

Santa Clara Valley Board Meeting Minutes – Draft

7 August, 2014

Biltmore Hotel and Suites
2151 Laurelwood Road
Santa Clara, California



- I. The meeting was called to order by Chapter President Rietta McCain at 5:00 p.m.
- II. Attendees
 - A. Board Members:
 1. Rietta McCain, CSI, CCCA, AIA, LEED AP ID+C – President
 2. Maia Gendreau, AIA, CSI, CDT- Secretary
 3. Julie Barrett, CSI, CDT – Past President
 4. Katia Griggs, CSI – Director (late arrival)
 5. Jim Morelan, CSI, AIA, LEED AP - Director
 6. Albert Wege III, CSI, CCCA, AIA, LEED AP – Director
 - B. Committee Chairs: none
 - C. Members: none
 - D. West Region Past President: David Willis, CSI
- III. Meeting Minutes
 - A. The minutes of the July meeting were reviewed by those present.
 - B. The minutes are approved as distributed.
- IV. Treasurer's Report (McCain for O'Keefe)
 - A. Treasurer submitted a written report, as he is not able to attend the meeting.
 - B. A net loss was recorded for July.
 - C. A budget for FY15 has not yet been approved by the Board so it is not included in the report. The draft budget is on the agenda this evening.
 - D. The Treasurer's Report is filed for annual review.
 - E. Next month we will check in with Jim O. the status of filing the taxes.
- V. Region Director's Report (David Willis)
 - A. The West Region Board meeting will be at the Embassy Suites in Walnut Creek in conjunction with the Leadership Workshop in October.
- VI. President's Report (McCain)
 - A. Thanks to everyone for attending the Strategic Planning session last month.
 - B. West Region Chapter Presidents' July call
 1. See written report.
 2. Overview of the Leadership Workshop content.
 3. The Tri-Region conference in May 2015 will feature 5-hour Accessibility Training, Dinner at the San Diego Zoo, and Trusted Advisor Workshop for product representatives. The registration information should be posted to the Region website soon.
 4. The CSI Convention is next month in Baltimore. Rietta, Hannah, and Julie Barrett are all attending.
- VII. Unfinished Business:
 - A. Student Fund (Morelan & Wege)
 1. Jim Morelan and Albert met and discussed using the Student Fund to cover dinners for two students per month. Albert and Jim would like to continue to solicit donations for the student fund.
 2. The Board discussed the possibility of using Brown Paper Ticket to solicit donations or sponsor a dinner for Students. Albert will follow up with Hannah to see if this can be done.
 3. A motion is made to use the existing student fund monies to pay for the dinner costs of a maximum of two students per educational meetings; the motion is seconded, and carries.
 4. Jim Morelan will be the coordination person for student guests. If people have a student they wish to invite, please coordinate with Jim Morelan
 - B. 2014 Year End Report (Barrett)
 1. Julie notes that no additional comments or edits have been received.

2. Rietta will send the report to the Region.
- C. FY 15 Budget (McCain for O'Keefe)
 1. The Board review the revised draft budget, updated based on discussions at the Strategic Planning Meeting.
 2. The Board discusses the cost of Board Insurance.
 3. The special events discussed at the Strategic Planning meeting were discussed briefly.
 4. A motion is made to approve the budget as presented; the motion is seconded, and carries.
- D. Annual Financial Review (McCain for Garrison)
 1. Committee completed its review last month and reported to the Board.
 2. Per the Chapter Bylaws, this report also needs to be reported to the membership. Rietta will announce the annual review to the membership tonight.

VIII. New Business:

- A. Fundraisers (McCain)
 1. Trade Show
 - a) Initial work as begun on the event to be held at Levi's Stadium.
 - b) Based on the information to date, it looks to be costly, but is expected to be a large draw.
 - c) The committee will continue to work on coming up with an initial plan for the event for presentation to the Board at next month's meeting.
 2. Mel Cole's 50th Year at CSI Celebration
 - a) It was suggested to possibly combine Mel Cole's 50th Celebrations with and another fundraising event.
 - b) Rietta will continue to coordinate with Ron Ronconi on this effort.
- B. Name Badges (McCain for Garrison)
 1. There are 10 new badges that need to be orders. As the Board has approved a budget with a line item for new badges, this order will be placed.
 2. Rietta will coordinate with Joe Vela on getting the order placed.
- C. Meal Cost and Attendance Tracking (McCain)
 1. See written report.
 2. As the Board approved the reduced Chapter Member meal cost on a trial basis for July to November 2014, it is important to review how this is working.
 3. For July, a loss was recorded, but attendance was at 40, including 19 non-members.
 4. Rietta will continue to track meeting attendance.

IX. Committee Reports

- A. Membership (McCain for Garrison)
 1. We are currently at 62 members, a net gain of one for the month.
 2. Three new members have joined, one is attending tonight's meeting.
 3. One member has submitted a request to change to retire status.
 4. One member did not renew. Rietta will follow up with him.
- B. Education Seminar (Gendreau)
 1. Kevin was going to check with his contact for an ADA seminar.
 2. Rietta will follow up with Kevin.
- C. Programs/Technical/Social (McCain for Norman)
 1. We did have to find a replacement speaker for the planned September program. Lucid Group will be coming to speak on Occupant Engagement and its role in Energy Efficiency.
 2. Dave Willis also has a new program to offer for education. This information will be passed on to Kevin for future use.
 3. Maia also mentioned that Tina Gonzales from Peninsula Building Materials has offered to host an evening event if we would like to do an event at their showroom.
- D. Continuing Education (McCain): Tonight's program is registered with the AIA.
- E. Greeter/Raffle (McCain for Garrison): Katia is filling in for Rose as greeter.
- F. Editor (McCain): Newsletter deadline is next Thursday, August 14th at noon.
- G. Historian (Brown): No report.
- H. Awards (O'Keefe): No report.
- I. Website (McCain and Anderson):
 1. Rietta updated www.csiscv.org to auto-redirect to the microsite, as of last night.
 2. Microsite is getting updated monthly.

- J. Operating/House (McCain for Moyer): There are 20 attendees tonight - 13 members, 1 speaker, 6 non-members.
- K. Toys-for-Tots (Adams and Brown): No report.
- L. Marketing (Chair Open): No report.
- X. Announcements:
 - A. Dave Willis mentioned that he has toured the venue for the Tri-Region Conference, the Mission Bay Hilton, and it is very nice. Registration fees are expected to be low, with a lot of add on events. The date is May 13 to 15, 2015 in San Diego.
 - B. Jim Morelan and Katia Griggs request that the program flyers be sent out to the Board as soon as they are ready for publication. The late delivery last month made it hard to invite people to the meeting.
- XI. The meeting was adjourned by Chapter President Rietta McCain at 5:47 p.m.