

January 7, 2014 PanIIT USA Board Meeting Minutes:

ATTENDEES

1. Chair: Shailesh Mehta
2. President: Arjun Sen
3. VP/Secretary: Witty Bindra
4. Chapter Liaison: Gyan Saxena
5. Past President: Siddhartha Chowdhary
6. Kharagpur Rep: Roy da Silva attended as a replacement for Vas Raman Governance
7. Kanpur Rep: Sanjiv Sahay
8. Bombay Rep: Sandeep Pandya
9. Guwahati Rep: Kiran Thota
10. Madras Rep: Bob Nathan
11. DA Rep: Sundi Sundaresh
12. DA Rep: Suresh Shenoy
13. Anoop Verma could not attend but called in to give an update on Finance
14. Invitee: Pratish Kanani (Houston Conference Vice Chair)

MINUTES:

- **DECEMBER 2013 MINUTES WERE CONFIRMED**

Arjun Sen, presented the December 2013 minutes and the Board confirmed it.

Kiran Thota asked for clarification on Umang Gupta's comment on new board member orientation. Based on his comments, the December 2013 board meeting minutes were changed to "Umang Gupta gave an update on the Global PanIIT issues and shared with the board the details of the reorganization the PanIIT India board is going through. He emphasized that that all board members should be aligned on mission and goals of PanIIT USA, as defined by the by-laws. He strongly recommended an orientation plan for new board members."

- **REVIEW OF 2013 FINANCIALS**

2013 year end financials were presented to the board for review.

- Anoop Verma called in and informed that IIT Roorkee is working on repaying the PanIIT USA \$5000. This loan was given to IIT Roorkee for 2012 Annual Conference in Chicago.
- The Houston Conference Team stated that they will repay PanIIT USA's loan within one month.
- Sandeep Pandya mentioned that we should use QuickBooks and not a spreadsheet to report the PanIIT.
- Sandeep Pandya and Bob Nathan will work with the current treasurer Sai Sandeep Tallam to get the format in a new format.
- In the March board meeting in San Jose, the Governance team will decide on the role of treasurer in board meetings.
- Sandeep Pandya mentioned that all funds should be consolidated to one account.

- Roy da Silva referred to the 2012 year end financials presented to the board based on the slide below. The board sought detailed clarification on the 2011 conference account balance. Specifically the Board wanted to know the difference between \$211,984 reported in the January 2013 board minutes (based on 2012 December YTD financial below) and the current balance in the amount in the Capital IIT account (\$6370 + loan of \$110,000 given to Houston Conference).

Document: Source January 2013 board minutes (based on 2012 December YTD financial)

2012 December YTD Financial Summary

• 2011 Year-end Balance:	\$ 268,836
• 2012 Transactions:	
– 2011 Pledges (order from IIT K)	\$ 45,440
– Sid Chowdhary Donation	\$ 5,000
– Raj Singh Donation	\$ 12,500
– Refund from 2011 Conf.	\$ 19,428
– Loan to 2013 PANIIT conf.	\$ (25,000)
– IIT Roorkee Loan	\$ (5,000)
– Web hosting/pgm expense	\$ (9,332)
– Constant Contact/newsletter	\$ (3,094)
– IIT 2012 meeting PR support	\$ (2,500)
– Insurance Premiums	\$ (1,952)
– Chapter Support	\$ (150)
– State Tax/Info Filing Fee/Postage	\$ (31)
– Blue Pay Charges	\$ (504)
– Net Change	<u>\$54,805</u>
• 2012 Year-end balance:	\$ 303,641

Notes:

- 2011 Conference Account Balance (with Capital IIT) of \$ 211,984 not included in the figures on the left.
- Part of the balance committed but not disbursed as of now.



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Document: Source January 2014 board meeting document

2013 Full Year Financial Summary – Inc. Other Funds



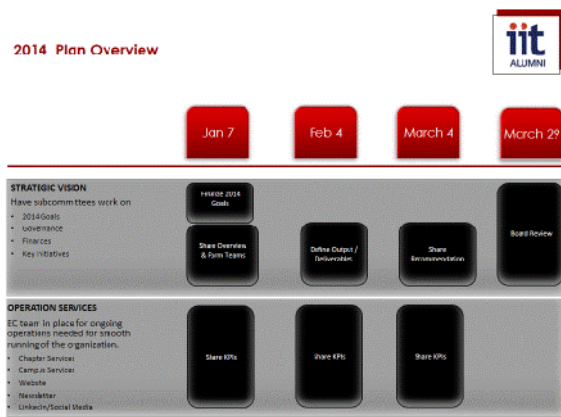
• PANIIT National Account available Balance	\$ 268,341
• Other Accounts:	
– Bay Area Account (as of 3/31/13)	\$ 3,458*
– 2011 Conference Account (with Capital IIT) (as of 11/30/13)	\$ 6,370*
– Katrina Account (with Capital IIT) (as of 11/30/13)	\$ 21,837
– Sub Total	\$ 31,665*
• Total Including Other Accounts:	\$ 300,544*
• Total Including Loan to Houston	\$ 410,544
• Excludes:	
– \$110K loan to Houston for the 2013 conference	
– \$8K loan to IIT Roorkee for 2012 event	
– Uncollected pledges by alumni from NYC Conference (a full list of names will be provided in the next update)	

Source:

- Bay Area Account: Reshma Nigam (Updates not forthcoming from Reshma)
- 2011 Conference Account: San Sengupta
- Katrina Account: San Sengupta

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- **2014-15 TACTICAL PLAN: CHAIRMAN'S VISION ON HOW WE PLAN TO PROCEED BY SHAILESH MEHTA**
Shailesh Mehta set the tone of the Board's vision for the next two years, where he wanted the board members to take an active role to define the role of PanIIT USA and invited each board member to take active role in getting involved in different initiatives. He emphasized that the Board should prioritize on few initiatives that are aligned with the PanIIT USA's goals and have resources allocated for successful completion.



- **GOALS & STRATEGY, GOVERNANCE, FINANCE AND 2014 KEY INITIATIVES:**
Arjun Sen shared with the board that board initiatives are being broken down into two broad areas.
 1. Operations Services: This includes what it takes to run the PanIIT organization and basic services provided by PanIIT USA (includes chapter services, website etc.)
 2. Specific projects in the four areas: goals & strategy, governance, finance and 2014 key initiatives.

Goals: The deliverables of the group will be to define 2014 vision, purpose and goals and what will be not work on.

Governance: Interrelationship between PAN IIT Council, and PAN IIT global and PAN IIT Board and Executive committee. We need clear demarcation of each role to avoid duplicity and redundancies and responsibilities.

Clarity on fund flows during the annual conferences. (update current MOU). These areas will define overall guidelines for PanIIT USA and allow it to undertake initiatives that it can deliver. This will include the role of the Executive Director.

Team: Sanjeev

Finance

How PAN IIT USA can support itself and become a self funding organization; to provide support and give back we need to ensure adequate financial resources are obtained.

We need start by getting a clarity of PanIIT USA's financials and assets (including database, website, newsletter), develop a plan on how to maximize the assets and then develop a plan for PanIIT USA funding

Identifying Key Initiatives

Identify Key Initiatives to undertake to achieve 2014 goals.

Suresh: Summarize past initiatives (Sid, Suresh and Arjun)

The board members will arrive at identifying key initiatives, prioritize them and identify the team that will champion the initiative.

The teams will come back with clear deliverables, milestones and resources needed for each initiative.

Teams were formed in each of the following areas and the team will share the deliverable areas in February board meeting and the recommendation in the March 2014 Board Meeting.

	Governance and Structure Team	Finance Team	Goals Team	Key Initiatives Team
Amit Kumar				●
Anoop Verma			●	
Arjun Sen	●	●	●	
Bob Nathan		●		●
Gyan Saxena	●	●		●
Kiran Thota	●			
Pradeep Khosla			●	
Sandeep Pandya	●	●	●	
Sanjiv Sahay	●		●	
Sid Chowdhary	●			●
Sundi Sundaresh	●	●		
Suresh Shenoy			●	●
Vas Raman	●			
Vish Narayanan				●
Witty Bindra	●		●	●

NEXT STEPS:

The deliverables for each team will be:

February Board Meeting

The team will present the following:

1. The name of team coordinator
2. What are the deliverables of the team

The Board will finalize the deliverables

March Board Meeting:

Present recommendation

March 29: San Jose Board Meeting

Board review and discussions

- **REVIEW 2014 OPERATIONS SERVICES MILESTONES**

Gyan Saxena and Witty Bindra presented Operations Services Milestones. Shailesh Mehta emphasized that these current initiatives should be included in the 2014 initiatives.

Operation Services: Milestones & KPIS



	January-13		February-13		March-13		April-13	
	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
CHAPTER SERVICES								
Initiatives								
Energize Current Regional Chapters	•	Complete						
Chapter handbook (regional chapters)	•	Complete						
Monthly Chapter Meeting	•	Starting Jan 21						
Chapter Level Awards			•					
Chapter handbook (academic chapters)					•			
Chapter handbook (corporate chapters)							•	
KPIs								
Regional Chapters	16		17		19		25	
Academic Chapters	1		2		5		10	
Corporate Chapters	0		0		0		1	
CAMPUS SERVICES								
Direct contact with Campus Presidents	•	Complete						
Face to Face Board Meeting					•	Scheduled		

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Operation Services: Milestones & KPIS (Contd.)

	January-13		February-13		March-13		April-13	
	Goal	Actual	Goal	Actual	Goal	Actual	Goal	Actual
COMMUNICATION SERVICES								
Website								
Phase 1 (New website launched)	•	Complete						
Phase 2 (Focus on chapters)			•					
Phase 3 (Focus on alumni services and circle of give back)					•			
Phase 4 (Focus on celebrating alumni)								
NEWSLETTER								
Celebrate one campus in each newsletter			•					
Align with website			•					
LINKEDIN								
Group rules	•	Complete						
Review Discussion Areas								
ALUMNI SERVICES								
Initiatives to be determined after January Board Meeting								

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- **HOUSTON CONFERENCE REVIEW**

Witty Bindra & Pratish Kanani gave an update. The Houston Conference Team is developing an outline of learning from the conference that will be very useful for future conferences.

Sandeep Pandya requested the Houston Conference Team to submit its financials in the next board meeting.

The board unanimously passed a motion recognizing the work done by the Houston Conference Team to deliver a world class conference.

- **OTHER ISSUES**

Board will recognize alumni for major initiatives to support campuses. Shailesh Mehta and Arjun Sen will work on creating a format for the recognition.

Policy documents would be cc-ed to president@iit.org for ongoing record and PanIIT USA will consider a dropbox/drive for saving key documents.