



Knowledge for Creating  
and Sustaining  
the Built Environment

## Santa Clara Valley Board Meeting Minutes - Draft

Biltmore Hotel and Suites  
2151 Laurelwood Road  
Santa Clara, California

6 February, 2014

- I. The meeting was called to order by Chapter President Julie Barrett at 5:03 p.m.
- II. Attendees:
  - A. Board Members Present;
    1. Julie Barrett, CSI, CDT – President;
    2. Rietta McCain, CSI, CCCA, AIA, LEED AP ID+C –Vice President;
    3. Jim Morelan, CSI, AIA,– Director; Jim O'Keefe, CSI -Treasurer;
    4. Maia Gendreau, AIA, CSI, CDT- Secretary;
    5. Rose Garrison, CSI –Director;
    6. Jim Morelan, CSI, AIA, LEED GA - Director;
    7. Albert Wege III, CSI, CCCA, AIA, LEED AP - Director
  - B. Region Director: Krista Nelson, RA, CSI CDT, LEED AP
  - C. Committee Chairs: none
  - D. Members: none
- III. The minutes of the January meeting were reviewed by those present. Minutes are accepted as distributed.
- IV. Treasurer's Report:
  - A. The raffle was won at the last meeting and a check for \$1000 was written. The current marble award is already up to the cap of \$1000.
  - B. We had no hotel expense last month because the hotel forgot to bill us, but the bill was just remitted and paid and will show this month.
  - C. The budget deficit is not as large as projected to date.
- V. Region Director's Report:
  - A. The West Region meeting is in April, Julie will be attending. The agenda has not been distributed yet.
- VI. President's Report:
  - A. A Region Chapter President's call is scheduled for next Monday.
  - B. The West Region Conference in Hawaii is open for registration.
- VII. Unfinished Business:
  - A. Nominations are still underway and recommendations are being sought. Rietta has talked to many members of the chapter.
  - B. Board Insurance renewal: The insurer needs some information and Kevin Norman indicated he could take a look at it this weekend. A motion is made to renew the insurance at the cost of the line item plus maximum 10%, seconded, passes. If the quote for the renewal is within 10% of last year this item may be forwarded to the Treasurer for payment.
  - C. Discussion of the Chapter Dues and Meal Costs:
    1. Written analysis submitted by Rietta McCain.
    2. The local chapters East Bay, San Francisco and Redwood Empire were compared against SCV. The SCV Chapter dues are substantially less than SF and EB/O and comparative to Redwood Empire.
    3. The current costs were examined; right now the chapter is not covering the cost of the hotel and brown paper tickets by about \$0.25 per meal.
    4. Two studies were done regarding higher dues and lower meal costs: one scenario matches the dues of EB/O, and another study a smaller raise in the dues.
    5. A discussion of spending the reserve on subsidizing meal cost and raising dues is discussed.

6. The board is not in favor of raising dues for Students and Retired members. A raise in dues for Professional and Emerging Professional will be studied, with the proposal of subsidizing the cost of lower cost meals.
7. The cost of meals for students is discussed.
8. The Board requests further analysis and scenarios to be brought to the Board for further review and discussion at the next meeting.

VIII. New Business:

- A. Awards: A discussion of having a Member Appreciation Mixer instead of having a formal awards dinner in June is discussed. The board is favorable toward the concept of having a Member appreciation mixer and the Programs and Awards Committee can discuss this further. Some awards and swearing in the new board will occur.

IX. Committee Reports

- A. Membership: We now have 62 members.
- B. Education Seminar: No report.
- C. Programs/Technical/Social:
  1. April and May programs have been scheduled. Committee is still seeking a speaker for March.
  2. Rose is pursuing the tour of the 49ers stadium.
  3. Jim Morelan has a contact for the Earthquakes stadium, should a tour of that project be of interest.
- D. Continuing Education: Tonight's program is registered.
- E. Greeter/Raffle: There are two bottles of wine and the marble draw to raffle.
- F. Editor: The deadline is next Thursday, February 13th at noon.
- G. Historian: Dave Ingram had a box of SCV Chapter historical information that he was supposed to be scanning. Jim O'Keefe is going to contact Julie Brown to get the box to her.
- H. Awards: see New Business.
- I. Website: no report.
- J. Operating/House: 23 attendees tonight
- K. Toys-for-Tots: no report.
- L. Marketing: a Chair is needed for this committee.

- X. Announcements: Jim Morelan mentioned that several people whom he contacted last month came to the meeting.

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