

## **Joint Meeting Minutes of the Board of Directors, and PLC Committee;**

**Wednesday, September 29<sup>th</sup>, 2010 in Winnipeg at 285 Pembina Hwy**

The meeting was called into order at 7:10 pm.

All members of the Board (7) and "Persian Language Classes" Committee (3) were present at the meeting, except Ms. Mazloumi with about half an hour delay.

The current meeting's agenda was accepted by the present members.

A motion was made by Mr. Kermani to accept the current agenda. Seconded by Mr. Azizkhani; 10 Approved, 0 Opposed, and 0 Abstained; **Motion carried.**

Mr. Kermani started the meeting with welcoming the PLC committee members and thanking them to be present with short notice. He mentioned that such joint meetings have to take place more often, due to its two-fold aspect: for the Board to closely meet and get to know members working in different committees, and being on the same page; and also complying with the recommendation set forth in committee's Terms of Reference to have joint meetings at least twice annually.

He briefly explained the current growing trends of activities at ICM. Activities such as formation of the new committees, task force and discussion groups dealing with various agendas; upcoming changes to ICM constitution to make it more efficient and practical; working towards creating opportunities interacting with Canadian society; attempts to secure a suitable location for ICM events, so called "Khaneye Iran"; addition of new events and celebrations; taking over some administrative duties such as drafting standardized TOR, Code of Ethics, and policies for committees, and so on, which will bring more responsibilities to all members, especially the Board. For the same reason, the Board should be informed and have knowledge of as many committees detailed activities as possible to act upon in case any legal issues arising making ICM liable, and affecting ICM's operation as a whole. He briefly explained the upcoming Government of Canada's opportunity funding applications for intercultural and interfaith events.

PLC progress report was given by Mr. Kamrouz. He started with a brief history of the Persian Language Classes activities since its inception in February 2009. Return of Ms. Leili Zebarjadian to the committee as Secretary and Communication Officer was welcomed. He emphasized on the shortage of regular teachers and volunteers for classes, especially when two members of the committee are leaving by the end of this year. Moreover, there is a need for backup teachers in case the regular ones are not able to attend classes due to illness or other personal reasons.

He introduced committee members with their new positions: Ms. Shahin Shooshtari as the principal, assistant teacher and supervisor. Ms. Parissa Sadri as administration Support and supervisor; Ms. Leili Zebarjadian as the secretary and communication officer; and himself holding the position of chair, liaison between the Board and committee, as well as financial officer. This year's registration was held in mid August, and classes have commenced on Sept. 11<sup>th</sup>, 2010. Even though, some previous students have left, but with the new additions, PLC has kept the same number of students, 19 in total; six in grade 1, ten in grade 2, and three in grade 4. There have been a number of books ordered; most of them received and the rest are on their way coming. Both parents and students are happy to start a new year in the school environment, but they are reminded that to keep the same school permanently, we all have to follow the school's terms and conditions.

Ms. Sadri had two concerns: one was about the urgent need finding volunteer teachers, especially for grade 2 class, and also the need for more volunteers in the committee following

the departure of Ms. Shoostari from the committee, and possibly unavailability of Ms. Zebarjadian due to her new work schedule.

Ms. Shoostari talked about the email which was supposed to be prepared and sent to ICM email list asking for volunteers, being postponed since she needed to find out about the Board's position regarding paying teachers. She also said PLC has a question about "having two people from the same family in committees". We would like to know what is the ICM Board's position on this. Ms. Zebarjadian was happy to be able to come back to PLC committee and mentioned that due to her new work schedule, she will be gone as soon as a replacement is found for her.

Mr. Azizkhani clarified the confusion regarding the Grant application, which is not to fund PLC activities or any other PLC related matters such as paying teachers.

Mr. Saleh-Azad started with asking the PLC chair to inform whether there has been any contract signed with school for Persian classes. The answer was negative, other than a permit from the Winnipeg Board with some conditions set and to be followed by the school. He added that by paying teachers, it would establish a precedent for other committees to step forward and request for funds, which puts ICM as a non-profit organization into a difficult position of providing fund while it's not in a business of making money. He explained the details of the requirements in applying for the recent government grant requirements. He continued that this is a federal government's grant for not-for-profit organizations to promote interfaith and intercultural activities between people with different cultures, especially youth at risk. The main idea behind it is to establish a bridge between different cultures understanding each other's differences. It is budgeted for \$25,000 to \$1.4 Million, either to be spent on one event or a single project between one to 3 years. It has to be quantitatively reported with details of amounts estimated. At the end, he answered some questions in this regard.

Mr. Kermani emphasized again that ICM's reputation can be positively affected by raising the number of registered members in order to be in good standing status and be able to apply for grants and budget from the government.

Mr. Doustshenas talked about the fact that by considering the number of hours teachers work during the year, even paying them a minimum wage, would add up to thousands of dollars, which is out of the question. He suggested raising the tuition fees and paying teachers from that in order to keep the PLC running. He also raised the idea of requesting students' info for future use such as providing it to the government agencies in order to apply for grant.

Ms. Shoostari was disagreed with handing over the students' personal information including personal health information to ICM, without their parents' permission according to the Privacy Act and confidentiality of the information. Ms. Sadri also agreed by adding that student's registration forms include some sensitive information such as health card numbers which is not possible to be given away by PLC.

Mr. Azizkhani started clarifying this issue by asking whether PLC documents include the ICM headings or not. With the answer being positive, he concluded that by putting ICM's name on top of the forms and documents issued by PLC, it indirectly implies that they are legally ICM's properties and PLC can be asked to disclose them at any time. But this doesn't mean that any member in the Board has the authority to do so and it should follow its procedure and go through its proper channels to keep the information confidential.

Mr. Doustshenas added that when asked to provide students' info, it doesn't mean that they will be automatically available to all Board members, just as our membership info is kept confidential with the Secretary.

Ms. Zebarjadian asked about the validity of the idea of merging PLC into other Committees. Mr. Kermani replied that there is no immediate plan yet, and whatever happens PLC should continue as is with the same format and arrangements.

Ms. Shoostari informed that all of the PLC documents are duplicated and kept in two locations for extra security.

Mr. Saleh-Azad mentioned that there shouldn't be any worries about keeping PLC documents confidential in case they are asked for, since all forms and documents are protected by Privacy Act.

Ms. Mazloumi suggested that there should be a joint meeting between PLC and Board to come up with a well-thought proposal in order to win the grant. There has to be emphasis on youth education and their integration into society. Especially, with the present flood of Iranian newcomers to Manitoba and the need to educate them about the Canadian values and culture.

To confirm the same point, Ms. Shoostari added that by planning to provide a few seminars loaded with intercultural and citizenship topics could be a good source of presenting ourselves active in this direction. Topics also can vary from family conflict issues including conflicts between parents and children in how to deal with cultural differences.

Mr. Doustshenas had also some good ideas to be included in the grant application and he was confident that if the application is filled out wisely, the grant will be awarded to us.

**The joint meeting with PLC committee was adjourned around 9:10 pm.**

The Board continued its meeting with some rules to be followed by the members in the upcoming Mehregan celebration: those businesses that are financially sponsoring our event will be announced to audience only, with no advertising allowed; people who want to promote their businesses can leave their business cards, brochures and flyers on the table and pay \$50 in order to advertise in the event.

Mr. Kermani stated that in case of any referrals either for immigration purposes or political favouritism through ICM, the Board should charge them for the services it provides, but Mr. Doustshenas disagreed and suggested that the Board must remain neutral and not to get involved in such issues in order to keep ourselves away from future complications.

It was reiterated that in the next meeting, the Board must start working on creating a long overdue policy and procedures addressing the conflict of interest issues, and how to deal with those who violate it.

Mr. Kermani emphasized on enforcing an already approved policy of keeping the Board's internal emails and discussions confidential. He extended this policy to be observed even between ICM committee members and also between the Board members with their immediate family members. This was due to an email which was leaked by one of the Board members by mistake and created some confusion between members of the Board and PLC committee members.

A motion was made by Mr. Doustshenas to extend the same rule pointed out in ICM constitution regarding the participation of two family members in the Board, which prohibits both being in the same Board, to the committees as well. Seconded by Mr. Azizkhani; 5 Approved, 1 Opposed, and 0 Abstained; **Motion carried.**

The next meeting will be held on **Thursday Oct. 14<sup>th</sup>**, 7:30 pm at 285 Pembina Hwy.

The meeting was adjourned around 10:20 pm