

SUTA BoD (12th) Meeting Minutes

Table 1. Meeting Information

Date:	Januar 07, 2024
Start Time:	9:00 PDT, 12:00 EST, 18:00 CET, 20:30 IRI
Location:	Zoom
Chairperson:	Mahshid Agir (President)
Secretary:	Ahmad (creating of to do list by Mansour)
Meeting #:	8

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 (after 30 Min.)
Farnoush Moslehi	Director	No
Hamid Reza Hashemi	Director	No (due to an accident)
Sepideh Soheilpour	Substitute Director	Yes
Siamak Aram	Substitute Director	Yes

Minutes

- The minutes of the 7th meeting were unanimously approved.** The board confirms that all meetings will be held in public, except for the items of the meeting agenda that are specified in advance. It was agreed that the minutes of the extraordinary meeting of the board will be reviewed for a week to become an appendix to the minutes of this meeting.
The minutes of the extraordinary meeting dated December 10, 2023 was unanimously approved by the board of directors after the review and the end of the deadline ([Appendixes 1](#)).
- According to the previous appointment, the meeting dealt with internal management matters for half an hour, after which the public part was held in the presence of the observing members with a YouTube link.

The YouTube link was sent to the observer members and the public part of the meeting was started during the ongoing discussions.



3. The To-Do-List was reviewed and updated, and the works to be done in the future were determined. Fariba mentioned that the federal and state tax return for 2023 along with the new mission have to be filed with the IRS in the first quarter of 2024. The answer of one of the volunteers who was not recruited to the committee was not given. It was agreed that after the activation of SUTA's volunteer section, this will be mentioned in the notification and he will be invited to work again. The table of tasks to be done is attached at the end of this protocol.
4. There was an exchange of views about the proposal of allocating SUTA email accounts to the volunteers of the committees to access the details of activities and events. It was agreed that the limits and how the volunteers can access the SUTA account will be discussed and reviewed in the communication committee and a proposal will be made to the board.
5. Mansour explained his view of steps from idea to execution to clarify expectations around working sessions and assurances on having BoD input:
 - a) First: Generating and proposing an idea,
 - b) Second: Getting BoD input on the idea and prioritizing it,
 - c) Third: Preliminary work on generating the draft of a plan,
 - d) Fourth: the review and final approval of the plan by BoD,
 - e) Fifth: Execution of the decision.

BoD may be involved in all steps, but to make sure BoD stays informed of all decisions and actions, BoD should make the decision on accepting and prioritizing the idea (the second step) and on the final plan (the fourth step). To increase the efficiency, the remaining steps can be completed individually or in smaller working groups.

The following principles must be observed when it comes to working documents:

- The individual file should only be available in one location and should not be stored in different folders. To avoid extra copies, when needed, move a file instead of making a copy.
 - The file should not be shared individually, but should be in a shared folder so that all users can access it automatically. Moving files into a shared folder updates the access, accordingly.
 - Only the documents on which the board should work and make decisions are stored in the shared folder of the board's working documents.
 - The leaders of the committees can create shared subfolders with committee members in the committee folders for joint work.
6. Mahshid explained the presentation of the report as one of the communication tools with members. **The Board unanimously agreed that a written report on activities would be provided to members at least every six months and a financial report annually.** It was also agreed that the report prepared by Mahshid should be placed in the Board's working documents folder for review within a one-week period and should be available for publication by the Communications Committee after the deadline and approval of the report. It was agreed that responsibility for preparing the reports rests with the president, but the editing and writing work can also be undertaken by other board members.



7. Mahshid emphasized the need for a common portal to provide materials to the Communications Committee for publication. Mansour reported on the ongoing activities of the Communications Committee. The committee is working on its Guideline and will set up a Telegram channel as a common portal, in addition to the folder that has been created in the Google drive for this purpose. Once completed, the committee's proposal will be presented to the board. Sepideh considers the existence of problems in the pre-publication phase, such as the preparation and approval of materials, to be more important than those in the publication phase. Compared to other associations, SUTA was unable to react in a timely manner in cases such as the shooting down of the aircraft. Fariba suggested that such cases fall under the remit of a public relations committee or working group. Siamak seconded the idea and Fariba took on the task of preparing a proposal for the PR working group.
8. Fariba reported on the activities of the mentorship committee. After the poster and the call were published, three applicants (mentees) applied using the form and a mentor was introduced for one of them. The next step is to advertise more in Persian student associations of different universities. The mentorship program is general and not limited to any geographical area. The chapters can participate in this program. Ahmad explained that this program has been discussed in the SUTA Germany board and a list of mentor volunteers who have the opportunity to help newly arrived immigrants in Germany will be created, which can be made available to the mentorship committee.
9. Regarding the activities of the awards committee, Mansour said that a reminder notice should be sent to the audience soon and that work is currently underway on the committee's guidelines, which will be presented to the board once finalized. Siamak suggested reissuing the awards notice of the plane's victims on the anniversary of the plane's downing, which was agreed upon.
10. Sepideh reported on the activities of the membership committee. The Board of Directors' approvals regarding changes and optimization of the members' area on the website are currently being worked on with Mansour. To set the membership renewal date to January, automatic activation is not possible and the settings are made manually, which is time-consuming. The areas of activity for recruiting members are diverse and the need for volunteers to activate public relations work is obvious. Regarding the members who have shared their membership information only with the chapter, Ahmad suggested making it possible to register the information of this group of members in SUTA's central system. Mahshid explained that there are members in Toronto who have given membership fees to the chapter but either do not have a member profile or their membership in the system is suspended. In this context, the Board asks the Memberships' Committee to prepare a proposal in accordance with the rules of the new bylaw for data transmission of the chapter members to the SUTA central system. Maryam explained that the new Sweden board has been selected and will decide on the status of membership rights after the transfer and start of work. It was decided that Maryam would inform the Board of Directors of the names of the new members of the Swedish Board.



11. Mahshid reported in connection with the reunion committee. The reunion place is in Toronto and its time is set in August. The board should give a letter to the Toronto chapter and issue permission to start the work for the chapter.
12. Fariba reported on the activities of the chapters committee. The committee and board members' joint meeting with the Washington DC chapter was postponed, but instead was held with members from Southern California. Fariba suggested that the next meeting should be held in alphabetical order with the Germany chapter, which could take place during the next chapters committee meeting in January. Mansour reported a meeting with Dr. Montaseri, a retired professor from Sharif University. A public meeting with this professor has been scheduled for January 21st, with other friends outside of California able to join via Zoom.
Ahmad explained the holding of the extraordinary general meeting of the Germany chapter in February and it was decided to explore the possibility of combining this meeting with the meeting of the chapters committee and board members.
The date of the next joint meetings with the chapters members will be determined by the committee.
13. Ahmad gave a report regarding the affairs of the Bylaws committee. The questionnaire of the candidates that was available from the previous Period was updated with questions related to the needs of this Period and was sent to 4 new volunteers (Ms. Rahimi, Mr. Mirsalimi, Mr. Oloumi, and Mr. Tafaghodi). According to the answers received, Mr. Mirsalimi was invited to the committee. A letter was sent to three other volunteers to be invited to the committee if they are interested in working in one of the required working groups. Since a working group has not yet been formed for the field of interest of these volunteers in terms of changes in the new Bylaw, the invitation of these people will be conditional on expressing their desire to work in one of the existing working groups. The date of the next meeting of the Bylaws Committee is set for January 14.
14. Mahshid demanded that the committee leaders would import the date of the committee events in the general calendar of SUTA.
Mansour suggested that one person should be responsible for writing proposals during the meetings to determine the decision about each proposal. There were other views in this case, but no specific agreement was reached.
Fariba informed that the report of successful people about Dr. Parviz is being produced by Houman and is set to upload on the website at the end of January.
15. The next board meeting will be held on Sunday, February 4, 2024

Action Items

These are based on items discussed in this meeting:

Table 3. To-Do List

Status	Action	Responsible	Comment/Result
On-Hold	Seeking a quote on obtaining a new opinion from one or more lawyers.	Siamak & Hamidreza	Siamak to share a letter of Request for Quote [Estimate 3hrx\$600/hr=\$1800~\$2000]
On-going	Project: creating a dataset of previous committee members	Committee Leads	Mansour/Sepideh to create a spreadsheet and leads to update it on an ongoing basis
Open	Projects	Maryam	
Open	Response to Mr. Yazdanfar	Communication Committee	
On-Hold	Draft of OFAC-Letter	Fariba	To be dealt with after review of new Bylaws
Delegated	Adding the steps of publishing process of chapter activities on Telegram	Communication Com./Guideline Work Group	to be proposed in Guideline / Communication work group
Open	Sending reminder message about Awards/Grant	Communication Committee	Mansour / Awards Com.
Open	Review and Approval of Dec 10th Meeting's MoM	Bod / Ahmad	
Open	Filing Federal/State Tax (Sending New Mission)	Mansour/Sepideh	
Open	Benevity	Mansour	
On-Hold	Response to the uninvited volunteer to the committee		after the activation of SUTA's volunteer section, this will be mentioned in the notification
Open	Proposal for access to SUTA Email account for volunteers	Communication Com.	
Open	Adding details of saving documents to the guideline		
Open	Updating Guidelines with Reporting Requirements (2 Performance + 1 Financial)		
Open	Reviewing, approval and publication of 2023 Performance Report	Mahshid / Communication Com.	
Open	Creation a Telegram Channel for publications	Communication Com.	
Open	Proposal for PR work group	Fariba	



Open	Republishing announcement of Ukrainian Airlines Victims Award	Mansour / Awards Com.	
Open	2023 Financial Report	Mansour	
Open	Clarifying timeline for posting Approved Work in Guideline	Mansour	
Open	A proposal for interaction of Chapters with SUTA regarding membership	Membership (Sepideh)	
Open	Chapters/Membership to Discuss Membership details	Chapters/Membership	
Open	Authorizing Toronto Chapter for Moving Forward with the Reunion	Reunion to initiation and BoD to approve	
Open	List of Meetings with Chapters	Chapters Committee	

Appendix 1

SUTA BoD (12th) Meeting Minutes

Table 1. Meeting Information

Date:	Dezember 10, 2024
Start Time:	9:00 PDT, 12:00 EST, 18:00 CET, 20:30 IRI
Location:	Zoom
Chairperson:	Sepideh
Secretary:	Sepideh & Ahmad
Meeting #:	Extraordinary 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	No
Farnoush Moslehi	Director	Yes
Hamid Reza Hashemi	Director	No
Sepideh Soheilpour	Substitute Director	Yes
Siamak Aram	Substitute Director	Yes

Minutes

- This extraordinary meeting was organized at the request of Sepideh and Fariba and the approval of the Board of Directors in its seventh meeting to consider the first draft of the Membership Committee.
- At first, Sepideh mentioned these points:
 - The purpose of this proposal of the members' committee is to improve the membership process and solve the current problems of the membership process on the website.
 - The proposed changes will be applicable in Wild Apricot platform due to implementation limitations.
- There was a discussion and exchange of opinions about the following clauses from the proposal of the membership committee:



3.1 SUTA membership period is one year and the paid membership fee is non-refundable.

This clause was unanimously approved by the board of directors.

3.2 Honorary membership and Emeritus membership have no time limit and are exempt from paying membership fees.

This clause was unanimously approved by the board of directors.

3.3 Cancellation of any membership according to the statute will be possible with the approval of the board and through the defined procedures.

This clause was unanimously approved by the board of directors.

3.4 The validity period of the membership is one year and should be considered from the first of January every year. (Regarding the fiscal year of SUTA, coordination with the membership extension process in the chapters of Sweden and Germany, and a greater number of membership extensions in the months of December and January compared to other months of the year). The membership committee presented the following two proposals for the implementation of this clause:

- Determining the amount of the first membership fee payment for the remaining months until the first of January
- Membership extension until the next scheduled date (January 1) without additional payment

Regarding the implementation of this paragraph, the third method (in the resolution below) was chosen as the best option and it was decided to inform the board how to implement this option by reviewing the system facilities and giving the members the right to choose to extend the membership period to more than one year. It was also suggested that the full membership fee be calculated and received in the first three months of the year, and then proportionally.

This paragraph was unanimously approved by the board of directors as follows:

- **Membership is valid for one year and is considered from January 1st of each year. Membership extension for the remaining months in the current year plus an annual period will be calculated by including all the months to determine the payable amount. During the transfer period, membership extension for more than one year will be allowed.**

3.5 Automatic payment of membership fee

The conditions and method of automatic payment were discussed. Due to the limitation of Wild Apricot system, which currently does not allow the payer to choose this option, this proposal was removed from the meeting agenda.

3.6 Grace period

By reviewing the membership extension records, it was suggested that a 30-day payment deadline be implemented in the membership extension process.

- During this period, members will have access to all member-oriented activities.
- During this period, the member cannot participate in Sota elections or be a candidate.
- This period starts from the first day of membership termination.
- The status of the membership in the grace period should be notified to the member with sufficient explanations via email after the deadline for paying the membership fee.



The thirty-day grace period and its requirements were unanimously approved by the board.

- 3.7 In addition to the above, incentive strategies for membership extension and the need to simplify the membership process were discussed, such as two-year extension with a discount, registration for the meeting with a discount on the membership fee.
- Also, it was requested that in the preparation of the membership process, the method of paying chapter members and the sequence of emails sent to them should be examined and the opinions of the branches should be applied as much as possible.