

ICC Board of Directors Meeting

Date: December 14th, 2021

Attendees: Moslem Noori, Amir H. Ghaseminejad, Reza Namdari, Arezou Khadir, Ahmad Ehsandar, Mohsen Khaniki, Younes Zangiabadi, 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 8:14 pm eastern time by Moslem Noori.

- Minutes of this meeting were taken by Ahmad Ehsandar.

The meeting started with discussion regarding the upcoming AGM

- The first order of business was to change the meeting date to accommodate Saman Tabasinejad's work schedule. She missed some of the meetings due to legitimate reasons (illness and work schedule) and moving the meeting dates from the first Tuesday of the month to the first Thursday of the month removes the time conflict with her work schedule. Thus, It was decided to move the meeting days from Tuesdays to Thursdays.
- There was a discussion about when the audited 2020 financial statement will be ready. Mohsen Khaniki (treasurer) continued that he has collected the required documents for the 2020 fiscal year and he and Reza Namdari have talked to Mr. David Chemtob, the accountant approved by the ICC members in the previous AGM to audit the 2020 statement and provided him with documents to prepare the audited financial report for 2020.
- It was pointed out by Mohsen Khaniki and Reza Namdari that Mr. David Chemtob, the accountant approved by the ICC members in the previous AGM to audit the 2020 statement, is going on vacation for a couple of weeks which delays the preparation of the 2020 financial report. The accountant has also asked to have the financial records in a specific format that requires additional work and may results in further delay.
- Moslem Noori opened the discussion of the upcoming AGM with talking about postponing the AGM. He provided the following reasons to support his proposal: 1. To give enough time to members to study the 2020 financial report after it is published. 2. To allow the board to prepare the 2021 financial report and 3. To give time to members to study the by-law amendment proposed by organizational structure and content development committee.
- He also informed the board that he got in touch with a volunteer to see if we can have our 2021 financial report done free of charge.
- Moslem Noori also suggested that we move the deadline for candidacy and membership to vote in the election.

- Moslem Noori and Mohsen Khaniki both suggested postponing the AGM to the end of January 2022.
- A motion was moved by Mohsen Khaniki to postpone the AGM because of the reasons mentioned above to January 30, 2022. The motion was seconded by Moslem Noori.
 - *Attending: 8, in favor: 8,*
 - *abstention: --*
 - *Against: --*
 The Motion was adopted.
- The second motion was moved by Moslem Noori to postpone the deadlines for the candidacy and membership to the end of the day on January 9, 2022 (Eastern time) in response to the change in AGM date. The motion was seconded by Mohsen Khaniki.
 - *Attending: 8, in favor: 8,*
 - *abstention: --*
 - *Against: --*
 The Motion was adopted.

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)

- Get in touch with one of our interns to study CivicRM and investigate the possibility of migrating from Nationbuilder to CivicRM. If we can migrate from NationBuilder to a more cost-effective option, it can save the organization a significant amount of money.

(Treasurer: Mohsen Khaniki)

- Progress on the payment to the ICC interns employed Canada Summer Jobs program
- Including these payments in the 2021 financial statement

Amir H. Ghaseminejad updated the board in regard to the progress of developing our new website and showed a demo of the new website. He stated the as of now he is transferring content form the current website.

He also mentioned that migrating some of the data (regarding the interaction of members, financial, ...) need some technical work before we can export and import it into our new website.

Ahmad Ehsandar left the meeting at 9:36 pm.

- A motion was moved by Amirhassan GhasemiNejad to find a way to properly export the whole NationBuilder database and import it into our new website. The motion was seconded by Moslem Noori.
 - *Attending: 7, in favor: 7,*
 - *abstention: --*
 - *Against: --*The Motion was adopted.

Meeting was adjourned at 9:51 PM ET.