



Date: 26th September 2012

BABA Meeting Minutes

Time: 19:00

Venue: MemSaab

~ 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	goldcrownstateagent@talk21.com	EM	Vice Chair	Apology
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	Apology
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	Kalyanaltd@yahoo.com	KK	Media Development	Apology

~ Meeting Minutes ~

The meeting commenced at 19:30pm

Ref:	Item for Report / Discussion / Feedback	Action	Status
1.0			
2.0	Minutes		
2.1	<p>Bank Account No change £250 in account and £10 cash</p> <p><u>Previous Notes</u> <u>29/0/12</u> JsP advised that the bank account with RBS is now up & running Current balance £200.00, awaiting subs from other committee members Noble Solicitors will provide benefit in kind towards the catering (~£10 per head or upto £2K in total)</p> <p><u>08/08/12</u> ST to chase the bank for an account number ST stated that only four members have paid their subs to date.</p> <p><u>26/07/12</u> Bank account has been opened with RBS at Mill Street, JSP & ST joint signatories for now. Membership subs are requested from all members. Facility for electronic banking to be explored to save time. The Current account is to have 2 signatories for now; ST & KsR.</p>		
2.2	<p>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.</p>	ST, AP	Open





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	<p><u>Previous Notes</u> <u>12/09/12</u> 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</p> <p><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>ST</p>	<p>Open</p>
<p>2.3</p>	<p>Lead Up to Launch 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 <p>• Please 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> <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 Kempton (4) ○ Richard Fuller, local MP (1) ○ Jeremy Browne MP – Minister of State for the FCO ○ Sheriff of Bedford (1) ○ Lord Lieutenant of Bedfordshire (1) 	<p>JsP</p> <p>EM, SsG</p>	<p>Open</p> <p>Open</p>





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	<ul style="list-style-type: none"> o HCI Commissioner (1) – EM to contact o BCoF – and spiritual leaders (10) o Berry Park Business Park (2) o MK Business Link (2) o BBC Luton (4) o Chamber of Commerce (1) o Paul Uppal (1) o Lord Indarjit Singh (2) o NABA (4) & LABA (4) o Request NABA to advice and contact senior attendees in trade o Dr Raj Chand, ACDA (2) – RD to contact o Eat End Foods (1) o Bestway Cash & Carry Ltd (1) o Media <ul style="list-style-type: none"> ▪ MATV – RD to contact Gulshan Dhingra ▪ Sangat – SsG to contact o 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>	RD	Open
2.4	<p>Launch Day Launch day confirmed as 2nd November at Mercedes at 7.00pm for 7.30pm Sugar and Spice to provide food. 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.</p> <p><u>Previous Notes</u> <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 plane must be organised and each table to have designated member and partner. Need to do a professional job.</p> <p><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.</p> <p><u>08/08/12</u> Live music was discussed and decided to have soft music in the back ground with a</p>	JsP	Open
		KsR, SsG	Open
		EM	Open





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	provision for microphone/s.		
2.5	<p>Sponsorships JsP to chase potential sponsors, Noble solicitors, Haartwell Accountants and Auction house. Booker C&C have in principle agreed to become Corporate members ST to chase.</p> <p><u>Previous Notes</u> <u>12/09/12</u> 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. <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 ST	Open Open
2.6	<p>Funding ST to contact RBS and get their written commitment to match fund charity money raised.</p> <p><u>Previous Notes</u> <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>Flyer and Leaflet KK to finalise Logo and footer and send it to all</p> <p><u>Previous Notes</u> <u>12/09/12</u> Logo greed on a vision with multiple arch Bridge no flags <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 <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 <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>	KK ST KK	Open Open Open
2.9	<p>Alternative Meeting Times 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.</p>		





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	<p>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 Membership certificates to be designed to be given to all paid members possibly framed.</p> <p><u>Previous Notes</u> 12/09/12 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>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>	KK RD	Open Open
2.11	<p>Recruit more Women - <u>Previous Meeting Action 3.6</u> 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>	GS	Open
2.12	<p>Charities to Sponsor It was decided to sponsor "Include me too" an Asian run charity dealing in disability issues amongst Asians and Macmillan Nurses (JsB seems to have this thing about uniform).</p> <p><u>Previous Notes</u> 29/08/12 EM suggested that we could sponsor Bedford Children's Music classes for under-privileged children. JsB also suggested BREC Mentoring, Princes Trust</p>		
2.13	<p>Booklet – Previous Action 3.1 A5 programme booklet to be printed with sponsors details, KK to deal</p> <p><u>Previous Notes</u> 12/09/12 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			
4.0	Next Meeting		





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4.1	Next Meeting Date: Wed 3rd October at 7:30pm, Venue: Denham Golf Club
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The meeting ended at ???pm

