

Minutes of the Houston International Mariner's Association (HIMA) Board Member Meeting

April 27, 2019

Present:

Rashid Ahmad	Chairman (Board of Trustees)
Syed Ayaz Anwar	President (Board of Trustees)
Tajul Islam	General Secretary
Wali Chowduary.	Elected Board of Trustees
Muhammad Alam.	Board of Trustee

Absent:

Muhammad Naseem (Treasurer)
Muhammad Zaheer (Board of Trustee)
Ziaul Huq (Board of Trustee)

1. Call to Order and Recognition of Board Member: Mr. Syed Ayaz Anwar called the meeting to order at 11:10 a.m. The meeting was held at SAVOY restaurant, 11246 S Wilcrest Dr 145 B, Houston, TX 77099. Mr. Tajul Islam was recording meeting minutes.
2. Review of Mission Statement by Board Chair Mr. Rashid Ahmad-
 - To bring all the Marine professionals of the subcontinent (Southwestern Asia) under one banner.
 - To promote and encourage club members to achieving higher professional skills, positions and recognition through mutual assistance, knowledge exchange and interaction with other clubs and societies.
 - Create a social bonding between members and their families.
3. Mr. Rashid Ahmed called- encourage and bring more targeted mariner to this organization.
 - Mr. Tajul Islam, Mr. Said Anwar and Mr. Rashid Ahamed will work together to make a list for all prospective Mariner in Houston and surrounding area.
 - List will be distributed to all board member to send invitation in their prospective area.
4. Board Chairmen Reminded the responsibilities and minimum requirement of board member.
5. Meeting and Event Plan:
 - A plan for future meeting schedule unveiled and agreed by board members.
 - a. Board Member quarterly meeting: 4th week of- February, May, August and November each year.
 - b. HIMA member gatherings and family events
 - a. Summer outdoor family event (Lunch- April)

- b. Holiday Season family event (Dinner – December)
- c. HIMA Technical Meeting: Align with Holiday season family event.

6. Membership Fee collection:

- It addressed by Mr. Rashid Ahmed that several members are still due on membership fee for year 2019.
- Mr. Rashid Ahamed will provide the list of all HIMA members names and excel sheet to Mr. Tajul Islam for countability. The responsibility of missing due collections will be distributed among all board members for collection.

7. Publicity:

- Mr. Said Anwar revealed the importance of HIMA publicity in marine related field and publication.
- Responsibility of publicity related issued to Mr. Wali Chowdary.

8. New proposal:

- Mr. Wali Chowdaury applauded for unity and readiness at the event of any natural disaster or emergency. Houston Mariners require to be acted and cooperate as a team.
- A Proposal will make in next general HIMA technical meeting for possible emergency and readiness group.
 - i. Mr. Wali Chowdary and Mr. Said Anwar held the responsibility for planning and proposal

9. Recognition of HIMA:

- Mr. Muhammed Alam urges- Introduce HIMA to affiliated Maritime origination like Propeller Club etc.
- Mr. Muhammed Alam is given the responsibility to communicate with International propeller club.

10. Official documentation:

- Mr. Said Anwar will be responsible for Organizational official Paper head and business card.

11. Website development:

- Website update and development is responsibility of Mr. Said Anwar.
- Website will be updated with box for comment and update by HIMA members.
- Mr. Muhammed Alam urges for effective use of social media like Facebook especially HIMA website. The website to be updated such a way that the website to be user friendly, secure and informative and useful to HIMA member.
- Website will be provided with open door policy to post any ongoing events or Job by both board member and HIMA member.
- Mr. Said Anwar and Mr. Muhammad Zaheer will responsible for filtering of uploaded document prior to open to public.

- No decision on opening face book account.

12. Commination:

- Meeting approved WhatsApp as the primary communication as well as traditional email. WhatsApp will be established in two group - 1. HIMA board member 2. All HIMA Member.
- Mr. Tajul Islam and Said Anwar responsible.

13. HIMA Sign board/Banner:

- Board agreed HIMA required organizational banners & sign for future events: Mr. Said Anwar and Mr. Muhammad Naseem will be responsible for Banner and sign board.

14. Event Organizer:

- Mr. Muhammed Alam and Ziaul Haque will be responsible for organize the events. And assist by all board member. Mr. Muhammed Alam/Mr. Ziaul Haque is responsible for making 100 special recyclable Tag/badge for HIMA gathering.

Mr. Rashid Ahmed thanks to all board member.

Meeting adjourned at 12:45 PM

End of Minutes