

Meeting Minutes of the ICM Board of Directors  
Thursday, August 4, 2011  
285 Pembina Hwy

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**Attendance**

Directors present: Mr. Kermani, Mr. Doustshenas, Mr. Kamrouz, Mr. Saleh-Azad, and Ms. Shooshtari  
Regrets: None

The meeting was called into order at 7:30.

**Accepting the meeting Agenda**

There was no new meeting agenda. This meeting was dedicated to review and discuss the deferred “New Business” agenda items from the last meeting on July 21<sup>st</sup>.

**Approval of the last meeting minutes:**

Ms. Shooshtari will send minutes of July 21<sup>st</sup> and this meeting minutes together for the next meeting.

Mr. Kermai mentioned that last Friday July 29 was the “Parade of Nations”. There was no participation from our Community.

Mr. Kamrouz mentioned that he won’t be able to attend the next ICM Board meeting on August 18.

**New Businesses**

**New Motions.** Based on previous discussions, Mr. Kermani made a motion that “the Quorum for ICM meetings to be official to be changed from a minimum of 4 voting directors to a minimum of 3 voting directors plus Chair.” The motion was seconded by Mr. Saleh-Azad. 0 Opposed, 0 Abstained, all in favour, **Motion carried.**

**ICM Policies (First BOD Policies).** The seven ICM policies developed by the first ICM BOD were reviewed. In the first policy, letter “b” should be changed to “policy 2”. In policy 4, “working” documents to be changed to “official” documents and “sub committee” to be changed to “committee”. Mr. Kermani made a motion that “the ICM second BOD to adapt the 7 policies developed by the First ICM BOD listed under Rules and Regulations of Conduct.” Motion seconded by Ms. Shooshtari. 0 Opposed, 0 Abstained, All in favour, **Motion carried.**

**PLC Budget.** Mr. Kamrouz presented the PLC estimated budget for academic year 2011-2012. There was a discussion on note #3 regarding student tuition fee for ICM member and ICM non-member families. Mr. Kamrouz made the motion “to approve the PLC’s annual budget for

academic year 2011-2012 as submitted to the ICM Board, dated June 10<sup>th</sup>, 2011.” The motion was seconded by Ms. Shooshtari. 1 Opposed, 0 Abstained, 3 in favour, **Motion carried.**

Discussion: Mr. Saleh-Azad mentioned that as a director, he has not been informed about some of the decisions made at PLC Committee as he is the only ICM Board member not being on PLC e-mail list. Ms. Shooshtari explained why the other Board members are on PLC Committee e-mail list. She also mentioned that this is the responsibility of the ICM Board member, who is chairing PLC Committee to fully assume the liaison responsibility and provide sufficient information regarding the PLC management to the other ICM Board members. Mr. Dostshenas also mentioned that it is the responsibility of each ICM Board member to ask for information concerning the ICM Committees and their activities.

Mr. Saleh-Azad proposed an amendment to the above motion that “the Board of Directors on-line votes on PLC Budget on June 1, 2011 to be voided.” The amendment was seconded by Ms. Shooshtari, all in favour. **Amendment to the above motion approved.**

Ms. Shooshtari reported that PLC will be holding an orientation/registration session for academic year 2011-2012 on August 17, 2011. PLC will be sending an invitation/announcement e-mail to the ICM Board to be distributed among those on ICM e-mail list.

**ICM Treasurer’s Responsibilities.** A motion was made by Mr. Saleh-Azad to adapt the document outlining “Duties and Responsibilities of the Treasurer” dated August 4<sup>th</sup>, 2011, in order to be used as guidelines for ICM treasurer; Seconded by Mr. Doustshenas; 3 Approved, 0 Opposed, and 0 Abstained; **Motion carried.**

Mr. Azizkhani’s requested letter releasing his liabilities from ICM financial transactions after the last audit of May 2011, will be pending until all transactions (20) are checked and balanced by Mr. Kamrouz.

**Treasurer Report.** Since the last meeting of July 7<sup>th</sup>, 2011, there were 5 new members added in the year 2011 for a total of \$100. Received a cheque in the amount of \$100 from Ms. Qahraman in order to post her ad in the yellow pages section of the ICM website. Received a cheque in the amount of \$50 from Mr. Doustshenas sponsoring 2011 ICM picnic. A total of \$35 donation from the participants in the ICM annual picnic event was received.

The board decided that from now on the food program will be outsourced to a catering vendor by advertising it to our community through email. If there is a vendor available to take over the catering program, they can send us their proposal. Mr. Saleh-Azad volunteered to prepare this email to be sent to ICM email list with the August 31 being the final day to accept proposals.

**Next Meeting:** The next meeting will be held at 7 pm on Thursday August 18<sup>th</sup>, 2011 at 285 Pembina Hwy. Mr. Kamrouz excused himself attending the next board meeting due to personal matters.

**Adjournment:** The meeting was adjourned at 10:15 pm.