

# July 2014 PANIIT USA BOARD MEETING MINUTES

(HELD IN SAN JOSE ON July 19<sup>th</sup> 2014)

## ATTENDEES

- |                     |  |
|---------------------|--|
| 1. Chair:           | Shailesh Mehta – On Call                             |
| 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- On Call                                 |
| 10. Varanasi Rep:   | Manu Goyal - Present                                 |
| 11. Roorkee Rep:    | Anoop Verma - Present                                |
| 12. Madras Rep:     | KV Reddy - Present                                   |
| 13. Delhi Rep:      | Amit Kumar - Present                                 |
| 14. DA Rep:         | Sundi Sundaresh - Present                            |
| 15. DA Rep:         | Suresh Shenoy – On Call                              |
| 16. DA Rep:         | Pradeep Khosla – Not Present                         |
| 17. Invitee:        | Subhash Tantry – Chair – IIT 2015 Conference         |
| 18. Invitee:        | Sai Sandeep Tallam – Treasurer – On Call             |
| 19. Invitee :       | Mandy Pant – Lead – IIT Women Alumni Group – On Call |
| 20. Invitee:        | Priyank Saxena -                                     |
| 21. Invitee:        | Sabyasachi Basu – Lead Database team – Present       |

## MINUTES:

- March 2014 board meeting minutes were presented and approved
- **Chairman's welcome**

Shailesh Mehta was not able to attend the meeting but he addressed the board on the Phone from India. These were the few items addressed:

  1. **Database initiative** – Excellent effort and should be implemented immediately. Need to work on the kind of rules and governance to put on the database. Need to work is to how the database can be used for alumni. Roy, Sanjeev, Sandeep and other board members strongly supported the database initiative.
  2. **How to protect Pan IIT name and the Intellectual Property:** The Governance Team should send letters to the appropriate members to protect our trademark.
  3. **Work on High Impact Initiatives:** Pan IIT should work with IITB Heritage Foundation as they have undertaken quite a number of alumni based initiatives. We need to segment the market – Older versus Younger alumni.
  4. Supports monthly on-call board meeting. (First Tuesday of each month, other than the months we have face to face meeting)
  5. Next 2 face to face meeting will be held in san Jose – 11 Oct and 6 Dec 2014 (Dates are finalized)

- Financial Update was presented by the Treasurer – Sai Sandeep Tallam
  1. March 2014 Board Meeting Expenses
  2. Projected expenses for July 2014 Board Meeting
  3. April EC meeting Board Expense
  4. Closing Houston Conference Account – The motion was passed to close the Houston Conference account as nothing was dues from them.
- Past 90 days Accomplishments were presented by Arjun Sen. These were the few suggestions given by the board members
  1. To create Google group for all Chapter Presidents
  2. Start monthly chapter president calls
  3. Request prominent IITians to speak at non active chapters
  4. Get a list of people who came for the Conferences from various cities and try starting a new chapters at these cities
  5. lit.org should have link of each chapter website.
  6. Promote LinkedIn/edu among our alumni
- Pratish Kanani was welcome by the board members as a new Chapter Liaison.
- **Networking using the Database:** Update was given by Sabyasachi Basu and the board recognized the need and our overall plan for the Database project. No approval for any particular vendor or funding was given by the board. One suggestion given by the board was to get in touch with various vendors to determine the best cost effective solution for our requirements. It was also suggested that we should look into what LinkedIn has to offer in terms of the micro-site for each of the academic institutes including various IITs. Here is the one for IIT-Kgp: <https://www.linkedin.com/edu/alumni?id=13500&trk=edu-up-nav-menu-alumni>

The Board members suggested to investigate the possibility of using this for our PanIIT Data requirements. Since Pan IIT is not a single academic institute (i.e. there is no person who has attended 'Pan IIT'), there is a question if LinkedIn will be willing to create a customized site for Pan-IIT consolidating the alumni from all the IIT campuses. Assuming it does, still there could be some large gaps between the PanIIT-Data requirements and what these micro-sites offer. For example there is no way to make the Department as mandatory field. Or there is no structured search etc.

The Database team was requested to create a simple comparison matrix on the applicability of LinkedIn micro-sites for the PanIIT-Data requirements, highlighting any of our requirements not met satisfactorily by this solution.

- **Expenses Approved**

The following expenses were approved by the board –

1. Website development expense for \$17,960 which included the content update, monthly update and maintenance for the year 2014.
2. Additional amount of \$1000 for the 2 EC team meetings for 2014.
3. Pan IIT temporary office staff expense of \$2080 (July to Dec 2014) to be based in Denver, CO.
4. Chapter Services Year 1 commitment amount of \$2000.00
5. Women Group Incentive of \$1000 to be divided equally among 2 campuses.

- **Chapter Services**

Witty Bindra updated the board on the various chapter services and the 2 items which were approved by the board were

1. Free Event Registration for all the chapters in the country. It was recommended to pass the motion to sign an agreement with Eventbrite for 2 years with an option of opt out after 1 year and 1.5% + \$0.99 per paid registration for all 13 chapters. There will be an additional obviously 3% for credit card fees and PanIIT to guarantee a minimum payment of \$2000 per year. Once the expenses reach \$2,000 the board will be informed. Also the board will be given an update at the end of year one with a recommendation to continue or not continue into year 2. Also, the contract will be with PanIIT Inc and we should try to review this before the one year period is over and try to include the Global conference registration in any

future negotiations/vendor selection. The board recommended checking with Avik Pal, Ramit Ghosh and Roy da Silva for other vendors which might be better than Eventbrite.

The following Board Motion was passed on July 28, 2014 with 15 out of 16 voted "YES".

PanIIT USA will sign an agreement with Eventbrite for 2 years with an option of opt out after 1 year and 1.5% + \$0.99 per paid registration for all 13 chapters.

There will be an additional obviously 3% for credit card fees. PanIIT guarantees a minimum payment of \$2000 per year. Once the expenses reach \$2,000 the board will be informed.

Also the board will be given an update at the end of year one with a recommendation to continue or not continue into year 2.

Based on Board Member's comments the following will be incorporated when the contract is signed with the vendor:

1. The contract will be with PanIIT Inc.
2. We should try to review this before the one year period is over and try to include the Global conference registration in any future negotiations/vendor selection. This will add much larger volume.
2. Chapter Website – Chapter Website template was shown to the board and the board was also informed that all the other 11 chapter sites has been developed but waiting for the respective chapters to send the various details to populate their respective websites. The total development budget for the website was approved.

- **2014 Hyderabad Conference Update**

The Conference team in Hyderabad approached Pan IIT USA for financial assistance and endorsement of Pan IIT USA with the Conference. The board recommended that the best resources to advise and assist Conference team are the following:

1. Witty Bindra and Pratish Kanani: They were the chair of the 2013 Global Conference in Houston and delivered a very successful conference.
2. Suresh Shenoy: PanIIT USA has put together a team of past conference chairs and Suresh is the chair of that team. The team has consolidated the learning from the past conferences and is an excellent resource for future conferences.
3. Priyank Saxena: He is the communication lead for PanIIT USA and plans communication of all regional, national and global PanIIT events using the newsletter, LinkedIn and other communication tools.

- **CITEK Forum 2014 in Mexico Update –**

A personal invitation from the former President Vicente Fox of Mexico was handed over to all the board members. In the invitation he requested all the board members and alumni in the country to register and attend the above forum in Mexico from Oct 2 to Oct 4, 2014. The cost of registration for this event is \$500.00 and the web site is [www.citex2014.com](http://www.citex2014.com). Pradeep Khosla will be one of the key note speakers at this forum.

- **Governance Update by Sundi Sundaresh**

1. Enforcement of Trademark and Intellectual Property – Not to misuse the trademark and a formal instruction will be send to all the chapters. This should be reflected on the iit.org website.
2. President Elect election to be held in Nov 2014.
3. Pan IIT Bylaws were finalized and will be circulated to the group.

- **IIT Women Group – Update from Mandy Pant and Priyank Saxena**

Women group has been launched. The current membership is around 450. It was suggested to have the IIT Women related event at the IIT 2014 Hyderabad and 2915 San Jose Conference. It was also suggested to award prominent IIT women at the Conferences. The women group desired to have all women IIT conference in the next 3-4 years.

Arjun Sen, suggested that whichever IIT campus gets represented by more than 200 women alumni on the IIT Women Alumni LinkedIn Subgroup by Aug 15, 2014, will have their campus women's hostel treated to a special dinner, sponsored by PanIIT USA Chapter.

IIT Women Alumni subgroup has grown rapidly to over 400 members in the last 20 days ... Here are our current non-zero stats being reflected (as of July 16th)

IIT-Madras: 142

IIT-Kgp: 136

IIT- Delhi: 75

IIT- Bombay: 50

IIT- Kanpur: 25

IIT-Roorkee: 6

IIT-Guwahati: 1

There is a facebook account (IIT Women) with 1140 members and the link to the LinkedIn women subgroup is <https://www.linkedin.com/groups?gid=6655081>

- **Branding:**

Arjun Sen updated the board on the branding initiative and requested all the members to review the branding proposal sent to each member. No initiative was approved.

- **The following motions were approved by the PanIIT USA Board by email between the April and July Board Meetings. They are being included in the minutes so that we document all motions passed by the PanIIT USA Board Meeting**

### **May 12, 2014**

The following three motions have been approved by the PanIIT USA Board with 11 votes. (none opposed)

MOTION 1: Proposed by Finance Team Lead Sandeep Pandya

Finance Committee for 2014 will comprise of Sandeep Pandya (lead), Sai Sandeep Tallam (CFO & Treasurer), Arjun Sen

MOTION 2: Proposed by Governance Team Lead Sundi Sundaresh

Governance Committee for 2014 will comprise of Sundi Sundaresh (lead), Arjun Sen, Kiran Thota, Witty Bindra

MOTION 3: Proposed by Governance Team Lead Sundi Sundaresh

Pratish Kanani, President, IITAGH (Houston) will be the interim Chapter Representative to PanIIT USA Board. His role will be to

1. Bring the issues of all chapters to the PanIIT EC team and PanIIT USA Board,
2. Work with active chapter presidents to develop an election process for future chapter rep (how and when), and
3. Hold the first election within the end of 2014.

### **JULY 13, 2014**

The following motion has been approved by the PanIIT USA Board with 11 votes. (none opposed)

PanIIT USA Board authorizes the following to open a new account in the name of PanIIT Inc.

- o Subhash Tantry (2015 PanIIT Conference Chair)
- o Roy da Silva (2015 PanIIT Conference Chair)
- o Sai Sandeep Tallam (PanIIT USA Treasurer)

PanIIT USA will transfer \$25K to the PanIIT USA account, dedicated to the 2015 Conference. This will be used as seed money.

PanIIT USA finance team and the 2015 Conference team will develop a MOU for profit sharing and present it to the board soon.