

Joint Meeting Minutes of the ICM's 6th and 7th Board of Directors
1055 Wilkes Ave., Caboto Centre Boardroom
October 20, 2018, 16:15 – 16:45

Present: Mr. Firouz Ghelij Khani, Mr. Hamid Zahedi, Mr. Shoa Sobhani, Mr. Ehsan Jalayeri, Mr. Dada Ghasemi, Ms. Mahrow Farmand, Mr. Mehdi Sadeghi, Mr. Khashayar Kamrouz, Mr. Shahab Valipour

Regrets: None

During the joint meeting, Mr. F. G. from the outgoing 6th BOD handed over the following items to the incoming 7th BOD:

- ✓ Number of binders containing ICM documents
- ✓ 6 pieces of stamps used for accounting
- ✓ One USB drive containing ICM documents and financials
- ✓ Chequebook containing 11 cheques numbered 279 to 289
- ✓ Cheque package containing cheque numbers 290 to 400
- ✓ ECSP Funding Agreement package along with its signature page, with the return deadline of Oct. 19, 2018, with deadline extended to Monday Oct. 22.
- ✓ Assiniboine CU September 2018 statement with the end of the month balance of \$3,842.86. There are a few outstanding cheques not withdrawn from the account yet for a total of a little over \$2,000.
- ✓ Toshiba Laptop
- ✓ 3 ICM office keys at Caboto Centre, the office containing ICM materials such as a Printer, Shredder, Speakers and so on, with no inventory sheet provided

He also briefly explained the recent changes at Caboto Centre management, and also noted that the ICM's office rent has been paid by the end of October.

Meeting Minutes of the 7th Board of Directors
1055 Wilkes Ave., Caboto Centre Boardroom
October 20, 2018, 16:45 – 17:45

Present: Mr. Hamid Zahedi, Mr. Shoa Sobhani, Mr. Ehsan Jalayeri, Mr. Dada Ghasemi, Ms. Mahrow Farmand, Mr. Mehdi Sadeghi, Mr. Khashayar Kamrouz, Mr. Shahab Valipour

Regrets: None

During the discussion between seven elected directors, the following Officers/Directors were appointed, based on their seniority and expertise:

- Mr. Shoa Sobhani, President
- Mr. Ehsan Jalayeri, Vice-President
- Mr. Khashayar Kamrouz, Treasurer
- Ms. Mahrow Farmand, Secretary
- Mr. Hamid Zahedi, Director at large
- Mr. Dada Ghasemi, Director at large
- Mr. Shahab Valipour, Director at large

In this first meeting of the new Board, the following important tasks were discussed and will be tackled based on their priorities:

1. ECSP Funding Agreement for Operational activities in the amount of \$8,000 was signed by the President, Treasurer and the present witnesses to be taken to their office on Monday the 22nd.
2. In order to change the signing authorities from the outgoing directors to incoming directors, the first meeting minutes must be prepared before the appointment at the Assiniboine CU. It was decided to contact this institution Monday morning the 22nd and make an appointment to update the signatures.
3. **Action:** It was asked from S. V. to find out whether ICM needs to pay the membership to be in good standing with Folklorama or not, and when the deadline is.
4. **Action:** Treasurer is asked to find out the details of the insurance package which was paid by the previous Board for \$1,992. This could be amounts accrued from previous years.
5. It was unanimously decided to start collecting membership fees from the community as low as \$10 in order to find out how many active members ICM has and it will also be used as a source of revenue.
6. Since the ECSP Funding includes most of the ICM major events such as Mehrgan, it was decided for the board members to come up with an extensive plan in order to celebrate this festivity in the coming weeks. One suggestion was having this event with a \$12 tickets per person, \$2 as the entrance fee and \$10 to be allocated for their ICM membership.
7. **Motion:** that due to the uncertainty in the location of the ICM office to keep its belongings and holding Board meetings, Caboto office (room 128) will be rented for another month (Nov. 2018) until a more cost effective solution is found.

Meeting adjourned around 17:45