and receipt books	ST, AP ST	Open Open
2.3	Lead Up to Launch JsP advised that Richard Fuller has been confirmed. And will chase other in the list collated in last meeting (see below). JsP to resend invitation letter with new logo on letterhead JsP advised that the Mayor may not be able to attend, but will look to send Deputy Mayor or Speaker to the Launch Day. RD to forward onto JsP the list of personal contacts	JsP RD	Open Open



Date: 3rd October 2012

BABA Meeting Minutes

Time: 19:30 Venue: Denham Golf Club

<p>JsP advised of his invite to the MEP dinner on Sun 7th Oct 12. And informed that he will approach a number of MEP's for attendance. EM advised that the drafted letter needs to be passed onto him via SsG EM suggested that we should also invite delegates from the Pakistani & Bangladeshi High Commissions, plus key delegates from within the Pakistani & Bangladesh communities. EM/JsP to look into.</p> <p><u>Previous Notes</u> <u>26/09/12</u> List of Guests confirmed JsP to Action</p> <ul style="list-style-type: none"> • Richard Fuller MP • Upon receipt of Logo (asap) invites to be sent to • Mayor of Bedford away on holiday, will probably send his deputy • Mayor of Kempston • Sheriff of Bedford • Lord Lieutenant • Counsel General HCI (EM and SsG to speak to High Commissioner otherwise Deputy Counsel General from Birmingham will attend) • Other guests to include members of Bedford chamber of commerce, LABA, MKBLink, Bury park business link, Luton Indian business club, Faith groups, sponsors, press and invited businesses <ul style="list-style-type: none"> • Members to forward JsP a list of people you would like me to invite, maximum numbers is 100, I have been volunteered to make final decision.) <p><u>29/08/12</u></p> <ul style="list-style-type: none"> • JsP has spoken with Alistair Burt, Under Secretary of State at the FCO, and his wife. Advised that due to reshuffle in Parliament going ahead, we may not get such a high profile MP to attend. • Sytner advised that they can only provide the Mercedes Bedford premises on Tue, Wed, and Thu's. • It was also suggested to send letters to other dignitaries (brackets indicate assumed #) such as; <ul style="list-style-type: none"> ○ Mayor of Bedford and Mayor of Kempston (4) ○ Richard Fuller, local MP (1) ○ Jeremy Browne MP – Minister of State for the FCO ○ Sheriff of Bedford (1) ○ Lord Lieutenant of Bedfordshire (1) ○ HCI Commissioner (1) – EM to contact ○ BCoF – and spiritual leaders (10) ○ Berry Park Business Park (2) ○ MK Business Link (2) ○ BBC Luton (4) ○ Chamber of Commerce (1) ○ Paul Uppal (1) ○ Lord Indarjit Singh (2) ○ NABA (4) & LABA (4) ○ Request NABA to advice and contact senior attendees in trade ○ Dr Raj Chand, ACDA (2) – RD to contact ○ Eat End Foods (1) ○ Bestway Cash & Carry Ltd (1) ○ Media <ul style="list-style-type: none"> ▪ MATV – RD to contact Gulshan Dhingra ▪ Sangat – SsG to contact ○ Press <ul style="list-style-type: none"> ▪ Times and Citizen, Jagat Varni <p><u>11/07/12</u> Another suggestion from NABA was to keep the launch to a limited number of attendees, such as current members and families, key sponsors, few local delegates, and 1-2 high profile guests.</p>	<p>SsG</p> <p>EM, JsP</p> <p>EM, SsG</p>	<p>open</p> <p>Open</p> <p>Open</p>
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2.4	<p>Launch Day Suggested we offer walk-in guests champagne/soft drink on arrival. With the 10 tables will need 5 bottles of champagne and 5 bottles of good wine. KsR & SsG to ensure we have nice starters, main, and dessert</p> <p><u>Previous Notes</u> <u>26/09/12</u> <i>Launch day confirmed as 2nd November at Mercedes at 7.00pm for 7.30pm Sugar and Spice to provide food.</i> Mercedes to provide free parking outside their showroom, two staff members to help. Chairs and tables to be outsourced. JSP to action. Mercedes offered two auction prizes, sports merc for the weekend, and golf for 4 in a 5 star hotel resort in Algarve. <u>12/09/12</u> 25/18th October not possible. 2nd November confirmed as MP and Deputy Mayor likely to come. Rusty, Sugar & Spice of Bedford confirmed at £10 per head SG/KR to lead Additions to menu authorize if necessary up to £3 100 guests by invitation only members and partners Seating plan must be organised and each table to have designated member and partner. Need to do a professional job. <u>08/08/12</u> Live music was discussed and decided to have soft music in the back ground with a provision for microphone/s.</p>	KsR, SsG	Open
2.5	<p>Sponsorships JsP advised that Haartwell Accountants have agreed for Corporate membership with £500 payment. Noble solicitors confirmed to cover the cost of food. JsP to check with Auction House for donation/cost price of champagne/wine.</p>	JsP	Open
2.6	<p>Funding ST to speak with RBS Manager for match fund against donations during the Launch Day. Need this acceptance in writing from RBS.</p> <p><u>Previous Notes</u> <u>26/09/12</u> ST to contact RBS and get their written commitment to match fund charity money raised. <u>12/09/12</u> Raffle Party game suggested by ST. All to explore ideas JsB to liaise with all <u>29/08/12</u> JsB & ST to look into raffle items, auction items <u>08/08/12</u> Charities were discussed and also the involvements of the bank to match fund the donations. JsP to speak to the bank via Uday Dholakia</p>	ST JsP	Open Open
2.7	<p>Letterhead Logo, Flyers & Banners KK provided updated flyers on letterhead, receipt draft, & invoice draft. KK to also include BABA address in all documentation; babauk.org EM advised that Prem (PHT) will produce the banners and flyers, but need information & images to print. Suggested to have 4 banners; 1 with overhanging drape as discussed in previous meetings. 1 with Vision and A&Os 1 with logos/images of members and supported activities And 1 with logo (made of cloth) All to pass on suitable images to EM/KK.</p> <p><u>Previous Notes</u> <u>26/09/12</u> KK to finalise Logo and footer and send it to all</p>	KK All	Open Open

	<p><u>12/09/12</u> Logo agreed on a vision with multiple arch Bridge no flags</p> <p><u>29/08/12</u> Redesign of logo in progress. Additional actions on KK; Incorporate the new logo into the leaflet ST look table drape with logo and 2 banners; 1 with logo, 1 with aims & objectives</p> <p><u>08/08/12</u> KK to make the logo sharper and redesign it keeping in with the theme of river, bridge etc. KK to design and condense the leaflet for aims and objective. JSB or EM to send it over to KK. Banner will be printed by a friend of ST at no charge to BABA, many thanks for that</p> <p><u>11/07/12</u> EM requested that we need a leaflet type supporting document to make sure we're saying the same thing when approaching prospective contacts.</p>		
2.9	<p>Alternative Meeting Times Will look into organising BABA meetings during lunchtimes after the Launch to accommodate restaurateurs.</p> <p><u>Previous Notes</u> <u>26/09/12</u> JsP suggested that we need a plan of events as a 12 month rolling program. This will enable members plan when they attend and show that we mean business. JsB suggested have themed meetings every 2-3 months based on a specific topic. EM advised of perhaps arranging something like a Parliamentary visit for attendees.</p> <p><u>13/06/12</u> Need to look at alternative time of meetings for members who cannot meet in the evenings, such as local Asian restaurateurs.</p>		
2.10	<p>Membership Certificates JsB suggested that for the founder members we should have the certificates stating '<i>Founder Member</i>' with member's name. And have Chairman's and General Secretary's signatures scanned in for reprint onto the certificates. KK to obtain signatures and scan</p> <p><u>Previous Notes</u> <u>26/09/12</u> Membership certificates to be designed to be given to all paid members possibly framed.</p> <p><u>29/08/12</u> KK advised that a laminating machine is too expensive to procure. It was agreed to have produce A4 size embossed membership certificates and a 'carry around' card for registered members. KK to produce draft It was agreed to have the President & Gen Secretary's signatures on the certificates.</p>	KK	Open
2.11	<p>Recruit more Women No Update</p> <p><u>Previous Notes</u> <u>26/07/12</u> No Update <u>11/07/12</u> KsR and JsB suggested that we need to recruit more women to become BABA members. GS was requested to take on this action.</p>	GS	Open
2.12	<p>Charities to Sponsor It was decided to sponsor "<i>Include me too</i>" an Asian run charity dealing in disability issues amongst Asians and <i>Macmillan Nurses</i>.</p> <p><u>Previous Notes</u> <u>29/08/12</u> EM suggested that we could sponsor Bedford Children's Music classes for under-</p>		



Date: 3rd October 2012

BABA Meeting Minutes

Time: 19:30 Venue: Denham Golf Club



	<p>privileged children. JsB also suggested BREC Mentoring, Princes Trust</p>		
2.13	<p>Booklet Suggested to now have A4 size booklet with upto 8 pages. Suggested format; Page 1: Cover inc. Launch information; date/time/venue Page 2: Welcome from Chairman & General Secretary and BABA vision Page 3: Agenda for the Day Page 4: Aims & Objectives Page 5: Charities – ‘Include Me To’ & ‘Macmillan Nurses’ Page 6: 4 x Corporate Ads Page 7: 4 x Corporate Ads Page 8: 2 x Noble Solicitors and Mercedes Corporate Ads Plus, have a slot in membership form.</p> <p>1st draft required by Wed 10th Oct 12, Final by Wed 24th Oct – KK to action Require at least 100 booklets to hand out to attendees.</p> <p><u>Previous Notes</u> <u>26/09/12</u> A5 programme booklet to be printed with sponsors details, KK to deal <u>12/09/12</u> A5 booklet to be printed KK to lead...Design to include Forewords by selected people names by JSP who will liaise with Sharan Jandu ,Dolaghia and other dignitaries</p>	KK	Open
3.0	AOB		
3.1	<p>Key Subject Workshops JsB suggested that we also need to start thinking about planning for the next 12 months and beyond with BABA hosting on perhaps a quarterly basis Key Subject Workshops, these could include topics such as; Business Abroad, Professional Advice & Help for Small Businesses, Landlords Advise Tax/Inheritance Advice, Marketing, and Loans & Effective Banking. Aim to get Corporate sponsors to host and present during the workshops with BABA providing the venue & catering.</p>		
3.2	<p>Photos for ID Cards All to send their passport size photo to KK to add to the ID cards</p>	All	Open
3.3	<p>RD advised of the forthcoming Diwali – Festival of Lights on Mon 29th Oct 2012 at Bedford Corn Exchange & Harpur Square between 3pm to 8:30pm BG advised of the forthcoming AFSA/BABA hosted dinner at Biddenham Village Hall on 24th Nov 2012 from 6pm JsB advised of the forthcoming Bedford Race Equality dinner at Barns Hotel on Fri 19th Oct 2012 which will be a black tie at cost of £35 per head</p>		
4.0	Next Meeting		
4.1	<p>Next Meeting Date: Wed 10th October at 7:30pm, Venue: Denham Golf Club</p>		

The meeting ended at 9:10pm

