

December 2015 PANIIT USA BOARD MEETING MINUTES

(HELD IN HOUSTON, TX)

ATTENDEES

1. Chair: Shailesh Mehta
2. President: Arjun Sen
3. VP/Secretary: Witty Bindra
4. VP/ Secretary (Elect) Jassi Chadha
5. Chapter Liaison: Paresh Shah
6. Kharagpur Rep: Roy da Silva
7. Bombay Rep: Sandeep Pandya – On Phone
8. Guwahati Rep: Kiran Thota- On Phone
9. Madras Rep: KV Reddy
10. DA Rep: Sundi Sundaresh

MINUTES:

• **OCT 2015 MINUTES WERE CONFIRMED**

• **FINANCIAL UPDATE**

• PAN IIT USA CONFERENCE ACCOUNT

- 85k in the bank account. \$50k from 5 DAs and \$50k from the KGP Foundation will be transferred to the conference account this month.
- Once all the funds are transferred, the balance in the Pan IIT USA Conference account will be \$185k. The distribution of the funds based on the MOU will be as under –
- \$125k Loan money will be transferred to the Pan IIT USA main account.
- \$25k– Transferred to the Bay Area Chapter (The conference team has already transferred the funds are to the Bay area account. The board was informed of the transfer by the conference team and the PanIIT USA President, VP and CFO were not aware of the transfer. The Board decided to adjust this transfer with chapter's share of the conference revenue once all funds are in and all accounts are closed.)
- \$25 – Transferred to the Pan IIT USA National account.
- Balance will be split 70/30, with PanIIT USA getting 70% and Bay Area Chapter getting 30%.
- Audit of the account will be done by Rusty Dalal in Q1-2016.

Total expected from the Conference is \$60k and Pan IIT will get \$32k and Bay Area will get \$28k. Motion was passed to officially thank Subhash Tantry and his team for delivering a successful 2015 Pan IIT conference.

• CLOSING PAN IIT CONFERENCE ACCOUNT AND CHANGING SIGNATORIES

- The Conference account will be closed in a week. Roy Da Silva will be responsible for closing the account after all the funds are transferred. Only Signatories will be Pan IIT President, VP and Treasurer effective 01/01/2016.

• PAN IIT USA NATIONAL ACCOUNT UPDATE TILL 4 DEC 2015:

- Total expense - \$37,845.20
- Total Assets - \$357,859.02

Taxes were filed for Y2014 in Nov 2015 which included Pan IIT USA Conference and national account plus Bay area account.

Also the resolution was passed to send an official letter to Cap IIT to transfer the Katrina Funds (\$21,837) for the victims of Chennai flooding after checking with IIT MAANA about the appropriate agency working in Chennai.

- **2013 HOUSTON CONFERENCE OPEN ISSUE**

The Santa Clara conference team wanted to review how the revenue from the Houston conference was distributed. Minutes of the board meeting dated March 04, 2014 (posted in the iit.org website) were reviewed by the board members which clearly states how the funds were distributed among IITAGH and Pan IIT USA. No further clarification was required and the issue was closed.

- **GOVERNANCE UPDATE**

Updated resolution and Conflict of Interest documents will be uploaded on the Pan IIT USA website. All board members will be required to sign the statement and the agreement.

Also, the living document stating the role of the various board members will also be uploaded on the website.

The board discussed how Campus Presidents can take a more active role in PanIIT USA.

Decided to defer the selection of the chairman for the time being and have the nomination committee come up with new names in 1Q 2016. The new team will be working on the selection process.

The following members were nominated and selected by the board to serve in the Pan IIT 2016-2017 team

- Sandeep Pandya as Finance Chair
- Sai Sandeep as CFO
- Kiran Thota as Governance Chair

- **CHAPTER REPRESENTATIVE ELECTION UPDATE**

An email announcement was sent to all the existing Chapter presidents to nominate a rep so that the board can finally decide who will be representing the chapters in the board by the end of Dec 2015.

- **CHAPTER GOVERNANCE**

It was also discussed whether the local chapters should be given the full autonomy to run their respective chapters. But it was decided not to financially involve with 501 3(c) chapters as Pan IIT USA is an alumni association and not a charitable group. This includes no dealing with IRS for any financial matters. An affiliation agreement will be put in place and all the chapter president will be asked to sign on their chapter's behalf.

• OPERATIONS HANDOVER

The outgoing president, Arjun Sen handed over the documents and other important information related to all PanIIT USA assets and accounts to the incoming president Witty Bindra. Other than LinkedIn account, where the password is still managed by the communication team, the outgoing president made sure that only the incoming president has access to the accounts and assets. This will ensure 100% of PanIIT assets being in control of PanIIT USA Inc. Here is a list of assets and accounts that were handed over.

- PANIIT CONFERENCE LINE: UBERCONFERENCE
- PANIIT GMAILS (President@iit.org and support@iit.org)
- PANIIT MAIL FORWARDING
- PANIIT USA WEBSITE ADMIN
- PANIIT USA WEBSITE BLUEHOST
- CONSTANT CONTACT
- PANIIT USA DATABASE
- TWITTER ACCOUNT
- LINKEDIN ACCOUNT

The outgoing president, Arjun Sen will remove himself as a signatory to the PanIIT USA bank account effective 12/31/2015 and surrender his debit card after closing all outstanding balances by 1/15/2016.

• Boston Conference 2016

The board reviewed the conference website (www.iitsine.org) and noticed that they are requesting donation under the 501 (c) (3) tax category which is incorrect as PanIIT USA is not a charitable organization. It was suggested to contact IIT SINE and see how we all can work as per the Pan IIT USA guidelines.

• PRESIDENT'S SUMMARY

The Pan IIT 2014-2015 team's accomplishments were shared with the board. Here is the list of various initiatives

1. Database –iitConnect
2. Updated Website is live
3. Newsletter – On going monthly publication
4. LinkedIn and other social media have been updated on a weekly basis.
5. Intellectual Property – Pan IIT logo secured.
6. Chapter Services – Updated all the guidelines to start a new chapter on the Pan IIT website.
7. Campus Services – Sharing of email list, etc.

Arjun Sen advised to create various advisory councils to assist the board including the selection of the Chairman. For example

1. Ex PanIIT Chairman Council
2. Ex Pan IIT president and Prominent Alumni Council'
3. DAs and Highly accomplished IITians Council

• 2016-2017 TEAM UPDATE

• IIT Chapters & Individual IITs -

Engagement of the chapters with PanIIT by offering them a value proposition depending upon how mature / old the chapter is and what are their ongoing needs. In addition to come out with some incentive scheme for the chapters to remain active e.g. creating a "best chapter award" and awarding them at the PanIIT conferences. Pan IIT will provide 100% chapter support e.g. assisting them in creating their own website, events registration and marketing.

- **IIT database**
We'll make all the efforts to assure that the alumni use this database for networking and mentoring. The database will be consistently updated by the help of a professional 3rd party vendor and the list will never be shared with anyone for any reason.
- **Prominent Alumni –**
Define criteria and create a list of all PA and get them engaged. Organizing an annual event for PA and invite some dignitaries for networking purposes. This will assist to secure some data about the IITians contributing to the overall US economy and how we can use this data for branding purposes.
- **Marketing –**
Brand marketing using website, mobile apps and social media. Engaging young alumni in the IT field countywide to assist in this initiative. If required, we'll also try to engage a 3rd part vendor for media coverage, creating 1-2 mins videos of the Prominent and Distinguished alumni and coming up with articles about these accomplished individuals.
- **Pan IIT National Conferences –**
We'll try to define the true purpose for hosting a PanIIT conference and encourage young alumni participation. PanIIT will closely work with the Conference team in finalizing the agenda, speakers and sponsors.
- **Governance –**
Build upon governance foundation that has been put in place. Create affiliation agreement, standardized chapter by-laws, start new chapter and close failed chapters. Engage senior IITians to mentor chapters.