



## Santa Clara Valley Board Meeting Minutes - Draft

MBA Architects  
1176 Lincoln Avenue  
San Jose, California 95125

7 January, 2016

- I. The meeting was called to order by Chapter President Rose Garrison at 5:07 p.m.
- II. Attendees: Total of 8 in attendance
  - A. Board Members Present:
    1. Rose Garrison, CSI – President
    2. Maia Gendreau, CSI, CDT, AIA – Vice President
    3. Terri Sudbrook, CSI, AIA – Secretary
    4. Jim O'Keefe, CSI – Treasurer
    5. Rietta McCain, CSI, CCCA, AIA, LEED AP ID+C– Past-President
    6. Katia Griggs, CSI – Director
  - B. Committee Chairs: Bob Hemphill, CSI and Billy Kelly, (Co-Greeter/Raffle)
  - C. Members: none.
- III. The minutes for the December 2015 were reviewed by those present. Minutes are approved as presented.
- IV. Treasurer's Report:
  - A. Balance Sheet as of December 31, 2015 was distributed at meeting and reviewed by those present.
    1. Copy will be included with meeting minutes.
  - B. A brief update was given for the Budget vs. Actual 2014-2015.
  - C. Board discussed that there would be no white marble draw at our joint CSI meeting next week.
- V. Region Director's Report:
  - A. No report given.
- VI. President's Report:
  - A. Rose spoke about upcoming chapter meetings that currently do not have speakers confirmed.
    1. March 3<sup>rd</sup> meeting – possible speaker Laura Ackley. Her presentation would be on Pan Pacific Expo.
      - a) Rose confirmed that this speaker requires an honorarium. Historically, our chapter has never paid an honorarium for a program speaker and for this reason the Board chose to pass on this speaker.
      - b) Alternate speakers were discussed:
        - Bob H. stated that he may have a speaker for March 3<sup>rd</sup> meeting. Bob will contact Richard Norris and let the Board know if he is available.
        - Bill K. has a contact too and will get in touch and let the board know his progress.
        - An accessibility program was discussed, possibly with Dawn Anderson.
      - c) Speaking calendar for the year is almost full. If you have any suggestion for the few open spots, speak with Kevin Norman.
  - B. Rose made an inquiry to Jim O. regarding the board insurance which will expire in March.
    1. Jim O. confirmed that the insurance will be paid for before expiration date.
  - C. Rose gave a brief update on a holiday party she attended in Fresno. The Fresno CSI chapter joined efforts with USGBC Fresno Chapter and AIA Fresno Chapter.
- VII. New Business
  - A. Board discussed nominating committee in January.
    1. Maia is leading the effort and will report her progress at our next meeting.
- VIII. Old Business
  - A. Meal costs for Fiorillo's.
    1. Rose confirmed that the restaurant has a minimum attendance of 25.
    2. Katia confirmed that the cost of the meals ranged between \$38-\$40.

3. Board discussed what the costs for chapter dinner should be at our new venue (Fiorillo's).
  4. Jim O made a motion to hold member's dinner cost to \$35 and non-member to \$45. Katia second the motion.
    - a) Motion did not carry.
  5. Jim O made a motion to reduce member's dinner cost to \$25 and non-member to \$45, and evaluate this cost strategy in January 2017. Katia second the motion.
    - a) Board discussed:
      - \$25 per attendee for members equates to an approximate loss of \$10 per member.
      - The expenditure of funds to enliven the chapter, encourage meeting attendance, and reduce the "financial penalty for membership" was discussed.
      - If the board is willing to commit to a significant fund raising event annually or semi-annually in order not to develop a net deficit in the treasury, it may be acceptable to run the meetings at a loss.
    - b) All were in favor - motion carries.
- B. CDT Webinar series hosting – no information to report.

## IX. Committee Reports

- A. Membership: Katia reported membership totals – 58 professionals, 4 emeritus, 6 retired and 2 emerging professionals for a grand total of 70 members.
  1. We gained Michael Baker.
  2. Katia would like to recognize anniversary milestones at our next chapter meeting in February.
- B. Education Seminar:
  1. Committee for Waterproofing Disasters Seminar needs to meet (Maia, Katia, Nick and Robert).
- C. Programs/Technical/Social:
  1. Kevin was not in attendance – no report given.
    - a) Reminder: April is a joint meeting with AIA SCV
- D. Continuing Education: No report
- E. Greeter/Raffle: No report
- F. Editor: Newsletter content deadline is January 14, 2016 at noon
- G. Historian: No report
- H. Awards: No report
- I. Website: January meeting information is posted.
- J. Operating/House: Last report -18 members have signed up for joint meeting with CSI SF.
- K. Toys-for-Tots: Rose contacted local area representative and they start preparing for toy drive in October.
- L. Marketing: Good news – Marketing chair has been filled by Chuck Gallo (Assa Abloy). We look forward to see him at our next Board meeting.

X. Announcements: No report

XI. The meeting was adjourned by Chapter President Rose Garrison at 6:16 p.m.