



URBANA WELFARE ASSOCIATION

MINUTES OF MEETING

DATE : 12.04.18

MEETING No. : 2

ATTENDEES

- | | |
|--------------------------------|------------------------------|
| 1) RAVI SHANKAR AGARWAL (A) | 11) NARAYAN SHARAFF (A) |
| 2) AVINASH CHANDRA MALPANI (A) | 12) MEELAN GUPTA (A) |
| 3) PRADEEP BHATIA (P) | 13) SANTOSH KUMAR RAY (A) |
| 4) UDAY S. MUKHOPADHYAY (P) | 14) SUVASHIS MUKHERJEE (A) |
| 5) GOPA BHABANI (A) | 15) TARUN KUMAR BASU (P) |
| 6) SHYAM SUNDAR SONIKA (A) | 16) SANTU CHARTTERJEE (P) |
| 7) JYOTI AGARWAL (A) | 17) ARPIT SUCHAK (P) |
| 8) SUSHIL KHAITAN (A) | 18) HEMANT RAJ LODHA (A) |
| 9) SUSHIL KUMAR AGARWAL (A) | 19) DR.DEB KISHORE GUPTA (P) |
| 10) PRADIP KUMAR SINHA (A) | 20) PRASAD BANERJEE (P) |
| | 21) AJAY AGARWAL (A) |

Prepared and Issued By:

U.S. MUKHOPADHYAY

AGENDA

1. Poila Baisakh
- 2.
- 3.
- 4.
- 5.
- 6.

DISTRIBUTION

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Meeting was called by Convener MR Prasad Banerjee, to discuss about celebrations of Poila Baisakh. Following point were discussed and agreed.

1. Venue

Banquet Hall, Club Urbana

On 15 th April , 7:30 pm onwards.

2. Flow Programme

a) Chandan Tilak by young girls at the main entrance.

b) For introduction, all MC on the dias. Lighting lamp by President followed by welcome speech. (Mr Tarun Basu to arrange lamp. Cost Rs 200.00). Time 8pm.

c) Snacks and high tea for all guests as sponsored by President to commence from 7.30pm. Due to short of time, dinner proposal has not been preferred by all present.

d) Main programme starts 8.15pm.

3. Budget

Total Expenses for the Poila Boisakh detailed as below.
Committee to approve the same.

Artist Mr Pratik : Rs55000.00

On decoration, cost works out Rs.19000.00 (approx) for backdrop, stage, chairs and lighting on stage. Cost of flower will be additional being arranged by Mr Arpit Suchak or Mr.Tarun Basu. Two flower bouquets to be arranged by flower supplier. TB/ AS to take care.

Loan of 25k taken from Mr Santu Chatterjee paid to artist as advance. Consent letter and invoice of the artist handed over to Secretary.

Commitment of 10k each from Mr Tarun Basu, Mr Sushil

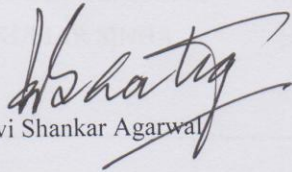
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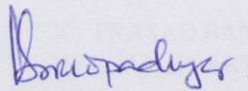
Khaitan and Santosh ji received till date. Payment to vendor and artist on the date of the function will not be a problem as assured by all present. Total cost works out to Rs 74k plus cost of flower.
Offering chocolates/ Sandesh at the main entrance proposed by Dr Gupta which will be finalized on consultation with President.


 Ravi Shankar Agarwal

For.

For URBANA WELFARE ASSOCIATION

President Secretary Treasurer



Uday S Mukhopadhyay

For URBANA WELFARE ASSOCIATION

President Secretary Treasurer