

November 8, 2012 PanIIT USA Board Meeting Minutes:

ATTENDEES

- Chair: Raj Singh
- President: Sid Chowdhary
- VP/Secretary: Arjun Sen
- Chapter Liaison: Smita Bagla
- IIT Madras: Bob Nathan
- IIT Bombay: Ram Kelkar
- IIT Kanpur: Ashok Gupta

The following invitees also attended:

- Conference advisory board
 - Monishi Sanyal (2003)
 - Suresh Shenoy (2005)
- Treasurer: Ashok Gupta
- IITAGH Team
 - Witty Bindra
 - Pratish Kanani
 - Roopa Gir
- Anil Bhandari

MINUTES:

• **OCTOBER MINUTES**

The October minutes were circulated by Arjun Sen and approved.

• **NEWSLETTER UPDATE: ARJUN SEN**

As the PanIIT USA Newsletter celebrates its 6 month anniversary of its monthly publication status, the teams efforts for the next phase will be:

- Continue to make the newsletter content rich. One area that will be a regular feature will be Guru Funda, where alumni members will share what they learned at IIT that helped them in their career. It was launched with Arjun Malhotra.
- The newsletter will be integrated with each campus newsletter, where there will be a link to each campuses newsletter in the PanIIT USA newsletter and each campus newsletter will have a PanIIT USA newsletter link. Under Ram Kelkar, IIT Bombay newsletter was included in the most recent PanIIT USA Newsletter.
- PanIIT USA Newsletter, simply reports on news already in the media, to bring awareness of issues to all alumni. The newsletter does not judge an article as positive or negative, nor does it censor an article unless it is abusive or in poor taste. Based on the above criteria, PanIIT USA Newsletter puts it efforts to bring to all alumni the current issues. If a campus has a p.o.v.s on an article, it will be published in the next issue of the newsletter, but p.o.v.s are restricted to only campuses and not individuals.
- Open the opportunity for sponsorship. Criteria and rates sheet will be presented to board soon.

• **DA NOMINATION PROCESS UPDATE: SID CHOWDHARY**

- Informed the Board about the governance regarding DA term which is one year and not to exceed two years.
- Raj Singh has graciously agreed to stay on as the Chairman till the new DAs are selected and PanIIT Board appoints a new chairman.
- Create a nominating committee comprising of current officers and campus representatives. In December-January gather nominations for the next set of DAs.
 - The committee will comprise of:
 - Raj Singh,
 - Sid Chowdhary,

- Smita Bagla, and
- Campus presidents who volunteer to join committee.

- **HOUSTON CONFERENCE UPDATE: UPDATE BY IITAGH TEAM**

- Presented by: Chairman Witty Bindra and Vice Chairman Pratish Kanani
- Highlights:
 - Finance – setting up account under IITAGH as 501(c)3 account.
 - Operations – negotiating room rates and minimum guarantees.
 - Program Content – structure and sessions defined. Prioritized speakers.
 - Marketing – website underway. Theme - Inspiring Innovation for Tomorrow
 - Sponsorship – developing levels and packets. Developing priority list.
 - Outreach – setting targets by region/city. Developing contacts.
 - Exhibition – appointed chair recently
- Other:
 - Internal Kickoff on November 17 with volunteers (including Austin & Dallas)
 - Developing registration pricing options
 - Update on Star Speakers, DAs, Panelists, etc.

- **ALUMNI EMERGENCY FUND: ANIL BHANDARI**

- Build a trust fund for Alumni to be used in case of emergency. Anil Bhandari is passionate about the cause and is working on developing a plan for this.
 - Arjun Sen volunteered to work with Anil Bhandari.
 - Suresh Shenoy informed that there was surplus fund from the Katrina Relief fund with Capital IIT that can be used for the fund.
 - A core team of Raj Singh, Anil Bhandari, Suresh Shenoy and San Sengupta will move this forward. The board did not vote on the issue. The core team under Anil Bhandari's directions will bring a final plan to the board for approval. The direction currently proposed is the following:
- A seeding amount \$25,000 would be kept in Alumni Hardship Fund and will be used for emergency fund that will be approved on a case by case.
- The news of the fund should be placed on website and used to communicate value of joining PanIIT to the PanIIT Alumni.
- PanIIT USA will set up account under IITAGH as 501(c)3 account.
- Ram Kelkar applauded the good intentions and passion of Anil and others for this cause, but brought the following to the Board's attention.:
 - Given that there are probably over 60-70,000 IITians in the US extrapolating from the IITB alumni count, the reality is that there sadly will be too many such situations and that too with requirements of such magnitude that even one single health situation could overwhelm the \$25,000 seed fund. Adjudicating who gets the funds will inevitably become a challenge.
 - As we had said even during the aftermath of Hurricane Katrina, there are many other community organizations such as the Red Cross and other local or community organizations which are much better equipped to handle emergencies, either on the scale of a hurricane or individual medical emergencies.
 - A more practical way to help IITians in need may be setting up a formal networking mechanism via the newsletter and the website to bring the power of the alumni network to bear on each situation, rather than raising funds which will be inevitably inadequate and hard to adjudicate, in my opinion.

- **CHAPTER UPDATE: SMITA BAGLA**

We have been holding monthly meeting to create unified solutions and share ideas to collectively succeed in alumni engagement :

- The following have been shared with alumni leaders:
 - Chapters in a box: what is needed to start a chapter and what Pan IIT USA can provide.
 - We are on the way of creating 2 new chapters with this information and also leveraging these to hold better and safe events.

- Minimum Requirements to set up a chapter, Governance was created by guidance from Kanwal Rekhi & (Somnath Sen-TiE) One page Flyer (Smita Bagla, Arjun Sen, Sid Chowdhary)
 - Sample Articles of incorp, MOUs, 501 C6 certificate (Sid C.), Sample By Laws (Vinay Karle, Roopa Gir),
 - How to register a chapter etc (Sid)
 - How to organize successful professional events (Monishi and others)
 - Sample speaker engagement letter (Ray Mehra, Anoop Verma, Smita)
 - Sample Sponsorship Request (Ray Mehra, Smita, Pramod kunju)
 - How to apply for Event insurance and Event insurance form (Gyan Saxena and Ashok Gupta from LA)
 - Consistent Chapter email address (Gaurav Agarwal)
 - Chapter Page / information visibility at iit.org url (Arjun Sen, Gaurav Agarwal)
- Chapter level and national outreach
 - Using LINKED In social media - Priyank Saxena for chapter level sub group for generating national discussion - example enlisting hurricane Sandy help for national level volunteers Speakers Bureau
 - Using Facebook (Anirban Das, Sanjay Vankudre)
 - Leveraging Google Docs and Groups (Priyank Saxena, Amit Khandelwal?)
 - Inter chapter communication - email and phone (Sanjay Vanjudre)
- We have some more efforts that we would like to complete :
 - Help create Campus cells
 - Help relationship between chapter member's IIT alumni Entrepreneurs and Academicians to develop mutual internships.
 - Help mentor new IIT alumni
 - Develop and hold a series of Webinars on common issues
 - Create a vibrant virtual community with information that alumni from all IITs can leverage