

Meeting Location	Colorado Center Community room
Meeting Subject	Financial & Tax issues, Committees
Meeting Date	Thursday, May 4 th 2017, 7:00 pm
Present	Amir Daghigh, Hamidreza Dehghan, Mehrzard Rafeei, Sara Moomsaz, Ehsan Jelveh, Parissa Khosravi, Susan Mollasalehi, Grigor Daneshvar
Guest Member	Mohammad Moayeri, Sima Haghighi, Nazanin Kargosha
Date Issued	5/4/17
Chairperson	Hamidreza Dehghan
Secretary	Parissa Khosravi

Agenda:

- 1- Financial report including TAX and IRS issues.
- 2- Membership and Sponsors dues.
- 3- Setting milestones for every committee (set a date for group meetings).

- Financial report including TAX and IRS issues :
 - Mehrzad (the treasurer) will prepare the documents to be filed. (Both Federal and state taxes for 2016 and all past due years. Last tax filing was in 2012.)
 - Agreeing to the suggestion made by Grigor to buy an accounting Software for all accounting related issues.
- Membership and Sponsors dues:
 - Suggestion by Mohammad Moayeri to encourage all other professionals to become members of SIAP. This suggestion was agreed to by all board members. Further discussion is needed to better achieve this goal.
 - Discussion about SIAP membership & Website sponsorship:
 - How to plan to have more sponsors.
 - Invoices need to be sent to Website sponsors by Mehrzad. (Members: \$150 & Non Members: \$300)
 - Invoices need to be sent by Mehrzad to members who haven't paid their membership fee.
 - Suggestion by Grigor to send out the membership invoice on Dec 1st of each year, due on Feb 1st.
 - Agreement on sending the invoice for 2018 membership on Dec 1st by current board.
 - Agreement to change the status of Majid Flamaki, Vahid Vahdat and Maryam Mansoori from honorary members to regular members. So they will have to pay for the membership since 2017.
- Setting milestones for every committee:

- Suggestion made by Sara to have a call out to all committees to have a work session to create a plan and report on that regularly.
- Suggestion made to have call outs to all members who are interested in joining the committees.
- Having panel discussions for members so that they can choose their favorable one to join.

- Other:
 - Suggestion by Hamidreza and Parissa to establish ways to appreciate members who allocate more time to develop SIAP's aims and goals.
4 ways were chosen by voting to acknowledge those members:
 - Giving gifts such as books.
 - Providing the chance to use the Website for Advertisements.
 - Giving free tickets for events.
 - Acknowledgement on SIAP Website.

 - Suggestion made by Sara that each member with a question should communicate with the person in charge of that matter. In addition Grigor suggested that members need to be informed that they would need to email the person in charge of that issue and also CC all board members.