

Bangladesh Garments Buying House Association

House: 27, Road: 37(1st Floor), Appt# D-1, Block#A, Banani, Dhaka-1212

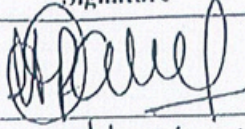
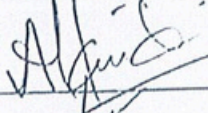
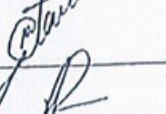
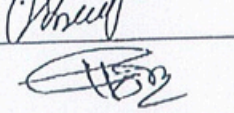
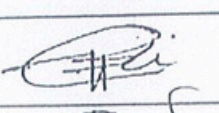

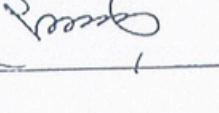

Attendance of the Executive Committee

Meeting # EC/05/2024/2024-26/May-2

Venue : BGBA Office, Banani, Dhaka

Date : 26-05-2024, Sunday

Time : 10:00 AM

Sl No	Name	Designation	Signature	Time
1	Md. Mofazzal Hossen Pabel	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 Haque Miazi	Joint Secretary General		
7	Md. Roman Mia	Joint Secretary General		
8	Md. Fazlul Haque	Treasurer		
9	Md. Aminul Islam	Executive Member		
10	Mr. Kazi Itequer Hossain	Executive Member		
11	Mr. Wahidur Rahman (Wahid)	Executive Member		
12	Ms. Kyaw Sein Thay	Executive Member		
13	Ms. Shagufhta Newaz	Executive Member		
14	Md. Abdul Mannan	Executive Member		
15	Mohammad Rakibul Hasan	Executive Member		

Mohammad Mofazzal Hossen Pabel

President
Bangladesh Garment Buying House Association



Bangladesh Garment Buying House Association (BGBA)

Abanti, House # 37 (1st Floor) Appt: D-1 Road # 27(Graveyard Road) Block # A Banani, Dhaka-1212
Email: info@bgbabd.org Web: www.bgbabd.org Hotline: +8801673230851 Tel: 880-2-55033375-76 Fax: 880-2-55033376

Minutes of the EC Meeting

Meeting# EC/05/2024-26/May-2

Greetings from Bangladesh Garment Buying House Association (BGBA) EC team.

An EC Meeting had been called for EC meeting by Honorable Members of the Executive Committee on 10.00 AM, 26th May 2024 at BGBA Office and please see below EC meeting minutes.

Below mentioned points had been discussed in the scheduled EC meeting:

1. BGBA Finance Management & Payroll Management.

We decided to find sponsor for our upcoming event – New rented office opening ceremony, BGBA directory, BGBA quarterly newsletter. For BGBA FDR – we are checking with all bank for best rate of interested to have FDR. FDR interested would help to support new rented office cost. We decided to go with green and yellow zone bank (1st category and 2nd category bank) considering risk of BGBA money. No red zone listed bank for any FDR.

2. Interior Decoration & Setup Cost for BGBA New Office.

After reviewing 03 companies of interior, we decided to go with civil work & 3D of our new rented office building with "CANVAS INTERIOR STUDIO". After negotiation we agreed to pay them BDT-260,000/- as 3D and civil work (breaking wall, building new walls and others). Based on 3D we will collect prices from different interior companies and will select best one interior company- considering reliability, quality, commitment and prices. We will give priority "CANVAS Interior Studio" if they come up with good proposal. We decided to give responsibility to our "New office and Land" standing committee with chief of team Mr A.K.M Saifur Rahman Farhad (Vice President – BGBA, Director in-charge of new office and Land). They have been empowered to take any decision for new office interior work to speed up process considering best interest of BGBA.

3. Logistic Support –

To provide logistic and working support to all BGBA members we decided BGBA office will handle DOT certification, renewal on behalf of BGBA members who are interested to take this service with handling / service charge of BDT-5,000/-. From July, 2024 onward BGBA office will provide DOT certificate (new / renewal) handling. We also decided that BGBA office will recruit a Executive to handle DOT certification on behalf of BGBA members. Plan to recruit from 1st July, 2024 with salary range from BDT-20,000 to BDT-28,000/-. We decided to hire CEO instead of COO to empower BGBA executive committee by keeping same salary.





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4. Finalize CA Audit Firm for auditing all BGBA pending years audit & for upcoming AGM.

After reviewing few "external audit company" proposal we decided to appoint "T. Hussain & Co." as our external audit firm for our auditing all pending years- 2021, 2022, 2023 and current year – 2024. They will handle all finance audit, deal with RJSC for account report submission and other work. They will also work commissioner office and other offices for TAX and VAT of BGBA.

5. Official activities SOP/ Policy –

We decided to start support all BGBA members to get DOT certification (new / renewal) with handling charge / service charge – BDT-5,000/- as existing BGBA members have been suffering a lot to renew certificate or to get membership DOT certificate from DOT office.

6. Chief Operating Officer appointment –

We decided to hire Mr Siraj Uddin Ahmed as Chief Executive Officer (CEO) with monthly gross salary – BDT-100,000/-. He is ex-Additional Secretary of Bangladesh government. He has lots of working experiences which will contribute a lot to BGBA. We planned to change designation from COO to CEO by keeping same salary to empower his positive to different stake holder.

7. BGBA internal officer's salary, position, manpower review.

-We decided to promote Rezwan Myenuddin as "Senior Executive" to empower executive team of BGBA and to provide better services to BGBA members. He showed excellent commitment of work, took responsibility to achieve BGBA goal. His salary has been revised to BDT-32,000/-. Revised salary and designation will be executed from June,2024.

