



Title:	Inspire Pakistan General Meeting 1		
Date:	16th of June 2025	Time:	04:39pm
Minutes Prepared By:	Shakeeb Asif	Location:	Online / Zoom

❖
Inspire Pakistan General Meeting 1 Chairperson: Faizan Akram Secretary: Shakeeb Asif

❖ Agenda, Decisions & Issues		
Topic	Discussion	Outcomes
Opening Address	Faizan noted if there are 3 absentees then technically that member will be out of committee.	
Welcome	Faizan Akram to make acknowledgement of country and welcome everyone into the meeting including those joining in online.	
Attendance	President: Faizan Akram Secretary: Shakeeb Asif Vice President Events & Engagement: Abdul Rehman Vice President Administration: Ali Haider Vice President Marketing: Zayneb Kasbati Treasurer: Zair Rizwi Events Coordinator: Ahsen Shiekh joined at 04:47PM Team Coordinator: Muhammad Shahid Research Director: Rizwan Riaz Social Media Coordinator: Gulfam Razak Media Coordinator: Taimoor Zulfiqar Community Advisor: Fazal Abbas joined at 04:58PM Apologies: Ali Haider, Zayneb Kasbati, Zair Rizwi, Muhammad Shahid, Gulfam Razak, Taimoor Zulfiqar	
Proxies		
Conflict of Interest	N/A	
Approval of Previous meeting minutes	N/A	
Reports	N/A	
Priority Items	<ol style="list-style-type: none"> General Meeting Monthly meetings to be held for first 6 months. Action: SA and MS to finalise the time potentially Friday evenings when both SA and MS are in Perth. SA to send calendar invite for 6 meetings.	



3. Executive meeting

- First 6 meetings will be general only and then executive meetings will be separated from general if required.
- Ahsen clarified executive/general meetings, Faizan noted that policy to be created for members what constitute as legit apology.

4. Jobs Forecast

- Portal will be live, marketing team to circulate jobs on socials.

5. Events for 2025

- Faizan noted that RR, AS and AR need to focus on 14th of August Independence Day event, start with finalising the venue. Perth Townhall is not an option as it is going through renovation. Explore both options for venues so that food can be decided. If internal venue, then catering otherwise food trucks if venue is open. Faizan noted that budget will be discussed later.
- Ahsen clarified the budget to which Faizan noted that idea need to be finalised to get the budget locked in. Ahsen noted that indoor space is preferable due to low budget and require less leg work. Faizan noted that venue needs to match with patrons we will be expecting.

6. Community engagement

- Next meeting will be in person where we will do workshop and plan events for next 6 months, that will drive what we want to achieve from this platform. Faizan noted target is not to have events every month. Next month we will aim to lock event every 2 months.
- Ahsen clarified if we are focusing on big events only or not, Faizan noted it will be mix of small and big events.
- Rizwan clarified have we got any legal, doctors etc on board? Faizan noted that it is work in progress and will update team in near future. Faizan to get legal advice if bringing legal people on board will have any impact on association image or whether that will add any additional liabilities to the association.

7. Grants/Budget

- Faizan noted that Honourable Ayor will be supporting the association with first donation.
- Faizan noted First 6 months we will plan and then try to get money to make that event happen. From there once we are established then budget will be set for each event and planned accordingly. Budget will be low at start to hit the ground running, and we will try to have minimum \$1000 in association account for backup miscellaneous costs.



Motions	N/A
Other Items	Faizan noted that meeting time need to be locked in and once agenda is finalised that cannot be changed.

Tasks allocated to each member

Meetings: SA & MS need to finalise the meeting invite.

Jobs Forecast: Marketing team to circulate jobs on socials.

Events: RR, AS and AR need to focus on 14th of August Independence Day event, start with finalising the venue.

Meeting ends: 05:10 pm