

ICM Minutes of 26 June 2012
624 Bairdmore Blvd.
18:30 – 22:30

Present: Ashkaan, Farnoosh, Hamid, Nasser, Omid, and Khashayar. **Regrets:** Mitra.
Guest: Dennis Lewycky.

Guest:

- Dennis Lewycky of Social Planning Council of Winnipeg (SPC) went over the sublease agreement between ICM and SPC. Final changes will be made and Allan Ashkaan Wise will sign the document on behalf of the BoD3 and get the keys to the office.
- Call to order: 7:15.
- Agenda approved as amended: discussion on Form 21 Notice of Change of Directors; and overview of Arash memorial service; and reimbursement of cost incurred by BoD3 for the said service (Khashayar, Nasser, Carried).
- Minutes of 14 June 2012 approved as amended: secretary and/or designate will take minute and send to ICM directors after the meeting; then Ashkaan will edit to ensure accuracy and syntax and send it back to ICM. (Khashayar, Nasser, Carried).
- Minutes of 31 May 2012 approved as circulated (Farnoosh, Nasser, Carried).

Updates:

- A letter of support for Ms. Solati in support of her application for a U. of M. graduate studies grant was sent on June 20.
- Nasser and Ashkaan attended a meeting of the Events Committee. The committee members raised concerns about the replacement of the position of liaison with co-chairs. Nasser reported that Mr. Kermani has stepped down from the chair of Events committee.
- Omid attended a PLC meeting. Mrs. Zebarjadian has stepped down as the chair of the committee. Omid is filling the role in the meantime.
- **Motion:** ToR of all committees is to be amended by replacing the position of liaison with that of co-chairs. The position of 'Co-chairs' is to be composed of one member designated by the ICM BoD, and one member designated by each committee who will jointly and cooperatively conduct the business of the respective committees. The duties of each committee will remain as before (Omid, Nasser, Carried).
- Ashkaan and Khashayar have not had a chance to meet and put together an operational budget for ICM for the year ending 31 March 2013.
- Ashkaan has sent an email to ECSP requesting a detailed schedule of spending for the grant allocated to ICM for 2012-13. Awaiting response.
- Hamid will look into ICM email list to ensure the inclusion of two people's email addresses to the outgoing ICM email updates. A reminder was made that no names should be mentioned in the Minutes.

- PLC has requested to advertise their registration poster on ICM website for the upcoming school year.
- Hamid received all ICM communication passwords from Ashkaan who had received them from Mr. Kermani.
- Khashayar reported receiving all ICM documents in Mrs. Shooshtari's possession on 19 June 2012. A list of ICM documents transferred between the abovementioned individuals was signed and witnessed by Mr. Kermani. The said documents are in a box that will be transferred to Ashkaan at the end of the meeting to be stored centrally at ICM's new office.
- A second set of two keys for the ICM Mail box was given to Farnoosh.
- Nasser, Ashkaan, and Farnoosh will meet with UMISA on 28 June 2012 to discuss the annual summer picnic.
- **Motion:** due to the uncertainty in the number of participants the catering for the 29 July 2012 picnic not be contracted, and the event to be a potluck. Furthermore, the budget for the event is to be set at \$500 (the same as last year as reported by Khashayar) to cover the cost of entertainment, permits, and refreshments. The contingency for the budget is set at \$100 above the proposed budget, i.e. maximum of \$600 (Omid, Farnoosh, Carried)
- Omid has reported to PLC that BoD cannot determine what percentage of the ECSP grant can be allotted to PLC until a response has been received from the government.
- Nasser gave an update on liability and general coverage for the ICM and its directors. Coverage of up to \$2 Million can cost as much as \$1000 per year. Nasser will receive and share the details with the directors.
- Khashayar gave Ashkaan a printed copy of the application for charitable status.
- Discussion on the creation of a second-entity for ICM dedicated to the pursuit of a permanent space is indefinitely postponed.
- A filing cabinet to store ICM documents is needed. Document and other assets/equipments belonging to ICM should be stored at the new office location.
- Hamid re-emphasized the content of his report on the Sports Committee that was circulated by email to all directors. The said report covered such activities as Soccer (Joe Doupe facility at a cost of \$40 to \$50 for 20-25 sessions, based on the number of participants); Volleyball (possibility of switching from the Frank Kennedy Centre to a school facility in the Pembina Trails Division to ensure consistent availability); Basketball (to send out a survey sheet to gauge community interest).
- **Action:** dedicating commemorative plaques & group photos in recognition of the contributions made to ICM by community members. Plaques will be presented at the Nowruz celebrations each year and then kept at the new ICM office.
- A couple of directors need to get reimbursed for the cost of criminal record and bankruptcy checks. This will be taken care of ASAP.

- The cost of flowers, hall rental, and refreshments authorized by ICM and incurred by BoD members will be reimbursed. Receipts will be kept and transactions recorded in ICM financial statements. Unauthorized costs incurred by individuals from the community will not be reimbursed and are considered as donation toward Arash's memorial service (Omid, Khashayar, Carried).
- Khashayar reported that the last installment of ECSP grant was received from the Manitoba Lotteries and deposited in ICM account.

Other:

- Secretary will keep a hard copy of all ICM board meeting minutes and agendas in a binder that will be stored at the new ICM office.
- **Action:** Nasser will investigate the purchase of pair of speakers for ICM events.
- Meeting was adjourned at 22:30. Next meeting 19 July 2012 at 19:00 at 207 Donald.