

Title: SUTA BoD meeting #1 minutes

Date: 20, Jan, 2015

Time: 11:30pm EST, 8:00am Iran, 5:00am Europe, 3:30pm Sydney

Location: Skype

Present members

7th Board members

- Bahram Zahir Azami
- Negin Sadrosadat
- Vahidreza Arbab
- Nahid Toossi
- Hamid Mostaghaci
- Masoud Olfat

8th Board Members

Permanent members

- Masoud Olfat
- Bahar Abghari
- Shariar Makarechi
- Nastaran Zamani
- Davood Navaian
- Sepehr Hamzelouia
- Mohammadreza Kianmehr

Substitute Members

- Shayan Ghotbi
- Mohammad Mahmoodi

Minutes

1. Bahram Zahir gave a presentation on the SUTA missions (reunion, awards, memberships, etc.), the organization structure and board of directors' responsibilities.
2. Rest of 7th board members discussed their responsibilities and hand over procedures.
3. At the end of the presentation, the board was handed to the newly elected members (8th board).
4. Bahram Zahir stayed in the meeting for further advisory, however, the rest of 7th board members left the meeting.

5. Masoud Olfat was elected as the temporary president of the 8th board (by voting).
 6. Bahar Abghari was elected as the temporary secretary of the 8th board (by voting).
- (As of now on, “Board” refers to the 8th board/ board members and once the full name of a member is mentioned, only first name will be mentioned in the rest of the text.)*
7. Sepehr Hamzelouia proposed a short intro of the newly elected members, however due to the shortage of time Bahar is to prepare a spread sheet of board information and contacts. A spreadsheet has been shared for all members to be filled.
 8. For the next meeting, the first task is to elect the president, vice president, treasurer and secretary and also the committee advisors.
 9. Masoud proposed adding “University relation committee” with the task of improving the SUTA relations with Sharif University of Technology Alumni Association in Iran (Anjoman Fareghotahsilan).
 10. Nastaran proposed adding a new committee called “Strategic Planning Committee” to keep reviewing SUTA’s strategic goals and make sure SUTA’s actions follow those goals.
 11. Sepehr also proposed adding a “youth committee” with the task of improving the SUTA relations with younger graduates and even undergraduates of Sharif.
 12. It was also suggested to involve more of the regular members with SUTA tasks especially with the committee-related works.
 13. Nastaran Zamani will prepare a chart for BoD with their tasks and responsibilities and will send it out to the members prior to the next meeting.
 14. Masoud asked to follow a professional protocol and keep everything on voting and wished that for all the decisions, everyone is on the same page; this was done on the 7th board and was a success.
 15. The next date of the meeting is decided to be on Feb 3rd 2015.
 16. Davood Navaian suggested to set a certain duration for the meetings and minutes spent on every issue (including discussion, voting and confirmation). The meetings length is confirmed to be approximately 2 hours, unless more time is absolutely necessary, which will be announced to the members prior to each meeting.
 17. For the time of the meetings (time of the day), due to the fact that members live in 4 different time zones, Masoud suggested 2 optimum time slots as follow:
 - 6:30 A.M EST : 12:30 P.M Europe, 03:00 P.M Iran, 10:30 P.M Australia
 - 2: 30 P.M EST: 08:00 P.M Europe, 10:30 P.M Iran, 06:00 A.M (next day) Australia
 18. By voting, the time of the meetings are decided to rotate between the two time slots and be held every 3rd Tuesday of the month (Except for the next meeting which will be on Feb 3rd).

19. Rules of Attendance was discussed, however, the rules for participations of sub-members are not yet confirmed. So far, the followings are agreed on:
- At least 5 members need to be present for the meeting to reach the quorums.
 - If any of the permanent members skip 3 meetings with no solid reason, rest of the board members have the authority to exclude him/her from the activities related to SUTA BoD.
 - For further reading on the meeting rules of participation please refer to the SUTA by-laws.
20. Followings were suggested in regards to the sub-members to be discussed in the next meeting:
- Whether it is mandatory for the sub-members to attend all the meeting, or solely the one that will not reach the quorums due to absence of permanent members.
 - Whether sub-members can vote or only vote when BoD cannot reach a final decision.
 - Whether sub-members can be committee directors
21. Furthermore, Sepehr suggested use of Slack, and Shayan Ghotbi suggested Evernote as the means for discussions outside meeting time slots. Bahar, Sepeher and Shayad are to decide on the application.
22. Adjourning the session.

Action Item	Responsible Person(s)	Deadline
Fill the Bio/Info Spreadsheet	All	Feb/1
A chart including Committees and their tasks/objectives	Nastaran (Masoud to help)	Feb/1
Decide about communications / discussion framework (Slack/Evernote/etc.)	Sepehr, Shayan, Bahar	Feb/3