

Title: SUTA BoD meeting #5 Minutes

Date: 17, Mar, 2015

Time: 10:30 GMT (6:30 EST, 12:30 Sweden, 15:00 Iran, 22:30 Australia)

Location: Skype

To be Present members

8th Board Members

Permanent members

- Masoud Olfat
- Bahar Abghari
- Shariar Makarechi (Requested to be away)
- Nastaran Zamani
- Davood Navaian
- Sepehr Hamzelouia
- Mohammadreza Kianmehr

Substitute Members

- Shayan Ghotbi (Joined ??)
- Mohammad Mahmoodi

B-05-01

Call to order (please note that in order to call to order, at least 5 out of 7 board members should be present; sub-members could be counted if Quorum is not made)

B-05-02

Approval of the agenda of the meeting, and confirm the time spent on each issue

B-05-03: President's opening remark

Masoud ~~suggested to send a~~ ~~has already sent a~~ message to Dr. Fotoohi ~~to congratulate Eid, he will also send out a letter to~~ ~~and~~ Mr. Shiri president of SUTAA to congratulate eid on behalf of SUTA.

B-05-04: Review of remaining Action Items from meeting # 4

- **B-04-09:** Discussions on Chapters, especially Iran's chapter and a meeting in Iran to establish the chapter (Led by Reza and Shayan)

- **B-04-10:** Virtual Meeting by SUTA (Davoud's Suggestion): Previously, Davoud made the suggestion of having monthly webinars on a scientific issue (preferably new advancements in technology). Moreover, the board has already decided (in meeting #3) ~~voted~~ on having semi-annual webinars, inviting all members to join, and discuss the current situation of SUTA and QA about the board. In order to save resources and get a comprehensive idea of the tasks required to run such webinars, for the first webinar (which will be held in 3 months- 6month from starting the new board) it was decided by that the two will be merged. So the first webinar will be bring a professional to discuss a recent advancement in science or technology, and will also have a free chat and discussion between the board members and SUTA members. Mohammd and Reza will decide on the topic of the first webinar!
- **B-04-11:** Review of SUTA Website and how to make it better
 - The new board has not yet been updated on the website, Mohammad will update it.
 - Sepehr: Reunion tab is better to have a history of all reunions. Election board needs to be removed. Chapters tab is unconventional and needs to be edited, Mohammad will update the chapters tab as well.
 - The media files of 2014 reunion are in Iran. Reza will upload them for the board to be uploaded on the website and also an edited version will be distributed between members in Iran on Cd.
 - Bahar and Masoud will add a new section in the website to store prior meeting minutes and agenda.
 - Mohammad suggested adding a 3rd (party) page for online payments from Iran, to make sure there will be no official transaction with Iran.
 - *Mohammad also mentioned that the Membership fees in Iran to be adjusted with membership fees of other organizations in Iran (Example: SUTAA membership is 400,000 IRials). This will be discussed extensively on Slack and must be confirmed with advisors before being finalized.*
 - Shayan: Vision and Mission part of by-laws to be added under "about us"; mention under by laws the existence of amendments. Check the accessibility to website hits; remove map of Tehran; finally, transfer the website domain rights to the president.
 - Bylaws: be updated on website by Nastaran

B-05-05: Communication Committee Review

- Bulletin: Instead of sending related news separately, a bulleting is sent out almost every month to keep the members updated.

- Newsletter: Newsletter is sent out every 3 month and the process needs to be started asap. Bahar has to contact Hamid Mostaghasi (to learn the procedure). Later Shayan will have the chapters to send their updates and news to be included in the newsletter

B-05-06: Reunion Committee Review; Starting the Process

- Mohammad will prepare a timeline of “the tasks to be done” before the next meeting.
- “Call for nomination” document also needs to be prepared prior to the next meeting and the deadline for sending out the “call for nominations” is right after the next meeting
- The survey that has been done in the 2014 reunion, will be used to improve the next reunion

B-05-07: Review Nastaran’s document on relations with SUTAA and other universities

(Not ready yet for the next meeting)

B-05-08: Financial Statements of SUTA

- Report:
 - Wells Fargo ~10K
 - Paypal Account ~3360.00.
 - But no idea on the iran’s account
 - An official letter needs to be sent to the financial institutions to update the names and signatures on the accounts
- Reunion Refund
 - The decision for standing balances of 2014 reunion is: Members who canceled before the set deadline get full refund, one who canceled after the set deadline but before the reunion get 70% refund and ones who canceled after reunion get 50% refund
- Tax balance for 3013: The tax balance for 2013 is still standing, [Negin Sadrolsadat from Board 7 will manage the 2013 tax payment](#)~~Negin will pay??~~
- Wild apricot access and its sync with the website
 - Some of the previous student members still have 20\$ recurring and we need to make sure they update their settings
 - Student accounts were based on [etamad-mutual trust](#) so far but the policy needs to be updated

B-05-09: Chapter Committee Review

- It is not recommended to have an official chapter in Iran (due to the restrictions) and is better to limit the interactions to reunions, online seminars and webinars with professionals. Also members in Iran has decided to engage in more activities and ~~and~~ have more events i.e.: Norouz event. However, the decision is delayed after active discussion with SUTAA members.
- It was also proposed to have a Skype meeting with one of the SUTAA members and discuss (to SUTA's benefit) the agreement that was signed between SUTA and SUTAA couple of years ago.
- Update the chapters' info
- Make email aliases for each chapter
- Give chapters access to slack

B-05-10: Membership Committee Review

- ~~Update the chapters' info~~
- ~~Make email aliases for each chapter~~
- ~~Give chapters access to slack~~

B-05-11: Discuss the proposal prepared by Davood on cooperation with Soderton University
 Masoud send out the proposal (email that davood sent on **March 17th**) to vote officially before **March 19th**.
 The point is that the board will not be engaged in the activities and will have no financial commitment.
 The board will only be receiving the reports and hopefully get sponsorship benefits.
 Davood will edit the proposal that includes these points and Masoud will send it out for voting!

B-05-12: Other Businesses; Conference sponsorship

- A data science conference will be held at end of May, which Mohammad(?) is organizing; One full ticket and one student ticket for free and a 10% discount code for SUTA members has been approved
- Let members know of this option and then choose 1 student and 1 regular member by at random to attend the conference. This option is only available to regular/student **paid** members
- Have a document ready to be sent out in 2 weeks and 2 weeks deadline to register for it!

B-05-13 (3 mins):

Next meeting date is April 21st, 2015 at 18:30 GMT!

B-05-14

Adjourning the session.

<u>Action Item</u>	<u>Responsible Person(s)</u>	<u>Deadline</u>
<u>decide on the technical requirements of visual meetings</u>	<u>Davoud & Sepehr</u>	<u>4/15</u>
<u>decide on the topic for first webinar</u>	<u>Mohammad and Reza</u>	<u>4/15</u>
<u>update the website (add new board / reorganize chapters tab).</u>	<u>Sepehr, Shayan, Bahar</u>	<u>4/1</u>
<u>add the meeting minutes and agenda to website</u>	<u>Bahar & Masoud</u>	<u>4/1</u>
<u>get access to the 2014 reunion media files and upload them for board members</u>	<u>Reza</u>	<u>4/1</u>
<u>update the by-laws on the website</u>	<u>Nastaran</u>	<u>4/1</u>
<u>Start the newsletter process</u>	<u>Bahar</u>	<u>4/1</u>
<u>Prepare a document on timelines of the 2016 reunion and the "the call for nomination" document</u>	<u>Mohammad</u>	<u>4/10</u>
<u>prepare a guideline document on relations with SUTAA and other universities</u>	<u>Nastaran</u>	<u>4/3</u>
<u>prepare the letter to SUTAA and send out the letter</u>	<u>Masoud</u>	<u>4/10</u>
<u>Send out the agreement that was signed between SUTA and SUTAA couple of years ago</u>	<u>Masoud</u>	<u>4/1</u>
<u>Edit the proposal of cooperation with Soderton University that includes the mentioned points</u>	<u>Davoud</u>	<u>4/1</u>
<u>Have a document ready to be emailed for the conference tickets</u>	<u>Mohammd</u>	<u>3/31</u>
<u>Start the study of changing membership fee for Iranians (including the advisors)</u>	<u>Masoud</u>	<u>4/1</u>
<u>Send the first Buletin out</u>	<u>Masoud</u>	<u>3/27</u>
<u>Start the active discussion with SUTAA about a chapter in Iran</u>	<u>Masoud</u>	<u>4/10</u>

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