

Meeting Location	Colorado Center Community room
Meeting Subject	Board of directors meeting 2017-2018 transition
Meeting Date	Monday, January 8 th 2018, 7:00 pm
Present	David Hedvat, Hamidreza Dehghan, Mehrzard Rafeei, Susan Mollasalehi, Mo Borghei, Mehdi Rashed, Amir Khamesipour, Grigor Daneshvar, Elham Madadvand
Guest Member	Sima Haghighi, Iraj Yamin Esfandiari, Sara Moomsaz, Parisa Khosravi, Mohammad Gharavi, Mohammad Moayeri, Loosineh Davoodian
Date Issued	Tuesday, January 30 th 2018
Prepared by	Mehdi Rashed

Agenda:

1. 2018 Board rules and regulation
 2. Briefly review 2017 activities.
 3. Set a milestone for 2018 important point(s) for progress and improvement
 4. Nowruz arrangement.
 5. Open discussion regarding our committees and determine the ones that need improvement.
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1.
 - a. Treasurer: Mehrzard Rafei
 - b. Secretary: Susan Mollasalehi
2.
 - a. 2017 SIAP main activities:
 - b. Switching the bank account to Wells Fargo.
 - c. Paying the taxes (Federal & State). Still waiting for the respond.
 - d. Collecting documents (Article of Operation).
 - e. Improving accounting application (sending out invoices, organizing documents)
 - f. Launching new website.
 - g. Subscribing to Architectural Record Magazine.
 - h. SIAP current balance: \$13,373.46 (last year: \$13,872).
 - i. 2017 BM success in attracting new members.
 - j. Improving Social Media and networking (FB, Linked In, Instagram, Pinterest etc.)
 - k. New format for meetings through office 365.
 - l. Architectural tours.
 - m. Nowrooz Event.
3.
 - a. Goals & Suggestions:
 - b. Involving everybody based on their interests.
 - c. Publishing newsletters.
 - d. Announcements for articles, research, competitions, etc.

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- e. Job posting.
 - f. Getting to know each other.
 - g. Revision on the rules (specially on elections).
 - h. Announcing future goals and conduct a survey about them.
 - i. Determining future goals and pursue them.
 - j. Sharing information & knowledge through website, conference and/or face-to-face contact.
 - k. Empowering committees.
 - l. Contact with schools & professionals.
 - m. Having professional, cultural and academic councils.
 - n. Engaging students through internship.
 - o. More presentations and workshops by members and/or nonmembers.
 - p. Education by members or nonmembers.
 - q. Use experienced professionals to bring more education.
 - r. Emphasis on educational committee.
 - s. Acting based on rules and laws.
 - t. To active appreciate all the efforts made by members and nonmembers.
 - u. Events to be placed on Website calendar
4. Committees:
- a. Social Committee: Grigor Daneshvar , Gelareh Arbab, Mehdi Rashed (having a meeting for future activities, posting events in website, coordinating with other committees).
 - b. Events Committee: Amir Khamesipour & Loosineh Davoodian (poster design with Susan's coordination).
 - c. Research Committee: David Hedvat & Elham Madadvand (Mr. Hedvat's presentation).
 - d. Outreach Committee: Mo Borghei.
5. Nowrooz:
- a. Reserve the location.
 - b. Considering the catering.
 - c. Selecting sponsors through Shahram, Amir & Mr. Gharavi.
 - d. Assigning Nowrooz Committee.
 - e. Controlling the number of participants.
 - f. Outlining the message of the event.