

MINUTES

APRIL 22, 2017

19:15

BERNER CLUB

MEETING CALLED BY	ASAB UDDIN
TYPE OF MEETING	Follow up on Previous meeting, outcomes & new action points
FACILITATOR	Mohammed Kaderiya Rahman
NOTE TAKER	Jakariya Rahman
TIMEKEEPER	Jakariya Rahman
ATTENDEES	Asab Uddin, Mohammed Zainul Abdin, Mohammed Jakariya Rahman, Mohammed Tareque Yehshan

Agenda topics

30 MINUTES

MOHAMMED KADERIYA RAHMAN

DISCUSSION		
Charity Commission application sent, Bank account is now live, Standing order forms printed		
Mohammed Zainul Abdin & Asab Uddin sat down with human aid to leave on good terms		
Seek sponsorships from businesses to fund materials		
Cakes order for Ramadan		
ACTION ITEMS		DEADLINE
Business Sponsorships £100 each (8 needed)	Asab Uddin & Zainul Abdin	ASAP
Lola's cupcakes & cakes 4 ramadan	Tareque Yehshan	02/05/17
Create Database for standing order forms	Tareque Yehshan	02/05/17
Processing of Standing orders	Kaderiya Rahman	End of every month
Online banking and telephone banking details	Kaderiya rahman	ASAP

10 MINUTES

LEAFLET & RAMADAN CALENDAR

ASAB UDDIN

DISCUSSION		
Prepare for Ramadan, generic leaflets to be designed and printed, discuss with team before finalizing design		
Buckets, hi vis and clothing gear to be ready before Ramadan		
Push out Bangladesh project, create awareness		
CONCLUSIONS		
Money from sponsorships will help towards the cost of designing and printing of Ramadan calendars and leaflet		
Send updates on what's app group before finalizing design, interact with everyone		
ACTION ITEMS		DEADLINE
Design leaflet	Asab Uddin	30/04/17
Ramadan Calendar	Jakariya Rahman	30/04/17

Printing costs	Asab Uddin	30/04/17
Source T shirt costs	Tareque Yehshan	26/04/17

10 MINUTES

BANGLADESH PROJECT

ZAINUL ABDIN

DISCUSSION	To give a brief overview of projects/ needs in Bangladesh	
CONCLUSIONS	Potential projects will be discussed and shared with the trustees via whats's app	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Project overview	Zainul abdin	30/04/17
Budget	Zainul abdin	30/04/17

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	