



سندھي ائسوسيئيشن آف نارٿ آمريڪا
SINDHI ASSOCIATION OF NORTH AMERICA

Meeting No:
8

CONSOLIDATED MINUTES OF MEETINGS OF
SANA EXECUTIVE COUNCIL

DATE	Sunday, July 27, 2025	TIME	11:00 am CST
PRESIDED BY	Dr. Maqbool Halepota	CONDUCTED BY	Asad Shaikh

ATTENDEES			
Naqeeb Musavi	Shahida Shaikh	Ali Khaskhali	Akash K Ramani
Habib Memon	Asghar Pathan	Muhammad Danish Pathan (Excused)	Jamil A Daudi (Chair CoC)

S.NO.	ITEM	DECISIONS
1	Convention Briefing	COC Chairman Jamail Daudi has been invited to the 2 nd half of the meeting to brief EC about Convention preparations and EC has appreciated CoC Chair for his leadership and untiring efforts.
2	Convention Budget	Convention budget has been discussed in detail considering various scenarios (i.e. 500, 600 participants) and allocating a contingency fund. The Budget has been approved by EC unanimously.
3	Convention Schedule	General Secretary has given overview of the Convention schedule and EC agreed to circulate the tentative schedule to the community within next 3-4 days.
4	CRA Compliance Extension & Response Strategy	Treasurer reported that a 60-day extension was successfully obtained to respond to CRA's letter. In pursuit of an appropriate resolution, the Treasurer is actively seeking a lawyer or organization experienced in nonprofit compliance. A dedicated team comprising the General Secretary, President, Finance Secretary, and two Directors from Canada – Mr. Abdul Khaliq Halepota and Mr. Qurban Panhwar – is working collectively on this matter. The team also identified the need for certain updates to the SANA website to ensure full compliance with CRA requirements.

S.NO.	ITEM	DECISIONS
5	Formation of SENA (Sindhi Engineers of North America)	The EC unanimously approved the establishment of the SENA Committee. SENA will serve as a committee under the SANA umbrella, like other standing committees. A dedicated WhatsApp group will be created, and a specific section for SENA will be added to the SANA website. The Finance Secretary will provide all relevant content and details for web publication. The EC recognized and appreciated the Finance Secretary's efforts in initiating this important platform for Sindhi Engineers in North America. Additionally, a SENA directory will be compiled to support networking and collaboration.
6	Professionals Directory of Sindhis in North America	The EC agreed to compile and publish a directory of Sindhi professionals living in North America. A questionnaire will be developed to gather relevant data, which will be made accessible to all members. The final directory will be published on the SANA website to promote professional networking and visibility within the community.
7	Standard Operating Procedures (SOPs) Development	<p>The Finance Secretary proposed the development of ISO-style Standard Operating Procedures (SOPs) to standardize all committee functions and operational processes across SANA. The proposal was approved unanimously. These SOPs aim to ensure:</p> <ul style="list-style-type: none"> • Transparency in decision-making and financial handling • Consistency and compliance with CRA and 501(c)(3) standards <p>Draft SOPs prepared by Finance Secretary, are being circulated among respective committees for review and feedback before final approval by the Executive Council</p>
8	Refund Policy Adoption	The EC unanimously adopted a formal No Refund Policy . As a volunteer-driven, non-profit organization, SANA depends on donations and memberships to support its activities. Convention and event expenditures are paid in advance based on confirmed registrations. Post-event refund claims severely impact budgeting and program delivery. Therefore, no refunds will be issued for registrations, donations, or membership fees . The refund policy will be clearly stated and published on the SANA website.
9	Clarification Document for SANA Programs	A document explaining the differences between SANA's various programs has been developed to enhance understanding and transparency for members. This initiative aims to facilitate better engagement and clearer communication within the community.
10	Launch of SANA Mobile App	Information Secretary has briefed the Executive Committee (EC) on the potential launch of the SANA mobile app. The initial version, which will be available on both Android and iOS with minimal features, is planned to debut during the convention. The app will be enhanced in multiple phases, contingent on budget approval from the EC. A Sindhi entrepreneur has offered

S.NO.	ITEM	DECISIONS
		to fund the initial launch as a community service, making the app free. EC has approved the mobile app initial launch and advised Information Secretary to present the expenses for add-on features for improvement.
Addendum		
	Motion Presented by General Secretary. Annual General Body Meeting Announcement	Due to insufficient notice, the Executive Committee (EC) has unanimously approved a motion to designate the Houston Convention's General Body Meeting (GBM) as an Emergency GBM. According to the bylaws, members must be given eight weeks' notice, which was not done for this meeting. General Secretary will serve notice to all members via the SANAList and SANA WhatsApp groups.
The General Secretary thanked everyone and the meeting adjourned. Prepared & Shared by: General Secretary		