

Minutes of June 8th, 2005

CSIEA Board of Director – Ottawa

University of Ottawa, SITE, 5084

6:00 Start of the Meeting

This meeting is the very first meeting of CSIEA BoD with new members for May 2005 to May 2006. The following members were present at this meeting:

1. Alma Rahmani
2. Alireza Darvish Mansouri
3. Bahram Zargar
4. Bahram seyed Ashraf Hosseini
5. Manouchehr Monjazez
6. Hourieh Mashayekh
7. Rashid Nikzad
8. seyed Bahram Zahir Azami
9. Shahram Zahirazami
10. Babak Azari Mobarakeh
11. Mahoor Ahmadi

The non members present at this meeting:

1. Behnam Shadravan
2. Alireza Ahmadi

6:07 Selecting an interim president

Mr. Monjazez is selected as an interim president due to seniority and decline of Mrs. Mashayekh to the post.

6:09 Selecting an interim secretary

Mr. Shahram Zahirazami has been selected as an interim secretary and will take the notes of this meeting.

6:10 Approval of the new Constitution Chart

The New Chart should be approved by the board members. In order to be eligible to vote every board member should have fulfilled his/her dues of membership.

The new charter (English version) has been voted unanimously by the board members.

6:15 Mrs. Mashayekh refusal in taking the Chair of CSIEA board.

Mrs. Mashayekh thanked CSIEA members for their support and work during the past year. She emphasized that the desired change and turnover in the board is achieved. She also showed her desire to open CSIEA to all professionals. In order to better serve the Iranian community, she wants to do more on fundraising from government. And for this, the official registration of CSIEA is important.

She refused to serve as the chairperson of CSIEA for personal reasons, a call for nominee is given.

6:20 Call for nominee

After Bahram Zahir's suggestion and introduction, the Board members have unanimously voted for Mrs. Alma Rahmani to serve as the chairperson of the CSIEA for 2005-2006.

6:45 Chair is taking position

Lessons learnt (based on Mr. Nikzad comments):

- Not so many employed engineers joined CSIEA.
- Difficulties and not enough work on targeting the new members.
- Lack of understanding and recognition of other/similar societies in Ottawa.
- Fundraising was not sufficient.
- Talks and speakers should preferably be from Ottawa to avoid high costs.
- Professor Astaneh's talk during our spring event exceeded the budget.
 - No limit for the event was set by the board. Except there was a common understanding that any over priced cost will be first discussed with Board.

Mr. Gazerani mentioned that the origin of some of the problems goes back to the lack of "systematic" definition and proper designation of responsibilities and authorities of the board members.

Mr. Ahmadi pointing to the problem of membership asked for the creation of a real public relation and advertising committee.

Mr. Bahram Zahir mentioned that to gather the new member CSIEA organized several free events, several breakfast networking, picnic and selecting and inviting Mr. Tofy Mussivand as an honorary member.

We must recognize the needs of members and non-members to be able to respond to their requests.

It has been mentioned that instead of always looking to top, our Society has better to focus to all members, meaning mainly engineers who have lots of potential. The opinion has been also voiced that the chairperson should only act as decision executioner and not as decision maker instead of the Board (by making a comparison between how a company is run and how a Board is run).

Some other comments from the board meeting members were as follow:

- CSIEA should increase the scientific level of the talks while decreasing the cultural level.
- CSIEA should find some funds to give a scholarship for the scientific talks/papers and works of the members.
- The CSIEA "charm" that brought some members was Mrs. Mashayekh and Mr. Monjazez.

- CSIEA has a problem of money and financial decision making.

8:10 The assignment of the Board of Directors responsibilities.

The following committee chairs were assigned

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| i. | Vice chair and Publishing committee | Mr. Nikzad |
| ii. | Secretary of CSIEA | Mr. Bahram Zahirazami |
| iii. | Chair of Financial | Mr. Manouchehr Monjazez |
| iv. | Chair of Technical and Cultural | Mr. Alireza Gazerani |
| v. | Chair of Social Affairs | Mrs. Hourieh Mashayekh |
| vi. | Chair of Organization and Membership | Mr. Shahram Zahirazami |

8:30. Website decisions.

It was suggested that the following be added to the CSIEA website (subject to further discussion):

- Member's résumé
- Member's hobbies and activities
- Email services

8:35. Summer activities

- Aviation Museum in August
- Diefenbunker museum (<http://www.ottawakiosk.com/diefenbunker.html>)
- BBQ
- Penny Print

8:35. Rapid actions

- C&T committee should take place very soon.
- Organizing committee should be put in place.
- Mrs. Mashayekh is asked to make the necessary steps for the "registration" of CSIEA.
- Bringing the new members is on Social Affair responsibilities.

8:50. Next BoD Meeting

The next BoD meeting is set on Thursday July 7th at 5:30 pm.