**Minutes, Board of Directors Meeting**

**Date:** Saturday, March 17, 2018

**Time:** 7:15 PM

**Location**: 1502 Kingfisher Dr, Marietta, GA 200152 (Online)

**Present:** Reza Nabi (Chairman), Abdul Halim Miah, Tamjidur Choudhury

**Absent:** None

1. **Call to order**: at 7:35 PM by presiding officer Reza Nabi (Chair).
2. **Quorum:** Three of Three Board members present (2 required.)
3. **Reading and Approval of Minutes:** Minutes of the Dec 20, 2017 Annual Board meeting accepted as previously published and posted on foundation website and approved by unanimous consent.
4. **Chairman’s Report**
5. Decided unanimously to add Dr. Umme Nur as new director. Also, all existing directors agreed to serve for another term. Decided that from now onwards, we may do fundraising via email only.
6. Discussed and decided that any student who wants to be fundraising coordinator must raise funds from 10 individuals excluding their parent and siblings. Unanimously decided to have Tahsin, Shakir, Shohon and Shopno (if they agree to this term) to serve as Fundraising Coordinator.
7. Pledge due date set to April 15th and pledge fulfill date set as Oct 31st, 2018.
8. **New Business**
9. Reza Nabi will guide fundraising coordinators to accomplish the fundraising and provide required documents and texts.
10. **Open Forum**
    1. Next annual meeting tentatively set for Dec 31, 2018.
11. **Adjournment**
    1. There being no further business, Chairman Reza Nabi declare meeting adjourned by unanimous consent.
    2. Meeting Adjourned at 8:15 PM

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| Respectfully submitted by,  /Reza Nabi/  Chairman | Adopted by the Board in the meeting  Of March 17, 2018  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Signature of the Presiding Officer) |