



SUTA BoD (12th) Meeting Minutes

Table 1. Meeting Information

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|--------------|---|
| Date: | June 4, 2023 |
| Start Time: | 9:00 PDT, 12:00 EST, 18:00 CET, 19:30 IRI |
| Location: | Zoom |
| Chairperson: | Mahshid Agir (President) |
| Secretary: | (Delegated to) Mansour Abdoli |
| Meeting #: | 1 |

Table 2. Attendance Information

| Board Member | Position | Present |
|--------------------|---------------------|---------|
| Mahshid Agir | President | Yes |
| Mansour Abdoli | Treasurer | Yes |
| Ahmad Ahgary | Secretary | Yes |
| Fariba Aria | Vice President | Yes |
| Maryam Kamali | Director | Yes |
| Farnoush Moslehi | Director | Yes |
| HamidReza Hashemi | Director | Yes |
| Siamak Aram | Substitute Director | Yes |
| Sepideh Soheilpour | Substitute Director | Yes |

Minutes

- 1) Call to Order – The first BoD 12th became official after the election of officers was completed by Election Board and as Mahshid assumed the chairperson of the meeting around 10:20 PDT (Recording time stamp of 1:19:25).
- 2) Meeting Recording – All members agreed that the meeting should be separately recorded.
- 3) Meeting Minutes –
 - a) Mansour was assigned as note taker and Ahmad to be responsible for finalizing and signing the Meeting Minutes. The first minutes should be signed by the Secretary and President as it is needed for handing the Bank Account over to the new BoD.
 - b) Later, Siamak commented on the possibility of rotating the responsibility of taking notes and even chairing the meeting.
- 4) Roles/Responsibilities – The discussion yielded these (mostly complementary) ideas:
 - a) Directors, based on their interest and capabilities, request access to accounts (assets).
 - b) Goals and strategies, in the light of work already done by BoD 11th, are discussed and roles and responsibilities are defined later.
 - c) BoD to have access to all assets while discussions are made to clarify the roles and responsibilities.
 - d) BoD shares access to accounts (assets) with other SUTA members (Volunteers) based on their role in committees (e.g., Communication Committee to have access to assets used for



communication). This allows Directors to focus on strategic planning rather than day-to-day activities.

- 5) Communications:
 - a) Using Telegram as an accessible alternative to the SUTA website.
 - b) Providing minutes in Persian for current SUT students to make SUTA more attractive.
 - c) The President is the Speaker of the board, per SUTA Bylaw, and other directors should make it clear that they are representing their own thoughts when commenting on SUTA Telegram and other social media
- 6) Access to Virtual Assets:
 - a) Discussion about sharing passwords of digital assets led to the conclusion that it should not be shared on the Telegram group. Mahshid will look into this later.
 - b) Access to Google Drive is provided to new directors and can be used for review of policies and missions defined for committees.
- 7) Goals and Priorities:
 - a) The following measures for evaluating goals and priorities was suggested:
 - i) Control: Since BoD has the responsibility of SUTA assets, it should have a clear control on those assets. However, this should not be discouraging Volunteers from engaging in SUTA activities.
 - ii) Continuity: The work done by preceding board and committees should be continued as valuing their efforts encourages member participation and organizational growth.
 - iii) Transparency: Increasing transparency through improving accessibility and showcasing works done by SUTA.
 - iv) Engagement: Making SUTA more attractive so that more potential members become active members.

These measures (which also overlap with goals) can be used in prioritizing activities or deciding between conflicting ideas.

 - b) Priorities:
 - i) Bylaw: To be (finalized and) voted on.
 - ii) SUTA.ORG: To
 - (1) Security
 - (2) Attractiveness:
 - (3) Usability:
 - (4) Accessibility:
 - iii) Membership
 - iv) Donation
 - v) Telegram (Communication)
- 8) Allocation and Accountability
 - a) Appropriate human resources should be allocated to each task; The Website and Chapters were two areas that SUTA suffered from losing allocated workforce.
 - b) Allocated workforce should be held accountable to make sure assignments are completed on time.
 - c) Transparency and effective communication can motivate accountability by raising awareness and appreciation of work done by committees.
- 9) Next Meeting:
 - a) Sundays, 9:00 PDT; 19:30 IRI, is considered the regular day and time for future meetings.
 - b) The date of the next meeting is June 25, 2023 starting at the regular time.
 - c) Mansour is to set the meeting up and initiate a list for the agenda of the next meeting.



- d) The link to the next meeting to be shared by email and on Telegram for all members to attend.
- e) Directors continue completing as much work as possible and stay connected using email and Telegram.

Action Items

These are based on items discussed in this meeting, the preceding meeting with BoD 11th and Election Board.

Table 3. To-Do List

| Action | Responsible | Status |
|---|---|-----------------------|
| Wells Fargo Account Transition | Mahshid, Mehrdad (BoD 11 th), Mansour | |
| Setting up the next meeting | Mansour | Done |
| Preparing Agenda | Everyone | Mansour initiated it. |
| Reviewing BoD 11 th Committees | Everyone | |
| Review of this minutes | Everyone | |
| Finalizing and signing | Ahmad | |
| Translating to Persian | Chat GPT? | |
| Changing SUTA Address | Mahshid | |
| Securing Shared G-Drive Folder | Siamak and Maryam | |