

**Title:** SUTA BoD meeting #6 Agenda

**Date:** 21, April, 2015

**Time:** 18:30 GMT

**Location:** Skype

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To Present members

**8<sup>th</sup> Board Members**

*Permanent members*

- Masoud Olfat
- Bahar Abghari
- Shariar Makarechi
- Nastaran Zamani
- Davood Navaian(half the way)
- Sepehr Hamzelouia
- Mohammadreza Kianmehr

*Substitute Members*

- Shayan Ghotbi

**B-06-01**

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-06-02 (2 mins)**

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

**B-06-03:** President's opening remark

Just a reminder to check the agenda and minutes before each meeting and comment on them, to improve the quality of the meetings!

**B-06-04:** Discuss and confirm the dollar exchange rate for membership fee in Iran

- The exchange rate for USD to IRials is set to 30,000 IRials per USD
- This new number is used for membership fees for now, will be announced in the upcoming bulletin and will be revisited every 6 month to insure consistency.

**B-06-05:** Communication Committee update and newsletter

- Each committee director to send a paragraph on their responsibilities
- FIDIC-ASPAC (international federation of consulting engineers- كنفانس بين المللى شاخه آسيا و اقيانوسيه - فدراسيون بين المللى مهندسان مشاور) will be announced in the bulletin and a short summary will be included in the newsletter
- Bahar to find an editor for the newsletter

**Bulletin:** update of the exchange rate, announce the data science conference discounts

**B-06-06:** Protocol for job posting

- Job postings to only be sent to paid members
- The current job posting to be sent to every member and be included in bulletin and newsletter
- For now every posting is mailed to paid members, if the number of advertised postings is very high we can add a section to the website or use 3<sup>rd</sup> party apps to cover it.

**DISCLAIMER is absolutely necessary!!!!**

**B-06-07:** Update on Reunion Committee

Mohammad will prepare a timeline of “the tasks to be done” before the next meeting.

- “Call for nomination” and “list of tasks” documents

Have a survey ready before the reunion to send out right after the reunion!

*Mohammad is not present, so the item is postponed for the next meeting! Meanwhile Masoud Will discuss it with him!*

**B-06-08:** Discussion on paying chapters half of the membership fees (as mentioned in the by-laws)

- Pay half of the membership fees to each chapter every 6 month and ask for a report in return
- If chapters need to have more money, we can discuss it in the board and decide on it.

**B-06-09:** Quick update on financial standing of SUTA

- The money for reserving the venue has been paid by Masoud, but some of the refunding payments has not been made; Masoud is taking care of it
- Unfortunately, many of regular paid members are forfeiting from their membership, we need to see why?
- We can use Mint or Kashoo software to better manage the financials!
- It's good to have a financial update for reunions and have one before every meeting

- The donations part of the website is currently deactivated, we need to activate it
- Reza after checking the Iran account: various amounts for memberships are distributed to the account, it's better to have a fixed amount

**Items B-06-10 to B-06-11 are left for the next meeting.**

- **B-06-10:** Review Nastaran's document on relations with SUTAA and other universities
  - Update on the relations with Iran's chapter

- **B-06-11:** Virtual meeting medium and topic

**B-06-12:** Conference sponsorship Update (Data science conference)

- 2 free tickets: 1 regular and 1 student is given
- Other members get 10% discount
- Include it in the bulletin

**B-06-13 (3 mins)**

Next meeting date is **May 19<sup>th</sup>, 2015 at 10:30 AM GMT!**

**B-06-14**

Adjourning the session.

**Action Items:**

*Purple: Remaining from previous meetings*

*Yellow: In progress*

*Green: needs to be started*

Action Item	Responsible Person(s)	Deadline
Decide on the technical requirements of visual meetings	Davoud & Sepehr	4/15
Decide on the topic for first webinar	Mohammad and Reza	4/15
Update the website (add new board / reorganize chapters tab)	Sepehr, Shayan, Bahar	4/1
Add the meeting minutes and agenda to website	Bahar & Masoud	4/1
Update the by-laws on the website	Nastaran	4/1
Prepare a document on timelines of the 2016 reunion and the "the call for nomination" document	Mohammad	4/10

prepare a guideline document on relations with SUTAA and other universities	Nastaran	4/3
Edit the proposal of cooperation with Soderton University that includes the mentioned points	Davood	4/1
Have a document ready to be emailed for the conference tickets-Bulletin	Mohammad	4/31
Start the active discussion with SUTAA about a chapter in Iran	Masoud & Reza	5/15
Find an editor for the newsletter	Bahar	4/31
Activate the Donation part of the Website	Bahar & Sepehr	5/15
Reunion 2014 <ul style="list-style-type: none"> <li>Get the financial report</li> </ul> Finalize and send the survey	Masoud & Mohammad	5/20
Inform the chapters about the decision on paying 50% every 6 months	Shayan & Sepehr	5/15
Send the 2nd Bulletin out <ul style="list-style-type: none"> <li>3000 Toomans per dollar</li> <li>Job posting (Including Protocol &amp; Disclaimer)</li> <li>Discount on Data Science Conference</li> <li>iBridge</li> </ul>	Masoud & Bahar	4/31
Find applications for job postings / integrate wild apricot	Sepehr/Masoud	5/15
Coordinate with SUTA management on awards' categories and processes	Reza	5/20