



# SUTA BoD (12<sup>th</sup>) Meeting Minutes

Table 1. Meeting Information

Date:	December 03, 2023
Start Time:	9:00 PDT, 12:00 EST, 17:00 CET, 20:30 IRI
Location:	Zoom
Chairperson:	Mahshid Agir (President)
Secretary:	Ahmad (creating of to do list by Mansour)
Meeting #:	7

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	No (excused due to illness)
Farnoush Moslehi	Director	Yes (from 11:00 PDT)
Hamid Reza Hashemi	Director	Yes
Sepideh Soheilpour	Substitute Director	Yes
Siamak Aram	Substitute Director	Yes

## Minutes

- The minutes of the 6th meeting were unanimously approved.** Changing the order of paragraph 3 before paragraph 2 in the meeting agenda was approved.
- 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.
- Fariba explained about the application of Robert's rules in board meetings. In this way, every proposal of any board member, if seconded by another member, should be discussed by the BoD and the results specified and reflected in the protocol. Similarly, the items in the to-do list should have a deadline and the result should be reflected. In case of failure of a responsible person, a replacement person should be identified.



4. The To-Do-List was reviewed and updated, and the works to be done in the future were determined with the necessary deadline. It was agreed to refer to the work list along with the announcement of the meeting agenda. The table of tasks to be done is attached at the end of this protocol.

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

5. There was an exchange of opinions about how to advance the work as a team and at the same time not to prevent people's initiative and to lose their motivation. Mansour emphasized on the use of tools defined in Google Drive for joint work on documents. In the consultative meeting between the two board meetings, Mansour prepared a document about collecting issues related to the website, in which the committees can register their needs and the communication committee will take action to implement them. Also, a work calendar has been prepared in Google Drive, which is available to board members. Regarding the continuation of the work of drafting the second part of the Guideline of the board, Mansour and Fariba have announced their readiness to work in the working group for drafting the Guideline, and other members of the board can join the working group.
6. Ahmad explained the future work of the Bylaws Committee and the timeline for the implementation of the Bylaw. This document was finalized based on the comments presented at the Board's deliberative meeting on November 14 and submitted to the Board for approval. The document sets out the necessary steps to implement the approved bylaw within the expected time frames. Due to the approximation of the timetable presented and the inclusion of a three-year period, it was agreed that this document would be called "Tentative time table for implementation phases of the bylaws". The exact times for the implementation of the individual phases will be determined during the work. The tasks intended for the Bylaws Committee are carried out in the internal working groups of this committee. So far, 8 people have volunteered to work in the working groups. After this meeting, members will be sent a call for volunteers in the Bylaws Committee. Fariba emphasized that the work of this Committee should be done in collaboration with other committees, particularly the Membership and chapters Committee.

**The document "Tentative time table for implementation phases of the bylaws" was unanimously approved by the Board ([Appendix 1](#)).**

**After the meeting and the end of the review period, the call for candidates for the Bylaws Committee was unanimously approved by the Board ([Appendix 2](#)).**

7. Mansour presented the report of the Communication Committee. The committee has held two meetings and is currently working on the first page of the website. According to the proposals presented, work will continue on the other sites. A Guideline for disseminating information should be created. Siamak explained that website content should be given to the communications committee by other committees or the board. Fariba suggested presenting a news bulletin on the first page and dedicating a section of the website to stories about successful people. Fariba took voluntary responsibility for content preparation and content collection, which was seconded by another board member and there was no objection so it can be implemented. The board should decide that some of the current work on the site will be taken over by other committees, for example the pages related to members will be assigned to the membership committee. Opinions are exchanged and the reasons for changes are listed via a shared document and folder. Mahshid reported that the introduction page



on both LinkedIn accounts were completed and could be published and attached to the minutes after review by board members after the meeting and approval.

**The unified text for LinkedIn pages was unanimously approved at the end of the review period ([Appendix 3](#)).**

8. Mahshid raised the issue of the lack of progress in drafting the statement about the change of the university president and the work stoppage and asked about the reason. Among the reasons for stopping the work were the lack of a single text and language, the general content of the statement not being clear, the lack of defined principles and rules in the preparation of statements, and non-compliance with the guideline regulations such as the use of a shared folder, etc. Ahmad suggested that the statements about the university and the Iranian audience should be written in Persian first and then translated into English. After the opinions were presented, it was emphasized that in the matter of issuing statements, speed and accuracy are necessary to the work process provided in the guidelines. Mahshid suggested that the statement be compiled and published in a more general manner reflecting the importance of democratically choosing the president of the university, which was seconded by another member of the board and there was no objection so it can be implemented.
9. Mahshid presented the reunion committee report. A proposal to hold the reunion was not submitted on time, but since the Northern California and Toronto chapters are still working on the proposal, the deadline for submitting the proposal has been extended by a week.
10. Sepideh and Fariba suggested that the issues related to the members' affairs committee, which need more time, should be raised in a special meeting of the board of directors. This proposal was unanimously agreed on. Its date will be determined in the Telegram group.
11. Fariba reported that the chapters committee had a meeting last month where they talked about how to improve the relationship between the board and chapters, improve chapters relations and activate inactive chapters. It was decided that the board will have a meeting with the members of the chapters, which will be informed by the representatives of the chapters. The first meeting will be held with the Washington DC chapter. Mahshid suggested that a list of chapters members working on the website should be prepared by the chapters committee and made available to Mahshid for access. Fariba seconded the motion and there was no objection.  
**Creating access for the members of the committees in Google Drive to the documents related to the work of each committee was unanimously approved.**
12. The Awards Committee's report was presented by Mansour. An email has been prepared to be sent to members and proposed to the board. It was agreed to mention the student victims of the flight in the notice without specifying the number of victims and to add a sentence regarding the donation.  
**The email of the Awards Committee Announcement was approved by the Board members after making changes and revisions ([Appendix 4](#)).**
13. The report of the mentorship committee was presented by Fariba. Work flow chart has been prepared and together with the poster contents have been shared with the board members.  
**The flowchart and poster of the mentorship committee were approved by the board members after review ([Appendix 5](#) and [Appendix 6](#))**



14. It was suggested that the meeting agenda be sent with the link of attached documents in a folder before the meeting, which was approved by the board members.
15. The next board meeting will be held on Sunday, January 7, 2024

## 1. Action Items

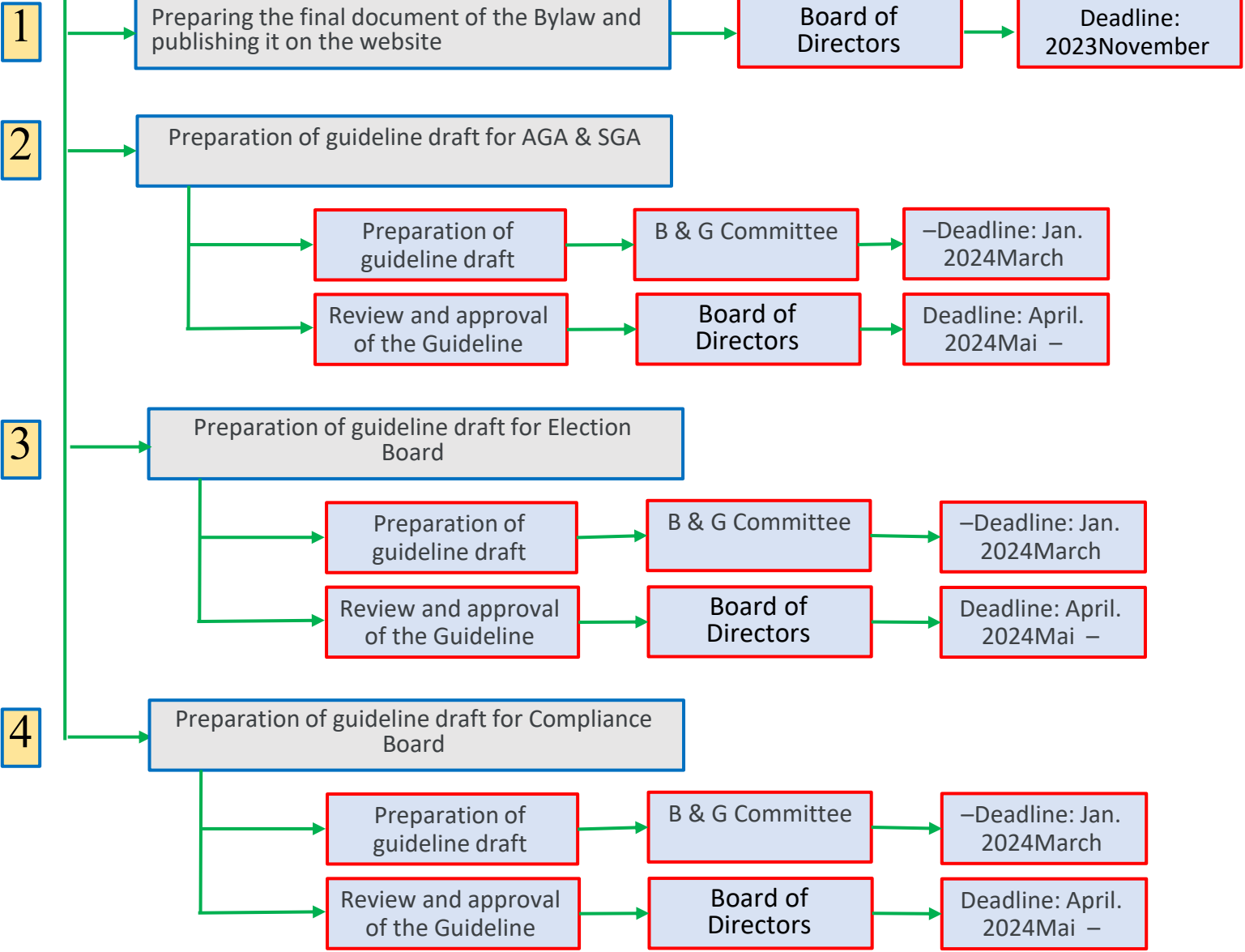
These are based on items discussed in this meeting:

Table 3. To-Do List

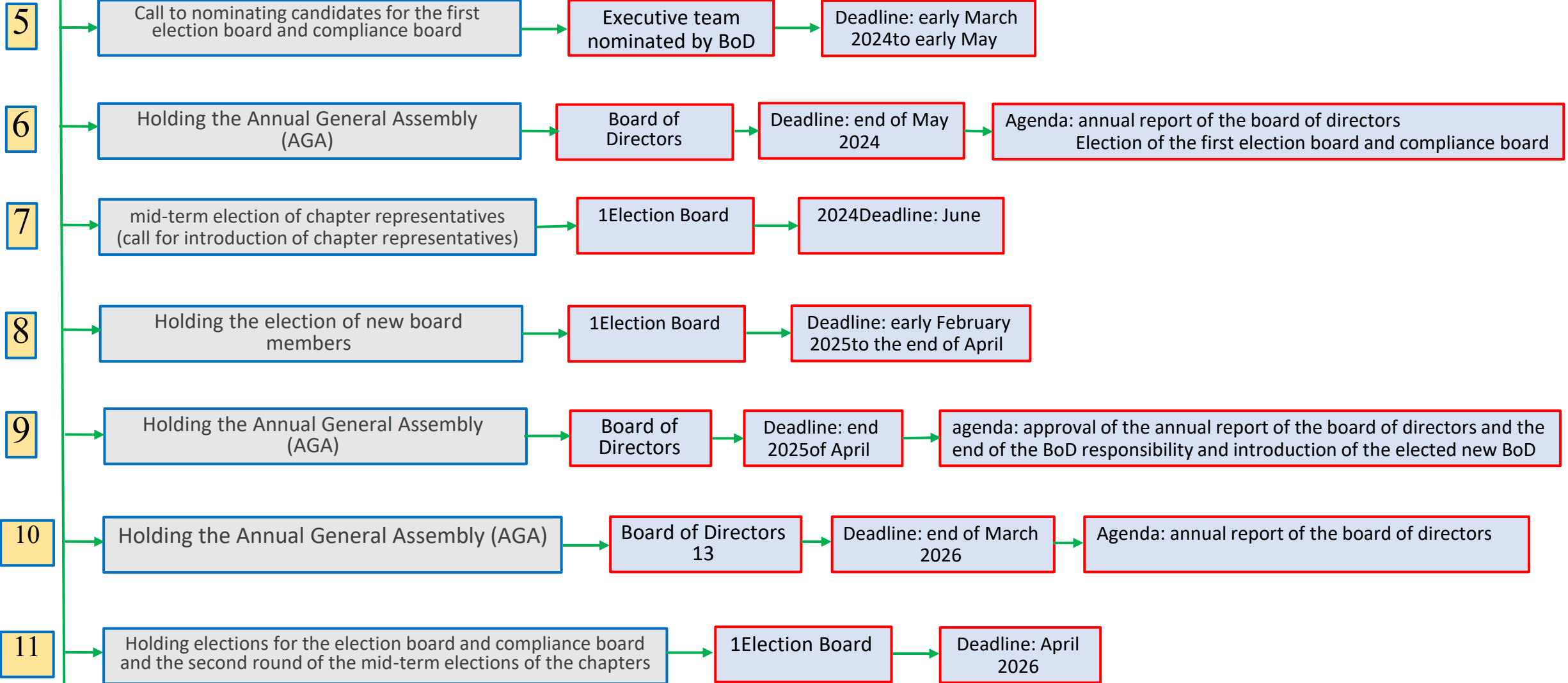
Action	Responsible	Status
<b>COMPILED DURING THE MEETING</b>		
Seeking a quote on obtaining a new opinion from one or more lawyers.	Siamak & Hamidreza	Siamak to share a letter of Request for Quote [Estimate 3hrx\$600/hr=\$1800~\$2000]
<b>Project:</b> creating a dataset of previous committee members	Committee Leads	Mansour/Sepideh to create a spreadsheet and leads to update it on an ongoing basis
Projects	Maryam	
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	to be proposed in Guideline work group
Sending Letters to Volunteer Members	Communication Committee	
Sending Awards/Grant Email	Mansour	
Call for Volunteers in Bylaw committee	Ahmad	
Review and adopting LinkedIn description	Mehrdad / Mahshid / Ahmad	
Organizing a board meeting with Washington D.C. chapter	Mansour / Fariba	
upload of new bylaw on website (see Ahmad's email from Nov. 30)	Communication Committee	
Sending call for Bylaw volunteers Email	Mansour / Communication Committee	

# Tentative time table for implementation phases of the bylaws (1)

# APPENDIX 1



## Tentative time table for implementation phases of the bylaws (2)



## The duties of the bylaws committee in the new phase

After determining the new composition of the bylaws committee, consisting of current members (in case of re-candidacy) and other volunteer members with the following duties, it will be active until the end of the working period of the 12th board.

1. Preparing the draft of the General Assemblies Guideline and presenting it to the board of directors. Deadline: end of 2024March
2. Preparing a draft of the Guideline for duties and preliminary regulations of the election board and presenting it to the board of directors. Deadline: end of 2024March
3. Preparing a draft of the Guideline for duties and preliminary regulations of the compliace board and presenting it to the board of directors. Deadline: end of 2024March
4. Collecting and reviewing the received proposals to make changes in the new bylaw to be presented to the board of directors and the general assembly. During the working period

# APPENDIX 2

عضوگرمی

به اطلاع می‌رسانیم که در پی تصویب اساسنامه جدید سوتا توسط اعضاء، ما در صدد اجرای مواد آن بر اساس یک چشم انداز زمانی مصوب هیات مدیره هستیم. در این مسیر ضروری است که وظایف مطالعاتی و اجرایی مشخصی توسط کمیته اساسنامه و آیین نامه های سوتا به پیش برده شوند. به این ترتیب کمیته اساسنامه و آیین نامه های سوتا که تاکنون وظیفه تدوین و پیشنهاد پیش نویس اساسنامه را برعهده داشت، از اکنون وارد مرحله تازه ای از کار خود خواهد شد. این فرصت مناسبی است تا از اعضای علاقمند به همکاری دعوت کرده و از توانایی‌شان بهره مند شویم.

از کلیه عزیزانی که داوطلب فعالیت در این کمیته هستند دعوت می‌کنیم که حداکثر تا تاریخ 16 دسامبر به هیات مدیره از طریق ایمیل زیر اطلاع دهند:

[Board@suta.org](mailto:Board@suta.org)

با احترام

هیات مدیره انجمن سوتا

Dear Member

With the approval of the new SUTA Bylaws by members, the Board intends to start implementing the new Bylaws based on a tentative planned schedule. To do this, it is necessary for the Bylaw Committee to carry out specific study and executive tasks.

In this way, the Bylaw Committee of SUTA, which was responsible for the preparation and proposal of the draft Bylaws, will now enter a new phase of its work that is drafting the guidelines and processes on execution of the Bylaws.

We invite all interested volunteers on this committee to inform the board by December 16th at the latest via the following email:

[Board@suta.org](mailto:Board@suta.org)

With respect

Board of Directors



# APPENDIX 3

## SUTA LinkedIn Description- Company and Group

### **SHARIF UNIVERSITY OF TECHNOLOGY ASSOCIATION (SUTA) LinkedIn Description- Company**

SHARIF UNIVERSITY OF TECHNOLOGY ASSOCIATION (SUTA) is the association of the alumni, current and former faculty members and staff, and current students of Sharif University of Technology (SUT), a prominent institution of higher education in science and technology in Iran established in 1965.

SUTA was created in 2000 and is registered as a California, USA, nonprofit public benefit corporation.

The mission of SUTA is to enhance professional, academic, and social contact among its membership, and to strengthen the ties between the Association and the University. The Association is dedicated to contributing to the educational advancement of the University and advocating for academic freedom and an environment conducive to learning and critical thinking at the University.

SUTA carries its mission as an independent, non-partisan, non-religious organization committed to the principles of Diversity, Equality, and Inclusion.

<https://www.linkedin.com/company/54202592/admin/feed/posts/>

### **Sharif University of Technology Association (SUTA) LinkedIn Description- Group**

Sharif University of Technology Association (SUTA) was established in San Diego in 2000 to promote collaboration among alumni, faculty and students of Sharif University of Technology (SUT), a leading institution of higher education in science and technology in Iran which was established in 1965. This LinkedIn group was created in 2011 to promote professional contacts among members, provide information, and contribute to their personal and professional growth along with other SUTA media. With the goal of expanding its professional networking activities the group welcomes graduates and students of other universities interested in the group activities. If you are applying to join the group, please make sure that your LinkedIn profile shows your attended/attending school(s) and current professional position/status.

<https://www.linkedin.com/groups/3963863/>



Mansour Abdoli <mansour.abdoli@suta.org>

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## 2024 Awards & Grant Announcement (آگهی جوایز ۲۰۲۴)

1 message

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SUTA <info@suta.org>

Sat, Dec 2, 2023 at 8:00 PM

Reply-To: Mansour Abdoli <mansour.abdoli@suta.org>

To: Mansour Abdoli <mansour.abdoli@suta.org>



# APPENDIX 4

## A Message from Awards & Grant Committee

**Dear Mansour,**

We are pleased to announce the 2024 Awards and Grant Program, consisting of:

- **Awards**, which celebrates achievements in the following three areas:
  - Dr. Amin's Lifetime Achievement Award to recognize a scholar with outstanding contribution to the university.
  - Maryam's Distinguished Alumni Achievement Award to recognize an alumnus with outstanding achievements in industry or academia.
  - Dr. Hojabri's Distinguished Service Award to recognize an alumnus or university staff member with outstanding service to the university, SUTA, or society.

*Please send your nominations for the above awards to [awards@suta.org](mailto:awards@suta.org) before the due date of February 29, 2024.*

- **Dr. Mojtahedi's Innovation Award** to recognize the best research conducted in every department of Sharif University of Technology.

*Researchers in SUT are invited to submit their [applications](#) before the due date of February 29, 2024.*

- **Student Grants** (In memory of the 16 Sharif alumni victims of flight PS752) to help Sharif University alumni currently pursuing their postgraduate studies in universities around the world, with the exception of countries subject to US sanctions.

*Students are invited to submit their [application](#) before the due date of February 29, 2024.*

Please help us by nominating members and spreading the words about this program.

Regards,

SUTA Awards & Grant Committee

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پیامی از سوتا، کمیته جوایز

**عضو محترم Mansour**

باعث خرسندی است که شروع برنامه جوایز 2024 را به اطلاع برسانیم. این برنامه شامل جوایز زیر است:

- جوایز سوتا برای قدردانی از دستاوردها در سه زمینه زیر:

- جایزه یک عمر دستاورد **دکتر امین** برای قدردانی از یک محقق با کمک برجسته به دانشگاه.

- جایزه موفقیت فارغ التحصیلان برجسته **مریم** برای قدردانی از فارغ التحصیلانی با دستاوردهای برجسته در صنعت یا دانشگاه.

- جایزه خدمات برجسته **دکتر هژبری** برای قدردانی از یک فارغ التحصیل یا کارمند دانشگاه با خدمات برجسته به دانشگاه، سوتا یا جامعه.

لطفا نامزدهای خود را برای جوایز فوق قبل از تاریخ 29 فوریه 2024 به آدرس [awards@suta.org](mailto:awards@suta.org) ارسال کنید.

- جایزه نوآوری **دکتر مجتهدی** برای قدردانی از بهترین تحقیقات انجام شده در هر گروه دانشگاه صنعتی شریف.

از محققان در دانشگاه صنعتی شریف دعوت می شود تا درخواست خود را قبل از موعد مقرر (29 فوریه 2024) ارسال کنند.

- کمک هزینه دانشجویی (به یاد ۱۶ دانشجوی قربانی پرواز PS572) برای کمک به فارغ التحصیلان دانشگاه شریف که در حال حاضر تحصیلات تکمیلی خود را در دانشگاه های سراسر جهان، به استثنای کشورهای که تحت تحریم ایالات متحده قرار دارند، دنبال می کنند.

از دانشجویان دعوت می شود تا درخواست خود را قبل از موعد مقرر (29 فوریه 2024) ارسال کنند.

لطفا با ارسال نامزدها برای جوایز سوتا و اطلاع رسانی در مورد این برنامه به ما کمک کنید.

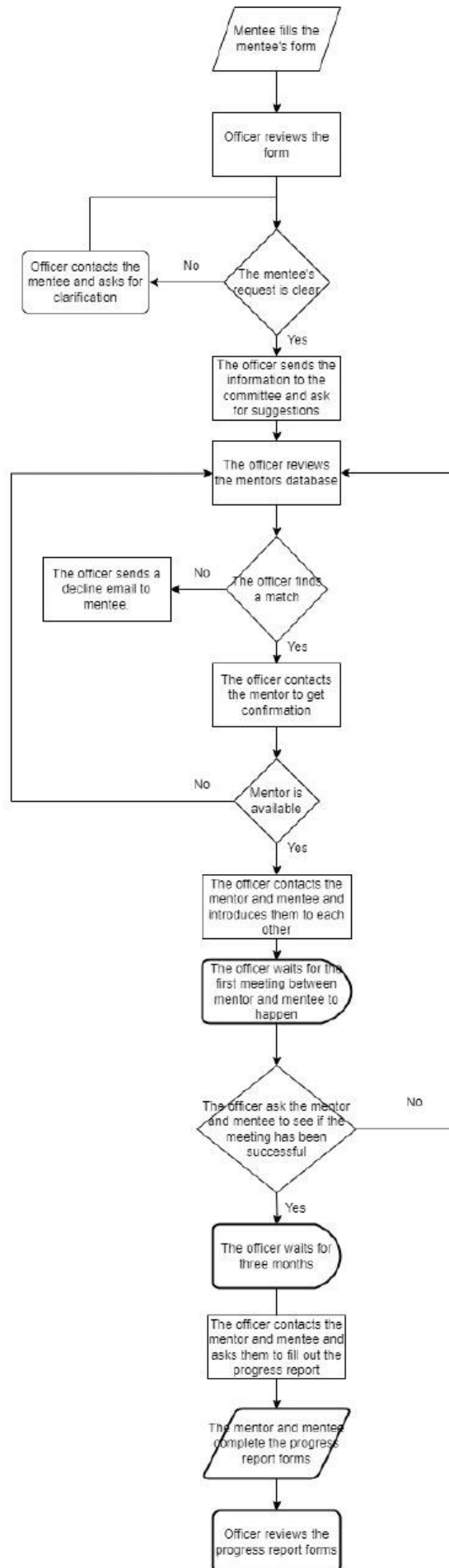
با احترام

کمیته جوایز

This message was sent to you by SUTA

If you no longer wish to receive these emails, you can unsubscribe at any time

# APPENDIX 5



# APPENDIX 6

انجمن دانشگاه صنعتی شریف (سوتا)  
کمیته منتورشیپ

ادامه تحصیل قابل توجه دانشجویان و فارغ التحصیلان ایرانی جویای کار

سوتا مفتخر است به اطلاع برساند در راستای ایفای نقش اجتماعی و محوری خود در تقویت ارتباطات حرفه ای و آموزشی نسبت به برگزاری برنامه های مختلف مرتبط با اشتغال و تحصیل اعضای خود خدمات ارائه شده به شرح ذیل است. مبادرت می ورزد

مناطق راهنمایی شغلی، تحصیلی و کارآفرینی برای علاقه مندان به فعالیت در حوزه های مختلف در  
مختلف جهان

صنعتی، دانشگاهی و کارآفرینان برگزاری جلسات پرسش و پاسخ با متخصصین و صاحبان مشاغل  
ایرانی

علاقه مندان به مشارکت در این برنامه لطفا هرچه سریع تر فرم منتورشیپ (منتور یا منتی) در وبسایت  
سوتا را تکمیل نمایند. سوالات خود را میتوانید به ایمیل زیر ارسال نمایید

لطفا این اطلاعیه را با دوستان خود به اشتراک بگذارید.

2023-24

[www.suta.org](http://www.suta.org)

[mentorship@suta.org](mailto:mentorship@suta.org)

<https://suta.org/Mentorship>