

## **Minutes of May 11<sup>th</sup>, 2005**

### **Interim BoD Meeting, CSIEA - Ottawa**

#### ***Introduction***

CSIEA meeting was held on May 11<sup>th</sup>, 2005 from 5:40 to 8:30pm at room 5084 at SITE building University of Ottawa, with the following members present:

1. Bahram Zahir
2. Abdol Nouraeyan
3. Manoochehr Monjazez (left at 7:30pm)
4. Houri Mashayekh
5. Shahram Zahirazami
6. Bahram Zargar (left at 6:15)
7. Alireza Gazerani
8. Hamidreza Darvish Mansouri

Absents: Sareh Taebi, Amir Banihashemi, Golchehr Monjazez

Excused: Rashid Nikzad

#### ***Opening of the Meeting –5:40***

Presentation of Agenda of the day and its modification is approved by the board.

#### ***Attendee's list –5:41***

#### ***Designation of Secretary –5:41***

Shahram is designated to take the note of the meeting.

#### ***Minutes of April 6<sup>th</sup> is discussed –5:45***

Approval of the minutes is postponed one day (up to May 12<sup>th</sup>). Nevertheless, the BoD approved the minutes and the proposed addendums.

#### ***President Report – 5:47***

Mr. Bahram Zahir pointing to the Spring Event said, “Despite the different point of view, we witnessed a good democratic approach which led to build a better organization”.

The Board members are advised to participate in elections for the next Board.

He also thanked everybody for all their efforts and pointed out that what they have done is great and everybody has his or her signature in what we have build together.

#### ***Financial Committee – 5:52***

Mr. Monjazez encourages the group to continue to work together and presented to the board the report of CSIEA financial activities.

Museum event presented a financial problem. A total of \$28 from \$58 is remained to be paid. The board accepted to pay the difference.

A \$30 check is issued for the pizza of the Spring Event.

A \$25 check is issued for Mr. Fallahi.

During the AGM a short report of financial activities of the CSIEA should be presented to the audience.

The issued check for the City Hall is not cashed yet.

The summary of the transaction is presented in this table

CSIEA Financial Report from March 6 <sup>th</sup> to April 6 <sup>th</sup> .				
	Credit	Debit	Balance	Note
Total	3824.96	3022.15	802.81	

The Spring Event has still unpaid expenses like Hotel and Travel fees (about \$800 paid by Mr. Bahram Zahir). Although board did not budget and/or pre approved such expenditures; the board decision was to make an attempt to reimburse Mr. Bahram Zahir when the Society Cash Flow allow.

Furthermore, it was agreed that all future event should be organize avoiding such high cost. Example would be to use the local talents or organize the event when an external talent is visiting Ottawa for other proposes.

#### ***Publication Committee – 6:15***

Minutes of March, April and May should be put on the CSIEA website.

Board accepted to put the CSIEA Seal on the membership cards each year.

#### ***Technical & Cultural Committee – 6:22***

Ziba Shirazi's program despite the approving vote is not backed by the Board.

Mrs. Mashayekh thinks that the CSIEA should act more organized. Therefore, she proposed the creation of a committee for the developing, following and investigating the general ideas.

Board should thank the people who showed interest in CSIEA. Therefore a list should be prepared of these people that can also later be used to ask for their assistance.

#### ***Organizing Committee –6:35***

Concerning the Sailing Event:

- The Saturday May 11<sup>th</sup> weather forecasts are not good.
- Mr. Gazerani insists in having 1 week deadline for all events, in this way the Organizing Committee has more time to better organize the upcoming events. Beside early registrations might be cheaper.
- Lake DuChêne is porposed for this sailing event. But rejected because of short notice delay.
- Program of the Sailing Event is as follow:
  - 8:00am at SITE, 800 King Edward,
  - 8:30 depart for Lac LaPêche,
  - 10:30 Sailing demo by Amir,

- 12:00 BBQ,
- 13:00 trying the canoe.
- People should bring their own tea or coffee
- Late confirmation, because of change of program is 11 pm
- \$10 for each member and \$15 for non members, plus \$10 late registration fee (last 24 hours).

**Organization and Membership Committee – 7:25**

It is decided to issue a membership card.

This card covers from October 8<sup>th</sup>, 2004 to May 29<sup>th</sup>, 2005. Upon a new registration a seal with date will be put on the back of each card (this can be repeated for up to 4 years).

Ballots should be numbered. The number is detached before delivery to the member.

Each member should sign his/her name.

List of members and their membership type should be ready.

Proxies are preferred to be sent also as email to organization committee.

An example of ballots is depicted bellow.

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Number : 0023

Please cut the top side of the ballot and deposit the lower section in the ballot box




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CSIEA board Election, May 29<sup>th</sup> 2005, SITE University of Ottawa

Please vote for up to 7 candidates; Non conform ballots will be invalid

Mark "X"

	Hamid DARVISH
	Hourieh MASHAYEKH
	Manoochehr MONJAZEB
	Rashid NIKZAD
	Behnam SHADRAVAN
	Sareh TAYEBI
	Seyed Bahram ZAHIR AZAMI
	Shahram ZAHIRAZAMI
	Bahram ZARGAR

**AGM Program – 7:20**

The AGM will start by designating a Senior member among the audience (a CSIEA member). Then a president and two secretaries will be appointed by the Senior member.

A new agenda for the AGM must be prepared.

Constitutional changes (Charter) should be discussed among the board members.

Proxies should also be e-mailed to [organization@csiea.org](mailto:organization@csiea.org)

The board approved that the extension to the society from Engineers and Architects to Professionals or Alumni be proposed to the AGM.

Mr. Hajdaee one of our esteemed members has proposed some changes to the chart. Some of these changes are discussed and approved by the Board. Volunteer nature of the work for ordinary members will not be part of the new proposal.

***Approval of Emergency minutes – 8:00***

The extra (emergency) meeting minutes is approved.

***Vote for a Change of membership fee – 8:05***

The motion did get the necessary vote.

***Procedure of voting during AGM – 8:10***

All vote by hands needs to be carefully counted and as not all of the audience has the right to vote, we have to ask the members to sit in one side of the amphitheater.

***CSIEA name change – 8:10***

Call MOHANDÉS for change of name.

***Social Affaire Committee – 7:48***

The topics discussed are:

- Continuing the résumé dispatching and assisting individuals on their job search and we have had some success.
- It was pointed out, cooperation between the CSIEA's academic and industry members could benefit those starting their graduate study.
- Suggested that in CSIEA website, the festival link also be added as one of the Ottawa's event.
- Friday June 10<sup>th</sup> is Mrs. Shirazi program.

***An issue about Spring Event – 8:22***

Mr. Rostam Presentation was longer than expected and it was further compounded by Mr. Astaneh's extended speech. In the future, we need to have a better control of the time for each speaker and communicated with them without any hesitation. Unplanned and extended event is not professional.

The slideshow significantly delayed all the events. Adequate attention should be put in action to keep the timings more seriously. Also more delicate selection of programs should be made in the future to assure the homogeneity of the programs in one event.

***End of meeting – 8:30***

Adjourn.