

Meeting Minutes- FAANA Alumni

FAST NU Canada Alumni Association (CAA)

<i>Date</i>	December 06, 2020
<i>Meeting #</i>	001
<i>Time</i>	4:00 pm EST 1:00 pm PST
<i>Location</i>	Online
<i>Attendees</i>	Rafaeel Chaudhry- Ontario Mohammad Ali Siddiqui – Ontario Adnan Rana- British Columbia Nauman Saeed Anwar- Alberta Maliha Bokhari- Ontario
<i>Type of meeting</i>	First Kickoff meeting
<i>Objective:</i>	Introduction of interim board members and setting initial goals.

Agenda Items	Discussion	Actions
Introduction of Board Members	<p>Five interim board members are selected on the basis of</p> <ul style="list-style-type: none"> • their current active volunteer status • individuals representing different campuses and graduation year • individuals from different Canadian regions <p>Here is the information of board members: Rafaeel Chaudhry- FAST Lahore, 04 Batch https://www.linkedin.com/in/rafaeel/ Adnan Rana- FAST Lahore 94 Batch https://www.linkedin.com/in/adnanrana/ Mohammad Ali Siddiqui- FAST Karachi-89 Batch https://www.linkedin.com/in/mohammadalisiddiqui/ Nauman Saeed Anwar- FAST Lahore, 01 Batch https://www.linkedin.com/in/naumananwar/ Maliha Khan- FAST Islamabad, 98 Batch https://www.linkedin.com/in/maliha-bokhari-0861201/</p>	
Current Status of CAA	<ul style="list-style-type: none"> • CAA is not a registered cooperation. • It is difficult to get the funding from different organizations due to lack of non register 	

	status. The first step is to register is a Non-Profit organization.	
Initial Plans	<ul style="list-style-type: none"> Register as a Not for Profit organization. Currently CAA has no registered status. However, it is important the registration process must be done with a proper accountant and a lawyer to comply with all needed regulations. Furthermore, it will be registered on a national level. There will be funds needed to pay the account and/or lawyers which will either be collected by donations by alumni and board members. There is a need to have meetings minutes and by-laws for registration. At this point, CAA will use FAANA-US bylaws to layout their own bylaws. Coordinate with already registered charitable organization 	<p>Arrange for accountant and lawyer who can provide pro-bono or low-cost service to register CAA as a Not for Profit organization</p> <p>Arrange for review the FAANA-US bylaws.</p> <p>Arrange meeting with individuals of alumni already working with The Citizens Foundation (TCF) Canada.</p>
Funding Overview	<ul style="list-style-type: none"> The funds collected by current known members of WhatsApp FAANA-CA group are quite insignificant as compared to the funds collected in US regions. Currently no tax receipts are issued to donors. It is not possible to get the donations from employers as it is not a registered organization. 	<p>Need for identifying the underline reasoning for lack of funding.</p> <p>The board members will try to engage more alumni members to be part of CAA who are currently unaware or are not part of the CAA.</p>
Partnership with a Charitable Organization	<ul style="list-style-type: none"> It is difficult to get the status of charitable organization in Canada and requirements are far more then CAA currently meets. To help give CAA body recognition and arrange for donations that allows tax receipt, it is suggested by Rafeel and M. Ali to coordinate with TCF Canada to allow funds to be collected under their partnership. 	<p>Alumni members already working for TCF Canada will be engaged in finding the requirements and to begin the process of partnership of FAANA-CA with TCF.</p>
Meeting Schedules	<p>Board members will do weekly meetings to review the initial plans and create weekly goals for FAANA-CAA.</p> <p>Using FAANA-US Outlook services, outlook accounts will be created for board members to share and organize files and meetings.</p>	<p>Setup time for next meeting</p>

Outcomes	Responsibility
Create meeting minutes	Maliha
Arrange US bylaws	Rafeel

Create accounts on MS 365	
Talk to relevant contacts to arrange for accountant and lawyer for the registration of FAANA -CAA as a not for-profit organization	Adnan Nauman
Connect with the contacts in TCF-Canada to find out the requirements to merge under their licence of registered charitable organization and requirements for separate bank account to collect funds in Canadian dollars.	Ali Adnan Rafaeel