

# Oct 2014 PANIIT USA BOARD MEETING

## MINUTES

(HELD IN SAN JOSE ON Oct 11<sup>th</sup> 2014)

### ATTENDEES

1. Chair:	Shailesh Mehta – Present
2. President:	Arjun Sen - Present
3. VP/Secretary:	Witty Bindra - Present
4. Chapter Liaison:	Pratish Kanani - Not Present
5. Past President:	Sid Chowdhary – Not Present
6. Kharagpur Rep:	Roy da Silva - Present
7. Kanpur Rep:	Sanjiv Sahay - Present
8. Bombay Rep:	Sandeep Pandya - Present
9. Guwahati Rep:	Kiran Thota- Not Present
10. Varanasi Rep:	Manu Goyal - Present
11. Roorkee Rep:	Anoop Verma – Not Present
12. Madras Rep:	KV Reddy - Present
13. Delhi Rep:	Amit Kumar - Present
14. DA Rep:	Sundi Sundaresh - Present
15. DA Rep:	Suresh Shenoy – Not Present
16. DA Rep:	Pradeep Khosla – Not Present
17. Invitee:	Subhash Tantry – Chair – IIT 2015 Conference – Not Present
18. Invitee:	Sai Sandeep Tallam – Treasurer - Present
19. Invitee:	J V Maganti –On Call
20. Invitee:	Priyank Saxena – On Call
21. Invitee:	Sabyasachi Basu – Lead Database team – Present

### MINUTES:

- Sept 2014 board meeting minutes were presented and approved
- **Chairman's Opening Comments**
  - **Pan IIT name and the Intellectual Property:** The Governance Team should make sure that the Pan IIT logo is used appropriately and all members were requested to protect our trademark. Inform all campus presidents on current state of trademark
  - **Pan IIT Chapters** – Various chapters have been created and we need to allocate resources for these chapters. We should have clear understanding of the pan IIT USA role in the events organized by the various chapters. Should have a process for inviting key note speakers for the Pan IIT USA events.
  - How do we leverage to make an impact, this is the next phase of Pan IIT USA.
  - Next face to face meeting will be held in San Jose – 6 Dec 2014
  - Presented Pan IIT USA appreciation certificates to Sai Sandeep Tallam and Sabyasachi Basu for the work they have been doing for the last 10 months.
  - Engage a designer to tweak Pan IIT USA logo

- Financial Update was presented by the Treasurer – Sai Sandeep Tallam
  1. Budget request for 2014 Board Meeting Expenses.
  2. P& L Statement and balance Sheet from Jan 01, 2014 to Oct 08, 2014 was presented.
  3. Budget Check, Key expenses and additional budget request was made to the board. Total additional amount requested was \$20,141.00.
  4. Closing Houston Conference Account – To move \$4000 loan to expenses column.
  5. Board requested to display forecast for the next quarter in every board meetings also the annual complete budget for next year.
  6. Katrina Funds – Governance team to send a letter to the Cap IIT board members requesting the refund of \$21,837.00 or giving away to the charity of Pan IIT USA choice to settle accounts.
  
- Budget approval
  - \$3600 approved for rest of the year for the role of Executive Administrator.
  - Board Meeting incremental budget of \$16,541 was approved for 2014. The amount is broken by
 

i. March & July (additional amount)	\$6,541
ii. September & October	\$10,000
  
- Past 90 days Accomplishments were presented by Arjun Sen.
  - 2 candidates for the Secretary position was approved by the board and it was decided to hire Vinati Mishra @ \$30/hr for 10 hours per week for 3 months. Arjun will work with Ms. Mishra and get her on board by 11/01.
  - Pan IIT USA website was official launched earlier this week and it was presented to the board for their comments. The website was well appreciated and few suggestions were made like –
    - To have disclaimer on the bottom that Pan IIT is not responsible for the news item uploaded by the various chapters /in the county.
    - To send note to all campus Presidents to register and upload more data for their chapter.
    - Announce the next pan IIT USA President Election process on the website.
      - How many hits on the website? – Sky to make real time website.
    - Security document to be updated and put in place some admin rules
    - One page guidelines for chapter president (conf call) of website update guidelines
    - IIT Director can post messages on [IIT.org](http://IIT.org)
  - The Chapter’s representative initiative will be run by EC members and not by any other individuals from the board. President / VP to coordinate. Update the document and send to all board members.
  - Board suggested that all website and database under one web-infrastructure (operations)
  - Pan IIT Physical Office in the Bay Area
    1. Come up with projected budget that includes office space and executive administrator.
    2. Office to facilitate meetings for IIT 2015 Conference
    3. President to designate a person to supervise operations of the Physical office in San Jose.
  
- **Database:** Update was given by Sabyasachi Basu. Sign up with a promise that IIT Bombay is ready

1. Work on the actual configuration
    - Saket will provide two volunteers (specs to be determined by Sky)
    - Configuration
    - Configure for newsletter (constant contact applications and then close constant contact)
  2. Current data from constant contact
    - a. Cleaning
    - b. Data loading
  3. Promotion mode
    - a. Join
    - b. Complete your profile (friends inviting friends)
      - i. Share button on face book and LinkedIn
  4. Chapter Data configuration
    - a. Configure the chapters
    - b. Chapter database
    - i. Merge chapter database with PanIIT chapter data
  5. Campus
    - a. Manual campus data from LinkedIn (in India)
  6. Chapter roll-out
    - a. Newsletter
    - b. Event management
    - c. Calendar
  7. Alumni Services – In the next phase.
    - a. Job Board
- **2015 San Jose Conference Update – by Roy Da Silva**
    - Venue and date has been finalized.
    - Trying to get the Key note locked by the end of this year.
    - Requested \$100k seed funds in addition to \$25k already paid.
    - Targeting major sponsors from US and India.
    - MOU is being prepared by Sandeep Pandya
  - **IIT BHU 2014 Conference Update** by Manu Goyal
    - It was a successful conference with 250 attendees.
  - **Pan IIT USA Virtual events – Initiative led by Amit Kumar**
    - Will create a platform for the events
    - Chapter and Campus presidents to support this initiative.