



Date: 8th August 2012

BABA Meeting Minutes

Time: 19:00

Venue: Denham Golf Club

~ 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	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	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	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	Present

~ 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</p> <p>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>Previous Notes</u> 08/08/12 ST to chase the bank for an account number ST stated that only four members have paid their subs to date. 26/07/12 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 - Previous Meeting Action 2.8</p> <p>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>Previous Notes</u></p>	JsP	Open





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	<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>	ST	Open
2.3	<p>Lead Up to Launch – Previous Meeting Action 2.4</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>Previous Notes</u> <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>	EM RD SsG JsP, JsB	Open Open Open
2.4	<p>Launch Day The revised date for the launch has been agreed to Thu 25th Oct 2012 from 6:30pm</p> <p>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.</p>		





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	<p>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>Previous Notes</u> 08/08/12 Live music was discussed and decided to have soft music in the back ground with a provision for microphone/s.</p>	<p>KsR, SsG EM</p>	<p>Open Open</p>
2.5	<p>Sponsorships Noble Solicitors have offered to cover the cost of the food</p> <p><u>Previous Notes</u> 26/07/12 No Update 11/07/12 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>		
2.6	<p>Funding JsB & ST to look into raffle items, auction items</p> <p><u>Previous Notes</u> 08/08/12 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>	<p>JsB, ST JsP</p>	<p>Open Open</p>
2.7	<p>Flyer and Leaflet - Previous Meeting Action 3.1 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>Previous Notes</u> 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 KK</p>	<p>Open Open 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</p>		





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	13/06/12 Need to look at alternative time of meetings for members who cannot meet in the evenings, such as local Asian restaurateurs.		
2.10	<p>Membership Certificates 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><u>Previous Notes</u> 26/07/12 No Update 11/07/12 EM suggested to possibly having a membership card facility for applicants, or some sort of certificate which members can display at their premises to show affiliation with BABA. EM to look at Laminate card machine.</p>	KK	Open
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>	GS	Open
3.0	AOB		
3.1	<p>Charities to Sponsor EM suggested that we could sponsor Bedford Children's Music classes for under-privileged children. JsB also suggested BREC Mentoring, Princes Trust</p>		
3.2	<p>EM regrettably stated that BABA was not promoted at the Independence Day event as much as we should have. EM added that he is now looking to hold a 'Mehfil' event and we should use this event to promote BABA, as he is expecting to invite mainly Business people.</p>		
3.3	EM advised of a young Events Organiser who is willing to help for the launch and any future events. EM to expand on this for future events.		
4.0	Next Meeting		
4.1	Next Meeting Date: Wed 12th September at 7:30pm, Venue: Denham Golf Club		

The meeting ended at 9:30pm

