



- 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
    - 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: Krista Nelson, RA, CSI, CDT, LEED AP, EDAC
  - C. Committee Chairs: Kevin Norman, CSI, AIA, LEED AP - Acting Programs Chair
  - D. Members: Tina Gonzales, CSI (late arrival)
  - E. West Region President: Eric Camin, CSI (late arrival)
- III. The minutes of the December meeting were reviewed by those present. Minutes are approved as distributed.
- IV. Treasurer's Report:
  - A. The bank balance has increased, largely due to Expo deposits and no costs for December meeting.
  - B. The books are still being compiled for the Joint Holiday Party event.
  - C. The Treasurer's Report is filed for annual review.
- V. Region Director's Report: No report.
- VI. President's Report:
  - A. There was no Regional Chapter President's call in December.
  - B. The leadership roster tool is down on the Institute website, so no member report is available. It should be up and running again by the end of the month.
- VII. Unfinished Business
  - A. Open Director seat on the Board
    - 1. Rietta has not had time yet to reach to potential candidates to fill Dave Ingram's spot.
    - 2. There are about 18 months left for the position.
- VIII. New Business
  - A. Nominating Committee
    - 1. Rose has volunteered to serve as Chair. Jim O'Keefe volunteers to assist.
    - 2. Board will need to approve the slate of Candidates in March.
    - 3. Maia volunteers to help with the Programs Committee.
  - B. Board Insurance Renewal
    - 1. The Board Insurance expires in March.
    - 2. Jim O'Keefe will follow up with the Insurance broker.
    - 3. The Board discusses transferring the duty of Board Insurance monitoring to Secretary or Treasurer, since those terms are two years and the president changes annually.
  - C. Event at Peninsula Building Materials
    - 1. Peninsula Building Material, through new member Tina Gonzales, has offered up the use of their showroom to CSI to hold an event.
    - 2. Rose and Katia offer to sponsor a wine and cheese event to promote the Chapter and their products. This would be no cost to the Chapter and no cost to attendees.
    - 3. A motion is made to approve a no cost event at Peninsula Building Materials to promote CSI in February. The motion is seconded and carries. See additional comments under Programs, section IX.C, for amendments to this motion.

## IX. Committee Reports

- A. Membership:
  - 1. As mentioned previously, the Institute database is down and no member report is available.
  - 2. Two new members and one renewal are reported. This should bring the membership to 64.
- B. Education Seminar:
  - 1. A quarterly series of Accessibility seminars is being discussed with Dawn Anderson.
  - 2. The details are still being worked out. Maia will have more details next month.
- C. Programs/Technical/Social:
  - 1. Tonight's program is on Electric Vehicle Charging. February's topic is Good Wood.
  - 2. Topics and speakers are still being sought for the year. Possibilities include:
    - a) Vivian Volz present her Construct 2014 presentation on Delivery Methods
    - b) Cliff Brewis from McGraw Hill presenting a construction forecast in the summer or fall
  - 3. The Board discusses having the no-cost event at Peninsula Building Materials in March in place of the standard Chapter Meeting at the Biltmore.
    - a) A motion is made to have the March Chapter meeting at Peninsula Building Materials show room in Mountain View, at no cost to the chapter, and subject to availability for the date. Motion seconded and carries.
    - b) Rose will follow up with Tina to verify availability of the showroom on March 5th.
    - c) Hotel will need to be notified if the event will occur at a different location.
- D. Continuing Education: Tonight's program is registered with the AIA.
- E. Greeter/Raffle: Raffle prizes are gift certificate for a pound of See's candy, two bottles of wine, and the marble draw.
- F. Editor: The February newsletter deadline is next Thursday 1/15 at noon.
- G. Historian: No report.
- H. Awards:
  - 1. Discussed whether or not to give awards out this year, or have an event similar to last year.
  - 2. The President and Awards Chair will have a discussion and get back to the Board next month.
- I. Website: Meeting dates are on the website.
- J. Operating/House: Tonight we have 17 registered. We will have several walk-ins.
- K. Toys-for-Tots: There was no coordinated drive this year, but toys were collected at the Holiday Party and donated to Toys-for-Tots.
- L. Marketing: Behr has generously offered to purchase a sponsorship.
- M. Expo:
  - 1. The goal is to have the deposit for the venue raised by the end of the month.
  - 2. Three deposits have been received and a fourth was announced this evening.
  - 3. Past President Julie Barrett sent an email stating concerns about the Expo event.
    - a) Rietta made a written response to the comments and the board discusses the comments.
    - b) The Board is in agreement with Rietta's emailed response and feels the concerns have been addressed and risks to the Chapter mitigated to an acceptable degree.
    - c) The Board supports moving forward with the Expo efforts.
  - 4. The committee will have a very large effort this month in reaching out to potential Exhibitors and Sponsors to get them signed up.
  - 5. Other Chapter members and potential members have volunteered to help with the efforts for the Expo in the coming months.
- N. Mel Cole Event:
  - 1. A thorough written report is submitted with the date, estimated costs, and content of the meeting. Mel Cole is an esteemed member of the Chapter, with a 50 year membership in CSI, and a long service record at both local and national levels.
  - 2. Ron Ronconi of CAS Architects has offered to donate the wine.
  - 3. Jim O'Keefe and Maia comment that the Board Insurance should provide insurance for this event and additional insurance may not need to be purchased. Jim O'Keefe will follow up with the insurance broker.
  - 4. There will not be any advertising for the event offered for donations. Eric Camin comments that a sponsorship receipt can be provided to donors for their expenses.
  - 5. The Treasurer comments that in the event donations are not raised to support the event, the Chapter will be responsible to pay for the event, and this poses a possible loss to the Chapter of approximately \$4,100.

6. A motion is made to proceed with the security deposit, site fee, and catering deposit in the amount of approximately \$3,300. The motion is seconded and carries.
7. Due to time constraints the Board will discuss potential donation towards paying for the event at next month's meeting.

X. Announcements: None.

XI. The meeting was adjourned by Chapter President Rietta McCain at 6:03 p.m.