

DAWC Meeting Minutes  
 Bazaar Vote  
 January 22, 2007, 5:00 pm  
 Ratna's Residence

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Attendees: Barbara Brown, Ratna Cary, Meredith Farruk, Star Faruque, Juditha Ohlmacher, and Melanie Rubenstein.

The meeting was called into order at 5:10 p.m.

Ø The Budget: Ratna presented the estimated budget for the Spring Bazaar:

Descriptions	Expenses (Tk.)	Income (Tk.)	Profit/Loss (Tk.)
Entrance Tickets**	4,000	65,000	61,000
Raffles**	4,500	100,000	95,500
Stalls***	32,400	135,000	102,600
Stage	1,260		(1,260)
Bake Sale*		20,000	20,000
Book Sale*		33,000	33,000
Garment Sale		37,500	37,500
Tea Garden		20,000	20,000
ISD: A/C (5 hours)	20,000		(20,000)
Security (7 hours)	8,400		(8,400)
Cleaning Svc (7 hours)	8,400		(8,400)
Advertising*	2,500		(2,500)
Miscellaneous*	5,000		(5,000)
Event Organizer	14,000		(14,000)
<b>Total</b>	<b>100,000</b>	<b>410,500</b>	<b>310,040</b>

\* Figures taken from last year's Christmas Bazaar

\*\* Assuming that 2,000 people attend the Bazaar

\*\*\* Assuming that we have 60 vendors, in which:

    10 are NGOs with 1,000 taka table/stall fee each

    25 are Commercial Vendors with 2,000 taka table/stall fee each

    25 are Food Vendors with 3,000 taka table/stall fee each

§ Last year the DAWC only earned 1,20,000 taka as we had to split the profits in half with the BWA. This year we get to keep it all. But last year's figures don't exactly match up with the income from the stalls. Last year's figures only say Tk. 30,000, but that cannot be right. However, she can find no accounting for it

§ Ratna pointed out that we must rent more than simple tables for each vendor; they must have an actual stall partitioned by curtains. This will cost us more. She has already included this higher price in her calculations.

§ Quick math shows that 15% of 100,00 would be 15,000 as the Event Manager's fee. However, Juditha thought that there might be a minimum fee for each Event Manager, which might be closer to Tk. 30,000.

Ø New Donation: Star reported that Bata has donated Tk. 30,000.

- Ø Juditha's Event Manager Report: Juditha reported her discussion with Sylvia, who now works for her corporation but used to do the PR for the Radisson Hotel.
  - § 15% of cost is indeed industry standard, and it is also standard to have a flat fee instead which should be roughly 15% of cost. While there might be a minimum charge just to make it worth their while, they may negotiate as it is a charity event.
  - § Juditha apologized that due to unforeseen circumstances she did not have any Event Management quotes, but hoped to get some in the next 24 hours.
- Ø Star's Event Manager Report: Star reported her discussion with Mr. Sohel Alam, who is her contact for her friend's Event Management Company.
  - § She and Mr. Alam did a walk-around of the ISD campus. Star did not report what his asking fee would be.
- Ø Reputation of Event Manager: Meredith raised concerns about the reputation of the Event Managers, as we don't know what other events they have done. Ratna also concurred. Star reassured the board that the company has been in business for 15 years and done many events, including those at the ISD, and is considered reputable. Juditha asked for the name of the company, and Star said she would find out.
- Ø Percentage vs. Flat Fee: Melanie said she would feel more comfortable with a flat fee. Barbara asked what our comfort level would be for a flat fee. She suggested Tk. 20,000. Others concurred.
- Ø Treasurer's Report: Ratna reported that she had been mistaken in the last meeting; actually DAWC had Tk. 199,000 in the bank. All felt better about having this event when we heard this.
- Ø Vote: Barbara asked if all were ready for a vote. Juditha called for the vote: All those in favor of having the Spring Bazaar on March 2 using an Event Manager say "Ay," all those against say "Nay". The "Ay's" carried unanimously by all those present able to vote, with a proxy vote from Lori via Juditha.
- Ø Calling contacts: It was decided to continue calling contacts for volunteering. The board asked Meredith where exactly volunteers were needed. Meredith reported:
  - § 2 at front gate for observation every 2 hours
  - § 2 each at the garment, bake, and book sale tables, per 2 hours
  - § Raffle and Chit selling tables.
- Ø Chocolate and Champagne Party: Juditha asked Barbara whether it would be possible to rent champagne glasses from the GSO. Barbara said she thought not but would check. Juditha then asked whether plastic ones could be ordered from Oriental Trading. Ratna said she would check.
- Ø Next Meeting:
  - § Next Meeting was not decided upon. Members will be informed by email.

Meeting adjourned at 5:50 p.m.

Respectfully Submitted,

Juditha Ohlmacher  
Secretary