

Aug 2014 PANIIT USA BOARD MEETING MINUTES

(Conf Call on Aug 05th 2014)

ATTENDEES

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|---------------------|------------------------------|
| 1. Chair: | Shailesh Mehta – Not Present |
| 2. President: | Arjun Sen - Present |
| 3. VP/Secretary: | Witty Bindra - Present |
| 4. Chapter Liaison: | Pratish Kanani - 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- 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 - Not Present |
| 14. DA Rep: | Sundi Sundaresh - Present |
| 15. DA Rep: | Suresh Shenoy –Present |
| 16. DA Rep: | Pradeep Khosla – Not Present |
| 17. Invitee: | Raj Laad from Boston |

MINUTES:

- July 2014 board meeting minutes were presented and approved with one change – Enforcement of Trademark and Intellectual Property – Not to misuse the trademark and a formal instruction will be send to all the *chapters jointly signed by Pan IIT Office Bearer and governance team member.*
- **Financial Review – Presented by Arjun Sen** There has not been too many transactions as some of the board meeting expenses have been captured. The detailed financials (P&L, Balance Sheet and recent transactions) will be presented at the September 2014 Board Meeting.
- **2016 Boston Conference Proposal – Presented by Raj Laad**

Updated financials page for PanIIT Board's was submitted review. Following changes were made –

- Hotel rental expenses reduced to \$210K
- Attendee count reduced to 1200
- Increased food rate reduced to \$160k

- Added education sponsorship of \$75K

The PanIIT executive team was asked to do the following:

- Work with the Boston Conference team to make them fall in alignment with past conference cost structure.
 - Review the team's experience and motivation.
 - And once the executive team reviews the above, an email motion would be sent out for rapid approval.
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- **Chapter Services: Presented by Pratish Kanani**
 - Aligning Chapters and taking an updated chapter handbook to the next level.
 - Timeline for presenting chapter representative nomination guidelines
 - Board has approved quite a few resources to be used for chapter services. The focus should be on how to get maximum use of all resources by chapters
 - Turnaround plan for two chapters- Rejunization of Chicago Chapter and Dallas Chapters will be the task which the team will work on. Need to find a lead person who can lead the chapters.
 - Timeline for presenting chapter representative nomination guidelines
 - Build connection with chapter presidents
 - Present to the board proposed chapter representative nomination guidelines
 - Elected by the Chapter President by end of the year.

Plan for President Election in October: Sundi Sundaresh and Arjun Sen

- Recommendation for nomination committee including Sundi Sundaresh, Arjun Sen and Kiran Thota
- Timeline and steps overview
- Define specifications and roles and send it out
- Ask the campus and chapter presidents to submit nominations
- Submit nomination to the Board
- Election in person meeting December
- President Elect on board by January 1, 2015.
- Timeline overview