

~ 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	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 Basi	jagtarbasi@yahoo.com	JsB	Media and Communication Secretary	Apology
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	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	Apology
13	Imandeep Sehmbi	imandeepsehmbi@gmail.com	IS	Volunteer	Present

~ Meeting Minutes ~

The meeting commenced at 8:00pm

Ref:	Item for Report / Discussion / Feedback	Status
1.0	Previous Comments and Actions superseded for post BABA Launch	
2.0	Minutes	
2.1	Went through JsB and BG notes they provided prior to meeting. All agreed that many of the points require the other committee members input.	
2.2	Memberships Need to revisit all potential members including attendees at the launch and non-attendees Provide BABA packs with the proposed Action plan for next 12 months EM advised that he along with JsB and BG looked at a suggestion to have seminars/workshops every other month and BABA meeting every other month (6 x seminars and 6 meetings throughout 2013) JsP stated that we need to ensure we have valid seminars, which may need to run for upto 2 hours, and will hold the audiences interest. RD added that we need good SME's for each proposed subject, also perhaps have more than 1 speaker and make the seminars form interactive with a Q&A session for the last 30-45 mins.	
2.3	EM advised that we have an error in the direct debit mandate form, apparently the bank need to provide us with a BABA reference so that DDs can be directed to our account. One such form has been sent back to be corrected. KsR is looking into this; JsP said he will work with KsR to resolve.	JSP, KsR
2.4	Payments JsP advised that we need to give Mercedes a cheque for £100 towards their banners EM said that JagatWani have not received their cheque. JsP to liaise with SsG We need to chase members who have not made their payments; Gharchas and Sira need to be contacted for their raffle winnings money, £670 & £500 respectively. JsP asked about the money due from SLK, and who they were?	SsG, JsP
2.5	Future Events JsP stated that future events need to be achievable not what we can achieve.	



	KsR suggested to parking seminar topics until we meet with JsB EM suggested working with BIC (Bedford Indian Community). JsP/Ks/ RD agreed to keep BABA & BIC as separate organisations.	
2.6	KsR stated that if we're to approach the Muslims communities such as the Pakistanis and Bangladeshi's then we need to recruit member from these communities RD added that the current Executive Committee was formed as Founder Members for the creation of BABA and the launch of BABA; we now need a Steering Committee to form an 'official' BABA Committee EM stated that we need to get more members first. KsR suggested Ajaz Butt, HomeLink, as a potential good member.	
2.7	EM advised that we need a certificate from AFSA (Asian Fire Service Association)	
3.0	Outstanding Actions from Previous Meetings	
3.1	Invoice and Remittance forms – Previous Point 2.2 Proforma invoice to AP 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.	Open
3.2	Tasks – Previous Point 2.4 <ol style="list-style-type: none"> 1. Follow up and sign up on both invited attending and non-attended guest 2. Meet up with people who can not attend evening meetings, such as restaurateurs 3. Everyone needs to take personal responsibility to sign up businesses 4. We need to develop connection that can make a difference 5. Keep our visibility at other events 6. We need to target business that we did not target. 7. Agenda next meeting 8. A follow up pack for those who are unsure 9. Hand out leftover BABA packs to non-attendees 10. Newsletter need to hand 11. Membership 12. Charity money 13. Meeting frequency 14. Asian achievement awards 15. Arrange business meeting with LABA in Leicester <ol style="list-style-type: none"> a. Need to be more organised before meeting 16. Use of Drop Box as central repository for all BABA material and documentation, inc all Minutes 17. Need to plan next seminar <ol style="list-style-type: none"> a. Need plan of action for the next 12 months 	Open
3.3	Funding – Previous Point 2.5 ST to speak with RBS Manager for match fund against donations during the Launch Day. Need this acceptance in writing from RBS.	Open
3.4	Membership Certificates – Previous Point 2.8 Framed membership certificates to be presented to attending members at the launch 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 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.	Open
3.5	Recruit more Women No Update	Pending
3.6	Definition of Corporate Sponsor v Corporate Member – Previous Point 3.1 EM raised concern over clarity of Corporate Sponsor (£1000) and Corporate Member (£500). Agreed to produce definition of the two types of members. It was agreed that we can have competing business at the launch, but can morally only accept sponsorship from one type of the same business, such as Noble solicitors, Bookers Cash & Carry, & Sytner Mercedes for the launch. It was also discussed that we need to show loyalty to sponsors for future events BsC stated that we need to manage expectations of both sponsors and members, and may need to give initial sponsors 1 st choice for next event	Pending



Date: 12th December 2012

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Time: 19:30 Venue: 3 Tonnes, Biddenham

3.7	MKABA – Previous Point 3.3 EM advised that MK ABA have approached him and discussed potential of merging with BABA. All agreed to discuss at next meeting.	Pending
4.0	AOB	
4.1	JsP requested that all Executive members should be paid up by the end of January 2013.	
4.2		
	Meeting and Dinner ended at 11:15pm	
5.0	Next Meeting	
5.1	Next Meeting Date: Wed 16th January 2013 at 7:00pm, Venue: Denham Golf Club	

