



PanIIT USA Feb 28th 2015 Board Meeting Minutes San Jose, California

ATTENDEES

1. Chair	Shailesh Mehta – Present
2. President:	Arjun Sen - Present
3. VP/Secretary:	Witty Bindra - Not Present
4. Chapter Liaison:	Paresh Shah - Present
6. Kharagpur Rep:	Roy da Silva – Present
7. Kanpur Rep:	Sanjiv Sahay – Not Present
8. Bombay Rep:	Sandeep Pandya - Present
9. Guwahati Rep:	Kiran Thota- Present
10. Varanasi Rep:	Manu Goyal - Present
11. Roorkee Rep:	Sanjay Keswani – Present
12. Madras Rep:	KV Reddy – Present
13. Delhi Rep:	Amit Kumar – Present
14. DA Rep:	Sundi Sundaresh - Present
15. DA Rep:	Pradeep Khosla – Not Present
16. 2015 Conference Chair:	Subhash Tantry– Present
17. Bay Area Chapter President:	Srikanth Chari - Present
18. CFO / Treasurer:	Sai Sandeep Tallam (joined on skype line, but as the schedule was off from the agenda, could not personally present the finances)

MINUTES:

- **February 2015 Board meeting minutes:**

The February 2015 Board meeting minutes were approved with one change.
Delete the following line from the bottom of the minutes " Next Board meeting will be held in San Jose on the 7th of March from 9 AM to 5 PM. Details will be sent in the next few days. "
- **Chairman opening:**

Chairman opens the meeting and Welcomed Paresh Shah, Chapter Representative to the Board
- **2015 Global Conference Discussion:**

Subhash Tantry lead the conference team to present the detailed plan.
The Board came up with the following recommendations for the conference team:

 1. Clearly communicate the vision and purpose of the conference and connect it to each of the threads
 2. Include the campus and chapter presidents in the registration and sponsorship drive.
 3. Clearly define the role of steering committee.
 4. Report back to the board by middle of March and end of March about collection of sponsorship funds.
 5. Delay any spending/expense commitment till end of March. At that point next steps will be determined based on sponsorship collected and committed.
- **Bay Area Chapter: Seed money request**

The Board emphasized the importance of supporting the Bay Area chapter and also being fair with all chapters. The board requested the following:

 1. Bay Area chapter to about what the first \$5,000 seed money was used for
 2. Use PanIIT USA infrastructure when available
 3. Give specifics of expenses needed to run the chapter.

In the mean time, if the Chapter needs, the Board authorized the President to give upto \$5000 to the Chapter.
- **2014 Financials:**

Prepared by Sai Sandeep Tallam, was reviewed by Arjun Sen

- **2015 Budget:**

The 2015 budget was presented by Arjun Sen. The Board approved the following budget was 2015.

		2014 Budget	2014 Actuals	2015 Budget (Approved)
INFRASTRUCTURE				
PanIIT USA Contract Services	TOTAL	\$5,000	\$3,303	\$3,600
	Tax Preparation	\$1,500	\$1,350	\$1,500
	PanIIT USA D&O Insurance	\$3,500	\$1,382	\$1,500
	PanIIT USA Liability Insurance		\$571	\$600
COMMUNICATION & WEB INFRASTRUCTURE	TOTAL	\$35,460	\$27,326	\$19,500
	Newsletter: Constant Contact	\$2,500	\$2,581	\$0
	Database: Yourmembership	\$6,500	\$6,495	\$6,500
	Website: Hosting and security			\$2,000
	Website: Routine maintenance			\$2,000
	Website: Integration with database	\$26,460	\$18,250	\$6,000
	Website: Branding			\$3,000
Chapter Services	TOTAL	\$31,000	\$6,086	\$19,000
	Grants*		\$6,000	\$10,000
	Loans (to be recovered in 3 months)			\$0
	Chapter Support			\$8,000
	Event Insurance		\$86	\$1,000
Volunteer Support	TOTAL	\$0	\$140	\$4,500
	Merchandizing	\$0	\$0	\$3,500
	Recognition	\$0	\$140	\$1,000
Alumni Services	TOTAL	\$0	\$0	\$5,000
PanIIT Awards for 2015 conference	TOTAL	\$0	\$0	\$5,000
President's Discretionary Funds**	TOTAL	\$5,000	\$0	\$0
Miscellaneous Suplies	TOTAL	\$3,000	\$1,200	\$1,500
MEETING EVENTS & STAFFING				
MEETING EVENTS	TOTAL	\$27,541	\$19,200	\$18,000
	Board Meeting	\$21,541	\$17,000	\$15,000
	EC Team Meetings	\$6,000	\$2,200	\$3,000
STAFFING	TOTAL	\$5,680	\$560	\$4,000
	President's Support			\$4,000
TOTAL		\$112,681	\$57,815	\$80,100

- **Open action items and KPI review:** Arjun Sen reviewed them
- **PanIIT 2015 Awards at the conference.** Requested each campus president to confirm their nominee to the award nomination committee.
- **Governance update:**
 - **VP Election:** The nomination committee presented all three candidates and the Board unanimously nominated Jessi Chadha as the Vice President for 2015-16.
 - **Document our Conflict of Interest guidelines:** Shared by Sundi Sundaresh and will be discussed in the April Board Meeting
 - **Review and recommend role of Chairman, President and VP:** Shared by Sundi Sundaresh and will be discussed in the April Board Meeting
 - **Resolve Katrina Fund situation with Capital IIT:** Shared by Sundi Sundaresh
- **Chapter Services:** Arjun Sen & Paresh Shah presented the current state of chapters
 - **Chapter alignment plan:** Shared by Arjun Sen & Paresh Shah and will be discussed in the April Board Meeting
 - **Chapter guidelines:** Shared by Arjun Sen & Paresh Shah and will be discussed in the April Board Meeting
 - **Chapter event guidelines:** Shared by Arjun Sen & Paresh Shah and will be discussed in the April Board Meeting