

Date: 13<sup>th</sup> Aug 2013

# BABA Meeting Minutes

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



## ~ Attendance ~

	<b>Name</b>	<b>Email</b>	<b>Initials</b>	<b>Role</b>	<b>Attendance</b>
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	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	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	Present
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



## ~ Meeting Minutes ~

The meeting commenced at 7:30pm

Ref	Seminar Update	Status
1.0	Reviewed last set of minutes 25 <sup>th</sup> June 2013 - Approved	
2.0	<b>Minutes</b>	
2.1	<p><b>Membership Update</b></p> <p>RD compiled a more comprehensive list based on information received during the interim meeting on 7<sup>th</sup> 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>	ALL
2.2	<p><b>Seminar RnR's</b></p> <p>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"> <li>1. KK offered to reprint all the certificates onto high gloss paper.</li> <li>2. JsP will liaise with KK to provide an electronic signature to add to the certificates.</li> <li>3. <b>ACTION:</b> KK requested to produce reusable members badges <ol style="list-style-type: none"> <li>a. Need to approve a design for executive</li> <li>b. Decision on delegates badges to collect and hand out every meeting</li> <li>c. Produce in advance and have a few blanks for non members</li> </ol> </li> </ol> <p><u>Previous Notes</u> 23/06/12: JS suggested we have clear RnR's set out to ensure we know who's doing what &amp; 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><b>Newsletter</b></p> <p>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"> <li>1. Seminar update newsletter</li> <li>2. Executive newsletter</li> <li>3. Minutes of meetings</li> <li>4. Posters of future events</li> </ol>	
2.4	<p><b>BABA Website</b></p> <p>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>	JsP
2.5	<p><b>Executive Committee Elections</b></p> <p>BABA have 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 <b>ACTION:</b> RD was requested to send out an email to all members advising of the forthcoming AGM/Election, currently provisionally set for 18<sup>th</sup> Oct 2013 <b>ACTION:</b> RD/KK are requested to;  <ol style="list-style-type: none"> <li>1. Emails to ask for nomination for post by end of this week</li> <li>2. Emails to also inform of venue and agenda and timing</li> <li>3. Also ask them to indicate if they wish to attend meeting and dinner</li> </ol> Other guest can be invited</p> <p>It was agreed that the venue should be kept local. <b>ACTION:</b> JsP and EM to look at food and costs chair to decide</p>	RD, KK JsP,EM



	<p><b>ACTION:</b> JS to check Biddenham village hall</p> <p>RD offered table and chairs from BVS Temple EM project manager for event</p> <p>Estimated Budget;</p> <ul style="list-style-type: none"> <li>• Charge £20 per head</li> <li>• Food max £12 per head</li> <li>• DJ £200</li> <li>• Alcohol wine and beer included in price</li> <li>• Bring sprits to sell at £20 per bottle</li> <li>• Table decoration we should have</li> </ul> <ul style="list-style-type: none"> <li>• Nominations need to taken 21 days before the Election Day.</li> <li>• Only paid members are eligible to stand</li> </ul> <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>	
2.6	<p><b>AGM and Charity Ball</b> Dress code – smart casual <u>Agenda draft</u></p> <ol style="list-style-type: none"> <li>1. Constitution adoptions</li> <li>2. Elections</li> <li>3. Financial update</li> <li>4. executive update</li> <li>5. chairs address</li> <li>6. Asian health issues - stems cells and organ donation</li> </ol> <p>Next meeting need to look at wider roles than current; Other role we could appoint to</p> <ol style="list-style-type: none"> <li>1. Women's chair</li> <li>2. Communication and media officer</li> <li>3. Finance and audit chair</li> <li>4. Governance and audit chair</li> <li>5. Charity chair</li> <li>6. Corporate development</li> <li>7. seminar planning</li> </ol>	
2.7	<p><b>Membership Diversity</b> 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> <p><u>Previous Notes</u> <u>23/06/12:</u> JsP suggested that we need more diversity in the Committee and members. With this in mind, JsP informed the committee that he proposes to have MI, MS, MK, &amp; RN to become honorary Committee members from today. All approved.</p>	
2.8	<p><b>Future Events</b></p> <ol style="list-style-type: none"> <li>1. Jan 1014 - Dinner event to start new year at Mercedes</li> <li>2. Nov/Dec 13 - Run a ladies event <b>GS</b> to report ideas, &amp; project manage</li> <li>3. Oct 13 – Elections event, <b>EM</b> to project manager</li> <li>4. Jan 14 - belated new year celebration</li> <li>5. Feb 14 - executive meeting</li> <li>6. Mar 14 – seminar, subjected topics, Commercial Letting, Franchising</li> <li>7. Mar 14 – Golf day</li> <li>8. Apr 14 - executive meeting</li> </ol> <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>	
3.0	<p><b>Finance</b></p>	



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3.1	Banked: £1,482 <ul style="list-style-type: none"><li>Fiona Nash, Hilliers HRW Solicitors - £500</li><li>Raj Chahal, Metro Bank - £500</li><li>Rehman Solicitors recommended by EM.</li></ul> <b>ACTION:</b> EM to send an email they have been accepted as corporate members. EM to cc in ST to then send Rehman Solicitors an invoice.	EM ST
<b>4.0</b>	<b>AOB</b>	
4.1	RD advised of the forthcoming Festival of Lights on Sunday 27 <sup>th</sup> 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 <b>KK</b> will design current leaflet.  SsG also advised that he will be getting a stall at the event.	
4.2	JS mentioned the Golf day Sep 27 <sup>th</sup> all invited for golf Friday afternoon 12:00 to 18:00 hours. Curry after golf 7 pm to late	
4.3	KK advised that he has spoken with one of the MKABA members who have expressed interest in BABA. <b>ACTION:</b> KK to discuss further and get contact details	KK
4.4	SsG mentioned the forthcoming Congress Party Independence Day event in Coventry on Sun 24 <sup>th</sup> Aug. All to let EM & SsG if you can attend. BABA has ten places available.	
4.5	EM recommends we run a family event to seaside. <b>ACTION:</b> EM to come back to committee with costs for next meeting with options.	EM
4.6	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	
4.7	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.	
	<b>Meeting ended at 21:50</b>	
<b>5.0</b>	<b>Next Meeting</b>	
5.1	Next Meeting / Seminar Date: <b>Wed 11<sup>th</sup> Sep 2013 at 7:00pm, Venue: TBC</b>	

