

Attendees:

Dr.R.K.Malhotra
Dr. Bala Bharadvaj
Dr.Aravind Bharadvaj
Dr.Arun Kumar Sampath
Mr.I.V.Rao
Mr.N.S.Rao
Ms.Pameela Tikku
Mr.Prakash Sardesai
Cmdr. Rakesh B Verma
Dr.G.Nagarajan
Mr. R Subramanian
Mr.Venkataraj
Ms. Jean Sophia Shiny
Mrs. Jayanthi Narayanan

Points Discussed:

- **Mobility Engineering Magazine – Print Vs e-magazine -- SAEINDIA pays \$12000 to SAE Int'l quarterly, for the content published in magazine. For payment negotiation and break up details for this amount has to be discussed with Mr.Murli Iyer,SAE at SIAT2017 conference.**
- **President has suggested that we can get the content from SAE International and rest of the magazine work like layout, printing and distribution can be executed in India. DDG will have to check with David Schutt and Murli Iyer on this option.**
- **Hard copy of magazine costs Rs.49laksh/yr, while e-magazine costs Rs.37lakhs/yr. Dr.Bala Bharadvaj, Dr.Nagarajan, Dr.Arun accepted e-version of Mobility Engineering magazine. It is resolved that Mobility Engg magazine can be e-magazine like SAE International's magazines.**
- **Presidential Policy meeting will be conducted in a beach resort at OMR, Chennai. SAEINDIA office has been advised to make the event as economical as possible. It will be 1.5 days event with only one night stay. The proposed budget of Rs. 25 Lakhs is not approved by MC. Tentatively scheduled on March 2017. Venue and dates will be finalised after circulating mails to all MC members.**
- **All boards to present the budgets to the finance board. Once finance board approves then this will be presented to MC for approval.**
- **SAEINDIA spends Rs.9lakhs on Digital Library to all the sections. DDG has insisted that NIS, WIS and Bengaluru sections should have right IT infra for members to access the Digital Library. President has suggested SAEINDIA office to write to all section chairs to implement the IT infra required for Digital library. In case if the sections are unable to implement within reasonable time, Digital Library facility for that section will be withdrawn.**
- **One of point of contact of members with sections for using digital library is suggested from each section. Sections can also facilitate printout of SAE papers to members.**

- *Contract based employment model was suggested by DDG. President and Sr VP have suggested DDG to come up with an organizational chart (organogram) with job description. We can adapt a hybrid model of permanent employment and contract based model.*
- *DDG has suggested the retirement age for staff can be at 65 years. President has suggested for the office staff it could be 60 years and Senior Staff like CFO and DDG could be 65 years which is the practice in many associations.*
- *Sr VP has suggested that performance cannot be linked to the age. The discussions went on about the performance of a senior staff at office. After the discussion, President has suggested that the core management team comprised of President, Sr VP and Immediate Past President will take a call on the particular staff.*
- *DDG has recommended to have MC meeting every first Friday of the month. Immediate past president has felt there is less need for a MC meeting every month. It is concluded that we will have monthly meeting for a few months and then take a call on frequency*
- *DDG has informed that Shiny from SAEINDIA office will coordinate the Monthly meetings. Office will send sms to all MC members one day before the MC meeting*
- *The next MC meeting will be 03rd February 2017, Friday at 1700 hrs through Video Conferencing. The same VC number can be used to log-in.*

MC members have been updated on the following completed tasks at SAEINDIA HQ

- ✓ *Video Conferencing in place.*
- ✓ *Painting/Rework/Window blinds – done.*
- ✓ *Probation Completion and Staff Confirmation done.*
- ✓ *Board budgets received.*
- ✓ *Financial policy for travel claims – supplier payment released.*
- ✓ *Travel expenses related to a board / event will be posted to respective budget / event.*
- ✓ *Chennai Kotturpuram office (ISTE Complex) – fully being utilised now.*
- ✓ *Weekly Review Systems since 7 weeks now.*
- ✓ *10% on CTC variable pay system being introduced.*
- ✓ *FYI – As discussed in the last MC, the student members will be given e-cards from 01, April 2017 and all professional members and faculty members will receive the physical membership cards.*

Task	Owner Name	Commit to complete Date
Discussion with Mr.Murli Iyer - magazine	DDG	On SIAT Conf., Jan 17th 2017
Finance Board call to finalize budgets to be organized by office	DDG	Before next MC meeting
Presidential Policy Venue, date confirmation	DDG	Before next MC meeting
Budget Surplus to Finance Board	CFO	31 Jan 2017
Proposed Organogram	DDG	31 Jan 2017

Next MC Date / Time – EVERY FIRST FRIDAY – 03rd Feb 2017 – 1700 hrs

-----END OF THE DOCUMENT-----