

Biltmore Hotel and Suites
2151 Laurelwood Road
Santa Clara, California

5 February, 2015

- I. The meeting was called to order by Chapter President Rietta McCain at 5:00 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 (via phone)
 3. Jim O'Keefe, CSI -Treasurer
 4. Maia Gendreau, AIA, CSI, CDT- Secretary
 5. Katia Griggs, CSI - Director
 6. Jim Morelan, CSI, AIA, LEED AP - Director
 7. Albert Wege III, CSI, CCCA, AIA, LEED AP – Director,
 - B. Region Director: not present
 - C. Committee Chairs: none
 - D. Members: none
- III. The minutes of the January meeting were reviewed by those present. Minutes are approved as distributed.
- IV. Treasurer's Report:
 - A. The bank balance is increased due to the Expo deposit funds.
 - B. There is over \$800 in the raffle funds.
 - C. The Square fee is based on a percentage of charges that have been placed on the Square.
 - D. A check from San Francisco is expected from the shared of profit from the Holiday Dinner.
 - E. Report is filed for annual review.
- V. Region Director's Report: submitted via email
 - A. The Region Awards deadline is March 31. If we have any nominees, the awards application needs to be submitted to Dave Willis at West Region.
 - B. San Diego Chapter has the West Region Conference information on their website.
- VI. President's Report:
 - A. The President's call was not held in January due to technical difficulties.
 - B. The Institute's continuing issues with database transfer have not been resolved yet. Membership reports are unavailable.
- VII. Unfinished Business:
 - A. Board Insurance:
 1. The application has been submitted to the broker, a quote should be forthcoming next week.
 2. A motion is made to approve payment of the Board Insurance up to the budgeted amount. Motion carries.
 - B. Nominating Committee:
 1. Rose is actively pursuing a Director and prospects for Board positions and Committee chairs.
 2. Rose and Jim will meet again next week.
- VIII. New Business:
 - A. March Board Meeting
 1. The March meeting will be held at Peninsula Building Materials in Mountain View. Since half of the Board will be setting up for the event prior to it, we will need to find an alternate meeting time for the March Board Meeting.
 2. The board meeting will be held via conference call from noon to one on March 5th.
 - B. Meeting Time Adjustment:
 1. Rose presented an alternate meeting timeline to the Board for consideration: 5 to 6 - Board Meeting, 6 to 6:30 - Social Hour, 6:30 to 7:30 – Dinner, 7:30 to 8:30 – Program.
 2. The Board is in favor of trying the proposed alternate meeting schedule.

3. Rietta and Hannah will check with the hotel to see if they are amenable to the adjusted timeline since it is not what is stated in our contract.

C. Name Badges:

1. New badges need to be ordered for new members. This expense is not currently planned for in the budget.
2. A motion is made to purchase name badges for the new members. Motion seconded, carries.
3. Rietta will follow up with Joe Vela to see if he is willing to place the order.

D. Membership Pins:

1. We are down to our last CSI lapel pin, which we traditionally give to new members.
2. Jim will see if he has any additional inventory of pins with his awards items.
3. A motion is made to purchase additional pins to add to inventory. Motion seconded, carries.

IX. Committee Reports

A. Membership:

1. No report is available.
2. We have several people self-reporting as new Chapter members.

B. Education Seminar:

1. Maia presents a written report on the proposed seminar.
2. A motion is made to go ahead with the seminar. Motion seconded, carries.

C. Programs/Technical/Social:

1. The March meeting will be free with a \$5 suggested donation, and will be held at Peninsula Building Materials.

D. Continuing Education: Tonight's program is registered with the AIA.

E. Greeter/Raffle: Katia will cover for Rose tonight. We have two bottles of wine and the marble draw.

F. Editor: The newsletter deadline is next Thursday at noon.

G. Historian: No report.

H. Awards:

1. Rietta and Jim have met to discuss awards and a similar format to last year is proposed.
2. The possibility of a Region award for Mel Cole is briefly discussed.

I. Website: No report.

J. Operating/House:

1. We have 26 attendees tonight.
2. Three attendees are students and their dinner cost will be covered out of the Student Fund.

K. Toys-for-Tots: No report.

L. Marketing:

1. No marketing funds are reported this month.
2. Behr Pro and BMI were reported last month.
3. We have raised approximately half of the funds projected by the budget.

M. Expo:

1. A written report is provided for the Expo.
2. The funds raised to date are about \$1,000 short of the deposit amount right now.
3. Katia comments that 13 additional sponsors are committed, and the funds are expected to be in place by the time the deposit is actually paid.
4. The deposit is non-refundable.
5. A motion is made to approve spending the money for the deposit, and the Chapter will cover the difference (\$1,000), if the funds are not fully in place by the Expo. Motion seconded, carries.
6. Contacts list: Katia requests everyone to review the list and select people they know to solicit.

N. Mel Cole Event:

1. A written report is submitted for the Mel Cole event.
2. 12 people are signed up to date.
3. Donations have been received. Further donations are needed to cover event costs.
4. The Board is asked to approve further expenditures as shown in the report.
5. A motion is made to approve further expenditure. Motion is seconded, carries.

X. Announcements: None.

XI. The meeting was adjourned by Chapter President Rietta McCain at 6 p.m.