

Title: SUTA BoD meeting #12 Agenda

Date: October, 19 2015

Time: 7 PM GMT

Location: Online

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

B-12-01: 5 Minutes

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-12-02: 5 Minutes

President's opening remark

- Action Items will be discussed by each committee.

B-12-03: 15 Minutes

Select New Treasurer

B-12-04:

Communication Committee

- Newsletter 7 Minutes
- Communication platform for online meetings 3 Minutes

B-12-05:

Reunion Committee 15 minutes

Reunion Time Table:

- | | |
|----------------------------------|---------------------------|
| 1. Defining Local team and roles | |
| 2. Securing Reunion Exact Date | |
| 3. Securing Venue | |
| 4. Announcing Date and Venue | |
| 5. Sponsorship Request sent out | |
| 6. Identifying the Reunion Theme | November 15 th |
| 7. Call for speakers | November 16 th |
| 8. Early bird registration start | December 1 st |
| 9. Early bird deadline | March 15 th |

B-12-06:

Chapter Committee Review

- Payment of memberships to local chapters 5 Minutes

- Proposal for discount campaigns 5 Minutes

B-12-07: 5 Minutes

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

B-12-08: 5 Minutes

University Relations Committee Review

B-12-09: 5 Minutes

Quick update on financial standing of SUTA

B-12-10: 5 Minutes

Membership Committee Review

Total Time: 80 Minutes