

Minutes of the EC meeting

The inaugural EC meeting of the newly Elected Executive Committee 2024-26 of Bangladesh Garment Buying House Association, BGBA # **March-EC/01/2024/2024-26** dated **21/03/2024** was held on 21st March, Tuesday, 2024 at 9:30 am at BGBA Office, Banani, Dhaka.

Meeting # EC/01/2024/2024-26/March-1

Md. Mofazzal Hossen Pable, President, presided over the meeting. Following 08 (Eight) Members were present in the meeting:

1. Md. Mofazzal Hossen Pable (President)
2. Md. Abdul Hamid (Sr. Vice President)
3. Md. Morshed Alam (Vice President)
4. Mr. A.K.M Saifur Rahman (Vice President)
5. Mohammed Zakir Hossain (Secretary General)
6. Md. Emdadul Huque Miazi (Joint Secretary General)
7. Md. Roman Mia (Joint Secretary General)
8. Md. Fazlul Haque (Treasurer)

Minutes

1) Iftar Party for all BGBA members

Due to time constrain in arranging Iftar Party for all BGBA members at this moment decision regarding **Iftar Party** or **After Eid Get Together** will be taken soon and BGBA Members will be informed accordingly.

2) Office discipline for all staffs

All BGBA staffs are being instructed to address all BGBA Members with respect and call them Sir with a smile. BGBA staffs are being instructed to look presentable. They must wear professional attire. No T-shirt, no Polo shirt & no sandals are allowed during office hours. Sandel are only allowed for the purpose of prayer. All staffs must adhere to office timings.

3) Office responsibility of all EC members

All EC members are being requested to come to office on every Sunday at 10:00 am for weekly EC meeting. Other members will come according to roster.

4) New Membership process & Membership Renewal process

On next EC meeting decision will be taken on how to make new membership & renewal process customer friendly and perfect with One-Stop service for BGBA members.

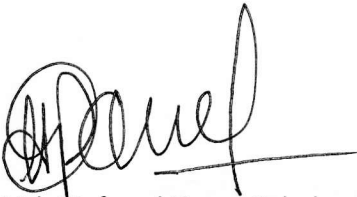
5) BGBA new office rent

Decision has been taken to shift BGBA office premises to Uttara in a good location as soon as possible with bigger space.

6) BGBA accounts signatory finalization

Decision has been taken to have 03 (Three) signatory- President, Secretary General & Treasurer. Any 02 (Two) person can withdraw money. However, Secretary General & Treasurer will monitor the account & cheques. In absence of anyone President will sign.

There being no other matter to discuss the meeting concluded that day & scheduled the next EC meeting on 31/03/2024 to discuss the actions on many commitments to transform BGBA into a better Association.



Md. Mofazzal Hosen Pabel

President

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