

## **Minutes of the TASSA Transition Team Meeting**

**Date:** 4 March 2011

**Time:** 19:30 – 21:30 pm

**Place:** Potomac, MD

### **Attendees**

Haluk Unal

Bulent Basol

Ozgur Kocaturk

Daver Kahvecioglu

Levent Guntay

Ferhat Esen

### **Agenda**

1. Resolve issues with the website (membership functions)
2. Review and revise notes from the first stakeholder meeting; revised notes will be sent to the stakeholder
3. deliberate based on the input received from this meeting
4. Plan what further feedback will be requested from the participants/stakeholders (develop a survey to request for written feedback)
5. Plan how TT will prepare concrete proposals for reform (objectives, organizational structure, etc.)
6. Discuss and possibly set a date for another stakeholder meeting
7. Next meeting time and date
8. Adjourn

Haluk Unal provided web connection with Bulent Basol.

Haluk Unal asked Levent Guntay to contact with Yalcin Sert to make sure all technical problems related with membership fee payment has been resolved.

Haluk Unal asked all members who attend the brainstorming meeting last week to share their comments about the meeting. Daver Kahvecioglu pointed out that attendees emphasized the importance of the TASSA core community building, measurable objectives and short but effective mission statement (a slogan). Ozgur Kocaturk informed members about the conversation he had with attendees during the lunch break. He told that many attendees think that the most important TASSA activity should be very active, functional, well designed website platform and TASSA also should support Turkish scientific community in Turkey. Ferhat Esen told that almost all attendees agreed on current TASSA objective statements are too long and contain similar messages. Bulent Basol who could not attend the brainstorming meeting shared his thoughts related with the meeting notes. He told that he also believes website is the very important and effective tool to construct and maintain TASSA community. He also mentioned that

supporting scientific community in Turkey should be listed in TASSA objectives. Levent Guntay also agreed on the importance of well working TASSA web site and he also offered to open up a facebook account for TASSA as some attendees offered. Objectives should be short, simple and measurable. Haluk Unal pointed out that we need to perform similar meeting to build TASSA community. Haluk Unal asked members to organize a social event with the same attendees and members agreed on.

Haluk Unal assigned following tasks to related members.

Daver Kahvecioglu

- Writing a draft membership invitation letter for both individual and institutional members

Ferhat Esen

- Preparing the list of institutional members and their contact information.
- Preparing the list of past presidents and board members to organize meeting over skype.
- Contacting with past presidents to schedule online meeting planned to perform on Friday nights.
- Designing and renewing the TASSA main page content.

Bulent Basol and Huseyin Abut

- Organizing a similar brainstorming meeting in California.
- Sending meeting invitation letter to potential attendees and providing updated potential member list to transition team members.

Ozgur Kocaturk

- Organizing a similar brainstorming meeting in Boston area.
- Designing and renewing the TASSA main page content.

Levent Guntay

- Working on the issues related with online membership processes and responding membership related questions
- Designing and renewing the TASSA main page content.
- Sending the members contact information in California area to Bulent Basol.

Haluk Unal

- Sending brainstorming meeting notes to attendees
- Sending an invitation letter to the last week meeting attendees in order to pay their TASSA membership fee.

The next meeting will be held at 7:30 pm (EST) on March 11 2011.

Meeting adjourned.

