



SUTA BoD (12th) Meeting Minutes

Table 1. Meeting Information

| | |
|--------------|---|
| Date: | March 03, 2024 |
| Start Time: | 9:00 PDT, 12:00 EST, 18:00 CET, 20:30 IRI |
| Location: | Zoom |
| Chairperson: | Mahshid (President) |
| Secretary: | Ahmad (creating of to do list by Mansour) |
| Meeting #: | 10 |

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 (could not connect in the train) |
| Farnoush Moslehi | Director | No |
| Hamid Reza Hashemi | Director | Yes |
| Sepideh Soheilpour | Substitute Director | Yes |
| Siamak Aram | Substitute Director | No |

Minutes

1. There was no written request from the observer members. A YouTube link was provided for possible viewing.
2. **The minutes of the 8th meeting were unanimously approved.**
3. The To-Do-List was reviewed and updated. Mansour informed that the public Zoom link is being prepared for the registration of various users in the BoD's calendar. It is necessary to prepare a tutorial video with the help of a board member so that other users can use Zoom, Calendar and work in the Google Drive archive. In addition, the Communications Committee proposed creating a list of all Sharifs' social networks for information and use by board members and others.
The updated To Do List is attached at the end of this protocol.



4. Fariba made the proposal of the PR task group for the board members to prepare a Nowruz welcome video. Sepideh suggested that chapter representatives should also be present in the clip. After exchanging views, the board members unanimously agreed that due to time constraints, the creation of a video clip for Nowruz greetings should be avoided and instead a video clip should be professionally created for the purpose of marketing and advertising for SUTA purposes. for Nowruz wishes, a poster with a congratulatory message will be created and sent to BoD by the PR task group.
5. Fariba explained the proposed plan to provide financial services to chapters without independent bank accounts. After discussing the nature of the services and the percentage of fees, the Board unanimously agreed that 15% of the chapters' net revenue after expenses for the services provided will remain in SUTA's account as SUTA income. Regarding the reunion, all income and expenses will be attributed to SUTA's account and a fee of 25% of the net income after expenses will be retained in the host chapter sub account or transferred to Chapter's bank account if the chapter has one.
The document presented to the Board, after being updated with these agreements, was unanimously adopted by the Board ([Appendix 1](#)).
6. Ahmad explained the need to form an executive team to register candidates in the Election Board and Compliance Board. This team's job is to call candidates, create a list and approve the eligibility criteria. After discussing and exchanging opinions on the composition of this executive team, the board unanimously agreed that this task should be carried out by the Bylaws Committee or, preferably, by the task group for guidelines of the Election Board. A call text as template for calls should be attached to the Guideline of the election board. The list of candidates should be presented by the executive team to the Board of Directors in order to be presented to the General Assembly after final approval on the basis of the Bylaw.
7. **The proposal document for the members' area on the website was unanimously approved upon completion with suggestions ([Appendix 2](#)).**
The content of the document is implemented on the website by Mansour with the help of Fariba.
8. Mahshid explained the process of preparations for the reunion and presented the updated document of final preparations for the meeting ([Appendix 3](#)). The meeting begins on Friday at noon and ends on Sunday at noon after lunch and enclosed remarks. The main program takes place on Saturday. The initial estimate for registration, based on local hotel offerings and based on the number of 150 participants, is \$250 per person. The upper limit on the number of participants is flexible and no problem up to 400 people. Hamidreza emphasized that due to the lack of time for Iranian applicants, registration should begin as soon as possible. The technical work for registration is finished. Mahshid explained that it was discussed in the committee that the payments from Iran should be made as directly as possible and without intermediaries in order to speed up the issuance of the invitation letter. Ahmad suggested that the calculation should be done this way to reduce the risk. Registration fees should be considered higher than per capita costs. The amount of the contract termination penalty should also be taken into account. Fariba suggested that registration funds from Iran remain there and not be included in financial calculations until receipt of applicants' visas is confirmed. The reason is that if the visa is not obtained, it will not be easy to refund the registration fees to Iranian applicants as there are problems with transferring money to Iran due to the sanction's laws. Likewise, In the case of sponsorship from Iran, sanctions laws should be taken into account before accepting



aid. The contents of the publications for the meeting's advertising poster should be developed in the PR task group.

Mahshid suggested that Fariba and Sepideh join the reunion working group, which was approved by the board.

9. March 24 was considered for the virtual general gathering on the occasion of Nowruz.
10. The next board meeting will be held on Sunday, March 31, 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 | Clarifying timeline for posting Approved Work in Guideline | Mansour | |
| On-going | List of Meetings with Chapters | Chapters Committee | |
| On-going | A Letter to DOS about the visa issue for Iranian Students | Siamak & Khoramabadi (proposed) | |
| Open | PR to create a New Year poster and Message | PR group | |
| Open | Marketing Materials for later (Video/Chapter Reps/...) | PR group | |

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| | | | |
|-------------|---|-------------------|--|
| Open | Finance Service: Service fee as 15% and 25% as the reward for holding reunion | Fariba | |
| Open | Finalizing Reunion Invitation and Setting up Registration Online Events | Reunion Committee | |
| Open | Reunion Poster | PR group | |



APPENDIX 1

Guideline for SUTA financial services to chapters

SUTA can give financial services to its chapters that do not have their own bank account and have activities like local gathering. In this way chapters can use the charitable status of SUTA for donations and SUTA can generate income by providing these services. The following is a tentative guideline for this service.

- Chapters will have an account (SUTA sub account) for the financial matters managed by the treasurer and a finance representative of the chapter.
- Chapters can lend money to each other to help organizing events
- Chapters can spend from their account by contacting the Treasurer without BoD approval once this document is approved.
- The BoD will determine the fees and the rate for the financial services that it provides to the chapters. These fees can be changed by the BoD from time to time.

Events

- Chapters can do registration and collecting the fees through the SUTA website
- Chapters will pay %15 of their profit after event expenses to the general SUTA account

Sponsorship

Chapters can have sponsors for their events and the payment will be done to SUTA's main account with a %85 of profit going to the chapter's account.

Donations

Chapters can collect donations and the payment will be done to SUTA's main account. Chapters retain 85% of the chapter's revenue.

Membership

Chapters can collect their portion of the membership fee (that is in addition to \$25 of SUTA membership fee) and the payment will be done to SUTA's main account. There will be no fee or a small fee for this service.

Reunion

To encourage chapters to host, the Chapter managing the reunion will receive 25% of the profit (revenue after expenses).



APPENDIX 2

Updates to Membership Pages

Membership tab content

BECOME A MEMBER OR RENEW YOUR MEMBERSHIP

Sharif University of Technology Association (SUTA) invites all graduates, former and current faculty, and staff of Sharif/ Aryamehr University of Technology to become a member of SUTA.

Membership in SUTA allows you to:

- Expand your social and professional network.
- Get in touch with your classmates, professors, and students
- Be a part of a network of brilliant engineers, scientists and industry leaders across the world.
- Help or benefit from the mentorship and student grants program
- Receive information about events virtual or in person that allows networking, sharing memories, and learning about cutting edge science and technology.
- Contribute to the life of the organization by volunteering in committees and work groups.
- Attend the biennial SUTA reunions to catch up with old friends, classmate and their families and make new ones from around the world
- Have a discounted price for the SUTA events, particularly its biennial reunion.

SUTA also welcomes other interested individuals to join as associate members. The Board of Directors reviews associate membership applications and evaluates them based on their merits and potential benefits to SUTA.

Join button (goes to the join page - **currently** at <https://suta.org/become-a-member>; See Join Us! below for the proposed one)

Renew button (goes to login page - <https://suta.org/Sys/Login?ReturnUrl=%2ffsys%2fprofile>)

Become a Volunteer (goes to Volunteer page - **to be constructed**)

Join page content



Join us!

Please review the membership options below to sign up as a member!

Regular member (outside Iran) - \$25.00 (USD)

Regular member (Iran) - \$10.00 (USD)

Student member (outside Iran) - \$10.00 (USD)

Student member (Iran) - \$5.00 (USD)

Eligibility criteria for above categories

Persons eligible for membership shall be associated with the Sharif University of Technology's (SUT) or its predecessor, Aryamehr University of Technology's (AMUT) departments, and their affiliated education and research centers, on the main or other official campuses, officially recognized by the University, under one of the following conditions:

- i. be a former student, according to the University's official organization definition;*
- ii. be a current graduate student;*
- iii. be a current or former faculty member, according to the University's official organizational chart; or*
- iv. be a current or former University's non-faculty official employee.*

Associate member - \$25.00 (USD)

Eligibility criteria

A person who meets all the following criteria and applies to be an Associate member, shall be admitted as such:

- i. Is currently enrolled as a degree seeking student of the University or has been introduced and presented a written recommendation from at least one the voting Member of the Association;*
- ii. Has provided a written statement expressing certain interests and ties with the University;*
- iii. Demonstrates a commitment to the Association bylaws, the Association Code of Conduct and the Association Conflict of Interest and Confidentiality Statement Policy;*
- iv. His/her membership has been approved by the sitting Board of Directors; and*
- v. Has paid his/her membership dues.*

The content for application page

Same as present +

I have read and agree with the membership Terms and Conditions [link], Code of Conduct [link] and privacy policy [link].

I give my consent to have virtual members assemblies (AGA: Annual General Assembly or SGA: Special General Assembly) through online platforms



NOTE: The above questions need to be added to the application process or accommodated in a different way as mandatory application steps.

The content for payment page

Payments in general are made in USD and accept all major credit cards (Visa, MasterCard, American Express and Discover). There will be no automatic recurring payments.

Membership is on a calendar basis, January through December, and renewal notices are e-mailed to all members in December.

From **March 01 - October 30**, we offer prorated membership dues for **new** SUTA members. From **November 01- December 29**, we offer extended membership terms for **new** SUTA members

Note: There might be more updates like removing restrictions on paying using other types of payments.



APPENDIX 3

Reunion 2024- Proposal for Registration Fees

The quotes for a preliminary venue rental have been received and according to the most favorable offer, calculations made for the registration fee requirement.

The Reunion starts on Friday August 30th afternoon and ends on Sunday September 1st, 2024.

3-day Program

The fee covers:

- Friday August 30th: 4PM to 9PM- Starts with Reception and Registration followed by Dinner
- Saturday August 31st: 9AM to 11PM- Starts with welcome notes, 2 Morning sessions, Lunch, 2 Afternoon sessions and ends with Gala Night Dinner, Music and Entertainment.
- Sunday September 1st: 9AM to 12PM- Starts with closing session and concluding Remarks followed by Lunch

Proposed Registration Fees (US\$)

1- Members, \$250

2- Family Members Gala Night: \$85

3- Non-Members: \$285