

**ICM Minutes of 14 June 2012**  
**Kelvin High School**  
**19:00 – 22:00**

**Present:** Ashkaan, Farnoosh, Mitra, Nasser, and Khashayar.

**Regrets:** Omid, Hamid.

- Call to order at 7:15.
- Agenda – approved as circulated.
- Minutes of 24 May 2012 approved as amended: spelling of Hajiahmadi is corrected (Nasser, Farnoosh, Carried).
- Minutes of 27 May 2012 approved as amended: Arash Salehazad was added to the regrets list. (Mitra, Khashayar, Carried).
- Minutes of 31 May 2012 approved as circulated (Farnoosh, Nasser, Carried).
- **Motion:** to task Khashayar and Ashkaan to produce 2012-13 ICM Operational budget (Farnoosh, Nasser, Carried).
- **Motion:** to proceed with the renting of the office space at 207 Donald Street in accordance with contribution agreement with the Province, with the cost of the rent not to exceed \$600 CDN per month for the year ending 31 March 2013 (Farnoosh, Mitra with a friendly amendment: *“and to enter a lease on a monthly bases between ICM and the Social Planning Council of Winnipeg”*, Carried with one abstention, Khashayar).
- **Action:** Hamid and Khashayar to follow up with ICM BoD2 on the transfer of all documents at their disposal to BoD3.
- **Action:** A meeting to be set by Khashayar, Hamid, and Mitra with Shabnam and Mohsen regarding all matters pertaining to communications and transfer of all relevant information from ICM BoD2 to BoD3 (example: email protocol, disclaimer, response to email inquiries etc. Ashkaan informed the members that Mohsen has given to him a pair of keys for the ICM mailbox and has passed Khashayar a list of passwords and access codes for the website. Mohsen is due to return another pair of keys for the ICM mailbox and Farnoosh will be given the second set. Regular checking of the mailbox will alternate between Farnoosh and Khashayar.

- **Action:** Co-Chairs of PLC, ACE, Events, and Sports will call meetings to discuss rules and responsibilities of committees with existing members of each committee as soon as possible. Ashkaan will attend all these meetings as well. Urgent matters for follow up and decisions; PLC budget, Summer Picnic (July 19 or 29, 2012).
- **Information:** ICM has petty cash limit of \$50 per month. This will stay the same and be reflected in the proposed 2012-13 operational budget.
- **Action:** Ashkaan and Nasser to research 3 separate quotes for directors and officers liability insurance.
- **Motion:** Khashayar and Ashkaan to initiate the application for Charitable Status for ICM (Khashayar, Farnoosh, Carried).
- **Information:** Following the completion of office space rental all ICM related documents should be stored centrally at the said site.
- **Information:** Reimbursement of BoD3 members for their pre-approved expenses (Criminal Record Check and Bankruptcy Check) will be done with Khashayar and each of the members individually.
- **Motion:** Ashkaan to initiate the purchasing of permanent recognition plaques for all past ICM board members; and a special plaque in recognition of the long service to ICM by Kourosch Doustshenas. These plaques to be presented at the next ICM community gathering and the permanent plaques to be displayed at the ICM office location (Nasser, Khashayar, Carried).
- **Motion:** To ask Kourosch to provide ICM with regular updates from Manitoba Ethnocultural Advisory and Advocacy Council (MEAAC) meetings (Khashayar, Farnoosh, Carried).
- **Action:** Farnoosh to investigate purchase of gifts and memorabilia with Iranian cultural motif to be presented to dignitaries and/or volunteers at various occasions.
- **Information:** Issue of credit card was discussed. No further discussion on this matter is needed.
- **Motion:** Board minutes process: secretary or designate will take notes; Ashkaan will edit for syntax, context, and spelling, and send to secretary; Secretary will review and forward the final draft to ICM board before the next meeting; and the necessary amendments will be made at the next meetings and approved (Nasser, Mitra, Carried).

- **Motion to Adjourn:** 21:45. Next meeting 21 June 2012 at 19:00 at TBA.