



## **PAGB Board Meeting**

**Place:** Shamoun Idrees's House

**Attendees:** Dure Afzal, Shamoun Idrees, Aijaz Baloch, Siraj Khan, and Ghafoor Sheikh

**Wednesday, 26 May 2004**

### **Minutes**

#### 1. Handover by Siraj Khan:

- a) Provided old notes, copies of handouts etc. The items were collected by Shamoun.
- b) Shamoun to electronically archive relevant and important items.
- c) Books, videos and left over gift items handed over to Dure.
- d) One large Pakistani flag and a couple of small flags handed over to Aijaz.
- e) Siraj will mail check from Millrun tours and invoice from Astrolabe to Shamoun.
- f) Siraj will mail the copies of checks from Nighat Chaudhry event to Shamoun who will identify all membership checks and provide the names to Hasan for verification against the membership database.

#### 2. Handover by Ghafoor Sheikh:

- a) Annual Report was filed in 2003. A copy was provided to Aijaz.
- b) There are two direct monthly withdrawals (Parwez Wahid and Siddiq Abdullah) setup with Fleet. These accounts will need to be reset with the Citizens after the Fleet account has been closed.
- c) Ghafoor Sheikh will close Fleet account and transfer leftover funds to Shamoun to deposit into new Citizens account.
- d) A partially completed TA-1 form was handed over to Aijaz. The form when filed and accepted will allow PAGB to claim sales/excise tax exemption on hotel expenses etc. We can then provide this information to Bushra Idrisi of Seaport Hotel and get reimbursed for the taxes paid last year.
- e) Ghafoor will collect all treasurer related documents from Farah and go over those with Shamoun in a separate meeting to complete treasurer items handover.