

BAGH EC Meeting Minutes

8/24/06

S. Windsor Community Center

Attendees: Monosij Mazumdar, Tapas Bandopadhyay, Somnath Deb, Sudip Bhattacharjee, Tirthankar Choudhuri, Sudipto Ghoshal, Gopal Das

Absentees: Gautam Maulik (Contributed via phone/email)

1. Meeting called to order at 6:40pm
2. **Puja dates:** 9/29 - 10/1
-- Status: Finalized.
3. **Venue:** Timothy Edwards Middle School.
-- Status: Finalized by Monosij. Check deposited to hold reservation.
4. **Purohit:** Gautamda
-- Status: Monosij confirmed with Gautamda
5. **Cultural Program:** Tirthada as Cultural Secretary to lead.
-- Status: Drama by New Haven group; musical performance by Boston group
Shibaji Chatterjee being considered for Sunday, subject to transportation and logistics
6. **Brochures:** As discussed in GBM, we need a quality brochure to attract more Ads.
-- Status: Tapas confirms Sudhangshuda and Gopalda have volunteered. Need a more detailed plan, and more volunteers to cover
 - Literary Articles and other art including cover (must be collected by 9/15/06)
 - Ad collection – All ads with checks must be collected by 9/22/06
 - Production of PDF for printing (Somnath and Sudip to perform. All ads and articles must be received by 9/22/06 to make it into the brochure)

To volunteer for brochures: please contact gopal.das@pw.utc.com or send articles to brochure@baghonline.org.

7. **Brochure printing:**
Monosij has already contacted Mukesh at PBM Printers. Same low rates guaranteed.
8. **Ad collection:**
Ground rule: The payment for the Ad must be collected by 9/22/06 for

Ads to be printed. Ads without payment will not be printed.

Rates:

- Business card: \$75
- Quarter page: \$125
- Half page: \$200
- Full page: \$300
- Inside Back cover: \$600 or second highest donor
- Back cover: \$1000 or highest donor

9. Insurance:

-- status: Good news. Last years policy runs till Oct 5, and will cover this years Durga Puja!! Saves us about \$1000. Gopalda to get the binder.

10. Puja Chandas:

We need to set up a volunteer committee consisting of some key senior members to greet the guests and explain the donation rates to ensure proper collection. (We will have a few students with computers to record the payments and print receipts). Thanks to Sibda and Satyada for volunteering. We need more volunteers.

Donation rates: Single= \$60, Family = \$95. Preregistration discount of \$10, and student discount of \$10. People only attending single day can take \$10 off.

To volunteer for puja chandas: please contact sibray06111@yahoo.com

11. Food: Based on last year, we also discussed a food budget of about \$6000 (or \$5400 - \$6600).

	# of people	cost
Sat Lunch	400	\$5
Sat Dinner	450	\$7
Sun Lunch	150	\$6
Total		\$6050!!

-- Status: Haveli is recommended. Monosij requests Tirthada to assist Saumitrada, and also to get help from Dipadi in setting the menu.

Considerations:

- **Must have firm quotes before order confirmation with all charges itemized. Quotes should provide the menu, the cost per plate and estimated number of plates for the three meals listed above. Other charges, if any, must be itemized**

- **Use of kitchen is prohibited** -- and will not be available to the caterer. If the caterer uses kitchen, he is responsible for all cleaning fees and fines and rental

fees, including compliance with all health and fire codes. This is likely to cost him about thousand, and final payment will not be settled with the caterer until a all-clear is received from the school. Caterer should not assume he can cook anywhere in the premises.

- Menu and quality of food has been source of many complaints -- and these should be addresses within the constraints of the budget

- if we have a good artist for Sunday, we will need more plates for Sunday Lunch

- Friday dinner: Pizza or other ordered-in food for 25 or so volunteers.

12. Audio system:

Arindam in charge. Partho may support him

13. Pujo Card mailings:

- status: Cards brought in from India. Need to print message and addresses and mail out. Somnath and Tapas in charge.

14. Pujo'r sari

- status: Tapas already got it.

15. Pratima transportation -- Sudipto in charge. Need at least 5 more volunteers.

To volunteer for Pratima Transportation: please contact sudipto@teamqsi.com

16. Shopping of Puja supplies.

Gopalda has volunteered once again!! Tapas will assist. Need two more volunteers.

To volunteer for Puja supplies: please contact gopal.das@pw.utc.com

17. Stage decoration – Sudhangshuda to lead. Potential volunteers include Sibda, Monojda and Deepadi. We need someone taking the lead please!!

To volunteer for Stage Decoration: please contact sudhangshu.bose@pw.utc.com

18. Puja Ayojan - Dipadi to lead. Need some additional help.

To volunteer for Puja Ayojan: please contact dipchou@sbcglobal.net

19. Meeting adjourned at 8:30 pm