

Minutes of the TASSA Transition Team Meeting

Date: 19 November 2011

Time: 11:00 am – 13:00 pm

Place: Potomac, MD

Attendees

Haluk Unal

Orhan Gurbuz

Huseyin Abut

Bulent Basol

Levent Guntay

Serap Rada

Ozgur Kocaturk

Tugba Guntay

Agenda

- 1) Approval of the minutes of the October 23rd Meeting
- 2) Introduction of Tugba Guntay
- 3) Proposed TASSA Bylaws
- 4) Policies and Procedures Manual (PPM)
- 5) Formation of Advisory Board
- 6) Formation of Nominating Committee
- 7) Approval Procedure of the proposed bylaws
 - a. Review/revise TASSA's original vision, governance framework and financing modality and propose a reform package for endorsement by a Stakeholder Assembly.
 - b. Identify the participants to the Stakeholder Assembly from among active and interested Turkish-American scientists and scholars in North America.
 - c. Organize and conduct the Stakeholder Assembly in 2010.
 - d. Work in close cooperation with the Chair of the TASSA Conference to be conducted in 2011.
 - e. Organize and conduct the elections for a new governing body (as defined in the agreed reforms) and, when established, transfer authority for TASSA to the newly elected governing body.
- 8) Annual conference (March 3-4, 2012) Note from Murat Tarimcilar
- 9) TASSA website revision

Haluk Unal provided web connection with online members who are Orhan Gurbuz, Huseyin Abut, Bulent Basol and Serap Rada. Haluk Unal opened the meeting.

Previous meeting minutes was reviewed and approved. Haluk Unal informed the members that Banu Saritas Yildirim, 2012 Conference Job-Fair Coordinator, quitted the volunteer job at TASSA.

Haluk Unal introduced Tugba Guntay, new Managing Director of TASSA to Transition Team Board members.

Haluk Unal offered to move on discussion about the draft bylaws. Timur Edib's edits on Bylaws were discussed during the meeting. After discussion, it is decided that the members of the past Boards within the past four years as of election time have voting rights. These members should have served successfully on the Board of TASSA.

It was also decided that non-voting general members should not have voting rights for amendments of the Bylaws.

The third issue was on the audits of TASSA. Orhan Gurbuz told that an independent audit would be beneficial for TASSA. Huseyin Abut proposed that the audit should be done annually and how it should be done must be decided by the Board of Directors. Also he commented that Auditor should have finance or accounting background.

Orhan Gurbuz will work on the Policies and Procedures Manual (PPM) and he will send an automatic draft of PPM to Haluk Unal.

Formation of Advisory Committee, Nominating Committee and the structure of the new Board were discussed.

The number of Advisory Board members was not specified in the Bylaws. This number should be decided and the names of potential Advisory Board members should be assigned. The Vice President position should be added to the Executive Board and his/her responsibility should be defined in the Bylaws.

Haluk Unal informed the Transition Team about the developments of the 2012 Conference by sharing Murat Tarimcilar's e-mail. Haluk Unal informed that 200 potential TASSA members were not able to register because of the problems at the TASSA website during the last eighteen months. The system should be updated and spent some money on the IT consulting. This website update process is crucial before the invitation of the conference will be sent to the attendees. Bulent Basol told that we should negotiate with the IT consultant to decrease the cost.

The approval procedure of the proposed Bylaws was discussed during the meeting. Transition Team members discussed the issue of identification of Stakeholders. It was decided to receive legal opinion on this issue. It was also decided to send final Bylaws to Stakeholders to get their feedback during Stakeholder Assembly Meeting.

Members agreed on to finalize Bylaws until December 2011 and PPM by the end of December 2011.

Bulent Basol will make the changes to the Bylaws within a week and then it will be sent to Timur Edib who will provide legal opinion about it.

The next meeting date will be decided by sending out a Doodle invitation.
Meeting adjourned.