

Adamjee School 80

Minutes of the Meeting

The 3rd meeting of the Convening Committee, Adamjee School 80, was held on September 18, 2003 at the conference room of Prisma Digital Limited, Safura Tower (3rd floor), 20 Kemal Ataturk Avenue, Dhaka 1213. The meeting started at 7:30 p.m.

Following convening committee members attended the meeting:

Mr. M. Shafiqur Rahman	-	Convener
Mr. Naveed Ahmad	-	Member
Mr. Ashrafuzzaman	-	Member
Mr. Sadr Aldeen	-	Member
Mr. Anisuzzaman Khan	-	Member
Mr. Saber Sharif	-	Member
Mr. D. S. Zulfikar Hyder	-	Member
Mr. M. Shawkat Husain	-	Member
Mr. Shafiqur Rahman	-	Member

The meeting was presided over by Mr. M. Shafiqur Rahman, Convener, Convening Committee. Following are the details of the discussion:

- 01.** The Convener put forward the agenda as mentioned in the letter dated September 09, 2003. The agenda are as follows:
 - √ **To review the demo version of the web page development work.**
 - √ **To review/finalize the revised draft constitution.**
 - √ **To review the overall arrangements for the family get-together.**
 - √ **Publication of monthly news letter.**
 - √ **Miscellaneous.**
- 02.** A demo of the under constructed web site development work was given by Mr. Rifat J Eusufzai (Ranju) to the committee. The members made some observations and requested Mr. Ranju to look into it. The committee gave some suggestions also to improve the overall getup and to make the site more informative. The committee decided to mention the names of all the past and present teachers with gratitude. Because of them all the students are now well established and well placed. Mr. Ranju informed the committee that the service charge will be Taka 4,000.00 for development, hosting and domain, etc. works and subsequently Taka 2,000.00 will be required every year as maintenance fees.
- 03.** Review of draft constitution of the association was left pending as the sub-committee could not complete the draft. It is expected to be placed on the next convening committee meeting for review.

- 04.** The convener put forward the estimates for family get-together. Four probable venues were discussed along with costs. All members unanimously decided to hold the program at Adamjee College and in that case it will be a day long program. The convener informed that he had already applied to the authority for permission to hold the get-together at the Adamjee College venue and briefed the permission process to all members. The convener also requested Mr. Saber Sharif to look into it and pursue the matter at AHQ. The members stressed the need to make the program more lively and entertaining to wife and children by arranging musical events, magic show, games, etc.

Some committee members suggested to reduce the food items which was earlier put forward to them by the convener so that some funds can be arranged to distribute free gift items among the children and honorarium to the artist and magicians. Mr. Anisuzzaman informed the honorarium for them will be approximately Taka ten to twelve thousand. The members requested the convener to contact Fakruddin baburchi and find out the cost of Kacchi Biriani. It was also pointed out, being a day long program apart from lunch light refreshment should be provided in morning and evening. The committee was informed that if it is held at Adamjee then both the Principal of school and college, existing school teachers along with their wife would be invited. In case the authority refuses, then the get-together will be held at Kurmitola Golf Club, Dhaka Cantonment and in that case it will only lunch.

The committee also decided to fix Taka 1,000.00 (Taka one thousand) only as subscription per family. Apart from that while collecting subscription each will be approached with a request to extend financial assistance what ever amount they can to overcome the short fall. The convener also put forward a draft letter for donation of Taka 5,000.00 (Taka five thousand) only to be sent to some selected businessmen members for their generosity to accomplish the program successful.

- 05.** Publication of monthly news letter was left pending as the sub-committee could not come up with any constructive ideas.
- 06.** The committee members decided to meet again after Eid but no dates were fixed to review the progress of the works/assignments, especially on overall arrangements for the family get-together. Notice for the next meeting will be issued in due course mentioning the date, venue and time.
- 07.** The Convener requested Mr. Ashrafuzzaman to read out the matters discussed and decision taken by the committee.
- 08.** All the committee members thanked Mr. M. Shawkat Husain for heartiest hospitality by allowing to hold the meeting at his well-furnished conference room which was followed by a nice dinner.

In absence of any other matters to discuss the meeting was adjourned at 9:30 p.m. Members present gave thanks to the Convener, for his contribution and relentless efforts to organize the family get-together of *Adamjee School 80*.