

## Second meeting of SUTA's 9th board members

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| <b>Date: Friday, April 7th 2017</b><br><b>Time: 5PM EST –7.45 PM EST</b><br><b>Location: The meeting was done by Skype.</b> |  |
| <b>Presents:</b>  | Soheyla Kamal, Siamak Aram, Ali Rasekh, Parastoo Jabbari, Farzin Radkani, Shayan Ghotbi.   |
| <b>Absents:</b>   | None.  |
| <b>Agenda:</b>  | <ol style="list-style-type: none"><li>1. Discussing financial issues if there is any.</li><li>2. Choosing advisers.</li><li>3. Discussing the potential committees</li><li>4. Making decision on filling the empty spots of the board.</li><li>5. Discussing suggestions for the website.</li><li>6. Discussing local chapters</li></ol>   |
| <b>Meeting Summary:</b>   | <p>On 2:10, finances were discussed by Siamak Aram. Wells Fargo bank account and checkbooks were received by treasurer of the board and the amount of \$8480.2 is available in the account.</p> <p>The following items are received from previous board:</p> <ul style="list-style-type: none"><li>● Passwords of the Wells fargo bank accounts</li><li>● Checkbooks</li><li>● SUTA's Facebook username and password.</li><li>● Non-profit registration</li><li>● Minutes</li><li>● Guidelines</li><li>● Newsletter contact point</li><li>● Wild Apricot access</li></ul> <p>There are other tasks and processes left to transfer from the previous board which are already being followed up.</p> |

On 2:40, it was decided that the advisor committee remains the same and Dr. Hojabri was elected as The Chief Advisor.

On 2:43, methods for informing members about the changes in the board was discussed.

- Sending email updates
- Newsletter
- Website

On 2:50, it was decided that the search for filling the vacancy of the board will continue. Following the resignation of three of the elected board members, the four remaining members offered Farzin and Ali two of the vacant seats of the board in line with Article 18 of the bylaws to gain back the quorum. So currently there is one vacancy in the board to be filled by the board. Today, it was decided that candidate search for filling this seat will continue until identifying a suitable member.

On 3:02, the board decided to create a committee for revising and editing bylaws. Shayan will be the coordinator for this task.

On 3:05, the board decided to have two main committees for now:

- Chapters committee, Farzin as director
- Communication committee, Siamak as director

It was decided that each committee will play more active to have role for arranging their own meetings and volunteers. Also, Shayan volunteered for managing work related to memberships for now.

On 3:15, opened the discussion about future options other than Wild Apricot for the website for next meetings.

Potential improvements for the website was discussed. Ali, will work on improving the appearance and updating the website.

On 3:20, the relationship with chapters were discussed. Shayan has sent a form to chapters to collect their basic information. Their informations on the website can be updated when the data is collected. The board should also review chapters' access to the website.

The board opened the discussion on possibility of accepting proposal for events from chapters and allocating an award to it. It remained open for further discussions.

On 3:50, board opened a conversation about how the membership fee for Iran members should be determined. It was decided to leave it as it is for now, until the SUTA's connections with Iran become clear.

On 4 PM, Sohelya and Shayan discussed potentials for attracting more members and making SUTA more attractive to users by providing them networking opportunities. Focusing more on sponsorships and donations was discussed as way to remove membership fees and make joining SUTA free for all Sharif alumnus. It was decided to reactivate SUTA's website, Facebook and LinkedIn page and start reaching out to alumnus.

Also, several suggestions have been received from members and former board members and immediately referred to the Bylaw team to work on them.

On 4:45 the meeting ended.