

ICC Board of Directors Meeting

Date: November 11th, 2021

Attendees: Moslem Noori, Amir H. Ghaseminejad, Reza Namdari, Kayhan Razavi, Arezou Khadir, Ahmad Ehsandar, Saman TabasiNejad.

Meeting Agenda:

1. Discussing the timeline and steps for upcoming AGM

The meeting of the Board of Directors (BoD) was called to order at 8:38 pm eastern time by Moslem Noori.

- Minutes of this meeting were taken by Ahmad Ehsandar.

The meeting started with discussion regarding the upcoming AGM

- Moslem Noori prepared a document and shared with board members about the steps we need to take to hold our next AGM. He continued that one of the documents to be provided is the financial report for 2020 and 2021. Preparing the 2021 report is easy since all receipts are available. However, documents need to be collected from the previous board 2020 report. We are in touch with Ms. Soudeh Ghasemi to collect all the required documents for the 2020 report. It was also mentioned by Kayhan Razavi that in general ICC's financial reports are not required to be audited and that we should avoid the cost (around \$2000 CAD) if possible.
- It was decided that we look for a volunteer accountant to prepare the financial report and in parallel consult with our lawyer to confirm we are legally allowed to employ another accountant for the job.
- Moslem Noori mentioned that based on our by-laws we need to have 37 days before we can actually hold the session. This means we can have our AGM from Dec 16 to Dec 31.
- Reza Namdari mentioned that it is wise to make the call for election in this year and give more time to the board to figure out the logistics of the AGM.
- Moslem Noori also mentioned that he has been in touch with two volunteers (Habib Ghaffari and Reza Sohrabi) for election committee and he is still looking for more volunteers.
- Amir H. GhasemiNejad suggested to hold the AGM in 2021 preferably Dec 30th.
- All agreed to contact our treasurer who is out of the country at the moment to follow up on the financial report.
- Reza Namdari mentioned that we also need to send the Article one amendment for members. Moslem Noori added that we can have the vote for article one amendment in the same ballot as the main election.
- Ahmad Ehsandar asked the board when the best time is to change the membership fee in our website and how we can perform this task. He suggested that it is better to have a

separate email for those who ask for a discount. We will provide a link for a discounted fee to the person asking for it.

- Reza Namdari asked Amir H. to send the result of the survey regarding the membership fee to be sent to our members and also published in our website.

Updates from all committees and departments:

Administrative and Finance Department:

(Secretary: Ahmad Ehsandar)

- Following up with membership requests.
- Working on websites and emails to our supporters.
- Preparing minutes of the board meetings.

(President: Moslem Noori)

- Prepared a document listing the steps for upcoming AGM.
- Getting in touch with previous board to acquire all documents and receipts for 2020 financial year.
- Consulting with lawyer to figure out if we can have different accountant from previous year. Also looking in parallel for a volunteer to prepare the report to save the cost.

Public Relation Activity and Cyberspace Committee

(Chair: Reza Namdari)

- Planning a few sessions for health committee which Arezou is following up.

Culture and Health Committees

(Chair: Saman Tabasinejad, Arezou Khadir)

- Working on the third phased of Art project with Reza and other volunteers.
- Planning to hold a session regarding mental health topic.

Meeting was adjourned at 9:51 PM ET.