

DOGANA CC Meeting January 26, 2020

Attendees:

Azim Qureshi, Executive Director (AQ)

Shagufta Naqvi, President (SN)

Mansoor Mohiuddin, Secretary (MM)

Adil Ahmed, Treasurer (AA)

Mamoonah Ahmed, Past President (MA)

Irfan Aslam, President Elect (IA)

Saeed Sabir (SS)

Hyder Afzal (HA)

Aliya Ahmed (AA)

Samia Faiz (SF)

Absent: Umar Rahman, Bina Kamdar, Naushad Noorani

Meeting started at 9:17 PM EST

Agenda Items:

Rules of Meetings: Robert's rule explained by Executive Director (ED)

- Address the president
- Speak one at a time
- Observe decency and avoid personal attacks
- If a member stresses on a point then it must be included in the meeting minutes word by word
- Approve meeting minutes from the last meeting

Introduction of CC

- All members introduced themselves.

Retreat report: President informed the CC about the retreat planning.

- Already collected \$12,000, \$30,000 more to come
- CC should contribute at least by placing an ad in the magazine.
- Committees have been formed and they are diligently working on planning the retreat. CC members should connect with different committees and try to help them out.
- ED indicated that committees should be announced at the CC meeting and CC should discuss and approve
- Future meetings will be on 1st Sunday of every month at 9 PM EST, except February where it will be on 2nd Sunday due to Superbowl.

- Program of the meeting is being finalized and will be shared with CC soon. ED clarified that program should be brought at CC for approval and Secretary will be the MC of the meeting. SN agreed.
- IA- Retreat dates should be announced and flyer should be made. President_ - agreed
- SS- When will we open the hotel reservation and registration? President- Laeeq is working on it and will be announced soon.
- MM- Do we have Dogana Tariff and letter head? President- Yes and it will be distributed soon to CC.
- HA- Regarding magazine is contribution exclusively by the Dowite? SN preferably but outstanding article from others will be considered.
- SMC is co hosting this retreat

Accounting Report: Treasurer presented

- Details of all Dogana accounts was provided
- New DiGs account is created and have 180,000 in the account. Goal is 500 account
- Treasurer gave description of other accounts
- MA: **For the record: visiting faculty account remaining balance of \$5000 is part of \$25000 given by Dr Musani for ultrasound machine. \$20000 was spent and remaining \$5000 can only be spent with the consent of Dr Musani for specific projects and could also be returned to Dr Musani if needed for his project. This money should not be touched for any other purpose.**
- Young physician account: SN explained that this account is for helping Dowites who come here for seeking residency spots. \$3000 is the maximum we can give. Last year we gave money to 3 young physicians. They are required to return this money. Some have returned the money given to them. Returned money should go back in this account. AQ- this is our loan program and we should have \$20000-30000 in this account. Bina raised money on her own last year and should speak about this project. Mamoonah : 1992 pledged 10000 for this program. Bina will continue to be part of this committee.
- Treasurer explained different recurring expenses. AQ: Treasurer cannot send the money until CC approve the budget.
- Treasurer gave details of expenses of the winter and spring retreat.
- Alamgir and Adil burki's will be paid from retreat account
- Some issue with the name on BOA account for the tax filing purpose. The account shows our Association name as Dow Graduate Association of North America and IRS documents have name Dogana on it. **For the record: DOGANA will be added to our association name on the bank accounts.**
- Treasurer informed that with the new year signing authorities will change and MA and MM names will be taken off the account as signing authorities. AQ requested that MM name should be kept until the spring retreat to avoid any issues with the payments for the retreat. President agreed.
- Winter retreat: Treasurer asked past president to give explanation for the expenses. MA reported that expenses report is almost ready and just waiting for one transaction to clear. Major expenses including dinner and lunch was sponsored. Money needs to be recovered from APPNA for the Karachi sightseeing tour. Money also needs to be recovered from APPNA from the summer meeting income as the Dowites were the largest number of registrants and people

buying tickets. Donations were made to Khana Ghar and Street school (Rs 500,000 each) and small payment of Rs 2000 was made to the photographer. \$1000 needs to be given to APPNA for the CME but we should wait till we recover money from summer meeting. AQ- did CC approve these donations. MA – it was approved at the retreat. AQ- do we have documentation for that? IA- I don't remember any specific amount approved but will check in minutes. AQ- Once Irfan check for approval and if doesn't find it then MQ needs to seek approval from the CC to pay these amounts. We need documentation of all the money paid from Dogana accounts. Receipts should be given to the treasurer. We are 501C organization so we should avoid red flags by having complete documentation. All receipts should be inserted in the account.

- Adil need receipts from presidents. Deposit check are not legible and need all info to enter into the account. AQ- add columns like who asked for it, who paid for it, etc.
- MM suggested to involve Kathleen for accounting purpose. President and CC agreed.

DIGS report: MA provided report

- Had two fundraisers need more fundraiser
- Not satisfied at the progress at DUHS.
- Had meetings with the DUHS authority and toured the facility
- Almost \$300,000 collected so far (including pledges)
- Decided to buy equipment with the money we already collected, We will provide 1 of the 2 machines committed. Will also train two staff members from DUHS at University of Chicago which will cost \$25,000.
- First MOU needs to be signed. MOU is ready but needs some changes.
- President- do we have to pay every year for training. AQ- we didn't commit for every year. We committed for training two people and and pay 10,000 for additional training.
- We need fundraiser at LV, Toronto, St Louis.
- MA will make committee and will try to collect funds from all cities
- IA- Membership should be informed about the progress of DIGS project.

ED – reiterated that everything for the retreat should be approved by CC. Members of CC from TX should be included in the retreat committee. SMC will be part of the joint retreat and working on getting Khyber to join.

Treasurer requested that everyone from retreat should cooperate with the treasurer and provide all receipts.

Meeting concluded at 10:30 PM EST