

SUTA BoD (12th) Meeting Minutes

Table 1. Meeting Information

Date:	October 29, 2023
Start Time:	9:00 PDT, 12:00 EST, 17:00 CET, 19:30 IRI
Location:	Zoom
Chairperson:	Mahshid Agir (President)
Secretary:	Ahmad (creating of to do list by Mansour)
Meeting #:	6

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 (2 hour)
Farnoush Moslehi	Director	Yes (after 30 Minutes)
Hamid Reza Hashemi	Director	Yes
Sepideh Soheilpour	Substitute Director	No
Siamak Aram	Substitute Director	Yes (after 30 Minutes)

Minutes

- The minutes of the 5th meeting were unanimously approved with the following change in the Farsi version:**

Section 8 of the Persian minutes is changed in the form of a coordinated translation with the following English sentence: "... The BoD confirms that the list of voting members consists of those association members who have renewal date of October 5th ..."
- 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 to-do list has been reviewed and updated and the work to be carried out in the future has been identified with the required deadline.

The to do table is attached at the end of this protocol.



4. Regarding the drafting of the letter to OFAC, Fariba explained that due to the approval of the new Bylaw in the association, it is necessary to carry out preparatory work for the implementation of the new Bylaw and to postpone the sending of the letter to a later date.

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

5. Exchange of views on addressing lacks in areas such as the preparation of letters, timely response to members, the degree of responsibility and freedom of the committee leader in inviting members and selecting volunteers, the process of forming and ensuring the continuation of committees - Tasks in the process of handing over tasks to the new board as well as the process of publishing and announcing the activities of the chapters etc. were carried out. Necessary drafts (decision Making procedures and execution means) should be proposed in the communications committee and the ideas for the work processes should be collected and taken into account and recorded in the second part of the Guideline.
6. Regarding the design of the first page of the website, Fariba suggested creating a bulletin to publish current news such as the activities and programs of the chapters or the success of the work of Suta members or other scholars. To collect ideas for changes to the website, the project table in the working folder can be used in addition to the tools available on the website (news and events).
7. Fariba reported on the work of the referendum executive team. After extending the ten-day deadline, the referendum reached the hurdle of a participation rate of over 50% and thus had a quorum. All proposed articles were adopted and the article 8 alternative, which received more votes than the committee's proposed article 8, was approved by members.
In this way, the new bylaws will replace the current bylaws and will be implemented according to a schedule approved by the Board of Directors.

The Board unanimously approved the conduct of the referendum and the announcement of its results by the executive team. The Executive Team's report will be sent to members immediately after this meeting summarizing the results and announcing the approval of the Articles of the Bylaw.

It was agreed that Mahshid, as President, would send a note of thanks to the members regarding the drafting and referendum process of the bylaw and would send it after review by the board members.

Ahmad proposed that the volunteer members of the Bylaws Committee can submit a proposal to the Board of Directors regarding the manner and timing of implementation of the new bylaw. The implementation details will be discussed in the Telegram group.

8. The Communication Committee report was presented by Mansour. The committee has held two meetings and no invitation letters have yet been sent to volunteers, but will be done in a short term. The next meeting will take place next week and the committee will soon be chaired by Maryam. It was proposed to form a subgroup for the new website design to be decided at the Communications Committee meeting.



9. The chapters committee report was presented by Siamak. At their meeting, the majority of the committee members decided to hold a meeting on the third Sunday of every month. Fariba suggested that board members organize joint meetings with chapter members so that communication with chapters is not interrupted. The implementation of joint programs and events can also be coordinated in the chapters with a common theme (Maryam Mirzakhani). It was agreed that the chapters Committee would provide a list of existing chapters with their representatives for information to the Board.
10. The report of the reunion committee was presented by Hamidreza. The invitation to receive the reunion proposal was sent to the chapters. The deadline for receiving proposals is the end of November. A letter will be sent to Ms. Kalai for inclusion in the Reunion committee.
11. The Membership Committee report was presented by Fariba. Committee meetings take place every three weeks. The members have been decided and informed, only Mr. Sarfaraz's email has not been sent yet. Honorary Membership of Mrs. Hojabri was submitted. The website contents related to members' affairs are specified with the help of Mansour to work on and improve in the committee. The results of the evaluations will be made available to the board in a protocol. It was suggested that the following items be included in the Membership Committee's to-do list for implementation on the website:
 - Enabling the ability to obtain membership cards for members
 - Creation of membership confirmation for applicants
 - Announcement of applicants' consent to holding virtual member assemblies when applying for or extending membership
 - Declaration of the consent or non-consent of members to the transfer of personal data to other members of the association and the implementation of this through the technical possibilities of the website by hiding or displaying information.
 - Sending a membership package to members, including bylaws, code of conducts and social media links when membership is confirmed
 - Announcing the benefits that can be given to other members on behalf of the members.
 - Sharing membership on LinkedIn to draw audience attention to Suta
 - Creation of membership Terms and Conditions to be added to the website.
12. The first meeting of the Awards Committee will be held on Wednesday November 01.
13. The Mentorship Committee Report was presented by Fariba. The committee met for a meeting and the experiences so far were collected by Fariba and Mr. Karachian. The mentees were asked to give their opinion and the feedback was very positive in the NorCal Chapter. The list of mentors is created and board members can serve as volunteer mentors.
14. The proposal to form a financial and marketing committee, subcommittee or workgroup for introducing SUTA globally came from Mahshid. The process of transition for Treasurer should be documented.



15. Introducing the committee members by Mansour at the request of one of the observer members and emphasizing that the observer members' communication channel for attending the board meetings is through the YouTube link.

1. After the meeting in the Telegram group, the date of future board meetings until the end of March was confirmed as follows:
 - meeting 07: Sunday, December 3, 2023
 - meeting 08: Sunday, January 7, 2024
 - meeting 09: Sunday, February 4, 2024
 - meeting 10: Sunday, March 3, 2024
 - meeting 11: Sunday, March 31, 2024

From the twelfth meeting, the meetings of the board of directors will be held again on the last Sunday of every month.

1. Action Items

These are based on items discussed in this meeting:

Table 3. To-Do List

Action	Responsible	Status
COMPILED DURING THE MEETING		
Calendar of Meetings and Events (Guideline to be shared with others)	Maryam & Siamak	Siamak to share the guideline (Maryam to follow up)
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]
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
Projects	Maryam	
<ul style="list-style-type: none"> Completing the BoD Guideline Section for Social Assets Creating a list of Projects to be considered for prioritizing 	Communication Committee + Siamak + Mansour	
Suggestion: info@suta.org replaced by contact@suta.org + Automatic Reply	Siamak and Mansour	Some setting was adjusted; needs more attention [MA]
Updating admins for all social media and on the SUTA Website (e.g. awards and grant Committee Telegram, ...)	Siamak and Mansour	In process, summary table has been completed and need to be shared with BoD12 members
Responding to Mr. Yazdanfar	Communication Committee	
Draft of OFAC Letter	Fariba	To be dealt with after review of new Bylaws
Adding the steps of publishing process of chapter activities on Telegram	Ahmad	
New Bylaws Implementation Plan	BoD / Bylaws Committee	
Sending Letters to Volunteer Members	Communication Committee	
Maintain a database on the status of the chapters and their contacts.	Chapters Committee	
Letter to volunteer members	Reunion Committee	
Acknowledgement to affected parties for the successful completion of the Bylaws referendum	Mahshid	