

Meeting Minutes

Thursday, July 10 03

Venue: Rubina's House

Attendees: Dure, Sabeeka, Farah, Siraj, Tina and Rubina

- 1) Motion for Sabeeka to take temporary Director of Membership position approved by the Board.
- 2) Board Communication:
 - a. It was decided that each board member is responsible for checking his/her email and keeping up-to-date with board issues. If email is not possible, it is the board member responsibility to call another member and get up-to-date with current issues.
 - b. EXCEPTION TO THE RULE is when an urgent approval needs to be had. It is the responsibility of the board member initiating the request to call and communicate the info to all board members.
- 3) Event Planning
 - a. Cricket Match – July 26
 - i. Planning complete
 - ii. Trophy ordered and picked by Siraj
 - b. Mushaira – July 27
 - i. Possible Venues discussed. Islamic Center of Boston, Wayland was considered the best option for this event considering there would be 40-50 people at the most. Tina to finalize the place booking
 - ii. Tickets were finalized at \$25 for couple, \$10 for students, \$15 for individual as per last Mushaira
 - iii. Time was set after Maghrib.
 - iv. Audio Equipment needs to be rented – Tina to look into it.
 - v. Drinks and Snacks to be sold.
 - vi. Budget was discussed to ensure we have a break-in or profitable event.
 - vii. Flyer needs to be created – Farah in charge.
 - c. Independence Day
 - i. \$5 ticket suggested
 - ii. Rubina suggested tents to be rented – Tina in charge of rental
 - iii. Kebab King suggested as a possible vendor – Rubina to look into it
 - iv. Flyers to be made – Sabeeka to make a draft and distribute
 - v. Advertisement Solicitation: Farah and Siraj to start calling businesses in the area
 - vi. Stalls: Board took the decision to invite vendors that serve the Pakistani community. Dure to take charge.
 - vii. Web to be updated: Farah in charge
 - viii. Tee-M finalized for entertainment.