

Dec 2016 PANIIT USA BOARD MEETING MINUTES

(San Jose, CA)

ATTENDEES

1. Chairman: Sudhakar Shenoy – On Phone
2. President: Witty Bindra
3. Past President: Arjun Sen - Not Present
4. VP/ Secretary: Jassi Chadha - On Phone
5. DA Rep: Arvind Jain - Not Present
6. DA Rep: Prabhat Hajela - Not Present
7. KGP Rep: Roy Da Silva
8. BHU Rep: Manu Goyal
9. Bombay Rep: Ron Mehta
10. Guwahati Rep: Kiran Thota
11. Delhi Rep: Amit Kumar – Not Present
12. Madras Rep: Sagar Pushpala
13. Kanpur Rep: Priyank Saxena – Not Present
14. Roorkee Rep: Anoop Verma – Not Present
15. Invitee: Arjun Malhotra - IITKGP
16. Invitee: Sundi Sundaresh – IITM
17. Invitee: Sandeep Pandya - IITB
18. Invitee: Sanjiv Sahay - IITK
19. Invitee: Shamanth Shankar - President, IITAGH (On Phone)
20. Invitee: Partha Chatterjee – IITKGP (On Phone)

MINUTES:

Sept 2016 & Oct 2016 Meeting Minutes were confirmed.

Welcome Address – Sudhakar Shenoy

Sudhakar welcomed the board members and the invitees for their time. He talked about the goals for PanIIT USA – Branding and Alumni Services. He urged all the members to reach out to various sections in the society and start an awareness drive. He confirmed that PanIIT is working on the different alumni services like Job Portal, giving back to the community, social media, working with other organizations, etc. He also requested the board to think how we will include all the 23 IITs alumni into the PanIIT USA Umbrella going ahead.

Financial Update – Huzefa Shakir

Huzefa shared the financials including P&L Statement, Balance sheet and the operations budget. The numbers showed that the approved budget was around \$60k for 2015 and approx. \$30k was being spent till 6 Dec 2015. The balance in the PanIIT USA account is \$328,000.00. Some of the highlights were

- Income tax return for the FY2015 filed on time

- Paid additional \$445 in tax preparation fees compared to last year due to modifications made to 2014 conference account entries; will work on active and better collaboration with conference CFOs to have accurate details available in a timely manner
- Leadership changes filed with the Secretary of State CA.
- Transaction categories realigned with those used on form 990 / 990EZ. This will facilitate tax filing going forward.
- Katrina fund removed from PANIIT financials. It was not included in 2014 tax return but continued to show in QuickBooks.
- All major transactions (>\$100) goes through pre-approval / approval from both – the President and the Vice-President.
- A rhythm has been setup to reconcile all expenditures on a monthly basis.
- All payments and reimbursements will be made within 2 weeks.

Action Items – Ron Mehta suggested to invest some of the funds (around \$200K) in the high interest return account. He volunteered to work with Sandeep Pandya and other in IITBHF and come up with a recommendation which will be forwarded to Huzefa Shakir for the necessary action to be taken.

Purpose of PanIIT USA and Key Stake Holders – Jassi Chadha

- Alumni – To engage and network
- Provide alumni network in US where large chapters don't have critical mass
- Build a network that is bigger than any legacy (8) or regional chapter - Alumni database
- Be spokesperson for ALL IIT Alumni in US – Media, GOI and the US Government
- Protect and promote IIT Brand
- Provide governance to ALL IIT Chapters including Legacy and Large Regional chapters
- Scaling and Growth of New Chapters and shared services for IIT Chapters
- National Alumni meeting and regional network building and policy advocate for IIT alumni with GOI
- IIT Campus Organizations (8) - Legacy IIT Alumni (8) {Bombay, Kharagpur, Kanpur, Delhi, Madras, Roorkee, BHU and Guwahati}
- PANIIT USA Chapters - Large Regional Chapters {Bay area, Houston, Boston, and Washington DC}
- Create a council of Legacy and Large Regional Chapters
- Agree on constitution of PANIIT, Chapter constitution and Affiliation agreement between PANIIT and IIT Chapters
- Transition to council for 1 year and election after 1 year.

It was suggested that legacy and large chapters should come together to decide the charter of PanIIT in the spirit of collaboration and "Give Back". PanIIT USA should be a Light touch organization, networking and mentoring should be provided by chapters and have a sustainable revenue generation model.

Action Item – Ron Mehta to contact the branding company hired by IITBHF and will let the board know how they can assist PanIIT in their branding initiative. This might cost around \$10k and it will be paid from the \$25k branding budget approved by the Board a few months ago.

PaniIT USA Assets and Services – Puneet Agarwal

- Newsletter
- Website
- Linked In
- Database
- Job Board

- Mentor Services
- Merchandise

A team of Executive team members are working on the newsletter and will get the Dec 2016 issues out soon. Website needs to be redesigned and the team is in touch with a developer to make some changes based on the new initiatives started by the PanIIT USA. He also call out for additional volunteers as needed to update the website on a regular basis.

Volunteers are needed for active social media accounts – Twitter, Facebook, and LinkedIn. YM team is working on getting some relevant jobs for the Job Board before we send out a blast email introducing it to members. The team is also working on finalizing a design for PANIIT USA T-Shirts. Logo for the T Shirts have been finalized.

Social Media – Partha Chatterjee

- Leverage Social Media to highlight IIT Brand and get alumni connected and excited. Establish Twitter, Face book, LinkedIn accounts.
- Facebook – Current IIT Global Conference page has regular updates. Needs publicity for IITians to embrace.
- LinkedIn – IIT Alumni group is there.
- Twitter – Establish an IIT Twitter Account.

Action Items – Sandeep Pandya will connect Partha Chatterjee with IITB alumni who is the administrator for IIT Alumni Face book page. In addition Partha will help Puneet in the other social media initiatives– Snapchat, Instagram, etc.

Directory of Area Experts – Puneet Agarwal (Presenting on behalf of Prabhat Hajela)

PanIIT Board is seeking to develop a directory of area experts. Directory would be available on the Pan-IIT website as a searchable database. We have many IIT alums with established technical and policy credentials in several key areas that are considered as global societal challenges. Infrastructure resilience, potable water, sustainable energy, and diseases and human health are just examples of such challenges. To create a database of such experts, perhaps assembled around an initial set of global challenges that could be drawn from the list of NAE Grand Challenges or from the Millennium Goals of the UN. To make sure that such a list was widely accessible to government agencies and the corporate sector in India.

Emails were sent to 650 IIT Alumni who are currently a faculty at a U.S. university

Initial set of five areas of need –

- 1) Food and water
- 2) Resilient infrastructure
- 3) Affordable and clean energy
- 4) Quality education
- 5) Economic growth through innovation

Action Item – Puneet will work with Prabhat Hajela and get this initiative accomplished.

Governance – Kiran Thota

Here is the nomination process needs to be followed -

- Form nominating teams for each unfilled role
- Circulate Roles and Description from latest revision

- Deadline for nominations - TBD
- Nomination team to talk to nominees
- Voting Dates - TBD

The main issues discussed were as follows:

1. When a VP is elected as President-elect, we need to elect a new VP - an operational difficulty.
2. As Conferences are being run from PanIIT conference bank account 501(c)(6), there are some difficulties in funneling tax-deductible individual donations. They need to be routed through campus bank accounts 501(c)(3). Requests to run the conference from a campus bank account have been made - a previous norm.

Scale and Growth for PanIIT USA – Karan Thota

New campuses

- Currently represented through existing 8 campus Reps.
- Need formal engagement with new campus reps.

Chapters

- Currently represented through Chapter Rep.
- Need more representation and participation from Chapters.
- More services to be delivered through Chapters.
- Large chapters to mentor smaller chapters.
- PanIIT USA to provide common support, tools and assistance in addition to bootstrapping new chapters.
- Decentralize to empower the grassroots with limited oversight for governance and financial compliance.

Funding

- Identify new sources for funds for PanIIT USA
- Decrease reliance on Conference surpluses

Advisory teams/roles

- Vision: Past Chairmen and Prominent Alumni
- Goals: Past Campus Reps
- Execution: Past Presidents and Vice-Presidents
- Events: Past Conference Chairs
- Services: Past Chapter Presidents

Continuity of goal-related efforts

- Voluntary support from Chapters, Campuses
- PanIIT USA EC to use [iit.org](mailto:paniit@iit.org) email addresses for communication for continuity.
- Expand chapter leader membership on the PanIIT USA board - During the time when there is no Conference Chair, we can have a chapter leader.

Action Items –

- To arrange a Telephone Call with all the Chapter President to suggest a Chapter Rep for the PanIIT USA Board – Witty Bindra
- To work to form the various committees as suggested above – Kiran Thota
- Nomination Committee was formed consisting of Witty Bindra, Sagar Pushpala and Manu Goyal.
- To start the nomination process – Kiran Thota
- To check with Arjun Sen about IIT Alumni logo registration – Kiran Thota
- Branding presentation to be provided by Arjun Malhotra [DONE]
- Interface with active new IITs - Kiran will take the lead.
- Introductions to the new IITs be made by Arjun Malhotra.

PanIIT USA 2018 Global Conference Venue – Board Decision

Here are the 2 cities to be considered for the next Global Conference

1. Chicago – Witty to follow up with KV Reddy.
2. Los Angeles, CA – Priyank Saxena to update.

Finalize 2017 Board Meeting Dates (Here are the proposed dates and location)

- March 11: Los Angeles, CA
- June 3: Chicago, IL
- Oct 7: San Jose, CA
- December 2: Houston, TX

Action Items –

To arrange a Telephone Call with all the Chapter President to suggest a Chapter Rep for the PanIIT USA Board – Witty Bindra

To work to form various committees as suggested above – Kiran Thota

Thoughts Shared by Arjun Sen with the board members

1. **Stay true to the goals:** Thanks to the 2014-15 board, we clearly have our goals defined. Let us not stray from there as that completely derails us. The biggest areas that we get off track are “charitable causes”. PanIIT Inc is not a C3 and till we change that or the goals, that is not in our goals.
2. **Have full financial transparencies:** Thanks to the 2014-15 finance team, we have clarity on what is required. I would request each board member to close look at the financials, as together we can make sure that we are all caught up. We have experienced first-hand, the challenges of falling behind.
3. **Maintaining infrastructure and protecting our assets is important:** Every PanIIT asset is owned by PanIIT Inc and hence the alumni. Therefore, protecting them (the name PanIIT) and having every infrastructure updated is important.
4. **Before launching on a new idea, pause for a second to see if we can make the current systems better.** As we are the best of the best, we all like to create new things. The website is a great example of that. But does it help us if PanIIT has a new website if we do not update it? Hence in this example, before we create a new website, let us solve for “how to keep the website updated”.

5. **Ideas are not much of use unless we have plan and resources to act:** Our culture is changing to an action group that is what we need. Just think and know, the one hour you spend on any initiative; how big an impact it will have on the 60,000+ alumni. And we IIT alumni deserve the best.
6. **Governance is non-negotiable:** Based on any non-profit any of you have worked on, you must have seen the power of good governance; and how important it is to live it. We have now the updated governance and it is important for each of us to live that.
7. **We must find a true funding mechanism that is NOT conferences:** This is essential to figure out.
8. **Be inclusive of new campuses:** IITs in India are generating, 20,000 alumni a year. Hence, we need to be inclusive or else those not included may need to form their own organization.
9. **Branding starts with internal pride:** Branding is not about telling the IIT story outside; unless every alumni, every day feels proud of being an IIT alumni... and experiences benefit from PanIIT. Hence, I believe branding starts at home, by making PanIIT the best service alumni organization. Serving our alumni better is the path to better branding.
10. **Finally, this is a working organization:** I have experienced that if one rolls up his/her sleeves to start working on a project, others will join. The same with volunteers. The common thought that connects us all is our "IIT PRIDE". Together we can act to PanIIT the best alumni organization in the country.

Finally, all the board members acknowledged Arjun reiterating PanIIT goals, best practices and challenges which the organization is facing. They all thanked Arjun for many years of selfless service and requested him to attend the next f2f meeting in March 2017.

Other Initiatives and discussions

- Pravasi Bhartiya Divas - Panel Discussion - Role of Diaspora Community Organizations – Manu Goyal was invited for this event in India and he went as a PanIIT USA Board member. He updated the board about his visit and the report is attached with these minutes.
- WHEELS Global Foundation – Ron Mehta updated the board about WHEELS and informed that Rajat Gupta has been nominated to be the Chairman for the organization. He suggested PanIIT USA and WHEELS to work together and wanted PanIIT to support this initiative. Kiran Thota was asked by the board to figure out how PanIIT can support organizations like WHEELS, Pratham USA, Akshay Patra, etc. as all these organizations were started by IITians.
- It was decided to get Swati Deshpande on Board as an Office Manager starting 1 Jan 2017 (20 Hours a week) to work with the President and other Board Members on various initiatives. Kiran Thota was requested to prepare a scope of work and supervise her directly as he is in the Bay area (IN PROCESS)
- To write a Consulting Contract for Swati – Witty Bindra (FINALIZED)
- Arjun Malhotra offered a room in his office for Swati to work for PanIIT USA. He also suggested to include all the IIT Campuses to provide the jobs to be posted on PanIIT USA Portal.
- It was decided to offer free job postings on the Job Portal by the fellow IITians.
- To get help for PanIIT USA website from Venkat who owns Helptone, working with IITBHF on their website development. Ron Mehta to coordinate with Sandeep Pandya and Puneet Agarwal.

- To upload the college admission webinar created by IITBHF on the PanIIT USA website. Sandeep Pandya to forward Webinars to Puneet Agarwal.
- Sanjiv Sahay suggested to create an online platform like the one created by MIT and IITBHF for alumni Interaction.
- Finally, it was suggested to invite Rajat Gupta for PanIIT USA events and request him to support PanIIT USA organization.