

MINUTES of Meeting

April 2, 2018

Macquarie Fields, NSW 2564

Attendance of meeting

Followings are the attendance of the meeting:

| No | Name | Email | Contact # |
|----|--------------------------------|--|--------------|
| 1 | Ahsanul Hadi | adil.gt@gmail.com | 0404 577 781 |
| 2 | Ali Bashir Noor | abn.cbh@gmail.com | 0469 033 741 |
| 3 | ANM Nazim Chowdhury | anmnazim@hotmail.com | 0421 837 574 |
| 4 | Arif Moin | moinarif@yahoo.com.au | 0413 572 682 |
| 5 | ATM Masum Rana | masumrana@yahoo.com | 0432 024 573 |
| 6 | Dr. MD Mashud Rana | mdmashud.rana@yahoo.com | 0414 197 310 |
| 7 | Hasibul Kaifi | kaifi_hk@yahoo.com | 0423 697 106 |
| 8 | Kamrul Hasan Murad | has-sydney@yahoo.com.au | 0423 126 260 |
| 9 | Khairul Azad | khairulazad@yahoo.com.au | 0425 387 303 |
| 10 | M Faisal Murad | faisal.murad@gmail.com | 0406 690 446 |
| 11 | MD Emran Sikder | emran.sikder@outlook.com | 0429 002 637 |
| 12 | MD Nurul Azim Chowdhury | adiazim@yahoo.com | 0413 835 692 |
| 13 | Mohammad Chowdhury Jetu | sajjadulakter@yahoo.com | 0431 209 818 |
| 14 | Mohammad Foiz | foizmo@iinet.net.au | 0422 115 038 |
| 15 | Mohammad Fouz | fouzmi@hotmail.com | 0401 770 049 |
| 16 | Mohammed Belal Uddin | belal257@yahoo.com.au | 0421 836 600 |
| 17 | Mohammed S Morshed (Lipu) | smmorshed2002@yahoo.com | 0403 665 775 |
| 18 | Mohammed Saydul Hoque (Faisal) | saydulhoque@hotmail.com | 0423 949 200 |
| 19 | Mohammed Ziaur Rahman | zia_amt@yahoo.com | 0431 056 663 |
| 20 | Nazim Walid | nazim_walid@yahoo.com | 0423 869 850 |

| | | | |
|-----------|------------------------|--|--------------|
| 21 | Rashed Hassan | rashedhassan@hotmail.com | 0433 777 417 |
| 22 | Riyad Mahmud | riyadmahmud@yahoo.com | 0402 298 230 |
| 23 | Rizwan Chowdhury | rizwanulhoque_chy@yahoo.com | 0423 485 613 |
| 24 | Ruhul Ahmed | r.hakim@hotmail.com | 0403 193 946 |
| 25 | Saiful Hasan Choudhury | green_hasan@yahoo.com | 0469 545 242 |
| 26 | Salauddin Rafiq | salauddinrafiq@yahoo.com | 0434 613 804 |
| 27 | Shafiqul Alam (Mithu) | shaf.mithu@gmail.com | 0406 122 577 |
| 28 | Shafiqur Rahman Khan | shafique_rony@yahoo.com | 0469 980 586 |
| 29 | Syed Baker | sayedbaker@yahoo.com | 0410 542 931 |
| 30 | Syed M Rahman | karu707@yahoo.com | 0401 846 871 |
| 31 | Syed Riead Taufiq | riead2000@yahoo.com | 0403 021 589 |
| 32 | Syed Zia Uddin Ahmed | syedzia1976@yahoo.com | 0413 242 120 |
| 33 | Tanvir Ahmed Rumel | tanvir171982@gmail.com | 0410 947 023 |
| 34 | Yakub Saadat | y.saadat@gmail.com | 0431 679 653 |
| 35 | Yasinur Rahman | yasinur@yahoo.com | 0433 313 241 |

Apologies

| No. | Name | Email | Contact # |
|-----|------------------------------|--|--------------|
| 1 | Abu Shahed | Shahed_saido@yahoo.com | 0433 274 903 |
| 2 | Ahmed Mustafa (Sumon) | ahmedmustafa1@yahoo.com.au | 0415 152 787 |
| 3 | Ahmed Sagar | sagar_ajs@yahoo.com | 0449 050 070 |
| 4 | Arup Kanti Bishwas | arupeeebd@gmail.com | 0450 675 553 |
| 5 | Bahar Uddin Ahmed | baharbgd@gmail.com | 0431 026 137 |
| 6 | Bappy | | 0434 587 819 |
| 7 | Hasan | | |
| 8 | Mehedi Hasan | shazalbg@yahoo.com.au | 0431 329 811 |
| 9 | Mohammad Azizul Islam | | 0421 322 761 |
| 10 | Raihan | | |
| 11 | Raisul Islam Mahbub | Raisul_ctg@hotmail.com | 0421 305 046 |
| 12 | Shafiq Chowdhury (Naseem) | | 0450 687 671 |
| 13 | Sheikh Salauddin | sheikhsalauddin@yahoo.com | 0433 991 145 |
| 14 | Zulkernine Risvi | mzrisvi@gmail.com | 0421 180 969 |

Motion by Khairul Azad:

Let us get together and do something with the goal and vision “To Serve Our Communities”.

Seconded and passed without dissent.

Motion by Tanvir Ahmed

Build a Non-Political Platform:

- No political influence nor any political agenda will be allowed, we will not represent any political party from Bangladesh nor Australia.
- We are not going to represent/promote any personal agenda in this forum

Seconded and passed without dissent.

Motion by Yakub Saadat

Agree on a type of Platform:

- Everyone agreed to establish a “Not for Profit” organisation where members involvement is voluntary for the wellbeing of Communities and the Society.

Seconded and passed without dissent.

Motion by Ruhul Ahmed

Name of the Organisation:

- All attendees actively participated on the discussion to select a Name for the organisation
- There were 4 different names were proposed by the attendees
- Open votes were taken from the attendees to select the organisation name

| Name | Count of Votes | Rank |
|----------------------------------|----------------|------|
| Chattogram Community Australia | 8 | 3 |
| Chattogram Somity Australia | 9 | 2 |
| Chattogram Club Australia | 10 | 1 |
| Chattogram Association Australia | 2 | 4 |

- “Chattogram Club Australia” were selected as organisation name

Seconded and passed without dissent.

Motion by Riyad Mahmud

Board of Directors of the Chattogram Club Australia:

- All attendees discussed and agreed to select the directors by passing motion and supporting it accordingly
- Followings are the members of directors motioned by attendees and selected without dissent

| Name | Email | Contact # |
|-------------------|--|--------------|
| Arif Moin | moinarif@yahoo.com.au | 0413 572 682 |
| ATM Masum Rana | masumrana@yahoo.com | 0432 024 573 |
| Khairul Azad | khairulazad@yahoo.com.au | 0425 387 303 |
| MD Emran Sikder | emran.sikder@outlook.com | 0429 002 637 |
| Ruhul Ahmed | r.hakim@hotmail.com | 0403 193 946 |
| Syed Riead Taufiq | riead2000@yahoo.com | 0403 021 589 |
| Yakub Saadat | y.saadat@gmail.com | 0431 679 653 |

Seconded and passed without dissent.

Motion by Mohammad Foiz

Secretary of the Chattogram Club Australia:

- All attendees discussed and agreed to select the Secretary by passing motion and supporting it accordingly
- Followings are the Secretaries motioned by attendees and selected without dissent

| Name | Email | Contact # |
|--------------------------------|--|--------------|
| Hasibul Kaifi | kaifi_hk@yahoo.com | 0423 697 106 |
| Mohammed Belal Uddin | belal257@yahoo.com.au | 0421 836 600 |
| Mohammed Saydul Hoque (Faisal) | saydulhoque@hotmail.com | 0423 949 200 |

| | | |
|-----------------------------|--|--------------|
| Nazim Walid | nazim_walid@yahoo.com | 0423 869 850 |
| Syed Zia Uddin Ahmed | syedzia1976@yahoo.com | 0413 242 120 |

Seconded and passed without dissent.

Motion by Syed Riead Taufiq

Treasurer of the Chattogram Club Australia:

- All attendees discussed and agreed to select the Treasurer by passing motion and supporting it accordingly
- Followings are the Treasurer's motioned by attendees and selected without dissent

| Name | Email | Contact # |
|------------------------------|--|------------------|
| Ahmed Mustafa (Sumon) | ahmedmustafa1@yahoo.com.au | 0415 152 787 |
| Kamrul Hasan Murad | has-sydney@yahoo.com.au | 0423 126 260 |
| Rashed Hassan | rashedhassan@hotmail.com | 0433 777 417 |

Seconded and passed without dissent.

Motion by ATM Masum Rana

Public Relation officer of the Chattogram Club Australia:

- All attendees discussed and agreed to select the Public Relation officer by passing motion and supporting it accordingly
- Followings are the Public Relation officer's motioned by attendees and selected without dissent

| Name | Email | Contact # |
|----------------------------------|--|------------------|
| Mohammad Foiz | foizmo@iinet.net.au | 0422 115 038 |
| Mohammed S Morshed (Lipu) | smmorshed2002@yahoo.com | 0403 665 775 |
| Raisul Islam Mahbub | Raisul_ctg@hotmail.com | 0421 305 046 |
| Riyad Mahmud | riyadmahmud@yahoo.com | 0402 298 230 |

| | | |
|-------------------------------|--|--------------|
| Saiful Hasan Choudhury | green-hasan@yahoo.com | 0469 545 242 |
| Shafiqul Alam (Mithu) | Shaf.mithu@gmail.com | 0406 122 577 |
| Sheikh Salauddin | sheikhsalauddin@yahoo.com | 0433 991 145 |

Seconded and passed without dissent.

Motion by Kamrul Hasan Murad

Member selection of the Chattogram Club Australia:

- All attendees discussed and agreed to have members from all part of society, regardless of race, religion, gender, age etc.
- All members can exercise their rights with mutual consultation with all members
- Everyone's opinion is counted and respected

Seconded and passed without dissent.

Motion by Rashed Hassan

Membership fees for the Chattogram Club Australia:

- All members (including office holders) will be paying a monthly fee
- Monthly membership fee is not mandatory
- Monthly membership fee decided as \$10/Month with an open vote of all the attendees
- The Chattogram Club Australia's year will be in line with financial year

Seconded and passed without dissent.

Motion by Mohammad Fouz

The Chattogram Club Australia guideline, roles and responsibilities:

- Being Transparent and Open on every activities and events of the Club
- Everyone is accountable for the Club actions and Agenda
- Monthly meeting to with agenda and actions plan in place to ensure our club is operating in timely and professional manner
- All of the members will be informed and communicated in every event progress, in day to day operations as well as logistics aspects
- Every member have right to access any information for any activities in monthly meeting (or prior) or any other form of communication
- Suggestions/feedback box to improve Club activities, operations, logistics etc.

- Everyone is welcome no matter where you from?
- Club will be maintaining accounts, and all financial should be maintained to bank account
- Monthly transactions will be published into clubs communication channel
- Club “Memorandum of Association” will be open for public as well club members
- Club will not have any intentions to compete or counter attacks of any agenda from any other Group or Association
- Based on Chattogram Club Australia, agenda we will have activities and events programme
- Club will always respect anyone’s personal belief and choice to ensure they are free to exercise wherever and club will try its best to accommodate for everyone within club’s capacity
- Club will not force anyone for anything. As much as member have the rights to say “YES” they also have the rights to say “NO” in a respected manner
- Club will always be open for constructive criticism.
- Club committed to fulfil as much as everyone’s expectations in a timely/professional manner with consultation with all club members. Club may not be able to fulfil all of them in once however club are committed to cover as much possible within its capacity based on urgency, priority also wellbeing of the Community and the Club in the long run

Seconded and passed without dissent.

Motion by Syed Baker

The Chattogram Club Australia marketing strategy:

- Club will have its own WebSite and backend database
- Club will have Social Media presence where club will have as much as information about the Club agenda, activities etc. The page will also have everyone participation to share their experiences, opinions and comments.

Seconded and passed without dissent.

Motion by Nazim Walid

The Chattogram Club Australia welfare strategy:

- Club members will be donating their contribution of Zakat and Fitra to create a fund for the club
- This fund will be spend on welfare of the society as per members suggestions

Seconded and passed without dissent.

Motion by Mohammed Belal Uddin

First family event for the Chattogram Club Australia:

- All attendees agreed to have an event for all members, family and friends in FY18
- All attendees agreed to arrange the event post Ramadan
- All attendees agreed to have the event to be on 30th Jun'18
- All attendees agreed to spend FY18's yearly fee towards the event on 30th Jun'18

Seconded and passed without dissent.

Motion by Syed Zia Uddin Ahmed

Next meeting for club members

- All attendees agreed to have next meeting on 21st Apr'18
- Next meeting will be held on 4pm at 102 Evelyn St, Macquarie Fields, NSW 2564

Seconded and passed without dissent.

Action items

| No. | Task | Assigned to | Due Date | Status |
|-----|---|--|----------|-----------|
| 1 | Publish meeting minutes | Khairul Azad, Mohammad Foiz, Mohammad Chowdhury Jetu | 06/04/18 | Completed |
| 2 | Creation of The Chattogram Club memorandum and finalise regulatory registration | Mohammad Fouz, Kamrul Hasan Murad, Syed Zia Uddin Ahmed | 13/04/18 | |
| 3 | Open Bank account with appropriate control | Khairul Azad, Kamrul Hasan Murad, Rahsed Hasan, Ahmed Mustafa | 20/04/18 | |
| 4 | Create a WhatsApp group | Mohammad Foiz | 04/04/18 | Completed |
| 5 | Create a Social Media page | Syed Riead Taufiq, Arif Moin, Syed Baker | 13/04/18 | |
| 6 | Create Online registration portal | Syed Baker, Ahsanul Hadi | 13/04/18 | |
| 7 | Create WebSite | Syed Baker, Ahsanul Hadi, Syed Riead Taufiq, Arif Moin, Riyad Mahmud, Yakub Saadat, Mohammad Foiz, Hasibul Kaifi | 11/05/18 | |
| 8 | Identify location for upcoming event | ATM Masum Rana, Kamrul Hasan Murad, Mohammed Belal Uddin, Saiful Hasan Chowdhury, Yasinur Rahman, Hasibul Kaifi | 21/04/18 | |
| 9 | Inform family and friends about clubs goal & vision | All | On-going | |

Agenda for next meeting

- Update on name registration process
- Update on Bank account establishment
- Update on Social Media communication channel
- Update on membership registration process
- Update on Websites
- Select location for upcoming event
- Finalise approximate number of guests for upcoming event
- Finalise budget for upcoming event
- Discuss on funding source for upcoming event
- Discuss & agree on quorum for monthly meeting, AGM

Location for next meeting

- Address – 102 Evelyn Street, Macquarie Fields
- Time – 4.00pm
- Date – 21/04/2018