



Title: SUTA BoD meeting #03 Minutes

Date: June 22, 2019

Time: 9:00 AM US-EST

Location: Skype

Board Members

	Present	Not Present
• Dariush Alipour	x	
• Siamak Aram		x
• Shiva Davoodpour		x
• Farzad Khomamizadeh	x	
• Shariar Makarechi	x	
• Farrokh Malihi	x	
• Mohammadreza Moatamed	x	
• Farzin Radkani	x	

B-03-01: Call to order. Quorum achieved with more than 5 members Present.

B-03-02: Meeting agenda announced:

- SUTA Committees: responsibilities and organization
- Discussion on CA registration, federal and CA taxes
- Discussions on Dr. Khoshnevis recommendation for hiring executive assistant for SUTA
- Discussion on the SUTA website

B-03-03: Discussions, Decisions, Forward Actions:

1- The **organization and responsibilities of our committees** were announced as the following.

Next steps- is for members of each committee to work together to put together a 2-year plan and report progress on their plan at future board meetings.

COMMITTEE

Objectives & Proposed Members

Membership Committee

Maintain current members and increase membership
understand their needs and expectations,
Farzad, Reza

Chapters Committee	Engage with chapters to exchange information between BoD and chapters Dariush, Farrokh
Communication Committee	Newsletters, Website news, Social media news, and other means of communication with members Shahriar, Farzad, Farzin, Siamak
Awards Committee	Recognize Sharif U. Faculty, Alumni, Staff Jalil Kamali, Farrokh
Reunion Committee	Plan and organize SUTA Reunion 2020 Shiva, Siamak (not confirmed), Shahriar
Bylaws Committee	Review and amend SUTA Bylaws and Procedures Dariush, Farrokh, Siamak (not confirmed)

B-03-04- Registration and tax issues

According to a recent communication by Dr. Soheyla Kama, SUTA's registration in California has been suspended due to the delays in correspondence and follow up regarding 2014 & 2016 taxes. In addition SUTA has been charged with a significant late fees which increases with further delays. This matter is currently pursued by Shiva on a high priority in coordination with Mr. Sadr former SUTA accountant, to get our communications in order, appeal the late fees, and re-instate our registrations

Next steps- Shiva and Farrokh to contact Mr. Sadr and previous boards to find out about the required plan of action, forms, and communication paths to resolve these issues.

B-03-05- Discussion on hiring an executive assistant

This idea was suggested by Dr. Behrokh Khoshnevis to help SUTA board with managing communications, information and operations. It was suggested that the budget for the first year salary provided by donations. Farzin mentioned that we can only hire a person when SUTA is financially strong to afford a continuous hiring process. Shahriar volunteered to take on part of the load as an executive assistant. While the idea is good the overall decision was to hold on this idea until we resolve registration and tax issues, and secure adequate funding for hiring a qualified person.

Next steps- This idea on hold until the registration issues are resolved

B-03-06- Discussion on the Website and Newsletter

Shariar is currently managing our website which is based on the Wild Apricot platform which cost us \$160/month for services. He has made significant changes on the appearance and content of the website in recent weeks. Farzad talked about the importance of website to connect with our members and the need for a SEO to continuously work on the content to make it more appealing to the members and improve our ranking. Dariush mentioned that a similar platform can be set up for SUTA

in Sweden at significantly lower monthly cost. We need to follow up with Dariush to see if we can save by switching to a different platform with similar services.

B-03-07- Discussion on Meeting Minutes

It was decided that meeting minutes should reflect key decisions and action items.

Next steps- Members of the communication committee to work together to make a plan on how to improve our website and its ranking.

The meeting was adjourned at 10:30 AM, EST. Future meetings will be held on the last Saturday of each month at 9:00 am US-EST via Skype. **Our next board meeting will be on Saturday July 27 at 9:00 AM EST**