

Attendees: Ratna Cary, Meredith Farruk, Star Faruque, Maria Islam, Rima Khan, Juditha Ohlmacher, and Lori Walsh.

Meeting was called into order at 5:45 p.m.

Ø Spring Charity Bazaar:

- § Meredith said that there a lot is left to do. Lori asked whether we would be able pull it together in time. Meredith said she thought not, not at the current rate of planning and participation.
- § Lori suggested calling the DAWC members personally and asking them to help out. Meredith said she had earlier tried but since so many people were on vacation it had been futile. Now that people are returning we can try again. Meredith emphasized that it takes a lot of hand-holding, with volunteers, donors, and vendors.
- § Lori reported that Liz Corbin due to prior commitments would no longer be able to participate in planning the Spring Bazaar. Meredith suggested splitting up whatever vendors Liz was working on.
- § Vendors: Lori said Banglalink is interested in having a stall. Meredith reported that 5 vendors have currently confirmed and paid. She is in talks with Khazana and Heritage, and Khazana is also donating a prize. It was also suggested that @Corner may be interested as well. Meredith has 52 potential vendors from last year's list. She said vendors must either have a signed contract or have paid their fees or they don't go on the master list.
- § Posters: Meredith asked Juditha whether posters had yet been printed; she replied that they had not as she was awaiting confirmation of the Feb 2 date. She will print upon confirmation.
- § Date: Star asked whether we would actually hold the bazaar on February 2. It was revealed that previous restrictions on movement of Embassy staff have been lifted. AIS/D may be having it International Fair on Feb 9. If we wish to hold it at AIS/D then it would have to be March 2. All decided to go ahead for Feb 2.
- § Time: Rima asked can we start later since many people won't come until after jumma prayers. Suggested that the time be changed to 11am. All agreed.
- § Venue: Star said she had send a letter to John @ ISD but has not yet heard a response. ISD is sending out mixed signals as to their intentions. John will return January and Star will see him then in person.
- § Volunteers: A total of 30 volunteers will be needed, in 3 shifts: 10-12/12-2/2-4. Lori suggested general meeting to get people but may felt wouldn't show up. Star and Meredith thought better that we should call and give specifics.
- § Food Vendors: must provide their own hot plates, plates, cutlery, napkins, etc. There will be electrical outlets and water at the venue. Tables will be available outside the cafeteria as well. Motif has said that it does not want to be a vendor.
- § Donors: Halliburton has already donated Tk 20,000.
 - Rima said in the past has found Expat clubs stingy as donors but thought ARA should be able to contribute at least a voucher for a dinner for 2.
 - Ratna will ask Indonesian Embassy to donate a voucher for a free lunch.
 - Maria Islam said Aranya gave something last year.

- A DAWC member is a contact at Johnson & Johnson.
 - Rima has already spoken with a manager at Transcom. She volunteered to contact Transcom, Arirang and RollExpress.
 - Teri Selmsler will get OMS to donate and will try to get GMG to donate to 2 tickets to Calcutta.
 - Maria Islam said many companies will donate for tax purposes.
- § Entertainment:
- Caroline and Meredith have gone to Radio Foortie regarding broadcasting from the event. They emphasized that they didn't want riff raff coming in like at an earlier event. However, Radio Foortie's market is teenagers.
 - Radio Foortie's deal: 4-5 days of advertising before the event, Raffle draw. Meredith is awaiting the formal proposal from them. They will most likely not broadcast from the event , but may provide the music.
 - Radio Today: Juditha said she had a contact for Radio Today who had a wider market. She would get the information and pass on to Lori.
 - Japanese Dancers: Juditha will contact the Japanese dancers about performing a few dances.
 - Karate: Lori will contact the Karate school about doing a karate demo.
 - Stage Needed, other decorations: Caroline will contact "Grey" about decorations, Lori will contact "New City". Star reported that ISD suggested "Shobhan" decorators since they are close to the school. Star will get the contact info.
 - Raffle Draw: Lori has a contact [Amer of Mondira] might have a spinning raffle ticket cage.
- § Donation Drop-Off: Maria Islam said is always better to offer house as a drop off point for items rather than embassy or work. Lori said Supi has books, Ratna will ask her.
- § Accounting: Maria asked about expenses:
- Trustworthy person must be found for the money box.
 - Accountability is needed.
 - Receipts needed.
 - Could get a person from a bank to pick up the money. Said 4-5 people came from Standard chartered last time but doesn't think it is needed this time since this event is much smaller.
 - Gate handles a lot of money.
 - Get an accountant or one trustworthy person to rotate around every 30 minutes, and account for money.
 - Many Raffle Tickets get sold on the day of the event.
- § Admission Fee: Entrance fee being charged is: Tk.50/adult, Tk.20/child (adult means 12 and above). Ticket has both adult and child on it - the person at the gate circles adult/child.
- § Supermarkets: Juditha agreed to get donations of vouchers from Meena Bazar and other supermarkets. Vouchers of Tk.500-1000-5000.
- § Volunteers: Ratna said that last year the volunteers were given a hard time about getting in. Suggested a tag but others said that could be abused. A list at the front is definitely needed. Supi did T-shirts and caps one year. Her son was the contact.
- § Calling Members: Juditha will assign members for each board member to call. Star will send out list of things to ask each member for, such as: volunteering/ vendors/ books/ clothes.
- § Advertising: Dasher, Posters, Jute. Who is doing the Jute now that David Greedy has resigned?

§ First Aid Booth: Ratna emailed Linda but so far no response.

§ Kid's Entertainment:

- Teri Selmser will do face painting.
- Other entertainment? Sports Zone? Games? Balloons? Pillow Jousts?
- Bouncy Castle expensive – Tk.6,000.
- Are we charging for games/kiddy korner? Some thought yes, others thought no. Decided not to charge.

Ø Next Meeting:

§ Next Meeting will be Friday, January 19, 2007, at the ARA, at 12:00 pm.

Meeting adjourned at 7:45 p.m.

Respectfully Submitted,

Juditha Ohlmacher
Secretary