



**Title:** SUTA BoD 11<sup>th</sup>, meeting #16 minutes

**Date:** July 10<sup>th</sup>, 2022

**Time:** 12:00 EST, 18:00 CET, 20:30 IRI

**Location:** Zoom

**Chairperson of the meeting:** Yaser Kerachain

**Secretary of the meeting:** Niloufar Salehi

**Meeting recorded:** Yes

#### **Board Members**

	<b>Position</b>	<b>Present</b>
● Mehrdad Sarfaraz (MS)	President	Yes
● Niloufar Salehi (NS)	Vice President & Secretary	Yes
● Sepideh Soheilpour (SS)	Treasurer	Yes
● Mojgan Eliyoun (ME)	Director	Yes
● Yaser Kerachian (YK)	Director	Yes
● Bijan Azadi (BA)	Director	Yes
● Reza Kianmehr (RK)	Substitute	Resigned
● Arsham Mazaheri (AM)	Director	Resigned
● Hassan Gharibi (HG)	Secretary	Resigned

#### **B-01-01 : Call to order**

Quorum achieved with 6 members Present

B-01-02 : Yaser was assigned as the chairperson of the session.

B-01-03 : Recording started at this point to address the meeting's agenda

B-01-04 : On the date of publishing this MoM, the video recording of all BoD meetings, including 15th meeting, was removed permanently by the Board Secretary from the Zoom cloud and any other devices that had a copy of it, to implement the second board meeting's action plan.

B-01-05 : **Agenda**

**Table 1. Agenda**

<b>No.</b>	<b>Subject</b>	<b>Presenter</b>	<b>Status</b>
<b>1</b>	Follow up on the action points	All	discussed
<b>2</b>	Update on the Reunion	Mehrdad	discussed
<b>3</b>	AGM Planning	Niloufar	discussed
<b>4</b>	AGC Update	Bijan	discussed
<b>5</b>	BGC Update	Mehrdad and Niloufar	discussed
<b>6</b>	Revision on the MoM #9, Membership fee section	Niloufar	discussed
<b>7</b>	Membership fee and procedure	Sepideh	discussed

B-01-01 **Discussions on agenda items**

**1. Follow up on the action points**

- a) Email to SUTA Germany (Done)
  - i) Mehrdad will follow up → It was sent on the 11th of July
- b) Email to chapters regarding the membership fees (Done)
  - i) Postponed to this meeting due to some clarifications → It was sent on the 11th of July
- c) AGC update (Done)
  - i) received via email before the meeting
- d) Mentorship (Done)
  - i) Yaser updated the board on the progress
    - 1) still in the initial phase to get feedback
    - 2) four mentee requests, three mentor requests.
    - 3) Some of the mentees have already been assigned to mentors in California

- 4) Scale-up will be discussed and planned later
- e) Reunion registration announcement (Done)
- f) Reunion sponsorship announcement
  - i) the announcement is ready, waiting for the Reunion program
  - ii) will be sent soon
- g) Great Lakes Chapter election
  - i) not established as a chapter yet
  - ii) the process is in progress
  - iii) Mehrdad sent an email to all the members in that area → 8 eligible members, potential to nominate themselves as BoD members
  - iv) so far only three nominees
  - v) waiting for more nominees to start the election
  - vi) Sepideh suggested putting the announcement on the website as well

## 2. Reunion Update

- h) Mehrdad updated the board on the progress.
- i) Two main concerns are
  - i) Visa for members based in Iran
    - 1) Several emails have been sent to the embassy, but only default acknowledgment has been received.
  - ii) Number of registrants to cover the expenses
    - 1) if we don't reach the minimum number we might consider holding the Reunion virtually online
    - 2) the decision will be made at the end of the month, July, based on the number of registrants
- j) Speakers: in progress,
- k) Other events: in progress.
- l) Niloufar and Yaser suggested plan B as asking the chapters to hold local in-person Reunions. They can have some sections online and make it possible for other members to attend. The reason was that long online meetings might not be appealing to the members anymore.

## 3. AGM planning

- m) Niloufar brought suggestions on the following point to plan the AGM in September:
  - i) **Form** (Reference: Task Group 7 proposal on the AGM, Bylaws and Guidelines Committee, see Appendix 1):
    - 1) **Hybrid** (Online and in-person) → *Agreed by all*
    - 2) Each member can represent a maximum of one other member in voting at the meeting by written proxy →
      - (a) Votes cast on

- (i) having proxy representation in general: *all agreed*
  - (ii) representing one other member: Mehrdad, Sepideh, Yaser, Mojgan, Niloufar
  - (iii) representing two other members: Bijan
- ii) **Planning** (References: [SUTA Sweden Bylaws](#), ask Group 7 proposal on the AGM, Bylaws and Guidelines Committee, see Appendix 1)
- 1) **Notice** to be sent to members: **1st August**
  - 2) 1st **reminder**: **15th August**
  - 3) 2nd **reminder** + members **proposals** + Final **Agenda**: **10th September**
  - 4) Notice content and the agenda → Niloufar presented the first draft in Farsi
    - (a) Needs to be followed up:
      - (i) time of the AGM needs to be defined in a way that would be comfortable for all time zones (13:30 CET proposed in the Reunion Program does not work for the western time zone) (Mehrdad)
      - (ii) template for letter of proxy in English and Farsi (Niloufar)
      - (iii) Notice in English (Niloufar)
  - 5) BoD and financial report outline:
    - (a) Report of the president (Mehrdad)
    - (b) Report of the treasurer (Sepideh)
    - (c) Committee Reports (All)
    - (d) Call for interest, Election Board → deadline to nominate yourself or other members: October → the BoD will decide and form the EB in the October meeting
    - (e) The link to the presentation draft on the Google Drive was provided

#### 4. AGC Update

- n) The committee recommended the 2022 awards winners save the Student Grants winners who will be recommended later.
- o) The voting process and results were also provided to the BoD.
- p) The BoD thanked the committee for the work being done and approved the recommendations.
- q) “Tandis” for the winners:
  - i) Sepideh will update the BoD on the budget we can allocate
  - ii) Mehrdad will follow up with Forouzandeh Tabibi to order them

#### 5. BGC Update

- r) Niloufar and Mehrdad updated the BoD on the progress
- s) Committee will hold a meeting in the coming week to decide and plan the next steps
- t) Yaser suggested the committee hold another general meeting with members to discuss the proposal

## 6. Revision on the MoM #09, Membership fee

- u) Membership fee can be set and collected by established chapters if in agreement with SUTA BoD as long as they pay us \$25 for each Full member and US \$5 for Student member to SUTA
- v) Members who don't belong to any chapter pay US\$35 for Full member and US \$10 for Student member directly to SUTA
- w) Iran members pay the equivalent of US \$25 for Full member and US \$10 for Associate member according to the USD to RS exchange rate set by BoD every year

## 7. Membership fee and procedure

- x) Background:
  - i) The new membership fees approved in December 2021, meeting 09, was never communicated to all chapters officially. The decision was adapted several times as the previous discussion point, 6. *Revision on the MoM #09*, clearly shows it.
  - ii) In the previous meeting, the discussion was brought up after receiving SUTA Germany's update on their establishment if we can accept chapters' acclaimed members as Central SUTA members if they do not pay the USD 25 and USD 5 to us. At that time, BoD realized that they never officially communicated it to all chapters and clarified the consequences. Therefore, it was decided to send an email to all chapters and give them a written notice. The first draft was prepared by Sepideh and was improved by Niloufar on the 24th of June. However, Sepideh postponed sending the email because she needs to discuss the following points.
- y) Sepideh explained that in the current procedure tracking the membership transactions received from the chapters is difficult as it is not done via the website. She recommends that all members pay directly to the Central SUTA and chapters receive their share later on, as was done before.
- z) She added that some of the chapter members do not make accounts on our website and it makes our database incomplete.
- aa) Niloufar explained that it was already discussed and decided (in December 2021, see number 6 above) that membership fees can be collected by the chapters and we just need to clarify these two conditions for the chapters:
  - i) to acknowledge one as a SUTA member, their membership fee (USD 25 or USD

5) should be paid to us (either individually and directly to Central SUTA or chapters pay a lump sum for all their members)

- ii) to acknowledge one as a SUTA member, they need to make an account on our website.

lacking either of the above conditions will result in losing membership rights. We should not postpone the process as we have never communicated it to the chapters since December 2021 and it needs to be done ASAS as we are approaching the AGM.

bb) Yaser summarized the discussions as

- i) Short term: sending the prepared email to the chapters ASAP to avoid any confusion for the AGM and election in the near future
- ii) Long term: proposing concrete solutions and discuss on them

#### Action Points

No.	Action point	Who	Deadline
1	Reunion Sponsorship announcement	Sepideh	next meeting
2	Great Lakes election announcement on the Website	Mehrdad	next meeting
3	AGM notice	Niloufar	End of July
4	BoD and financial report	All	next meeting
5	Tandis (Budget and ordering)	Sepideh and Mehrdad	next meeting
6	A meeting with members to discuss the proposed changes on the Bylaws	Niloufar	next meeting
7	Sending an email to chapters, membership fee	Sepideh	Done
8	Proposal on the membership procedure	Sepideh, Niloufar	next meeting

**The meeting was adjourned at 20:15 CET.**

**Next meeting will be on Sunday, August 14th at 12:00 ET.**

Niloufar Salehi, Vice President & Secretary

Date

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Mehrdad Sarfaraz, President

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Date

### **Appendix 1**

#### **Part of the proposal by the BGC, Task Group 7, Article 3 (AGM and SGM)**

- General member meetings are quorate if more than 50% of the members and majority of the Board of Directors (BoD) members and all of the officers are present. Presence could be in person, via online media provided for General member meeting, or via written proxy.
- In General member meetings each member has one vote and has the right to express herself/himself freely and come up with suggestions. Each member can represent a maximum of two other members in voting at the meeting by written proxy. Members who have not paid their dues in full, as well as sustaining members, associate members, and honorary members may participate in the General Member Meetings as No-Vote attendees.
- The notice for convening all general member meetings shall include the date, time, location, and draft of the meeting agenda and shall be sent to members at least three weeks in advance. Proposals and subject matters submitted by members can be added to the included agenda items with two weeks' notice and communicated by the Board to all members.