

May 15th, 2018 ICC Board of Directors Meeting

Present: Soudeh G, Babak A, Bijan A, Hooman S, Sholeh D, Saman T, Pouyan T, Mohsen K, Younes Z

Regrets: None

- This is the first meeting of the Board of Directors of the ICC, and so the main topic is the appointment of executives
- Bijan Ahmadi is stepping down as president and will not run for any executive roles.
- The following positions were chosen by the board through unanimous vote, unless otherwise indicated:

President – Soudeh Ghasemi (Nominated by Bijan A; dissenting vote, Hooman S.)

Vice President – Pouyan Tabasinejad (Nominated by Soudeh G.)

Treasurer – Babak Amin-Tafreshi (Nominated by Pouyan T.)

Secretary – Younez Zangiabadi (Nominated by Sholeh D.)

Culture Chair – Sholeh Dolatabadi (Nominated by Bijan A.)

Public Relations Chair – Mohsen Khaniki (Nominated by Sholeh D.)

Policy Chair – Saman Tabasinejad (Nominated by Soudeh G.)

Adjournment

June 25th, 2018 ICC Board of Directors Meeting

Present: Soudeh G, Babak A, Bijan A, Hooman S, Sholeh D, Saman T, Pouyan T, Mohsen K, Younes Z

Regrets: none

1. Call to order
2. ICC Finances - rental agreement
 1. Rental agreement renewed
 2. Banking permissions must be transferred to Soudeh and Babak
- 3.
4. Hiring summer intern
 1. Summer intern must be hired according to funding received from Canada Summer Jobs
 2. Internship will be advertised on ICC media; Mohsen will work on content
5. Access to booking facilities of the city
 1. Access to booking facilities must be transferred to Younes and Soudeh
6. Update on Ottawa Press Conference and Parliamentary Briefing
 1. Policy Chair, PR Chair, President, Secretary and Vice President worked together to organize an ICC trip to Ottawa to organize the following:
 - a) A press conference to shed light on the plight of Iranian PR Applicants in Canada who are facing extended wait times
 - b) A parliamentary briefing on the issue of Iran-Canada relations with respected scholars and analysts; a live video was hosted on the ICC's channels and the mailing list was informed about the live video and briefing online so that they could participate
 2. The trip was successful, and the attendees of both events were happy about the role of the ICC
7. Adjournment

ICC Board of Directors Meeting Minutes July 9th, 2018

- 1- Update on fundraising
- 2- Update on new hire (Intern)
- 4- Updates on PR, Newsletter
- 5- Update from culture

- Agenda approved

Update on Fundraising

- Mohsen: Monthly newsletter (Farsi & English)
- Newsletter: Have everyone to send their content to them so we can put them all on the newsletter —> Younes: Parliament briefing session, Saman or Pouyan on press conference, Soudeh's statement, Sholeh: Mental health
- Add fundraising section to the end (renewal)
- Send it to our email list
- Deadline: everyone sends their list of sold tickets by end of July for the month of August
- Date of fundraising is set to be on September 29th

Adjournment

ICC Board of Directors Meeting Minutes July 23rd, 2018

Regrets: Younes Zangiabadi and Bijan Ahmadi. All other board members present.

1. Financial and fundraising

1. Shiraz is booked for 28th of September for fundraising event.
2. Ticket price – last year the cost per head was 20 dollars, ticket price was 50 dollars. Regular tickets will be \$50, student tickets will be \$30. Sponsorship packages will be the same.
3. Entertainment – Sholeh Dolatabadi is going to work on entertainment plans with Mr. Shirazi. Ms. Ghasemi will find prizes for the raffle.
4. Mohsen will approach different community newspapers to place an ad for the event as a donation.
5. Mr. Amin-Tafreshi will approach sponsors.
6. Finalize the name of the event will be done by Soudeh by Friday/Monday
7. Sholeh Dolatabadi and Mohsen Khaniki will be the MCs for the event.
8. Was decided that board members would contribute to fundraising efforts. The board set a goal to raise around \$100 per month for each board member or 1200 for the year to help with covering the organizations and administration cost of the organization. Mr. Hooman Shirazi has expressed that he does not want to contribute.

1. New Hire and PR

1. Paperwork needs to be done.
2. Multiple strong candidates were interviewed, many volunteers, and we chose one individual.

2. August Schedule

1. Newsletter – Mr. Khaniki has created the template. Board members commit to create content for the newsletter.
2. August 8th event – Proceeding as planned.
3. City Council election event – Will be done on September 16th.

6. Minutes of Previous Meetings

- a. Soudeh has received outstanding minutes from Younes and will send them out this weekend (28th/29th July) for comment by board members.

ICC Board of Directors Meeting August 20th, 2018

Present: Soudeh, Babak, Bijan, Sholeh, Saman, Pouyan, Mohsen, Younes

Regrets: Hooman Shirazi

1. Quebec International Students
 - a. Going to launch an email campaign for Quebec international students facing PR delays
 - b. Pouyan has drafted content for the campaign
 - c. Mohsen and Bijan will establish do-gooder online email campaign
 - d. Soudeh will connect Pouyan with Quebec students leader
2. Fundraising event
 - a. Event will be publicized on Facebook tomorrow August 21st
 - b. Soudeh will print tickets tomorrow August 21st
 - c. Ten tickets bought by an individual becomes a sponsor
3. Newsletter
 - a. Mohsen and Dina are writing the newsletter
 - b. Will act as a quarterly report
 - c. Reports from members outstanding: Sholeh, Pouyan, Saman, Soudeh
 - d. Deadline is Sunday August 26th
 - e. Mohsen will finish the graphics for newsletter
 - f. Mohsen will post video for press conference and link to it in newsletter
4. Municipal event
 - a. Improvements: more volunteers should attend, spacing between events, inviting people personally
5. Volunteer recruitment
 - a. Make call for volunteers – email and FB posts
 - b. Gather testimonials from volunteers for volunteer recruitment purposes
6. Financials
 - a. Babak will follow up on banking permission transfers, Soudeh will help
7. Position change
 - a. Soudeh moved to establish a new committee chaired by Younes Z to coordinate quarterly parliamentary briefing sessions and reports, named the “research committee.” Chair of said committee will be designated as “research director”, seconded by Mohsen, passed unanimously
 - b. Soudeh moves to designate Pouyan T as secretary of the organization, replacing Younes Z, seconded by Sholeh, passed unanimously

ICC Board of Directors' Meeting Minutes September 10th, 2018

Attendees of this meeting:

- Soudeh Ghasemi
- Bijan Ahmadi
- Pouyan Tabasinejad
- Saman Tabasinejad
- Hooman Shirazi
- Babak Amin-Tafreshi
- Sholeh Dolatabadi
- Younes Zangiabadi.

Regrets: None

1. Approval of previous minutes
 - a. Minutes of July 9th and 23rd approved
2. Approval of Agenda - approved
3. Fundraising Event
 - a. Mohsen Khaniki will arrange for logistics related to recording and photography
 - b. Updates from board members: all board members will finalize the ticket sales, sponsorship and donations for the fundraising by September 16th, and report back to the treasurer.
 - c. Social media posts
 - i. Board members should share the event on their social media
 - d. Email blasts
 - i. Email blast for event will go out, emphasizing achievements of the organization, including 80% of delayed PR applications cases being solved and the defeat of Bill S-219
4. Committee updates
 - a. Culture
 - b. Policy
 - i. Working on report on Canada's JCPOA policy
 - c. PR
 - i. Newsletter: Moving forward
5. Adjournment

ICC Board of Directors' Meeting Minutes Oct 25, 2018

Attendees of this meeting:

- Younes Zangiabadi
- Mohsen Khaniki
- Bijan Ahmadi
- Soudeh Ghasemi
- Sholeh Khaili
- Saman Tabasinejad
- Hooman Shirazi
- Babak Amintafreshi

Regrets: None

1. Pouyan Tabasinejad briefed the board on his testimony on behalf of ICC for immigration
2. Action plans proposed by board members
 - a. Younes Zangiabadi: Parliamentary meeting in January and/or February
 - b. Younes Zangiabadi:
 - i. Following up with the government of Canada on Khavari's Case.
 - ii. Following up on access to information request from justice department, foreign affairs, finance for details related to this case
 - c. Saman Tabasinejad / Younes Zangiabadi: Preparing Policy related material
3. Consular cases: updates on Canadians
4. Policy update: Preparing report on impact of sanctions
5. Public Relations update: Planning pub nights. Provide a report on issues related to sanctions and its impact on access to medicine for Iranian people.
6. Culture Committee: Planning a roundtable on immigration (date to be finalized)
7. Adjournment

All board members agreed to the decisions outlined above.

ICC Board of Directors' Meeting Minutes Dec 18, 2018

Attendees of this meeting:

- Younes Zangiabadi
- Mohsen Khaniki
- Bijan Ahmadi
- Soudeh Ghasemi
- Sholeh Khaili
- Saman Tabasinejad
- Hooman Shirazi
- Babak Amin Tafreshi

Request from Kamnoosh Shahabi, Babak Payami, Mehrdokht Hadi to get access to all members information:

- Motion: As we have a reference in our bylaws to the Personal Information Protection and Electronic Documents Act (PIPEDA), we cannot disclose any information without our members' consent. Under our by-laws, we have ensured our members of the confidentiality of their information and we should honour that, unless they consent to its disclosure. In addition, we have indications that our members expect us to keep their information confidential.
- Nonetheless, we shall further consult with lawyers and the Privacy Commissioner to see how to address this request and maintain our obligation to our members. Soudeh will circulate her response and consultation with lawyers.

Plans for the next months:

- Updating our policy priorities through a series of public consultation. Saman Tabasinejad will present the process by first meeting in January. The policy package to be presented at least a month prior to the AGM.
- PR: January and March Mohsen will organize pub nights.
- Sholeh Khalili/Culture Committee: will organize a panel about immigration (potentially in February).
- Hooman Shirazi will provide a proposal about Simorgh event for March/April in the first meeting in January.
- Policy: Follow up on discriminatory practice by TD banking, recently brought up to ICC's attention.
- PR and Policy: Email campaign 2019 for peace and diplomacy with Iran.
- PR: Distributing research questionnaire from Uof T and York between our ICC members
- President/VP: following up on administrative tasks
- Adjournment

All board members agreed to the decisions outlined above.

ICC Board of Directors Meeting Minutes January 7th, 2019

Present: Soudeh Ghasemi, Bijan Ahmadi, Pouyan Tabasinejad, Saman Tabasinejad, Hooman Shirazi, Babak Amin-Tafreshi, Sholeh Dolatabadi, and Younes Zangiabadi.

Regrets: None

Call to order 7:05.

1. Update on request for membership information
 - a. Four members (Kamnoosh Shahabi, Shayan Moin, Merhdokht Hadi, and Babak Payami) of the organization have asked for the private information of members.
 - b. Ms. Ghasemi consulted the Privacy Commissioner to analyse these claims in view of the ICC's obligations to protect member's privacy according to Personal Information Protection and Electronic Documents Act (PIPEDA) according to Section 7 of the ICC Bylaws
 - c. The Privacy Commissioner and legal advice informed Ms. Ghasemi that since the ICC's bylaws explicitly references PIPEDA the organization is under the obligations of PIPEDA to protect the information of its members and so the board should not provide the private information of members to the four individuals, unless each member provides the organization with his/her consent. If consent obtained, we shall then be allowed to disclose the information of the members who consented.
 - d. Several members of the board express that our organization is a unique organization that is neither selective nor exclusive. It is open to all Iranian Canadians. However, at the same time there exists significant divisions within the Iranian Canadian Community, which makes Privacy an extremely important matter for our membership, which is why PIPEDA was introduced to begin with.
 - e. All present members of the board with the exception of Mr. Shirazi agreed that the members' privacy in accordance with PIPEDA should be protected and members' information should not be disclosed to other members or third parties, unless we obtain each member's consent.
 - f. Next week (on or about January 15th), a consent form will be electronically sent to allow those who want to make their information available to members to opt in. A reminder email with the consent form will also be sent periodically, including February.
2. Motion re membership information
 - a. Ms. Ghasemi introduces, Mr. Tafreshi seconds.

“The board agrees that, in accordance with the organization's explicit reference to governance by PIPEDA in Section 7 of its bylaws, that the ICC shall not disclose any private information of members to any party without their explicit consent. Further, the board reaffirms the organization's bylaws that the ICC Secretary is the sole custodian of any information collected, including member's information, by the organization.”

In favour: Soudeh G., Sholeh D., Bijan A., Saman T., Mohsen K., Pouyan T., Babak A., Younes Z.

Against: Hooman Shirazi
3. Committee/Task updates from last meeting:
4. Policy Committee Update (Saman Tabasinejad).

- Timelines for the Consultation process for before 2019 election was discussed.
5. PR (Mohsen Khaniki):
 - Early February/Late January Pub Night. Ms. Dolatabadi will help Mohsen organize the event.
 - Mohsen suggests project-based online fundraising campaigns. Will look at how this can be done.
 6. Email campaign 2019 for peace and diplomacy with Iran (Saman T.)
 - a. Will launch an email campaign asking politicians for support of JCPOA (including lifting of medical sanctions) and diplomacy with Iran in the coming week
 - b. Mr. Shirazi is opposed to this activity. All other members support this campaign.
 7. Panel about immigration in February (Sholeh D.)
 8. Simorgh event for March/April (Hooman S.)
 9. Mr. Shirazi said he has decided not to work on this project.
 10. Board members raised their concerns with Mr. Shirazi about his lack of commitment and engagement in the ICC activities since his election as a member of the board.
 11. Mr. Shirazi states that he has worked on one project (without naming it), but states that the reason he has not engaged in any work is because Mr. Shirazi was not made the culture chair of the ICC.
 12. Ms. Ghasemi states that Mr. Shirazi is expected to do work by members who voted for him and that he should act accordingly.
 13. Adjournment 8:43 PM.