

## **Minutes of March 09, 2005 Interim Board meeting**

The official meeting of the Interim Board of Directors of CSEIA- Ottawa was held in SITE, Room 5084 from 5:30 to 8:00 with the following members present, excused and absent:

**Present:** Shahram Zahirazami, Behnam Shadravan, Houri Mashayekh, Golchehr Monjazez, Manoochehr Monjazez, Rashid Nikzad, Abdol Nouraeyan, Sareh Taebi, Alma Rahmani, Aida Rezaei, Vahid Isabeigi

**Excused:** Bahram Zahir (partial presence via telephone), Samira Saadat, Bahram Zargar, Alireza Gazerani

**Absent:** Sara Alavi, Amir Banihashemi

The following were discussed and approved in the meeting:

- The proposed agenda for tonight's meeting was approved.
- Minutes of Feb. 09 BoD meeting was approved.
- Financial and legal committees report was as follows:
  1. The total CSIEA account balance as of March 09, 2005 is \$1247.43, after all the debits and deposits were recited.
  2. An appreciation letter was prepared both in English and Persian for the sponsors/donators to CSIEA. Ms. Monjazez to review the letter and make necessary changes.
- Publication committee reported as follows:
  1. The new CSIEA website is now launched and ready to use.
  2. There is no official stamp yet.
  3. Spam protection issue is being worked on.
  4. Mr. Darvish was chosen as the head of advertisement subcommittee.
  5. Name of CSIEA members was voted with 7 positive votes to be launched on the website. The information would include their names and their affiliations only.
- Technical and Cultural Committee decisions were as follows:
  1. The format for the previous event was good, so it was decided to keep the same format for the April 09 meeting.
  2. There should be a 10 minute time for board members to speak regarding May election.
  3. Some information pamphlets regarding May General Assembly should be prepared to hand to guests in the April 9<sup>th</sup> Event.
  4. A small number of invitations are to be prepared.

5. Dance group is canceled for this time, due to some budgetary problems and not finding the appropriate dance group. Music session will be there, as it was the case in the past two events.
  6. Arriving early at 1:00 pm is necessary for members to avoid confrontation with the arrival of our guests. Abdol said he can not get there until 1:15.
- Membership committee actions were decided as follows:
    1. The registration of candidates for next board is to be done online.
    2. It was approved with 6 positive votes to provide the 7 Board members with list of CSIEA members. Shahram Zahir to provide a copy of the list to the board members.
  - The social committee matters were brought up as follows:
    1. Invitations for April 09 event will be sent to the Mayor and councilor office.
    2. Resumes of members and those contacting the office are being distributed.
  - Awards committee had little to announce, as applying for grants was too late for the March 14<sup>th</sup> deadline.
  - Unfinished business:
    1. Honorary memberships:
      - Dr. Mousivand was approved to be nominated by the BoD as the first honorary member of CSIEA.
      - It was suggested to change the part of constitution regarding electing honorary members. BoD should be only voting in this regard and not the other members (at the AGM).
      - Mr. Fallahi's request for adding CSIEA as a sponsor for the women program was voted down with 4 negative votes.
      - Necessity and possibility of having the summer event is to be decided by Ms. Mashayekh and Ms. Monjazeb.
  - New business:
    1. Definition of Volunteer:
      - It was voted and approved to send \$25 to Mr. Fallahi for media coverage of the CSIEA events.
      - It was mentioned that everyone who help during any of the CSIEA events are equal volunteers.
    2. If needed, someone could volunteer to help Mr. Fallahi in Film editing.
    3. Behnam suggested the focus should not only be to organize events featuring well known faces. In fact, he suggested that during each year (even monthly) we could have local events (workshop) with our local engineers and architect on their local projects.

4. Information should be gathered on registering CSIEA.

- Next Board meeting is on April 06, 2005. The location is to be decided.