

The following notes are from November 28 Joint meeting between SUTA board and the board of SUTA_DC along with corrections and clarifications received to this date:

The meeting started on Skype at 2:30 PM E.S.T. and after an introduction of the participants the following two issues were discussed: The 2016 Reunion Committees and the Reunion Costs/Registration Fees.

1- The following committees will work independently but ALL members of SUTA central board will be always welcome to participate in the meetings and help in decisions:

- Program and Coordination Committee will consist of Masoud, Davood Shariar, Siamak and Mehrdad. This committee will decide on the timing and general content of the reunion programs with an overview for the general coordination of the work of the other committees.
- The Logistics Committee will consist of Mohammad M, Mehrdad and Siamak. This committee will negotiate with the hotel and venues for the reunion.
- The entertainment committee will consist of Mohammad M, Shariar and Tahereh.
- The Sponsorship Committee will consist of Masoud, Bahram, Mehrdad and Nahid Toosi. Bahram and Hahid are from the previous SUTA Board with experience in this area. It was mentioned that invitation as well as conditions for the sponsorship should stay clear of all the issues that are in conflict with SUTA bylaws such as political, religious and other similar aspects.
- The Financial Committee will consist of Sepehr, Mohammad H and Masoud. Both Masoud and Sepehr have access to SUTA accounts.
- Communication Committee consists of Bahar and Alborz. This committee's first priority is to set up the website. Mahmood Bashash, webmaster from Dubai is working with Bahar on the website. Simamak informed that help is available from DC board member Alborz if needed. Help from Kambiz from the previous SUTA board will also be available. The communication committee is also responsible for the newsletter and media affairs including the social media. It was suggested by Bahar that ALL members of DC board join the Slack account created by SUTA BoD for better access to the most current documents and discussions. Bahar has sent the invitations for this purpose. All members were encouraged to work on a logo for the upcoming reunion.
- The Award Committee consists of Jalil, Bahram and Masoud. Shariar has also helps with this committee.

2- Reunion Cost an Registration Fees were discussed using the latest Excel sheet provided by the BoD:

- AV cost for using the auditorium is included in DC proposal but the AV system for entertainment will be extra cost. \$1500 budget has been allocated for this item for the Gala on Sunday Night.
- Budget allocation for the stationary and the banners is \$1500 at this time.
- \$20/person is allocated for tours and visits in DC area. Tahereh suggested the Potomac boat tour that is about 6 hours and serves snack for about the same cost. Other suggestions for tour to the museums etc may be considered by the program and entertainment committees. There will also be other optional tours available to be paid by individuals interested.
- The cost estimated by DC chapter includes two buffet lunches and two coffee breaks. Davood suggested reducing the cost of Sunday lunch to a a light sandwich at a fraction of the cost of buffet lunch currently estimated at \$54.00 in anticipation of the Gala at Sunday night to lower the fixed cost of the reunion.
- SUTA has not considered the offering of alcohol beverages. This issue will be independently managed by the participants.

- There is a budget of approximately \$3000.00 for a few additional awards to regular and student members in the spread sheet.
- There is also a budget for 5 regular and 15 student free registrations in the current Excel sheet. _ Early Registration will be discounted by 30% to help us with the reunion planning as early as possible.
- SUTA will return up to 100% of the registration fee to those who will not be able to obtain visa to USA.
- 50% of the current estimated sponsorship (approximately \$10,000) will be considered for each activity. If we get more sponsorship, the financial committee with the approval of board can decide what to do.

- Currently the break even amount (\$0.00 net) for the registration fee is \$212 without any margin. With margin the estimate is \$250-\$260 and there are four categories of registration fees: Early Regular, Early Student, Late Regular and Late Student. Final decision on the registration cost numbers to be decided by Wednesday December 1.
- Location based discounts were suggested by Davood for those who travel from a distance but this has never been done in the past and will complicate the accounting. This item will be further discussed at BoD but at this point it will not be implemented.
- It was decided that the family members who attend the Gala would be admitted at a discounted rate.

The meeting was adjourned at 4:35 PM E.S.T.

Action items

- 1- **Siamak, Mehrdad, and Mohammad** would check with the Hotel about prices, and try clarify and to minimize them as much as possible (**By 12/2**)
- 2- the **financial committee, along with Logistic committee and coordination committee**(at least one member from Coordination committee) need to meet no later than **Friday 12/4** to finalize the numbers. The numbers sent to the **SUTA BOD** for final approval no later than **Saturday 12/5**.
- 3- In parallel **Bahar** would work with our website consultant to provide date when the website is ready, hopefully by **Dec/8 or 9**
- 4- In parallel, **me and Mohammad** would on creating the message to go out to all members/potential members by the end of **Dec/ 6**
- 5- In parallel **Sepeher and Reza** (along with **Farrokh and Zahed jan**) , work on making sure the accounts are ready to and linked to wildapricot to accept registration funds
- 6- In parallel, **me and Siamak** are working on Visa issues
- 7- In parallel, **me, Bahar, and Mohammad** would work on creating invitation letter no later than **Dec/10**)