

Meeting Minutes- FAANA Alumni

FAST NU Canada Alumni Association (CAA)

<i>Date</i>	January 03, 2021
<i>Meeting #</i>	003
<i>Time</i>	3:45 pm EST 12:45 pm PST
<i>Location</i>	Online – Google Meet
<i>Attendees</i>	Rafael Chaudhry- Ontario Mohammad Ali Siddiqui – Ontario Adnan Rana- British Columbia Maliha Bokhari- Ontario
<i>Type of meeting</i>	Follow up on Organizational Registration of FAANA Canada and FAANA US elections update
<i>Objective:</i>	Creation of By-Laws for FAA-CA registration

Agenda Items	Discussion	Actions
FAANA Elections	FAANA is holding their elections for the new board members and outgoing officers have nominated Rafael to be part of their new board member. The election process will start next week and alumni within North America is eligible to vote.	
By-laws review	Adnan has drafted bylaws which are shared by all board members. All board members will read the bylaws and will give their input of what may need to be changed and if they meet the criteria.	All board members will read bylaws, and provide feedback.
CRM Selection	Rafael has created a website for FAA CAA. It will be using a CRM system to collect information of all Alumni members. Rafael gave overview of different CRM's to be used with. Few of them are Hubspot- https://www.hubspot.com/products/crm CiviCRM- https://civicrm.org/ Suite CRM The problem of open-source CRM is with using MS Exchange which requires two factor authentications.	SuiteCRM will be used currently. For that purpose, a Gmail email account might be setup for outgoing email purpose.

	For now, data for CRM will be imported using MS forms filled by current members of Facebook website.	
Data Privacy	Adnan suggested that there should be an admin email address for support of FAA Canada group. Furthermore, data privacy has to be part of our organizational agenda. Data privacy has to be declared on the website for the information to collect.	Data privacy statement will be added on the website. Adnan will provide the privacy statement and Rafeel will add it on the website.
Engagement of Alumni	<p>The purpose of FAACA is to engage alumni to be part of this chapter. It is possible when the services offer will add value for them such as:</p> <ul style="list-style-type: none"> • Job Search for newcomers and existing graduates • House Search for newcomers • Benefits such as memberships for cheaper insurance rates <p>M. Ali suggested to have different focus groups that will work on sub-agendas. Hence, as we move forward, focus groups can be created such as job search help group, event management group, IT support group etc.</p>	
FAACA communication with NUCES	There should be a communication point of FAACA with NUCES. It will help announce the agenda of FAACA within Pakistan campus and alumni. Henceforth, anyone planning to move or work to Canada will be aware of FAACA and will be able to be part of and get help from FAACA once they arrive in Canada.	Rafeel will work with FAANA members to learn if such point of contact is already established in NUCES and if FAACA will be communicating through same channel or establish a new channel.
Data sharing within the board	To have access to the data related to FAACA, currently SharePoint by MS is used where all the minutes and documents are uploaded and are given access to all board members.	

Outcomes	Responsibility
Create meeting minutes	Maliha
Website management	Rafeel- attach CRM at the backend, and import user information from MS forms to CRM.
Review by-laws	Adnan Ali Maliha Nauman Rafeel