

SUTA BoD (12th) Meeting Minutes

Table 1. Meeting Information

Date:	Februar 07, 2024
Start Time:	9:00 PDT, 12:00 EST, 18:00 CET, 20:30 IRI
Location:	Zoom
Chairperson:	Fariba Aria (Vice President)
Secretary:	Ahmad (creating of to do list by Mansour)
Meeting #:	9

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
Farnoush Moslehi	Director	No
Hamid Reza Hashemi	Director	Yes
Sepideh Soheilpour	Substitute Director	No (due to travel)
Siamak Aram	Substitute Director	Yes

Minutes

1. According to the previous agreement, the YouTube link was sent to the observer members at the beginning of the meeting.
2. The To-Do-List was reviewed and updated. It was agreed that the report sent to members by email would be published in full or in summary with a link in Persian on Telegram and in English on the website. Each version is linked to the other version at the end.
Regarding the response to Mr. Yazdanfar's suggestion regarding the reopening of the SUTA fans' Telegram forum ([تالار دوستداران سوتا](https://web.telegram.org/a/#-1001170631819), <https://web.telegram.org/a/#-1001170631819>), there was an exchange of views and the following decision was unanimously adopted:
“Currently, the SUTA fans Telegram forum cannot be reopened alongside the SUTA members forum due to a lack of sufficient labor resources for its management and administration. Since this forum is considered an asset of SUTA, his SUTA user account will remain inactive until further notice.”
This decision can be pinned at the top of the forum as information.



3. **The minutes of the 8th meeting were unanimously approved.**
4. Fariba explained the proposal to form a public relation working group to carry out writing tasks. The initial core of this working group is proposed to be three members (Fariba, Ahmad and Mahboob) and works directly under the supervision of the Board.
The board unanimously approved the formation of a three-member working group. The proposed document on the scope of this working group was approved by the Board ([Appendix 1](#)).
5. Fariba's proposal to conduct research into Canada's new law sanctioning Iranian universities, including Sharif University, was discussed. The Board agreed that a three-member working group of SUTA members Ms. Haideh Khorramabadi and Mr. Kamyar Gordnian and Yaser Karachian), with ties to universities, will study the new law and its potential impact on Sharif students and present the findings to the Board. The board unanimously approved this proposal.
6. Fariba explained the proposal to offer financial services from SUTA to the chapters. So that the chapters without a bank account can use the SUTA account for their events and other programs. In this case, SUTA may receive a percentage as fees for these services.
The generality of this proposal is approved by the board. It was decided to develop a separate Guideline related to the execution details of SUTA 's financial services.
7. Mahshid reported on the Toronto Board's activities related to the implementation of the reunion. The minutes of the Toronto Board's executive decisions were submitted to the Board ([Appendix 2](#)). The search for affordable prices and services that can be provided continues.
The board fully agrees with the poster designed ([Appendix 3](#)) and the packages prepared ([Appendix 4](#)) to attract sponsors.
Ahmad proposed delegating the executive powers of the reunion work to the local chapter and the reunion committee (except for matters related to the approval of the budget and other important decisions). The proposal was accepted and will be implemented without any objections.
Fariba suggested that an explanatory text to publicize SUTA be included in the packages. Siamak also suggested that it will be possible for business owners who are SUTA members or Sharif affiliates to rent a table at a discount. Mahshid agreed to these suggestions and will present them to the organizing committee. According to Siamak's suggestion, the reunion committee can also receive feedback from chapters about members' willingness to participate in the event.
8. Ahmad reported on the activities of the Bylaw and Guidelines Committee. In the general session of the Committee, the work was divided into working groups and all three working groups are preparing drafts by holding working sessions and the work is still in progress.
9. Fariba reported on the activities of the mentorship committee. To date, six cases of mentor and mentee have been linked and the committee is currently reviewing and collecting the results of the work. In one case, two or three mentors were linked for a mentee in connection with the start-up topic. Siamak suggested that mentorship should be viewed as a permanent and ongoing service of SUTA, which should be regularly communicated. This proposal was seconded by Fariba and will be implemented without objection. The implementation and presentation of such cases on the website will be examined by the Communications Committee.



10. The programs related to the communication committee were explained by Mansour. The guideline has been partially prepared and will be completed in the next meeting to be presented to the board.
11. Mansour explained that the Awards committee received fewer proposals than in the previous period. How to send notices and reminders will be discussed in committee before the deadline. The plan on the certificate is discussed with the suggestions received and will be then presented to the board. Mahshid recommended sending the award committee's posters to the Alborz Graduates Association and the Mohandes Association and there was no objection.
12. Siamak reported that the chapters committee had a meeting. Fariba explained that a calendar is being prepared for the meeting with the chapter's members. The next meeting will be held simultaneously with the members of the German Chapter in the general assembly of this chapter. Ahmad informed that the invitations have been sent to the chapter members for February 25. Mansour explained that following the meeting with Dr. Montsari, another meeting will be held in the Southern California chapter, and a working group will follow the idea of a virtual university, and based on Mr. Yazdanfar's suggestion, the affairs of this working group will be followed up by the board. Siamak suggested that a letter be drafted by SUTA or the US chapters to the US Department of State (DoS) regarding the long wait time for granting visas to students of Iranian descent. Fariba seconded the proposal and it was approved by the board and the letter will be prepared by Siamak with the help of Mrs. Khorramabadi.
13. Fariba reported on the latest actions of the members' committee. In the minutes of the committee's meeting, solutions for verifying the eligibility of the applicants were proposed and it was recommended that the eligibility verification be done in one of the following two ways:
 - Recommendation by a SUTA member
 - Presentation of any document showing the affiliation with the universityThe final confirmation of the membership for the applicants that don't have a document or a recommendation will be done by the board or the chapters board. Also, it is necessary to prepare a Guideline to define the conditions of Emeritus membership, which was decided to be on the agenda of the Bylaws and Guidelines Committee. Mansour explained about the following implementation methods:
 - In order to bring the membership renewal date to January 1st in the system, the membership fee should be pro-rated. The membership date of the current members will be manually changed to January 1st and the difference amount will be calculated and announced in the invoices and at the time of payment. These changes will be notified to the members in an explanatory letter.**This implementation method was unanimously approved by the board.**
 - The membership fees of Iran, Germany and Sweden chapters will be calculated as a group. In this way, the exchange of information about the membership fees of the chapter members will be sent per email to the chapters board. The payable share of the Iranian chapter will be calculated as a discount of 10 dollars per person.**This implementation method was unanimously approved by the board.**
14. The next board meeting will be held on Sunday, March 3, 2024

Action Items

These are based on items discussed in this meeting:

Table 3. To-Do List

Status	Action	Responsible	Comment/Result
On-Hold	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]
On-going	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
Open	Projects	Maryam	
On-Hold	Draft of OFAC-Letter	Fariba	To be dealt with after review of new Bylaws
Delegated	Adding the steps of publishing process of chapter activities on Telegram	Communication Com./Guideline Work Group	to be proposed in Guideline / Communication work group
Open	Filing Federal/State Tax (Sending New Mission)	Mansour/Sepideh	
Open	Benevity	Mansour	
On-Hold	Response to the uninvited volunteer to the committee		after the activation of SUTA's volunteer section, this will be mentioned in the notification
Open	Proposal for access to SUTA Email account for volunteers	Communication Com.	
Open	Adding details of saving documents to the guideline	Mansour	
Open	Updating Guidelines with Reporting Requirements (2 Performance + 1 Financial)	Mansour	
Open	Reviewing, approval and publication of 2023 Performance Report	Mahshid / Communication Com. (only for publication)	The report was sent by email. Website and other social media?
Open	Creation a Telegram Channel for publications	Communication Com.	Siamak: Created; will follow up for members
Open	Clarifying timeline for posting Approved Work in Guideline	Mansour	
Open	List of Meetings with Chapters	Chapters Committee	
Open	Decision on Telegram SUTA Fans to be published as part of MoM and shared	Ahmad & Siamak	



	with members as a pinned message on		
Open	Forming a group for studying the new Canadian Sanction	Fariba	
Open	A proposal for Finance Support via Events for Chapters without a banking account.	Fariba	
Open	A Letter to DOS about the visa issue for Iranian Students	Siamak & Khoramabadi (proposed)	



APPENDIX 1

SUTA Public Relations Charter

Purpose

Preparation of communication content to the public, members, chapters and authorities.

Who

A three members Public Relation work group with necessary help from volunteers.

What

All materials (poster and content) on congratulations, Condolences, New Year wishes, letter of announcements, letter to authorities, Statements, Reports and Marketing materials

When

- New year's wishes 3 days before the new years must be sent to BoD
- Congratulations and Condolences should be prepared within 48 hours of BoD request.
- Letter of announcements should be prepared within 7 days of BoD request.
- Statements should be prepared within 3 days of request by the board.
- Letter to authorities should be prepared within 7 days or earlier if needed of SUTA officers' request.
- Reports should be prepared in cooperation with the officer's requesting the report. The time needed depends on the report and the availability of the material of the report.
- Marketing materials including the following should be prepared within 30 days of board request
 - a. Posters
 - b. Flyer
 - c. Brochures
 - d. Pictures
 - e. Sponsorship materials

All material prepared should be approved by the BoD before publication.

APPENDIX 2

صورت جلسه بورد شاخه تورونتو- پنجشنبه ۱۸ ژانویه ۲۰۲۴- ساعت ۸:۳۰ بعد از ظهر

حاضرین: محبوب بلندی، مرتضی تهرانی و مهشید آژیر

موارد مورد بحث:

- ۱- تایید پروپوزال شاخه تورونتو شامل محل (آبشار نیاگارا) و تاریخ (جمعه ۳۰ آگوست تا یکشنبه ۱ سپتامبر)
- ۲- پیشنهاد موضوع و Theme ریونیون که برای همه شرکت کنندگان بویژه شریفی های جوان تر جالب و جذاب باشد. مواردی مثل آنترپرنورشیپ و منتورشیپ
- ۳- امکان نت ورکینینگ و ارتباط فردی با منتور ها و اعضای با تجربه بصورت پانل و میزگردهای کوچک مثل speed Mentoring،
- ۴- برنامه ریزی برای جلب اسپانسرشیپ از طریق تماس با شرکتها و افراد علاقمند و تهیه Sponsorship Packages
- ۵- تماس با هتل ها و سالنهای مناسب برای تعداد حداقل ۱۵۰ نفر با قابلیت پذیرش بیشتر. در حال حاضر برای ۱۵۰ نفر و یک روز کامل (شنبه ۳۱ آگوست) قیمت گرفته شده است. ولی با مشخص شدن دقیق تر تعداد مهمانها و بودجه قابل افزایش میباشد
۱۵ مارچ ۲۰۲۴
- ۶- تهیه پوستر اعلام رسمی گردهمایی و Save the Date به همه شریفی ها (عضو و غیر عضو) و شاخه ها **۱۵ فوریه ۲۰۲۴**
- ۷- تهیه sponsorship packages و ارسال به شرکتها و افراد علاقمند **۲۰ فوریه ۲۰۲۴**
- ۸- شناسایی و دعوت از شریفی های موفق و صاحب نام در زمینه های کار آفرینی، استارت آپ، آموزش و پژوهش و فعالیتهای بشردوستانه **۱ اپریل ۲۰۲۴**
- ۹- برنامه ریزی و ارسال فراخوان جهت دعوت از داوطلبان به همکاری در اجرا. **۱۵ مارچ ۲۰۲۴**
- مارچ ۱۲ ۲۰۲۴** - آغاز پروسه ثبت نام برای شرکت در ریونیون ۲۰۲۴ - ۱۰
- ۱۱- فرستادن نامه رسمی به ثبت نام کنندگان جهت کمک به دریافت ویزای کانادا- **۱۵ مارچ ۲۰۲۴**

در زیر به جزئیات بیشتری در مورد گردهمایی اشاره میشود:

- مهمانی شام جمعه شب میتواند اختیاری باشد و هزینه برعهده هر شرکت کننده هست. با این هدف که ثبت نام و دیدارها قبل از شروع جلسه شنبه انجام گیرد و شنبه از صبح به برنامه های اصلی اختصاص یابد.
- جلسه اصلی شنبه در صبح و بعدازظهر بیشتر به networking, mentorship, entrepreneurship, success story و خاطرات دانشگاه تخصیص یابد که جذاب و در عین حال مفید برای اعضاء بخصوص جوانتر ها باشد.
- شنبه شب مهمانی شام با برنامه های شاد و DJ همراه است .
- روزهای یکشنبه و دوشنبه به برنامه های site seeing، تورهای دیدار از جاذبه های توریستی از جمله wine tasting اختصاص میابد که در صورت تقاضای علاقمندان، امکان ارائه package های مناسب برای مهمانها، خانواده و فرزندانشان وجود دارد.
- جزئیات گردهمایی و برنامه های روزانه بعد از آغاز ثبت نام، مشخص شدن تعداد شرکت کنندگان و تعداد اسپانسرشیپ ها قابل تغییر است.
- کلیه پیشنهادات، اعلامیه ها و پوسترها از بورد شاخه تورونتو به کمیته گردهمایی ارسال و پس از نهائی شدن برای تایید و تصویب به بورد ۱۲ فرستاده میشود

APPENDIX 3

