

**Title:** SUTA BoD meeting #3 minutes

**Date:** 17, Feb, 2015

**Time:** 2: 30 P.M EST: 08:00 P.M Europe, 10:30 P.M Iran, 06:00 A.M (next day) Australia

**Location:** Skype

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### Present members

#### *Permanent members*

- Masoud Olfat
- Bahar Abghari
- Shariar Makarechi
- Nastaran Zamani
- Davood Navaian
- Sepehr Hamzelouia
- Mohammadreza Kianmehr

#### *Substitute Members*

- Shayan Ghotbi
- Mohammad Mahmoodi

### *Minutes*

1. **B-03-01:** Call is to order. All permanent and temporary members are present
2. **B-03-02:** Agenda is approved. One action item is added; **B-03-11:** Discuss the collaborations of SUTA Sweden Chapter with Dr. HajiGhasemi at Södertörn University in Sweden
3. **B-03-03:** Opening remarks by president
  - a. The structure of the 8<sup>th</sup> board is now confirmed. Nastaran will talk to each of the committee directors to confirm/improve their responsibilities defined by the board and will publish a document on the structure and responsibilities to the BoD and advisors (members?)
  - b. Earlier this week University of Massachusetts Amherst announced on their website that they no longer accept Iranian student (will not be sending the I-20). SUTA BoD prepared a letter and sent it to 3 of the executives of the UMass, SUTA advisors also sent separate letters to the same executive. These activities will be published on SUTA Facebook and LinkedIn pages.
  - c. Masoud will give proper administrative access to the relative directors. All the members are to check their accessibility on wild apricot. Also Masoud will have individual discussions

with all the members on the same issue. Moreover, Masoud will make an email alias for each committee and give the members of the committee access to it and every BoD member will have a separate email account (firstname.lastname@suta.org) that can access through the SUTA Gmail account.

4. Emails sent to [Info@suta.org](mailto:Info@suta.org) will be forwarded to only Masoud, Davood and Bahar.
5. **B-03-04: Financial standing of SUTA**
  - a. The financial status of SUTA to be checked by Sepehr (contact Negin and bahram). Masoud suggested changing the location of main account to Washington DC. Also technical issues with website and payments and the issue of the reimbursement of number of members to be discussed when a financial statement is provided.
  - b. Sepehr will meet with Bahram next week in Montreal to get full access to the accounts. Sepehr also proposed several mediums (**Ibag and Icash?**) for managing the financial statements.
  - c. Reza is proposed having a fixed membership fee in Rials on the website (rather than the one changing with USD prices) for the members in Iran. It was decided to fix 1 USD to be converted to 30,000 IRials for the next 3 months (the price can change if there is a significant change in the value of USD in Iran). Eventually, Sepehr, Masoud, Reza and Mr. Farokh Malihi will have a discussion on this issue and after their confirmation, it will be published on the website.
6. **B-03-05: Board meeting guidelines.** Masoud reviewed the guideline; following changes were made:
  - a. **4.6:** 60% is changed to 70% which is 5 persons.
  - b. **5.3 and 5.4:** 75% is change to 5 out of 7
  - c. **5.4:** Written is referred to email or slack only
  - d. **5.5.** Every Officer of the Boards is responsible for timely achievement of all relevant action items, as captured by the Board meeting minutes. Repeated ignorance of fulfilling these action items could be a justification for the President to request removal of the officer or Director as explained in Item 5.3.
  - e. Bahar will send the new version (V0.02) of the guideline to everyone by Feb 19<sup>th</sup> and upon approval of the members by 22<sup>nd</sup>, the document will be published to the BoD and Advisors.
7. Bahar and Masoud will discuss 1)whether the “minutes”, “agenda” and “guideline” needs to be published on the website 2)if their publication needs to be announced and 3)where on the website these documents are placed?

8. **B-03-06:** It was decided to have a public meeting with all the SUTA members (such as webinar) to present the work that has been done so far, hear the members' recommendations and improve relations with the members.
9. **B-03-07:** Discussion on the responsibilities of each committee: Masoud discuss these responsibilities in person with each director and then announce the results.
10. **B-03-08:** Publishing the By-Laws: There are some corrections need to be made to the by-laws. Masoud will discuss it with Nastaran and then publish it to the members.
11. **B-03-10** and **B-03-11** for the next meeting
12. **B-03-12** : Discuss the collaborations of SUTA Sweden Chapter with Dr. HajiGhasemi at Södertörn University in Sweden
  - a. All the members can propos such actions and are definitely welcome to do so.
  - b. Davood asked the Board to send Mr. HajiGhasemi an email and thank him and ask the Sweden chapter to manage the rest.
  - c. Shayan says if we send an email prematurely, the chapter is going to have to take action on it, even if they don't prefer it; it is better to discuss it first with the Sweden chapter members and then send an email to Mr.HajiGhasemi.
13. After an extensive discussion, it was decided that Shariar prepares a draft letter showing SUTA's appreciation and welcome for this type of activity to be sent to Mr.HajiGhasemi (by Feb 19<sup>th</sup>). Moreover, the draft will be posted on Slack and members can comment on it on.
14. **B-03-13:** It was decided to have an emergency meeting due to the load of work. Next meeting date is Mar 3<sup>rd</sup>, 2015 at 11:30 GMT (6:30 EST, 12:30 Sweden, 15:00 Iran, 22:30 Australia). **Please refer to GMT time for conversion to your local time zone. I included it in the pretenses but may not be right!**
15. **B-03-14: Meeting is adjourned**

P.S: There was a mistake in the Meeting minute #2 that Davood is elected as the *temporary* director of memberships committee. However, in the 3<sup>rd</sup> meeting, the mistake was cleared and for the sake of confirmation: Davood is elected as the *permanent* director of the memberships committee for the SUTA 8<sup>th</sup> BoD.