

**Title:** SUTA BoD meeting #11 Minutes

**Date:** August, 20 2015

**Time:** 1 PM GMT

**Location:** Skype.

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To be Present members

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

*Permanent Members*

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

*Substitute Members*

- Shayan Ghotbi Present
- Mohammad Mahmoodi

**B-11-01**

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-11-02** (3 min.)

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

**B-11-03:** (10 min.)

President's opening remark

- The reunion 2016 location will be DC but we should encourage cooperation from California chapter for a joint reunion.
- Selection of new treasurer

**B-11-04:** (17 min.)

Update on Reunion & Conferences Committee

**Time table:**

1. Defining SUTA Board team for reunion

- |                                   |                           |
|-----------------------------------|---------------------------|
| 2. Decision from Board            |                           |
| 3. Public announcement            |                           |
| 4. Defining Local team and roles  |                           |
| 5. Securing Reunion Exact Date    |                           |
| 6. Securing Venue                 |                           |
| 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-11-05:** (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-11-06:** (10 min.)

Quick update on financial standing of SUTA

- Action Items
- Starting from the end of September 2015 financial report will be sent to regular members. From the above mentioned date active local chapters with approved boards will receive %25 of the membership fee of their regular members of that date every 6 months. The next payment (due at the end of March 2016) will be subject to approval of local chapter's activity report by SUTA board.
- Mohammad said that Bahram is in touch with Negin regarding the 2014 reunion in Italy and will send a brief to the board ASAP. Mohammad will follow up this by Bahram if he doesn't hear from Bahram by the end of this month. Any Progress?

**B-11-07:** (10 min.)

Strategic Planning Committee Review

- Item Carried Over
- 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-11-08:** (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

**B-11-09:** (15 min.)

Communication Committee

Items Carried Over

- 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.
- Nastaran has a message from Dr. Fotoohi, SUT president to be included in the next newsletter. A video interview with the help of Reza may be prepared to be uploaded in the website.

**B-11-10:** (20 min.)

Chapter Committee Review

Items Carried Over

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

University Relations Committee Review

Item Carried Over

- Action Items Report of iBridge meeting

**B-11-11:**

Reunion Committee will initially consist of Masoud, Mohammad and Davoud to answer questions of the interested parties. Currently the possible sites are:

- Anzali Free Port, Iran: Not Quite Ready

- Turkey: A possibility but not selected
- **DC was selected for Reunion 2016 to be announced soon**
- CA had a good proposal but DC received a better overall assessment.
- **ALL active chapters will be encouraged to partner with DC as much as possible**

**B-11-12**

Next meeting date is **Oct 19, 2015 at 7 PM GMT**

## Action Items:

*Purple: Remaining from previous meetings*

*Yellow: In progress*

*Green: needs to be started New*

Item #	Action Item	Responsible Person(s)	Deadline
1	Decide on the technical requirements of visual meetings	Davoud & Sepehr	9/07/15
2	Decide on the topic for first webinar	Mohammad and Reza	9/07/15
3	Updates to the website	Sepehr, Shayan, Bahar	Ongoing
4	Add the meeting minutes and agenda to website	Bahar & Masoud	Ongoing
5	Update the by-laws on the website	Nastaran	NOW!
6	Prepare a guideline document on relations with SUTAA and other universities Sent for review on 7/21/2015	Nastaran	Done?
7	Edit the proposal of cooperation with Souderton University that includes the mentioned points	Davood	Done?
8	Activate the Donation part of the Website	Bahar & Sepehr	NOW!
9	Reunion 2014 <ul style="list-style-type: none"> <li>Get the financial report</li> </ul>	Masoud & Mohammad, Bahar & Sepehr	NOW!
10	Inform the chapters about the decision on paying 50% every 6 months	Shayan & Sepehr	Done?
11	Add job postings into the website	Mohammad, Reza and Sepehr	Ongoing
12	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	ASAP