

Minutes of December 15 th 2004

Interim BoD Meeting, CSIEA - Ottawa

December 19, 2004

Introduction

CSIEA meeting was held on December 15th, 2004 from 5:40 to 9:05 PM at Ottawa-U in the SITE room 1010, with the following members present:

1. Bahram Zahir
2. Amir Banihashemi
3. Rashid Nikzad
4. Abdol Nouraeyan
5. Manoochehr Monjazeb
6. Houri Mashayekh
7. Shahram Zahirazami
8. Bahram Zargar
9. Alireza Gazerani
10. Behnam Shadravan
11. Behrooz Akbari

Excused: Mitra Tayareh

Absents: Samira Saadat, Sara Alavi

First time attendees : Mehrdad Asseman Rafat, Darvish, Farhad Khosrowjerdi

Note: With the exception of Ms M. Tayareh, all Board Members were present till 6:50 PM when Mr. Gazerani had to leave and Ms Saadat got the right to participate in the votes for the rest of the Board Meeting.

5:40 Opening of the Meeting

3 6:05 LOGO

5:41 Approval of Agenda

5:42 Attendee's list

5:43 Evaluation of the past Agenda

- Correction in Minutes of November 17th Board of Director Members list should be changed to Extended Board of Directors Members
- Mr Nikzad suggested that the "Priorities" should be cleared. It is decided that only head of Publication Committee and his second has the right to decide about the "priorities" to apply the changes into the web site.
- It is decided that the "minutes of the meetings" are sent to the extended board of directors.

1 6:00 Minutes of Nov 17 is accepted

2 6:02 Welcome to Darvish and Asseman Rafat

3 6:05 Logo

It is decided that the Logo should be discussed first. Mr. Darvish, Ms Rahmani, Mr Akbari present several Logos it is decided to

- Adding more "Canadian" and "Engineering" to Mr. Ahmadi's Logo
- In Ms. Rahmani' Logo, Two big squares are building a Small one, it's better to be vise versa.
- Separating CSIEA letters in Mr. Darvish's Logo
- Canada and Iran symbols should not be necessarily in the Logo
- Mr. Ahmadi's Logo be used as a template to orne the Web Site or the flyers but not as Logo
- Adding Color

All the attendees has the right to VOTE for the selection of Logo?

- 13 voted for,
- 1 voted against,

- 2 abstained

It is voted too select one or two logos and ask the corresponding designers to finish their Logo and send a copy to extended board of directors not later than January 3rd 2005.

The Logo of Mr. Darvish and Ms. Rahmani are selected with

- 15 voted for,
- 1 voted against

Award Committee

Iranian community children in the age of school (K12) be encouraged to present and participate in a technical competition The financial side of awards is discussed Mr. Nourayian talked about Gold and Silver sponsorship

Financial Committee

- Explaining the Financial Committee duties
- Any subject which is not discussed in General assembly can be discussed in Board Meeting
- Mr. Monjazez asked for a per member recruitment of four new members
- Ms Saadat will help this committee
- Mr. Monjazez asked the board to thank the sponsors or donators by letter
 - This is postponed for the Logo to be ready
- Computerizing the Financial Committee
 - Using MS Excel (Suggested by Ms. Saadat)
 - Using Quicken (Suggested by Mr Ghavam and Zahirazami)
- Mr. Monjazez asked the Board to consider only the "Red" lines of the report
- It is suggested that in future a technical subcommittee be organized for Financial Committee
- It is suggested that only the summary of the financial transactions be reported to the board. But the whole report must be available.

Resolution : All expenses should first be coordinated and approved by the head of Financial Committee

7:10 Publication Committee

- Any change in the Web Site <http://www.csiea.org> encounters a problem due different systems that the web-masters are using. (Unix vs. Win)
- The definition and duties of Committees should be mailed ASAP to the head of Publication Committee)
- Link to Jobs available must be updated to reflect the latest Job Position Available
- Link to other Organizations must be added if they accept to add our link to their Page (Our Page needs a face lift)
- VCD from Mr. Fallahi is given to the head of PC
- List of CSIEA members should be published on the Site
 - Organization Committee and Financial Committee should provide this list
- The templates for the letters, flyers, etc is postponed to when the Logo is ready
- A short rsum of the board members should be added (G15)
- Extended Board of Directors should submit their short rsum to the head of PC
- Web-Master link should be added

7:25 Technical & Cultural Committee

- February Program Details:
 - Welcome in three language
 - Mayor or his attach opening speech
 - Dr. Moussivand talk
 - Q&A
 - Break
 - * Miniature exposure
 - * Catering of Tea & Biscuit
 - Traditional Music
 - Acknowledgment
 - CSIEA time to discuss its mission
- Letter to Toronto and other high ranked people about the Program
- Proposition
 - Committee ask people to give a speech/show/etc but don't give exact time. The speech/show/etc will be presented in an adequate timer in future.
- Programs should have an axes of interest. In this way, the mostly cultural (danse, music, art, ...) should be separated from mostly technical ones.
- Suggestion
 - Before opening speech by Mayor, some of CSIEA should open the ceremonies.

- It might be better to have two lecturers in two slightly different domains
- Or having one lecturer and a short movie/slide show/etc...
- Invitation cartes should be sent out to carefully selected people.
- Catering is suggested
- T&C has created the sub listed group of action for this upcoming event (February)
 1. Music Group
 2. Execution and Announcement
 3. Preparation of Tickets and Cartes
 4. Publishing and Invitation group
 5. Money and Donation fundraisers
 6. Statistic and analysis group
 7. Gifts group
- Vote The board of Directors has voted to not to have the Entry Ticket for this upcoming event

- 6 have voted against the ticket
- 1 has voted for the ticket

The upcoming event will be Free for all attendees.

- Mr. Nourayian accepted to do the necessary to make the Forms and Cartes printed
- Catering to Saffron or assimilated (It is clear that the Organizing Committee can not handle the events with more than 70 people and a high level of hospitality needs a professional caterer). Solutions are:
 - Buy and having the tools
 - Catering
- Other problem was Coordination and Mangement
 - We can not force a volunteer to do whatever is necessary. They prefer to do things that they like.
- Mr. Nourayian accepts to follow and find a caterer.
- Advertisement
 - faster and sooner
 - suggestion : Profitting major events in our iranian community in town to do the advertisement.
 - send invitation and reminder
 - Publication Committee should do the advertisement
 - We need an "Advertisement Agent"
 - suggestion: Organizing Committee due to the fact that they are free most part of the time handle the advertisements
 - Preparing a flyer for Winter Solstice.
- Send out the Acknowledgements

8:40 Organization and Membership Committee

- Creating an online form server for membership
 - HTML form
 - JavaScript controllers
 - CGI/Perl server side program
 - SQL
 - Password Protection Server Data Base
 - Create a mean to provide the members information (except email, address) to the board

8:45 Social Affaire Committee

- Matching the interests
- Link for the jobs
- ?

8:50 Fundraising

Suggestions

- Monthly membership
- non-homogenous membership fee
- It should be clear that CSIEA is a Canadian Association
 - * If necessary we might change the "Constitution" in the next General Assembly
- Making a Logo by Forgery and make some objects with CSIEA Logo or wooden gadget with CSIEA Logo
- Preparing a list of the governmental organization who are eligible to help financially CSIEA
- Organizing the act of Fundraising
- Ms Mashayekh takes a list from Choocopo (<http://www.choocopo.ca/>) and with help of Mr. Nikzad and the coordination of Mr. Nourayian will try to raise some money
- Add the "Donation" to the Membership form
- CBC or local TV broadcaster should be contacted for the upcoming event and Mr. Nourayian is supposed to create the contact with the CBC reporters.

8:50 Next Board of Directors Meeting

- It is programed for january 12th
- And it would take place at Hivva Technologies

Hivva Technologies
105 Schneider st, 1st floor
Kanata, On K2K 1Y3

9:00 Future Programs

- More smaller targeted technical programs
- A "Panel" should be added to the CSIEA Activities
- 2nd Friday of each month a breakfast gathering

9:05 End of meeting