



Title: SUTA BoD meeting #05 Minutes

Date: August 31, 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-05-01: Call to order. Quorum achieved with more than 5 members Present.

B-05-02: Meeting agenda announced:

- Approval of meeting 4 minutes. (Farrokh)
- Update on SUTA's Tax & Non profit status (Shiva, Shariar)
- 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)

B-05-03: Discussions, Decisions, Actions:

- 1- No objection was raised on Meeting Minutes 4 which is posted on our website.
- 2- Shiva informed that tax exempt status of SUTA has been resolved and we are working with the State of California and IRS to update our tax reports. This work is progressing well.

3- We need to renew and maintain our P.O. Box address in San Diego. Shive suggested a local SUTA member should be identified to have authorized access to our P.O. Box and we are finalizing this issue.

4- Committee Reports:

4.1 Communication Committee

Farrokh suggested that all of us talk to 5-10 Sharif U. alumni to learn about their interest and invite them to become SUTA members. This qualitative information will complement information from our recent survey

Shahriar mentioned that a Telegram channel " SUTA Telegram Network" was established in August to promote/ facilitate exchange of information among SUTA members. We had a follow up discussion about how to manage this channel and other social media channels to prevent exchange of information by "strangers". This requires devising policies and procedures for operation of these channels i.e. one-way or two way channels, how to admit members, etc. Currently the members of our communication committee should have management access to our social networks

Publication of the Fall-2019 edition of SUTA Newsletter is scheduled for October 15. All were invited to contribute

4.2 Chapters Committee

Siamak discussed his recent visit with some of Northern/Southern California chapter members.

Siamak mentioned an upcoming DC event "First Gathering of Iranian Graduates" which is organized by SUTA DC Chapter and will be held on Sept. 27th.

Farrokh suggested that we encourage all chapters to put together a 6-12 months plan for their upcoming events so that we can announce on our website and Newsletter. Events may include: Social gatherings and Networking events, Seminars, Picnics, etc.

Regarding helping chapter events, Shiva mentioned that our funds are limited and for now it is better that chapters raise their own funds

Regarding transfer of funds to chapters, Shiva suggested that each chapter to open a bank account. There was mentioned regarding transferring "benevity" funds from companies to the individuals in Seattle chapter.

4.3 Bylaws Committee

We currently have comments from Dariush, Farrokh and Siamak on the Bylaws revisions. Dariush asked other BoD members to review Bylaws and comment.

We decided to put together a summary of all suggested revisions and take votes to select top revisions/ amendments to the Bylaws before the next meeting. Our results will be presented to SUTA advisers and SUTA members for final votes.

4.4. Reunion 2020

A meeting was held in DC with Shiva, Farrokh, Shahriar and Siamak in attendance to review our options and possible locations for the Reunion 2020. It was suggested that in light of 20th anniversary of SUTA, a "big" event, during summer, in a central location will be our best option to bring a large number of Sharif U. alumni together and provide a means of fund raising for SUTA. This event will be simultaneously broadcast by other chapters for those alumni who could not attend

Regarding the choice of location, we have four options including: Washington DC, A city in Sweden, California (San Diego/San Francisco) and a city in Canada. Criteria for selection included: number of local Sharif alumni, Local management team, participation, Costs, Local facilities and venue, local attractions and quality of Programs. Our initial assessment indicated DC area and California as front runners. It was decided that we follow up with survey and discussion with local chapter leaders in DC and California to obtain more information and to confirm our initial assessment.

Once we gather all the information and decide on the timing, location, and format of the reunion, our committee will put together a plan and estimated budget for the reunion and present to the board by December.

Award.

It was discussed and approved that an Award will be added to the SUTA awards in the name of ÷Maryam Mirzakhaniö for a female student, graduate, professor or any female scholar who is working on basic sciences in collaboration or relation with Sharif University of Technology.

The meeting was adjourned at 11:30 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 September 28 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