

Ref: MECA/mm/10-12

Date: 07 June 2013

MINUTES OF THE 10TH MECA EC MEETING HELD ON MAY 24, 2013, FRIDAY, 06-30 PM AT MECA OFFICE CONFERENCE ROOM

Present:

- | | | |
|--|---|--------------------|
| 1. BG SMS Iqbal,BP,ndu,psc(ret'd), 4/172 | - | President |
| 2. A H M Mohiuddin, (12/662) | - | Vice President |
| 3. Sayef Uddin Nasir, (16/863) | - | Vice President |
| 4. Mohammad Ali, (22/1236) | - | General Secretary |
| 5. Dr. Salimul Haq Siddique, 10/497 | - | Treasurer |
| 6. Md Ali Saifullah Sajib, 39/2084 | - | Orgnaizing Secy. |
| 7. Dr. Shuvro Banik, 38/2061 | - | Cultural Secretary |
| 8. Hemayet Uddin Ahmed,13/698 | - | Office Secretary |
| 9. Ahmad Islam Muqsit,23/1260 | - | Pub & Lib Secy. |
| 10. Dr. A K M Moinul Hossain,(19/1048) | - | Member - 1 |
| 11. Ziaul Islam,28/1521 | - | Member - 2 |
| 12. Sakif Ahsan,37/1968 | - | Member - 3 |
| 13. Zahid Hossain, (39/2111) | - | Member -5 |
| 14 Md. Rashiduzzaman Rayhan,(42/2258) | - | Member - 7 |

Item No-1. Opening Address by the President

1. The President after welcoming all prayed for quick recovery of Brigadier General M Tasnim psc (11/628) and AKM Nazrul Islam (5/191). He also prayed for the departed souls of hundreds of garments worker lost their life at Savar tragedy.

Item No-2. Review of the Minutes of 9th EC Meeting

2. The President along with MECA EC reviewed the various decisions of last minutes of meeting especially concerning Golden Jubilee.

3. **Decisions:** After reviewing last minutes of meeting following decisions were made:

- a. **Formation of Committees:** The following members will kindly apprise the President in details regarding their activities, budget requirement including names of ex-cadets who will assist them.

| Serial | Committee | Responsible |
|---------------|---------------------------------------|---|
| 1 | Food | Mr. Mohammad Ali/22 and Mr. Hossain/39 |
| 2 | Decoration, Face Lifting | Mr. Mozammel/39 |
| 3 | Cultural, Stage | Mr. Shuvro Banik/38 |
| 4 | Reception, Registration, Control Room | Mr. Mohiuddin/12, Mr. Saifullah/39 |
| 5 | Accommodation | Mr. Farooq/22 |
| 6 | Fire Cracker, Fanush | Mr. Faisal /22 |
| 7 | Games and Sports | Mr. Ataya Rabbi/21 |
| 8 | Gift, Prize and Presentation | Mr. Sayef/16, Mr. Mr.Rashed/42 |
| 9 | Directory Hard Copy | Mr. Muqsit/23, Mr. Siafullah/39, Mr.Rashed/42 |
| 10 | Directory on web | Mr. Shahid/12, Mr. Saifullah/39, Mr.Rashed/42 |
| 11 | Invitation, Publication | Dr. Moin/19, Mr. Dalim |
| 12 | Fund Raising | Mr. Mohiuddin/12 |
| 13 | Budget | Dr. Salimul Haq/10 |

- b. **Planning and Budget:** All committee heads will submit their planning and budget to the Treasurer by June 25, 2013.

Item No-3. Program on June 08, 2013 at MCC

4. The President apprised all regarding “MECA Centre” and the latest developments. He apprised the meeting a series of inter actions took place between the AG’s branch, Cadet College Authority, the President and the General Officer Commanding (GOC) 9 Division. The GOC of 9 Infantry Division had agreed to lay the foundation stone of MECA Centre at MCC premises on June 08, 2013.

5. **Decision:** A program has been fixed in collaboration with MCC management as below:

| Serial | Events | Time/ Remark |
|---------------|---|---------------------|
| 1 | Arrival of Chief Guest at MCC | 1145 hrs |
| 2 | Presentation by MCC Cadets | 1200-1300 hrs |
| 3 | Foundation Stone Laying | 1320 hrs |
| 4 | Working Lunch | 1340 hrs |
| 5 | Seminar – “How to improve quality of education” | 1500 hrs |
| 6 | Departure of Chief Guest | 1600 hrs |

Item No -4. Updating MECA database for MECA web and fresh hard copy directory

6. A lively discussion took place with regards to having an updated MECA directory. It is in fact a very urgent need of the hour. It was also felt that MECA needed to update directory databases after each 2/3 years.

7. **Decisions:** Latest data collection for hard copy directory and web directory will be done as per following procedure:

(1) **Mr. Ahmad Islam Muqsit/23** will publish a hard copy directory for golden jubilee. He will intimate (after being approved the by President) all directory committee members about the format and data requirement for publishing a printed directory.

(2) **Mr. Shahidul Alam/12** will also intimate (after being approved by President) format and data required for web data base to all directory committee members. This format include picture of each ex-cadets. He will

also take help from Mr. Rashed of 42th batch, Dr Mortayez (17/947) (for doctors) and other MECANS for providing various data's, date format, location etc so that it becomes easy for him to have unique words/terms for various professions of MECA. For example: physician/doctor, MECA Europe Chapter, MECA USA Chapter, Heart Specialist / cardiologist, Businessman, Educationist, Armed Forces etc.etc.

(3) **Mr.Saifullah/38** will help to arrange 10/12 junior ex-cadets for volunteer work at MECA Office. Work may continue 7 to 10 days. Each will be given work load of updating 5/6 batches as per the format given by Mr. Shahid/12 and Mr. Muqsit/23. MECA is in possession of Excel data base, CD prepared by Mr. Redwan/33 and previous hard copy directories. They should consult those also. They will be responsible for all data entries. Mr. Saifullah will put up his admin requirements to the President as soon as possible.

(4) **Mr.Rashed/42** will make/create a form for collecting individual information. He will circulate the form to all MECA and batch mail groups (He can take any MECA EC members help). He will guide volunteer team for data entry with his past working experiences. He will ensure data accuracy and completion of work within time frame. Mr. Rashed will finally provide two set of databases in soft to Mr. Shahid/12 and Mr. Muqsit/23 as per their requirements.

(5) Following person will be in Directory working committee:

- a. Mr. Muqsit/23, b. Mr. Saifullah/38, c. 10 members from junior batches (volunteer team), d. Mr. Rashed/42 and e. Mr. Sadir (Admin support).

(6) **Mr. Muqsit/23** will coordinate the whole team with following guide lines:

- a. Approval of Hard copy directory format is done by June 20, 2013.
- b. Approval of Web directory by Mr. Shahid is done by June 20, 2013.

- c. Upon above soft database requirements a single format for entire MECA is prepared by June 20, 2013 (Mr. Rashed/42).
 - d. Data collection format is prepared by July 18,2013 (Mr. Rashed/42).
 - e. Data collection format publicity and feed back up to June 25, 2013.
 - f. Data entry team work at MECA office 01 to 10 July 2013. Leftover data collection/late feedback continues simultaneously.
 - g. Mr. Rashed will finally hand over 2 sets of databases one to Mr. Shahid/12 and another to Mr. Muqsit/23 by July 15, 2013.
7. All class representatives are requested to kindly render all possible help to Directory working committee for making the database at MECA web page and MECA hard copy directory -2013.
8. Mr. Ulka of 10th batch was requested to kindly make a CD of all MECA activities and provide the same to the President MECA by July 2013.

Item No -5. MECA Europe Chapter

9. It was found that a number of MECANS were living in Europe particularly in UK. So it was discussed that apart from Mr. Sayed Saber Kamal Zaman (Faisal-10/514) if there was some body else to guide/help him then it would be better. The name of Mr. Kamal A Chowdhury (3/83) was brought up by the MECA President for the task. At this the EC members unanimously agreed.

10. Decision:

- (a) Mr. Kamal A Chowdhury (3/83) and Mr. Sayed Saber Kamal Zaman (Faisal-10/514) are entrusted to open a MECA Europe chapter. All ex-cadets residing at Europe are requested to support the new forum. They may contact at email address as kamalchowdhury83@yahoo.com and sysakaza@aol.com .

Item No -6. Any Other Questions

11. There were free and frank discussions on various aspects of Golden Jubilee. Points were discussed in details.

12. **Decisions:** Following decisions were made out of discussion:

a. **Gifts for Golden Jubilee:** Dr. Salimul Haq/10 in addition to Mr. Sayef/16 and Mr. Rashed/42 was also tasked to look after gift package for all ex-cadets joining Golden Jubilee. Following items to be prepared as sample by June 30, 2013. These need quality and cost approval from the President. All works to be completed by 30th July 2013. Dr. Salimul Haq/10 and Mr. Sayef/16 are requested to ensure preparation on time. Any ex-cadet like to sponsor any item mentioned at below is welcome.

| Serial | Item | Remark |
|---------------|--|---|
| 1 | Coat pin, Cufflink and Tie pin set | On payment |
| 2 | T-Shirt | On Payment |
| 3 | Ceramic Plate or Wall Clock with Golden Jubilee Logo | On payment Interested person may forward design to Mr. Rashed/42 |
| 4 | Hard Copy Directory | On payment |
| 5 | Canvas Bag | On payment |
| 6. | MECA Desk Calendar – 2014 | On payment |

b. **Finalizing Budget:** All Committee heads are requested to put up final committee budget to treasurer by June 25, 2013. Dr. Salimul Haq/10 was entrusted to collect and appraise total budget to the President by June 30, 2013.

c. **Ex-Cadets' Association at BUET:** Ex-cadets' of all cadet colleges studying at BUET had formed an Ex-cadets' Association. They are performing no of cultural programs. Ex-cadets from MECA are leading the show. They are organizing various programs. Floor has congratulated them for their inspiring efforts.

- d. **Fund Raising Program:** There will be a fund raising program for MECA Centre and MCC Golden Jubilee. It will include a dinner or Iftar Party. Date and time will be informed as soon as possible. EC MECA requested all MECA members both home and abroad to kindly come forward and donate.
- e. **EC Committee Photo Session:** All EC members will sit for a photo session on “Fund Raising Program” day. Dress will be closed-collar with blazer. All EC members must remain present during photo session.
- f. **Media Sponsor for MCC Golden Jubilee:** The MASRAANGA TV would be approached to be the MECA media partner. The President MECA had a detail and fruitful discussion on the same with CEO, MASRANGAA TV Mr. Sayed Fahim Munaim (Cadet No-117 of 3rd batch). Treasurer/Gen Secretary will do the needful in this regard. The CEO and Chief Editor of MAASRANGA TV channel was unanimously voted by EC and others as the new Advisor for MECA.
- g. **Change in Appointment:** Mr. Hemayet /13 working as Office Secretary is leaving country for Canada (permanently) on 2nd week of July 2013. President MECA requested him to provide MECA with all possible help (IT specially). EC MECA also prayed for his success in all aspects in Canada. A suitable alternative Office Secretary’s name was sought from all MECANS.

Arrangement for next EC Meeting

13. Time and venue for next EC meeting will be intimated separately.

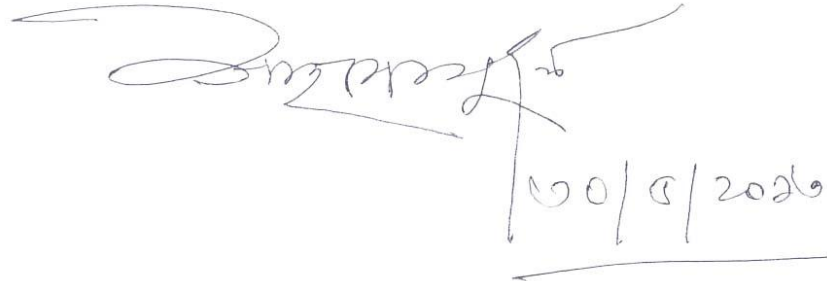


Hemayet Uddin Ahmed
Office Secretary
Mirzapur Ex-Cadets' Association

Distribution :

1. All Members of EC (GP Mail)
2. All Members of MECA (GP Mail)
3. Office Copy

Approval by the President:

A handwritten signature in black ink, written in a cursive style, is positioned above the date. The date is written as '00/0/2020' in a simple, blocky font. A horizontal line is drawn below the date.

Brig Gen SMS Iqbal BP, ndu, psc (Retd)
President
Mirzapur Ex-Cadets' Association