

Santa Clara Valley Board Meeting Minutes - Draft
July 10, 2014

Biltmore Hotel and Suites
2151 Laurelwood Road
Santa Clara, California



- I. The meeting was called to order by Chapter President Rietta McCain at 4:57 p.m.
- II. Attendees:
 - A. Board Members Present:
 1. Rietta McCain, CSI, CCCA, AIA, LEED AP ID+C – President
 2. Rose Garrison, CSI -Vice President
 3. Jim O'Keefe, CSI –Treasurer
 4. Maia Gendreau, CSI, CDT, AIA - Secretary;
 5. Julie Barrett, CSI, CDT – Past President;
 6. Dave Ingram, CSI - Director
 7. Katia Griggs, CSI –Director
 8. Jim Morelan, CSI, AIA, LEED AP - Director
 9. Albert Wege III, CSI, CCCA, AIA, LEED AP – Director.
 - B. Region Director: Krista Nelson, CSI, CDT, RA, LEED AP, EDAC (late arrival)
 - C. Committee Chairs: Kevin Norman, CSI, AIA – Programs (late arrival)
 - D. Members: none
- III. The minutes of the June meeting were reviewed by those present. Minutes are approved as distributed.
- IV. Treasurer's Report:
 - A. The scholarship fund and the raffle funds have increased.
 - B. June Member Appreciation Event
 1. The June membership appreciation event had eight sponsorships. All funds have been collected from the sponsors.
 2. The event ran a negative balance overall. The hotel costs for the dinner were higher than anticipated due to the increased attendance.
 - C. FY 13 Year End Status
 1. The year closed out with a loss.
 2. The loss was greater than anticipated due to the following factors:
 - a) Increased reimbursement for the West Region Conference in Hawaii
 - b) Increase in monthly meal cost at the hotel without an increase in cost to attendees
 - c) Increase in Board Insurance costs
 - D. The report is filed for annual review.
- V. Region Director's Report: No report.
- VI. President's Report:
 - A. A written report was issued regarding the June West Region Chapter President's monthly call.
 - B. Upcoming CSI Events:
 1. Construct 2014: September 9 to 12, 2014; Baltimore, Maryland
 2. Leadership Workshop: October 2014; Walnut Creek, California
 3. CSI Academies: April 16 to 18, 2015; San Francisco, California
 4. West Region Conference: May 13 to 15, 2015; San Diego, California
 - C. Julie Barrett adds: San Francisco Chapter is hosting a reception on Friday night of the CSI Academies. She would like members from Santa Clara Valley to attend.
- VII. Unfinished Business:
 - A. Student Fund:
 1. Albert and Jim Morelan have yet to meet to propose how to disburse the funds.
 2. Dave suggests getting a general description from SF on how they use their funds.
 3. Another suggestion is to use the funds to pay for student dinners when attending a CSI meeting.
 4. Albert and Jim Morelan have agreed to have a proposal to the Board by September.

- B. FY14 Annual Report: Julie Barrett has started the report with a goal of getting it out prior to the Strategic Planning Meeting.
- C. The Strategic Planning meeting is scheduled for July 19 at Gensler's San Jose office.

VIII. New Business:

- A. Region Director as ex-officio Board Member
 - 1. Discussed the Chapter bylaws requirements for when the Region Director can act as a member of the Board.
 - 2. A motion is made to make the Region Director an acting Board Member for the Fiscal Year 2014-2015, as and if needed, for the express purpose of making a quorum or voting in event of a tie. The motion is seconded. The motion carries.
- B. Annual Review:
 - 1. Dave Ingram and Rose Garrison met to review the FY13 financial records of the Chapter prior to the July Board meeting.
 - 2. The review is complete and the committee recommends the Treasurer file the taxes.
 - 3. Treasurer will file State and Federal taxes.
- C. Draft Budget
 - 1. The draft budget was issued prior to the meeting for the Board's review.
 - 2. The preliminary budget for FY14-15 shows a loss.
 - 3. The Board consciously agreed to run a deficit budget last year, and discusses options to get to a balanced budget for FY14-15.
 - 4. Briefly, the board discussed: austerity measures, a fund raising event, cutting some of the expenses; specifically reimbursement for the conferences.
 - 5. The budget will be reviewed again in parallel with the Strategic Planning goals for the year. The goal is to have an approved budget by the August meeting.
- D. Annual Calendar
 - 1. A draft of the FY14-15 Chapter Calendar was issued for review and comment.
 - 2. Dave recommends moving the filing of the taxes to mid August.
- E. Committee Chairs
 - 1. There are still a number of committees without Chairs: Marketing and Programs and Education Seminar.
 - 2. Dave comments that he has a matrix of programs and attendance from the SF Chapter, it illuminates the types of programs people that are getting interest and may be of help to the programs committee.
 - 3. Board is asked to think of candidates to help on Committees or Chair Committees.

IX. Committee Reports

- A. Membership
 - 1. The Chapter welcomes three new members this month.
 - 2. Total membership is at 61 people.
 - 3. Some good prospects for new members were identified at the Membership Appreciation event.
- B. Education Seminar: No report.
- C. Programs/Technical/Social:
 - 1. Golden Gate Bridge is tonight's topic.
 - 2. Kevin has scheduled programs through January 2015.
 - 3. Rietta had a meeting with the AIA, USGBC, CREW, and IIDA to discuss joint tour event in the fall. We will likely have that as an additional event, due to the short timeline of planning the event in relation to the notice we need to provide to the hotel. The Comcast building in Santa Clara or the new HP EBC in Palo Alto are possibilities.
- D. Continuing Education: Tonight's program is registered with the AIA.
- E. Greeter/Raffle:
 - 1. We have two bottles of wine, one generously donated by Bob Sharman, Chapter of the Sacramento Chapter and attending tonight's meeting.
 - 2. The marble raffle is worth \$568 tonight.
 - 3. Tonight's speaker Robert David, has generously donated five posters of his photographs of the Golden Gate Bridge to raffle. There will be additional posters available for purchase for those who are not lucky in the raffle.
- F. Editor: Deadline for the newsletter items is July 17 at noon.

- G. Historian: Rietta is mailing Julie Brown the West Region Conference 2012 binder for historical record keeping.
 - H. Awards: no report.
 - I. Website: The microsite is updated with all the upcoming Chapter Meetings.
 - J. Operating/House: Tonight we expect to have 40 attendees: 19 members, 16 non-members, 1 non-paying, 4 program only.
 - K. Toys-for-Tots: No report.
 - L. Marketing: No report.
- X. Announcements:
- A. The AIA SCV President, Britt Lindberg, and the new AIA SCV Executive Director, April Becerra are attending tonight's program.
 - B. Bob Sharman, CSI Sacramento Chapter President is attending tonight.
 - C. There will be a membership milestone and a new member announcement during the Chapter Meeting.
 - D. May 2015 will mark Mel Cole's 50th year as a member of CSI. Rietta is coordinating with Julie Brown and Ron Ronconi on possible celebration ideas.
- XI. The meeting was adjourned by Chapter President Rietta McCain at 6:00 p.m.