

**Title:** SUTA BoD meeting #13 Minutes

**Date:** November, 17 2015

**Time:** 7:30 PM GMT

**Location:** Skype

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

### Present members

#### *Permanent Members*

- Masoud Olfat
- Bahar Abghari
- Shariar Makarechi (from 8 PM, GMT)
- Davood Navaian
- Mohammadreza Kianmehr
- Nastaran Zamani
- Sepehr Hamzelouia

#### *Substitute Members*

- Shayan Ghotbi
- Mohammad Mahmoodi

B-13-01: Call to order.

Quorum achieved with ALL members present.

B-13-02: President's opening remark

- Skipped

B-13-03: Financial Issues

- **Mohammad and Masoud** followed up with Negin and Bahram and will provide the financial report of the previous reunion (Milan) ASAP.
- **Sepehr** reported that we two Paypal accounts. One has \$600 Canadian and the main account will be useful for the reunion. There is a Wells Fargo Saving+Checking account and we should maintain a minimum of \$3500 in the savings account to avoid charges. There is also an account in Iran that Zahed and Farrokh should transfer it to the new board ASAP. **Masoud** will follow-up with them.
- **Mohammad** will bring the required devices for processing payments to Paypal and Eventbrite at the reunion.

B-13-04: Communication Committee

- **Bahar** will coordinate the website issues. A link will be provided in the main website to the Reunion Page currently under construction. Bahar requested abudget for website hosting and maintenance. Masoud will inquire the members to see if these services my be donated at no cost to SUTA.
- **Masoud** informed that the monthly cost for Wild Apricot has increased to \$240./month.

B-13-05: Reunion

- The structure of reunion committees was discussed at length. The program committee will also have a the responsibility to coordinate the activities of all other committees.

- **Masoud** will coordinate with the DC chapter regarding the members of the DC chapters to be assigned to the various committees and the preliminary cost estimates for the reunion with an assumed number of participants between 200 and 300. He will send a copy of the last reunion costs to the DC chapter ASAP for reference.
- **Masoud** will follow up on the potential SUTA sponsors.
- **Davood** inquired about the possibility of accepting donations from non-SUTA organizations and recognizing the donors with flowers at the reunion. BoD is OK with this generally but will decide on a case by case basis.

B-13-06: Chapter Committee Review

- Payment of memberships to local chapters – **Davood and Sepehr** will finalize the calculations for the first 6 months of 2015 to be paid to eligible chapters ASAP.
- Proposal for discount campaigns – Skipped

B-13-07: Update on Award Committee (Jalil Kamali, Bahram Zahir and Masoud Olfat)  
 Couldn't be discussed due to shortage of time

B-13-08: University Relations Committee Review

Couldn't be discussed due to shortage of time and absence of Nastaran

B-13-09: Quick update on financial standing of SUTA

Couldn't be discussed due to absence of Sepehr. See B-12-03

B-13-10: Membership Committee Review

**Davood** will provide a monthly reports of membership fees received identifying the individuals and the chapters they belong to as well as the date and amount of the payments.

B-13-11: Davood's suggestion to assist SUTAA for video recording of training courses held by SUTAA and sharing the video for other members was not discussed due to shortage of time.

B-13-12: The letter of agreement with SUT Alumni will be discussed at the next meeting.

**The meeting was finished at 9:51PM, GMT.**

**Next meeting will be on December, 15 2015, at 7:30 PM GMT**