



Date: 12th September 2012

BABA Meeting Minutes

Time: 19:00

Venue: Denham Golf Club

	<p><u>Previous Notes</u> <u>29/08/12</u> Require invoice for AP for Mercedes Sytner Invoice needs to be sent to Noble £500 membership and £500 for launch event. Maybe worth checking with Noble if they wish to be invoiced for full amount of the launch event from catering firm Chairman, JsP, to check.</p> <p><u>08/08/12</u> AP asked for an invoice to be raised for his membership so that he can forward a cheque upon receipt. ST to action</p> <p><u>26/07/12</u> No Update</p> <p><u>11/07/12</u> It was suggested to have an invoice & remittance forms/receipts.</p> <p><u>13/06/12</u> JsB suggested having members make initial payment via cheque, then setup regular DDs or SOs. Need to provide receipts for membership on collection of fees.</p>		
<p>2.3</p>	<p>Lead Up to Launch</p> <p><u>Previous Notes</u> <u>29/0/12</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</p>	<p>EM</p> <p>RD SsG</p> <p>JsP, JsB</p>	<p>Open</p> <p>Open Open</p> <p>Open</p>





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	delegates, and 1-2 high profile guests.		
2.4	<p>Launch Day 25/18th October not possible. 2nd November confirmed as MP and Deputy Mayor likely to come.</p> <p>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 plane must be organised and each table to have designated member and partner. Need to do a professional job</p> <p><u>Previous Notes</u> <u>29/08/12</u> The revised date for the launch has been agreed to Thu 25th Oct 2012 from 6:30pm EM suggested we try Punjabi Foods for the catering as he ha used them for the Independence Day event recently and the food was very good. KsR advised that we should be encouraging local caterers, and previously JsP had approached Rusty, Sugar & Spice who offered £10 per head including a waiter service. KsR also added that the food and service need to be of a high quality and professional. JsB added that we would prefer 1 waiter per table. KsR and SsG to look into local caterers and test food samples (mention JsP when meeting with caterers). Recommendations to be made at next meeting. EM to look to acquire PA system for the day. <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 Noble Solicitors confirmed as main sponsors. And have offered to cover the cost of the food JsP will talk to Auction House for Wine Hartwell Accountants approached to become corporate members.</p> <p><u>Previous Notes</u> <u>26/07/12</u> No Update <u>11/07/12</u> A number of corporate organisations/businesses were suggested to approach for sponsorships; Noble Solicitors, Premier Solicitors, Bedford University, Charles Wells, Garcha family, Bookers Cash & Carry (Jigs), Cranfield University, Nissan R&D, Mahendra, Bedford BID, Banks (RBS, Barclays, HSBC), UKTI, Princes Trust, Business in the Community.</p>	JsP	Open
2.6	<p>Funding Raffle Party game suggested by ST. All to explore ideas JsB to liaise with all</p> <p><u>Previous Notes</u> <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>	JsB, ST	Open
2.7	<p>Flyer and Leaflet Logo greed on a vision with multiple arch Bridge no flags</p>	JsP	Open





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	<p><u>Previous Notes</u> 29/08/12 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 08/08/12 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 11/07/12 EM requested that we need a leaflet type supporting document to make sure we're saying the same thing when approaching prospective contacts.</p>	<p>KK ST</p> <p>KK</p>	<p>Open Open</p> <p>Open</p>
2.9	<p>Alternative Meeting Times - Previous Meeting Action 3.3 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>Previous Notes</u> 26/07/12 No Update 13/06/12 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 Thanks to KK who will design Letterheads and flyers and Leaflets and A4 membership certificates. Plus look into possible Membership cards. Membership now approved RD to action printing from EM/SG</p> <p><u>Previous Notes</u> 29/08/12 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>	<p>RD</p> <p>KK</p>	<p>Open</p> <p>Open</p>
2.11	<p>Recruit more Women - Previous Meeting Action 3.6 No Update</p> <p><u>Previous Notes</u> 26/07/12 No Update 11/07/12 KsR and JsB suggested that we need to recruit more women to become BABA members. GS was requested to take on this action.</p>	<p>GS</p>	<p>Open</p>
2.12	<p>Charities to Sponsor – Previous 3.1 <u>Previous Notes</u> 29/08/12 EM suggested that we could sponsor Bedford Children's Music classes for under-</p>		





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	privileged children. JsB also suggested BREC Mentoring, Princes Trust		
3.0	AOB		
3.1	Booklet 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	KK	Open
4.0	Next Meeting		
4.1	Next Meeting Date: Wed 26th September at 7:30pm, Venue: Denham Golf Club		

The meeting ended at ???pm

