

**Title:** SUTA BoD meeting #9 Final

**Date:** July, 21 2015

**Time:** 10:30 GMT

**Location:** Skype

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To be Present members

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

*Permanent members*

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

*Substitute Members*

- Shayan Ghotbi
- Mohammad Mahmoodi

**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) All 7 members were present.

Present members:

**B-09-02** (3 min.)

Approval of the previous meeting notes and agenda of this meeting. Approved but too much detail and formatting was difficult to change. We are using MS Word 2013 at this point.

**B-09-03:** (10 min.)

President's opening remark

- Action Items will be discussed by each committee.

**B-09-04:** (17 min.)

Update on Reunion & Conferences Committee

- Action Items updated.
- Approved Dates. See the time table in this paragraph

- Kianmehr and Mahmoodi are the Board member team in charge of the internal (Iran) and external coordination of the up-coming reunion. Several action committees will have to be formed.
- Kianmehr and Mahmoodi will prepare a list of required committees and an org. structure and will send it to the board members ASAP. BoD will call for volunteers for each committee.

**Time table:**

1. Defining SUTA Board team for reunion	August 15 <sup>th</sup>
2. Decision from Board	August 22 <sup>nd</sup>
3. Public announcement	August 23 <sup>rd</sup>
4. Defining Local team and roles	August 31 <sup>st</sup>
5. Securing Reunion Exact Date	September 15 <sup>th</sup>
6. Securing Venue	October 17 <sup>th</sup>
7. Announcing Date and Venue	October 20 <sup>th</sup>
8. Sponsorship Request sent out	October 21 <sup>st</sup>
9. Identifying the Reunion Theme	November 15 <sup>th</sup>
10. Call for speakers	November 16 <sup>th</sup>
11. Early bird registration start	December 1 <sup>st</sup>
12. Early bird deadline	March 15 <sup>th</sup>

**B-09-05:** (15 min.)

Update on Award Committee (Jalil Kamali, Bahram Zahir and Masoud Olfat)

- Action Items.
- Approving the Final Award Categories
  - Dr. Amin's Lifetime Achievement Award, Alumni Achievement Award, Dr. Mojtahedi Award, Staff Appreciation and Service Award. The last two will be combined into one award: Staff and Service Award.
- Student Scholarship? This may be combined with the Mojtahedi Award.
- A poster with the help of Kianmehr was produced and posted in all departments.

**B-09-06:** (10 min.)

Quick update on financial standing of SUTA

- Action Items

**B-09-07:** (10 min.)

Strategic Planning Committee Review

- Action Items
- Bylaws
  - The new Bylaws to be combined, reviewed and broadcasted (email and website)
  - The Strategic Planning Committee will continue reviewing the Bylaws
- Cooperation between SUTA and SUTAA

**B-09-08:** (10 min.)

Membership Committee Review

- Action Items: It was proposed to choose one date, say Jan 1, of each year, as the membership start point. The proposal needs more discussions and thorough considerations. Consider possibilities for partial payments etc.
- Members Survey has been prepared and sent by Navaian and so far only 80 people out of the 4080 people on our email list completed the survey. Majority of the people on our mailing list have never participated in any SUTA activity.
- Ghotbi will send a reminder to chapters about the survey

**Commented [SG1]:** I'm not sure if we had such a thing. Maybe a misunderstanding of stats I presented.

**B-09-09:** (15 min.)

Communication Committee

- Action Items updated.
- SUTA Website. Mohammad is testing a couple of options to move from the Wild Apricot. Dr. Olfat and Sheikholeslami will also be consulted for the details. Bahar will be the project manager for website. The website should be mobile friendly. A call for volunteer will be sent out in the next few days.
- A decision was made for monthly extension of WildApricot currently charged to Olfat personal credit card.
- Newsletter: Bahar needs a brief from every committee no later than 8/18/2015 to be included in the next newsletter. Reunion timelines will be included in the newsletter.
- Discussion on helping members with future employment attempts.

**B-09-10:** (20 min.)

Chapter Committee Review (Did not have time to discuss in the meeting but a side discussion with Shayan and Masoud)

- Action Items
- Sweden Gathering
- Toronto Chapter (more than 500 in the list) with 20% participation 7 board members with one substitute member were selected.
- Iran Chapter
- Chapter Board Members
- All-Chapter Meeting

**B-09-11:** (10 min.)

University Relations Committee Review

- Action Items Report of iBridge meeting (Did not discuss)

**B-09-13** (5 min.)

Next meeting date is **August 20, 2015 at 2:30 AM EST (6:30 PM GMT)**

- **Meeting times may be adjusted after September 2015.**

**B-09-14**

Adjourned the session at 8:45 AM EST.

**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	??
2	Decide on the topic for first webinar	Mohammad and Reza	??
3	Update the website (add new board / reorganize chapters tab)	Sepehr, Shayan, Bahar	??
4	Add the meeting minutes and agenda to website	Bahar & Masoud	??
5	Update the by-laws on the website	Nastaran	??
7	prepare a guideline document on relations with SUTAA and other universities Sent for review on 7/21/2015	Nastaran	Under review
8	Edit the proposal of cooperation with Souderton University that includes the mentioned points	Davood	??
9	Add donation section to website.	Sepehr	??
10	Activate the Donation part of the Website	Bahar & Sepehr	??
11	Reunion 2014 <ul style="list-style-type: none"> <li>Get the financial report</li> </ul>	Masoud & Mohammad, Bahar & Sepehr	??
12	Inform the chapters about the decision on paying 50% every 6 months	Shayan & Sepehr	??
13	Send email to all including the 2nd Bulletin out <ul style="list-style-type: none"> <li>3000 Toomans per dollar</li> <li>Discount on Data Science Conference</li> <li>Ask for help in updating the website</li> </ul>	Masoud to send another email to ALL email list	??
14	Add job postings into the website	Mohammad, Reza and Sepehr	??
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 each department.	Reza, Masoud and Farrokh Malihi will create a poster	??
16	Decide about SUTA's involvement in SUT's 50 <sup>th</sup> year anniversary Reza is awaiting to hear from Ms Karimi at SUT Alumni Office	Reza	??