



**Board of Directors
(2011-2012)**

Shah Haleem
Chairperson
(281) 748-9880

Khaled Khan
Vice Chairperson
(281) 748-4592

Nahida Naser
Secretary General
(281) 467-8777

S. M. Zahidul Azad
Director of
Finance and Budget
(832) 692-1234

S. M. Haleem (Mitu)
Director of
Organizational Affairs
(832) 866-6949

Syeda Kusum Kali
Director of
Cultural Affairs
(713) 584-5034

Maleque Choudhury
Director of
Sports & Games
(832) 878-6877

Gala Meeting Minutes

Meeting Date : Nov. 10, 2013

Meeting Location: BAC

Meeting Attendees: Shah Haleem, Syed Dinar, Azadul Haq, Afzal Ahmed, Naz Husain, Hasan Rahman, Arun Roy, SM Haleem Mitu, Shahmohd Tanvir, MD Chowdhury, Ashiqul Talukder, Zafar Khan, Zafar Chowdhury, Khaled Zulfiquir Khan, Shumana Salauddin, Dr. Rafiq Khan, Harry Ershad Asad, Maleque Chowdhury, SM Azad, Rawnak Chowdhury

This meeting took place to discuss about the Gala 2013 program agenda, logistics etc.
It has been decided to arrange "Clip-on badge" for the all guests and attendees
Ratan bhai will collect 35 badge from Haleem bhai and purchase the rest on line ASAP
Haleem bhai should supply all the names of the VIPs and the people who purchased the ticket
All the names of the attendees will be printed on colorful hard paper for the clip-on badge
Blank copies will be issued to those who get the tickets at the door.

There will be three registration table: 1 table for VIPs and 2 for the other attendees
4 credit card kits are available for gala/raffle ticket purchase and Waamik and Tawqir will be helping
3 flier box for raffle items showing prizes and the ticket prize
Silent auction has been considered to sell 6 items but auction items are not finalized at this moment.
Too many items on the program agenda and some items need to be eliminated/rearranged to end the program by 11:30.

Need to find out the time required by the color guards, choir performance, assign strict time to the speakers for their speeches

Need the feedback from Afzal Ahmed, Azadul Haq and others ASAP to finalize program schedule.

Shah Haleem has requested to return all tickets at this point.

Program flow for Nov 15th was discussed.

Dhaka Café donated 300 custom made gala bags.

Astros Apparel donated 250 gala tshirts

Naz Husain will conduct audio and video tasks

Stage will be finalized by Zahiruddin Babul