



Title: SUTA BoD meeting #04 Minutes

Date: July 27, 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-04-01: Call to order. Quorum achieved with more than 5 members Present.

B-04-02: Meeting agenda announced:

- 1- Approval of meeting 3 minutes. (Farrokh)
- 2- SUTA's Tax & Non profit status (Shiva, Shariar)
- 3- Website improvements, costs and issues (Shariar)
- 4- Committee Reports:
 - * Membership (Farrokh, Farzad & Reza)
 - * Chapters (Farrokh, Dariush)
 - * Communication (Shariar, Farzad, Farzin, Siamak)
 - * Awards (Farrokh, Jalil)
 - * Reunion (Shiva, Siamak, Shariar)
 - * Bylaws (Dariush, Farrokh, Siamak)
- 5- Preliminary status of membership survey (Farrokh)

B-04-03: Discussions, Decisions, Forward Actions:

- 1- Minutes 3 was approved and is on our website.
- 2- Shiva and Shariar working with Mr. Saeed Sadr have been working on re-instatement of SUTA non-profit status with State of California as well as filing tax reports with IRS. This work is progressing well.
- 3- Our website is a contact management style and charges us based on active members of the site. The site was charging us for 1600 active members at \$160/month although we now have about 100 active members. All non-active members of the site were archived by Shariar on 7/17/2019 and the monthly fee is reduced to \$50/month which can cover up to 250 active members. This means

mass emails to the 4000 contacts we now have will have to be made outside of the website. If we temporarily activate all contacts to send an email and archive them again immediately we will be charged for the full month.

4-

<u>COMMITTEE</u>	<u>Objectives, Members & Points of Contacts</u>
Membership Committee	Maintain current members and increase membership <i>understand their needs and expectations,</i> Farzad, Reza, Shariar, Farrokh (POC)
Chapters Committee	Engage with chapters to exchange information between BoD and chapters, Farrokh, Dariush (POC)
Communication Committee	Newsletters, Website news, Social media news, and <i>other means of communication with members</i> Farzad, Farzin, Siamak, Shariar (POC)
Awards Committee	Recognize Sharif U. Faculty, Alumni, Staff Farrokh, Jalil Kamali (POC)
Reunion Committee	Plan and organize SUTA Reunion 2020 Siamak, Shahriar, Shiva (POC)
Bylaws Committee	Review and amend SUTA Bylaws and Procedures Dariush, Farrokh, Siamak (POC)

B-04-04- Survey Results

More than 60 members responded to the one page survey by Farrokh and the following priorities were expressed:

- Priority 1: Reunions and Chapter Events
- Priority 2: Information Exchange and Social Media
- Priority 3: Newsletter
- Priority 4: Awards
- Priority 5: Contributions to SUT

A copy of the results is included following the minutes.

B-04-05- Other Discussions and Suggestions for Approval

- Siamak requested changes to minutes 1 & 2 by including discussions. It was decided that meeting minutes should reflect key decisions and action items.
- To encourage chapter activities Shiva suggested to pay 10% of the cost of their activities.
- Reza suggested to include detailed financial reports (Tax Returns etc.) on the website.
- Shiva suggested to get in touch with local universities to strengthen SUTA membership.

- Farrokh expressed that SUTA central board's main role is to strengthen SUTA branches.
- Farzad suggested to purchase ".com" version of SUTA from the current owner who is an Iranian lady in California.
- Farzad suggested to facilitate connection to SUT member list of 50k alumni from our website.
- Farzin and Dariush suggested to lower the membership fee to attract more paid members.
- Siamak suggested to look into de-centralizing reunion to save costs and distribute responsibilities.
- Farrokh requested all board members to review by-laws and send suggestions to the By-Laws Committee prior to our next meeting.
- Farrokh sent an email to all chapters and chapter committee will report at the board meetings regarding chapter activities and needs.
- We need a mechanism to return 50% of the membership fees returned to the chapter that the member belongs to.

The meeting was adjourned at 11 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 August 31 at 9:00 AM EST**

Analysis of Results from SUTA Membership Survey

A survey was conducted among the members of SUTA association during July 2019. A questionnaire was sent via email to the list of members currently on the SUTA website. As of July 21st over 50 replies were received. The following is a summary of results so far;

1) Demographic information (*):

<u>Country of residence</u>		<u>Year of graduation from Sharif U.</u>		<u>Job Function</u>	
Iran	19	1970s	7	Management	13
US	15	1980s	9	Engineer	10
Europe	7	1990s	9	Faculty	8
Canada	5	2000s	13	R & D	7
Australia	1	after 2000	7	Scientist	5
UAE	1				

** Results presented as number of replies to specific question*

2) Members interest in SUTA activities (*):

SUTA Reunions	30
Local Chapter events	29
Info. Exchange / social media	25
SUTA Newsletter	24
SUTA Awards	18
Contribution to Sharif Univ.	14

** Results presented as number of replies to specific question*

3) Members interest to contribute/ engage with SUTA activities

Local chapter events	15
Reunion Committee	6
Communication Committee	4
Award Committee	2

Farrokh B. Malihi, July 21, 2019