



Santa Clara Valley Board Meeting Minutes - Draft

Fiorillo's Restaurant
Santa Clara, California

6 April 2017

- I. The meeting was called to order by Chapter President Maia Gendreau at 5:06 p.m.
- II. Attendees:
 - A. Board Members Present;
 1. Maia Gendreau, AIA, CSI, CDT – President, Secretary
 2. Terri Sudbrook, CSI, AIA – Vice-President
 3. Jim O'Keefe, CSI – Treasurer
 4. Rose Garrison, CSI – Past-President
 5. Katia Griggs, CSI – Director- via phone
 6. Jim Morelan, CSI, AIA, LEED AP – Director
 7. Nick Vadasz, CSI, Director
 - B. Region Director: Julie Barrett, CSI, CDT
 - C. Committee Chairs: Bob Hemphill, Bill Kelly
 - D. Members: none
- III. The minutes of the March meeting were reviewed by those present. Minutes are approved as distributed.
- IV. Treasurer's Report:
 - A. The marble was won last month, so the raffle will be \$300 tonight.
 - B. SF Chapter has remitted the invoice for the Holiday Celebration
 - C. Year to date: A motion is made to adjust the annual budget to remove Special Event expenses and income.
 1. Discussion:
 - a) the special event planning has not begun, and this goal is out of reach.
 - b) This adjustment to the budget will bring the budget into alignment
 2. Motion seconded, passes.
 - D. The report is filed for annual review.
- V. Region Director's Report:
 - A. West Region Board meeting will be May 18th in Seattle, followed by the welcome reception.
 - B. The West Region conference registration is open.
 - C. Leadership training will be Sat May 20 at the West Region Conference.
 - D. CSI Resources website has a leader's section with program ideas.
 - E. West Region Awards.
 - F. Zero Docs: Paul Kane encourages everyone to have a look at zero docs as a model of a non-dues revenue source for West Region.
- VI. President's Report:
 - A. The President's call is scheduled for Monday April 10, Maia has a conflict. Julie Barrett will see if she can attend.
- VII. Unfinished Business
 - A. Election results:
 1. Officers are unanimously elected.
 - a) Terri Sudbrook, AIA, CSI, CDT, President
 - b) Ron Ronconi, CSI, AIA, Vice-President
 - c) Nick Vadasz, CSI, Treasurer
 - d) Tim Deal, CSI, Secretary
 2. New Directors: Carmen Torres and Bill Kelly are elected by majority vote.
 3. 28 ballots are received.
 - B. The insurance is renewed and Jim O'Keefe turns over the insurance packet to Maia.

- C. EB Oakland Golf Joint Event:
 - 1. Bob Hemphill reports that EB/Oakland Chapter has changed the date of the golf tournament so as not to conflict with the Convention.
 - 2. SCV Chapter agrees to partner, we need details.

VIII. New Business:

- A. A motion is made to amend the Operating Guide for reimbursements for the West Region Conference for the President, Vice President and West Region Director for hotel, airfare and registration at 100%.
 - 1. Discussion: the Convention and Conference reimbursements should be similar. The WR Director is being requested to make significant travel to attend West Region board events.
 - 2. Motion seconded, carries.
 - 3. Rose will see if she has the OPERATING GUIDE word document.

IX. Committee Reports

- A. Membership: 73 members, 62 Professional, 3 Emeritus, 4 retired, 4 emerging. Gary Aquilina from CAS in a new member this month, and it is reported that Becky McCormick, a recent member, has moved to Sacramento.
- B. Education Seminar: Bob H and Maia have 3 committed speakers and the flyer is in progress.
- C. Programs/Technical/Social:
 - a) Schedule:
 - May: Bob Habien, The Essentials of Designing with CMU
 - June: Awards
 - July: hiatus, no program
 - August: Santa Clara County Fire Marshal
 - Sept: TBD
 - October: CPI Daylighting; Rafael Rivero
- D. Continuing Education: Tonight's program is registered, as well as next month's program.
- E. Greeter/Raffle:
 - 1. Rose will assist greeting.
 - 2. Raffle prizes: We have the marble raffle at \$300, the dinner invite, and 2 wine bottles courtesy of John Pluff; J.M. O'Neill, Inc.
 - 3. John Pluff additionally donated two more bottles, which Maia will store with the rest of the stash.
- F. Editor: Newsletter deadline is THURSDAY April 13 at noon. The flyer is complete, so President message and secretary notes are due.
- G. Historian: no report.
- H. Awards: no report.
- I. Website:
 - 1. SCV site: Krista reports that the links to Institute are repaired.
 - 2. Institute: Maia reports that the Institute reports that the officer tool will be repaired by May 15, when the new officer reports are due. In the meantime, Rietta will still be receiving email for Website, Editor and Continuing Education.
- J. Operating/House: 24 tonight, plus walk-ins, plus one for program only.
- K. Toys-for-Tots: no report.
- L. Marketing: Parklex is a new sponsor and purchased a complete package! Marketing goal is at 83%! Many Thanks to Katia! We will need to re-design the meeting flyer if we have to fit more sponsors on board!

X. Announcements:

- XI. The meeting was adjourned by Chapter President Maia Gendreau at 6:00 p.m.