



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

9 January 2014

- I. The meeting was called to order by Chapter President Julie Barrett at 5:05 p.m.
- II. Attendees:
  - A. Board Members Present;
    1. Julie Barrett, CSI, CDT – President
    2. Rietta McCain, CSI, CCCA, AIA, –Vice President
    3. Jim Morelan, CSI, AIA, LEED AP,– Director
    4. Jim O’Keefe, CSI –Treasurer, (late arrival)
    5. Maia Gendreau, CSI, CDT, AIA - Secretary
  - B. Region Director: not present
  - C. Committee Chairs: none
  - D. Members: none
- III. The minutes of the December meeting were reviewed by those present. Minutes are accepted distributed.
- IV. Treasurer’s Report:
  - A. Cash in the bank is decreased slightly.
  - B. There is no change in the raffle since we did not have the raffle draw at the Holiday Party.
  - C. Chapter Dues for December were received in January, so they do not appear on the December report.
  - D. The Holiday Party expenses are indicated, and the SF Chapter has reimbursed SCV.
- V. Region Director’s Report: (from Jim O’Keefe).
  - A. The West Region Conference is in April in Hawaii.
  - B. The American Construction Society Student Competition and Job Fair is being held in Reno. CSI is a sponsor of the event, and Duane Johnson one of the judges of the competition.
  - C. Institute election ballots will be coming out in February and it will include West Region positions. Members are encouraged to participate in the vote.
- VI. President’s Report:
  - A. A Region President’s call is scheduled for Monday.
  - B. The West Region Conference is in Hawaii, April 23 to 26. Julie has flyers and sign up information to put out at the meeting tonight.
- VII. Unfinished Business:
  - A. None.
- VIII. New Business:
  - A. Form the Nominations Committee: The schedule is to present candidates to the Board in March and issue ballots in March, and count ballots at the April Meeting. Rietta volunteers to head up the nominations committee. The slate of nominees to be presented to Board in March, and ballots will immediately follow.
  - B. Board Insurance Renewal: The board insurance is due for renewal on March 17. A letter was mailed to Jim Morelan. Jim M. will get the additional information from the agent to see what the renewal rate would be and report to the Board next month.
  - C. Chapter Dues: The Board discusses meal cost and dues structure. Rietta and Jim O’Keefe will run some numbers based on different dinner costs in order to subsidize the dinner cost with the dues structure. SF chapter charges \$115 for dues, but dinners cost only \$10. East Bay follows a similar

structure. If we are able to lower the dinner cost, that price would likely only be available to SCV Chapter members.

IX. Committee Reports

- A. Membership: No Report. we are at 61 members.
- B. Education Seminar: no report.
- C. Programs Technical/Social:
  - 1. Kevin Norman is taking over this committee.
  - 2. Holiday Party Report: a written report was made to Secretary and President.
    - a) There were 54 attendees, approximately evenly split between the two chapters.
    - b) A small profit was made; it was split evenly between both chapters.
    - c) There is no report on the silent auction.
    - d) A barrel of toys was collected for Toys for Tots.
- D. Continuing Education:
  - 1. The renewal for providing AIA learning units is paid.
  - 2. Tonight's program is pending AIA approval.
- E. Greeter/Raffle: Jim O'Keefe will be coordinating the raffle in Rose's absence.
- F. Editor:
  - 1. Our first e-newsletter went out last month.
  - 2. Rietta shared statistics that came back on the newsletter: 43 people opened it, further statistics are available on the popularity of each item.
  - 3. Newsletter deadlines may be restructured to address the shorter timeline it takes to post the newsletter.
  - 4. The June newsletter deadline will be May 2 due to the Rietta's schedule constraints.
  - 5. The Chapter microsite is being used to host the content of the newsletter links.
- G. Historian: no report.
- H. Awards:
  - 1. Chapter Awards: No report.
  - 2. Region awards nominations are due at the end of February.
  - 3. The President encourages the Chapter to look beyond the Chapter awards and think about applying for Region and Institute Awards.
- I. Website: The microsite is up, and the old website is showing out-dated information.
- J. Operating/House: 23 attendees tonight.
- K. Toys-for-Tots: no report.
- L. Marketing: We have a table top tonight with Carrie Berger, Burke Flooring.

X. Announcements: none.

XI. The meeting was adjourned by Chapter President Julie Barrett at 5:51 p.m.