

Meeting Location	Colorado Center Community room
Meeting Date	Thursday, February 9 th 2017, 7:00 pm
Present (Board)	Amir Daghigh, Hamidreza Dehghan, Mehrzard Rafei, Ehsan Jelveh Moghaddam, Sara Moomsaz, Parisa KHosravi, Susan Mollasalehi, Loosineh Davoodian, Grigor Daneshvar
Guest Member	Iraj Yamin Esfandiari, Mr Bhboudi, Sima Haghighi, Mohammad Gharavi, Mehdi Rezvan, Bijan Armandpour
Date Issued	Sunday, April 30 th 2017
Prepared by	Ehsan Jelveh Moghaddam

Agenda:

1. 2016 Financial report by Mehdi Rezvan and delivering to 2017 treasurer
2. Tax Statuses
3. 2017 Calendar for events
4. Committees arrangement.
5. Media review and workshop survey
6. Website launch date. Change of server. Administration
7. Norouz arrangement

1. Tax status:

- a. Check EIN number
- b. Pay \$25 for registration
- c. Mehrzard (Mehrzard Rafei) should call Shahryar to following the Tax situation

2. Financial Report:

- a. Today's date (February 9th) Balance: \$13,872.00
- b. Mehdi paid \$2000 to Amir Daghigh For Transferring the Bank
- c. Mehdi delivered all the checks and reports to Mehrzard (check from #288)
- d. \$581 is the debt for last Website's payment
- e. Siap has to pay \$400 to Iraj Ymain Esfandiari (for Data & Location)
- f. Accounting should be computer based

3. Norouz

- a. Guest Estimates: 140-150
- b. Upper floor of SHOLEH (Santa Monica) should be checked
- c. Event Dates Possibilities: April 1st, March 25th, April 8th
- d. Norouz incomes donate possibilities!
- e. Find sponsor for Event
- f. Mention a percent on back of tickets for charity!

- g. Decision on ticket fee for members and Non-members
Decision result: 6 yes 1 No (but the final price and details would be talked on Norouz Committee)
 - h. Board approved charity payment in Norouz event(Details is not clear yet)
4. Committees Arrangement:
- a. A draft survey prepared and ready to send to all members in order to attend in workshops (Board approved it)
 - b. Members should share more Siap post on facebook (it's a recommendation)
 - c. Architectural Elements presentation on social media by Sara Moomsaz(Board approved it)
5. Website Launch date
- a. March 1st (Approved)
 - b. Server speed issue (it's too slow, it may need to change the server later)
 - c. New server cost (\$20 monthly)

End of Session
Thanks,

Ehsan