

Meeting Minutes- FAANA Alumni

FAST NU Canada Alumni Association (CAA)

<i>Date</i>	January 17, 2021
<i>Meeting #</i>	004
<i>Time</i>	4:00 pm EST 1:00 pm PST
<i>Location</i>	Online – Google Meet
<i>Attendees</i>	Rafaeel Chaudhry- Ontario Mohammad Ali Siddiqui – Ontario Adnan Rana- British Columbia Maliha Bokhari- Ontario Nauman Saeed Anwar- Alberta
<i>Type of meeting</i>	Review of progress regarding bylaws and documents needed for registration of Canada alumni association.
<i>Objective:</i>	Discuss and finalize clauses of bylaws.

Agenda Items	Discussion	Actions
FAANA Elections Results	<ul style="list-style-type: none"> Rafaeel has been selected among the board members of FAANA. This opened the discussion about who are eligible voters for Canada chapter. Since FAANA allows board members to be selected from Canada and Canadian alumni can also be voters, this may have to be discussed with them for change by their next election. It also needs to be discussed with FAANA that if we will still work under them or independently when it comes to communication with the university and collecting funds to transfer to Pakistan. Canada chapter will only be for the alumni residing in Canada. Once it is registered as an organization, our bylaws may be significantly different then theirs and working under them may create a problem of different rules in Canada and US. However, since currently FAANA is only representation of Canadian alumni as well, it will continue until Canadian organization is setup. 	Bylaws for the Canada chapter eligible voters are finalized by the agreement of all members that states that to be a part of board member, a candidate must be a Canadian resident.

Name of the Canadian chapter	The name of the organization will be finalized after NUANS search. Current proposal : FAST-NU Canada Alumni Association (FAST-NU CAA)	For any change required, a message can be initiated by board members on WhatsApp group.
Eligible Voter status	<ul style="list-style-type: none"> • To be an eligible candidate to vote in Canada alumni association, voter must have donated certain amount within the term time. Since a term may be of two years, a donation per year may not make sense if someone donated in the first year and not in the actual year of election. By laws will state the minimum amount for donation. • Membership fee will be recurring and must be paid every year by the member to be an eligible voter. It is a small amount that will ensure the commitment of voter in matters of alumni. 	All available board members agreed to keep the donations and membership fee separate for the first term of 2 years. M. Ali will provide his input before it is finalized.
Checklist of documents for the registration	<ul style="list-style-type: none"> • Board was able to finalize some of the clauses of bylaws through mutual consensus within the meeting. For clauses that could not be discussed and where consensus is needed will be discussed and voted for through the official WhatsApp group. • Committee aims to finalize the bylaws before the next meeting and move on to the other required documents for the registration as NFP organization. 	For the clauses where opinion on a shared bylaw document differs from what is currently stated, members will send a message on WhatsApp group. All members will comment and finalize that clause. For the clauses, no message is initiated, it will be assumed that stated bylaws are accepted by all the board.
Fiscal year and election month	<ul style="list-style-type: none"> • It has been decided that the best time for fiscal year is July/August. Since most of the personal taxation happens within January till April, these months may be busy months for the board members to work on the organization taxes as well. • The elections should happen in January as it will allow the previous board to file the taxes for last fiscal year and provide time for the new board for smooth transition in coming months. 	
Official mode of communication	<ul style="list-style-type: none"> • As part of bylaws, any electronic platform which is used by board members during the term, such as WhatsApp messaging or email will be considered as an official platform for performing actions, such as getting a consensus of board members on actions where there is no meeting conducted. • Any communication done with the university within these modes like email exchange with the university, for informing them about the setup of organization for 	

	Canadian FAST Alumni association and seeking their input will also be considered as an official approval.	
Board members for registration	Currently the organization will start with five board members. However, if for any reason a board member has to resign, bylaws will provide the process to hire an interim board member until the next election.	
Roles and responsibilities of board members	<ul style="list-style-type: none"> In the next meeting it will also be decided that what will be duties and titles of board member. Rafael suggested that titles should not restrict board members to only certain tasks, rather provide a broader engagement opportunity. Bylaws do not need the details of responsibilities; hence this can be decided after the bylaws are finalized. 	Board members will present proposals in next meeting about how the titles and responsibilities should be defined.

Outcomes	Responsibility
Create meeting minutes	Maliha
Bylaws	Team members will send messages on WhatsApp for the clauses that may need to be discussed by all board.
Update by-laws	Adnan