

**Title:** SUTA BoD meeting #7 minutes

**Date:** 19, May, 2015

**Time:** 10:30 AM GMT

**Location:** Skype

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Present members

**8<sup>th</sup> Board Members**

*Permanent members*

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

*Substitute Members*

- Mohammad Mahmoodi

**B-07-01**

Call to order (please note that in order to call to order, at least 5 out of 7 board members should be present; sub-members could be counted if Quorum is not made)

**B-07-02**

Approval of the agenda of the meeting, and confirm the time spent on each issue

Approve the meeting minute of meeting 6-DONE!

**B-07-03: President's opening remark**

**50<sup>th</sup> year of Sharif University**

- With consensus, the board decided to participate in the 50<sup>th</sup> anniversary of Sharif
- Reza to decide on what to do, SUTAA's suggestion was to exchange announcements between SUTA and SUTAA

**Job Posting:**

Reza and Mohammad will decide on an approach on managing the postings by end of May

**Responding emails**

- President requested all members to respond to their SUTA-related email in a timely fashion, even if it is a quick reminder that the email has been received and will be treated later.
- Since many un-responded email relate to membership payment and their status adjustments, and many of those mis-alignments are due to different spelling in their name in Wild-Apricot and PayPal system, a reminder should be posted on website that each member check their name prior to making payments (name on payment match the name on the website).
- Action: Sepehr to update the automatic email sent as invoices

#### **Board meeting times**

- Due to Energy saving times in many countries, we might need to change the Board meeting times. An updated meeting time schedule by Masoud

#### **Separating communication Director and Secretary:**

- Bahar and Masoud to discuss this, Shariar volunteered to help

#### *Discuss the remaining items from meeting #6*

*Each Item will be discussed in its corresponding committee discussion*

#### **B-07-04: Update on Reunion & Conferences Committee**

- There was a proposal to have simultaneous Reunion meetings in multiple places, or provide a video streaming of Reunion in other places. The idea of multiple location was not received very well, due to the fact that one of the objectives of Reunion is to meet friends and renew the old memories
- Mohammad to prepare the “call for nominations” document as soon as possible. The objective of this call is to decide about the location of the reunion
- Mohammad to send the summary and feedbacks of Milan reunion
- Masoud: Send the “announcement of data science” by email and Bahar to add to the newsletter.
- Potentially, there is a new conference in September this year. Mohammad will work on having some promotion for SUTA members for that meeting.

#### **B-07-05: Quick update on financial standing of SUTA**

- Bank account: USD 5,743.78
- Paypal: USD 3,964.30  
CAD 411.35
- Iran Account: ~20 Million Toman

- The board decided to send annual reports of financial standing to all SUTA members periodically (first one to be sent in Dec 2015)

**B-07-06: Strategic Planning Committee Review**

- Nastaran is NOT present in the meeting-postponed

**B-07-07: (20 Mins)**

Communications Committee Review

- The newsletter is ready to be sent to on May 20<sup>th</sup>
- Bahar, Mohammad and Sepehr are tasked to check Uberconference to replace Skype and preferably use for Webinar
- Improve the website, Davood to get Reza Naraghi (the person in charge of Sweden website) in touch with Bahar and Masoud ([naraghi@kth.se](mailto:naraghi@kth.se))
- Masoud is tasked to send an email to all members and acquire help in revisiting the website.
- Add donations tab to the website

**B-07-08: Membership Committee Review**

- Davood in collaboration with Shayan (or another member) to send a survey to everyone on the mailing list about their expectations from SUTA- Draft to be prepared in 3 weeks

**B-07-09: Chapter Committee Review**

- Iran Chapter: Reza was being constantly disconnected- **will send the related document via email**
- Southern California Chapter: the election is done and the officers will be elected in couple of weeks
- Washington DC Chapter: elected the new board and the officers was selected May 18, the update will be sent out soon
- Louisiana Chapter: restarted the board and elected the members
- Sweden and Toronto Chapter: Active as Usual
- Sweden chapter has an attractive event in June 2015, having a boat group trip.

**B-07-10: University Relations Committee Review**

- No update on the relations committee
- Mr. Sadjadi's Email to SUTA- Masoud to reply in 2 or 3 days

**B-07-11**

Next meeting date is **June 16<sup>th</sup>, 2015 at 18:30 GMT (the time might be updated)!**

**B-07-12**

Adjourning the session.

**Action Items:**

*Purple: Remaining from previous meetings*

*Yellow: In progress*

*Green: needs to be started*

Item #	Action Item	Responsible Person(s)	Deadline
1	Decide on the technical requirements of visual meetings	Davoud & Sepehr	4/15
2	Decide on the topic for first webinar	Mohammad and Reza	4/15
3	Update the website (add new board / reorganize chapters tab)	Sepehr, Shayan, Bahar	4/1
4	Add the meeting minutes and agenda to website	Bahar & Masoud	4/1
5	Update the by-laws on the website	Nastaran	4/1
6	Prepare a document on timelines of the 2016 reunion and the "the call for nomination" document	Mohammad	4/10
7	prepare a guideline document on relations with SUTAA and other universities	Nastaran	4/3
8	Edit the proposal of cooperation with Soderton University that includes the mentioned points	Davoud	4/1
9	Start the active discussion with SUTAA about a chapter in Iran	Masoud & Reza	5/15
10	Activate the Donation part of the Website	Bahar & Sepehr	5/15
11	Reunion 2014 <ul style="list-style-type: none"> <li>Get the financial report</li> <li>Finalize and send the survey</li> </ul>	Masoud & Mohammad, Bahar & Sepehr	5/205/15
12	Inform the chapters about the decision on paying 50% every 6 months	Shayan & Sepehr	5/31/2015
13	Send email to all including the 2nd Bulletin out <ul style="list-style-type: none"> <li>3000 Toomans per dollar</li> <li>Discount on Data Science Conference</li> <li>Ask for help in updating the website</li> </ul>	Masoud	5/31/15
14	Find applications for job postings / integrate wild apricot	Mohammad & Reza	5/31/15

15	Coordinate with SUTA management on awards' categories and processes	Reza & Masoud	5/31/15
16	Decide about SUTA's involvement in SUT's 50 <sup>th</sup> year anniversary celebration Coordinate with SUTA management on awards' categories and processes	Reza	5/31/2015
17	update the automatic email sent as invoices to ask members to check the correct spelling of their names	Sepehr	5/31/2015