

Minutes of the TASSA Transition Team Meeting

Date: 17 July 2010

Time: 11:40 – 13.40 pm

Place: Potomac, MD

Attendees

Haluk Unal

Daver Kahvecioglu

Ferhat Esen

Bulent Basol

Huseyin Abut

Ozgur Kocaturk

Agenda

1. Finish-up prerequisite work (15 minutes)

- a. Seek legal opinion and advice pertaining to the legality of the Transition Team and the legality of the 2010 Special General Assembly decisions.
- b. Obtain a financial report from the Treasurer, including a cash flow statement showing transactions since 2008.
- c. Obtain a membership report showing the list of current paying institutional and individual members and identify responsibilities to these paying members during the transition period.
- d. Appoint an independent auditor, perform a financial audit, and take over the responsibility of the current available funds.
- e. Appoint a Treasurer to be responsible from the financial affairs of TASSA.

2. Discussion on draft letter to the members that TT has assumed the responsibility and started working. (15 minutes)

3. How to organize to tackle items (1) and (2) of the reorganization work (30 minutes)

4. Design a timeline for the tasks outlined in the road-map document. (30 minutes)

- a. Review TASSA's suspended Bylaws. Specifically, assess the weaknesses in its original vision, governance framework, and financial structure that led to the collapse of TASSA.
- b. Related to (1) identify key individuals (e.g. past presidents and officers) and interview them to understand what went wrong.
- c. Design a reform package that includes

- i. Identification of primary stakeholders
 - ii. Revision of the Stated objectives of TASSA
 - iii. Building a new organizational structure
 - iv. Establishing the governance process
 - v. Constructing the Financial structure
 - d. Draft a revised Bylaws that is consistent with the new vision
 - e. Decide whether or not transition team needs to lead initiatives toward implementation of the proposed reform and new organizational structure
 - f. Identify a stakeholder list and define its role and involvement in the reorganization of TASSA.
 - g. Assess the feasibility of organizing a Stakeholder Assembly in 2010.
 - h. Conduct a Stakeholder Assembly and propose the new By Laws and the reform package for endorsement (approval) by this Assembly
 - i. Identify individuals who are willing to serve in the new governing body
 - j. Conduct the elections for the new governing body
 - k. Transfer authority for TASSA to the newly elected governing body.
5. Discuss the following (30 minutes):
- a. Manage all membership activities (including possible suspension) during the term of the TT.
 - b. Manage all the communication with the current members
 - c. Manage the IT functions and TASSA web-site
 - d. Request a proposed plan and budget for the 2011 Conference from Murat Tarimcilar. Approve the plan, the budget, and perform necessary oversight over the Conference preparations.

Ferhat Esen presented the sample letter reviewed by a lawyer that was prepared to seek legal opinion about the legality of Transition Team and the 2010 Special general Assembly decisions. The transition team approved the sample letter and decided to be signed by all members.

Haluk Unal informed members that he received TASSA current financial status report prepared by Refik Soyer and membership list prepared by Suleyman Gokoglu.

Melek Caglar was appointed as an independent auditor to perform financial audit when needed. Haluk Unal and Daver Kahvecioglu will attend the meetings evaluating financial status of TASSA.

Refik Soyer was appointed as Treasurer.

TASSA transition team appointed Ferhat Esen to write the draft letter including transition team road map and decisions taken during meetings to the TASSA members and the letter will be posted to TASSA web site after reviewed by team members.

Haluk Unal proposed to form several (12) chapters within US that each chapter can contribute the preparation of new Bylaws and also help TASSA to reach its mission. Transition team decided to prepare a questionnaire to review TASSA original vision, governance framework and financial structure. The questionnaire will be asked to current TASSA members and people in TASSA database. Each member will prepare 10 questions to form the questionnaire until the next meeting.

Bulent Basol informed team members that he will contact with several people who have involved in Bylaws formation before and can provide guidance during the new bylaw formation phase.

The Transition Team also decided a tentative timeline. The questionnaire will be formed and feedback will be gathered until October 15th 2010. The new bylaw will be prepared based on feedbacks and transition team members' decisions until December 15th 2010. The new bylaws will be approved until February 1st 2011. The new governing body election/formation will be conducted on March 1st 2011. Transferring authority for TASSA to new governing body will be completed until April 1st 2011.

The transition team decided to ask Yalcin Sert to compile the email requests TASSA recently received. The transition team will review and categorize these requests in the next meeting. Yalcin Sert may also provide his perspective on such requests based on his experiences during his tenure at TASSA as the IT person.

Daver Kahvecioglu will invite Yalcin Sert and Simal Ince to next meeting to discuss the reorganization of the TASSA web site and managing the daily request from current TASSA members.

David Cuthell did not attend any transition team meeting in person or via online. Ozgur Kocaturk will contact with David Cuthell to learn if he is still willing to serve as a member of transition team or not.

Ferhat Esen will ask Murat Tarimcilar to provide date, theme, proposed plan and budget for the 2011 TASSA conference.

The next meeting was decided to be held on July 25 between 18:00 – 19:30 pm.

Meeting adjourned