

**Title:** SUTA BoD meeting #12 Agenda

**Date:** October, 19 2015

**Time:** 7 PM GMT

**Location:** Online

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To be Present members

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

*Permanent Members*

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

*Substitute Members*

- Shayan Ghotbi
- Mohammad Mahmoodi

B-12-01: 5 Minutes

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-12-02: 5 Minutes

President's opening remark

- Action Items will be discussed by each committee.

B-12-03: 15 Minutes

Select New Treasurer

B-12-04:

Communication Committee

- Newsletter 7 Minutes
- Communication platform for online meetings 3 Minutes

B-12-05:

Reunion Committee 15 minutes

**Reunion Time Table:**

- |                                  |                           |
|----------------------------------|---------------------------|
| 1. Defining Local team and roles |                           |
| 2. Securing Reunion Exact Date   |                           |
| 3. Securing Venue                |                           |
| 4. Announcing Date and Venue     |                           |
| 5. Sponsorship Request sent out  |                           |
| 6. Identifying the Reunion Theme | November 15 <sup>th</sup> |
| 7. Call for speakers             | November 16 <sup>th</sup> |
| 8. Early bird registration start | December 1 <sup>st</sup>  |
| 9. Early bird deadline           | March 15 <sup>th</sup>    |

B-12-06:

Chapter Committee Review

- Payment of memberships to local chapters 5 Minutes
- Proposal for discount campaigns 5 Minutes

B-12-07: 5 Minutes

Update on Award Committee (Jalil Kamali, Bahram Zahir and Masoud Olfat)

B-12-08: 5 Minutes

University Relations Committee Review

B-12-09: 5 Minutes

Quick update on financial standing of SUTA

B-12-10: 5 Minutes

Membership Committee Review

**Total Time: 80 Minutes**