

Title: SUTA BoD meeting #9 agenda

Date: 21, June, 2015

Time:

Location	Local time	Time zone	UTC offset
Washington DC (U.S.A. - District of Columbia)	Tuesday, July 21, 2015 at 6:30:00 AM	EDT	UTC-4 hours
Tehran (Iran)	Tuesday, July 21, 2015 at 3:00:00 PM	IRDT	UTC+4:30 hours
Sydney (Australia - New South Wales)	Tuesday, July 21, 2015 at 8:30:00 PM	AEST	UTC+10 hours
Stockholm (Sweden)	Tuesday, July 21, 2015 at 12:30:00 PM	CEST	UTC+2 hours

Web Address For Future Time Zone Conversions:

<http://www.timeanddate.com/worldclock/converted.html?iso=20150616T1830&p1=0&p2=263&p3=246&p4=240&p5=239>

Location: Skype

To be Present members

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

Review and approval of the previous meeting notes

B-08-01

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)

At this meeting Permanent Members Olfat, Makarechi, Zamani, Navaian and Hamzelouia as well as Substitute Member Mahmoodi were present.

B-08-02

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

- Discussing about the financial statements to the members added to the agenda

B-08-03: President's opening remark

- Shariar will handle secretary responsibilities and manage the agenda and minutes from now on since Bahar is busy with the communications
- A short explanation regarding the ECFMG interactions
- Take the action items more seriously to reach the resolutions: Shariar will send the action items table every 2 weeks to update the members.
- Meeting schedule discussed according to the daylight saving criteria around the globe: Shariar will take action regarding the meeting schedule and will add meeting schedule in European, Iranian, Australian and etc. time zones.
- Nastaran discussed regarding the late issuance of the agenda before the meetings
- Sepehr discussed the issue with the payments from inside Iran and how to verify the membership payments.
- Masoud discussed the issues we have with the Wild Apricot and proposed an internal meeting with Shahin.
- Mohammad proposed due to the general weakness of Wild Apricot we switch to another service, and he will report back with alternatives soon.
- Nastaran proposed to activate telephone banking for the Iran account. Sepehr will follow up with the account holders in Iran via email.
- Action items: Reza and Nastaran to follow up with the bank account.

B-08-04: Update on Reunion & Conferences Committee

- Call for nomination documents (See Attached)
- Summary and feedbacks of Milan reunion
- Discussing time frame for Reunion nomination, selection etc
- Announcing new conferences for SUTA complimentary tickets (I have few new conferences to mention) (See Accompanying Document)
- Discussing how to work mutually with other conferences
- Mohammad explained about the mutual cooperation with conferences

- Action items: identify interesting conferences and send them to Mohammad
- Action items: Mohammad to personally send emails regarding the conferences to the members
- Complimentary tickets to be organized based on the type of the conference
- Mohammad explained regarding the regulations of the reunion
- Action items: Mohammad to revise the Call for Nomination draft
- Davoud proposed to involve all members during the nomination process

B-08-05: Quick update on financial standing of SUTA

- Sepehr gave a statement regarding the latest financial status:
PayPal: \$4,411. Wells Fargo: \$5,828.00
- Action item: 2014 Reunion financial issues

B-08-06: Strategic Planning Committee Review

- Prepare a guideline document on relations with SUTAA and other universities
- Nastaran will send the agreement to members for further review tomorrow

B-08-08: Membership Committee Review

- SUTA survey for the previous Reunion (See Accompanying Document)
 - The survey text was briefly reviewed
 - The ignorance regarding the reunion financial report was discussed
 - Deadline for survey comments is June 20th.

Reza gave a report regarding his conversation with SUT president Dr. Fotouhi

Meeting adjourned at 4:25 pm

Meeting #9 Agenda

B-09-01

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)

Present members:

B-09-02

Approval of the previous meeting notes and agenda of this meeting.

B-09-03: President's opening remark

B-09-04: Update on Reunion & Conferences Committee

Time table

1. Announcing call for speakers	June 20th
2. Deadline for submitting proposal	July 30th
3. defining SUTA Board team for reunion	July 15th
4. decision from Board	July 30th
5. Public announcement	August 1st
6. defining team and roles	August 10th
7. Securing Dates	August 30th
8. Securing Venue	Sep 30th
9. Call for speakers	Sep 15th
10. Sponsorship team	Sep 15th
11. Early bird registration start	Dec 1st
12. Early bird deadline	March 15th

B-09-05: Quick update on financial standing of SUTA

B-09-06: Strategic Planning Committee Review

B-09-08: Membership Committee Review

B-09-09: Discussion on Financial Reporting

B-09-10: Discussion on helping members with future employment attempts.

Action Items:

Purple: Remaining from previous meetings

Yellow: In progress

Green: needs to be started

Item #	Action Item	Responsible Person(s)	Deadline
1	Decide on the technical requirements of visual meetings	Davoud & Sepehr	4/15
2	Decide on the topic for first webinar	Mohammad and Reza	4/15
3	Update the website (add new board / reorganize chapters tab)	Sepehr, Shayan, Bahar	4/1
4	Add the meeting minutes and agenda to website	Bahar & Masoud	4/1
5	Update the by-laws on the website	Nastaran	4/1
6	Prepare a document on timelines of the 2016 reunion and the "the call for nomination". The document is prepared and deadlines need adjustment	Mohammad	4/10
7	prepare a guideline document on relations with SUTAA and other universities	Nastaran	4/3
8	Edit the proposal of cooperation with Souderton University that includes the mentioned points	Davood	4/1
9			
10	Activate the Donation part of the Website	Bahar & Sepehr	5/15
11	Reunion 2014 <ul style="list-style-type: none"> Get the financial report Finalize and send the survey	Masoud & Mohammad, Bahar & Sepehr	5/205/15
12	Inform the chapters about the decision on paying 50% every 6 months	Shayan & Sepehr	5/31/2015
13	Send email to all including the 2nd Bulletin out <ul style="list-style-type: none"> 3000 Toomans per dollar Discount on Data Science Conference Ask for help in updating the website 	Masoud	5/31/15
14	Find applications for job postings / integrate wild apricot	Mohammad & Reza	5/31/15
15	Coordinate with SUTA management on awards' categories and processes. After several phone calls and referrals Reza Thinks he should follow-up in person with a visit	Reza & Masoud	5/31/15

16	Decide about SUTA's involvement in SUT's 50 th year anniversary Reza is awaiting to hear from Ms Karimi at SUT Alumni Office	Reza	5/31/2015
17			