



## Santa Clara Valley Board Meeting Minutes - Draft

Fiorillo's Restaurant  
638 El Camino Real  
Santa Clara, California

Jan 5, 2017

- I. The meeting was called to order by Chapter President Maia Gendreau at 5:00 p.m.
- II. Attendees:
  - A. Board Members Present;
    1. Maia Gendreau, AIA, CSI, CDT – President
    2. Terri Sudbrook, AIA, CSI, CDT – Vice President
    3. Jim O'Keefe, CSI – Treasurer
    4. Katia Griggs, CSI – Director
    5. Tina Gonzales, CSI – Director
    6. Jim Morelan, AIA, LEED AP, CSI - Director
  - B. Region Director: Julie Barrett
  - C. Committee Chairs: Bill Kelly, CSI; Mike Baker, CSI; Bob Hemphill, CSI
  - D. Members: none
- III. The minutes of the December meeting were reviewed by those present. Minutes are approved as distributed.
- IV. Treasurer's Report:
  - A. November's statement was circulated via email.
  - B. December's statement shows expenditures and income from the Holiday Celebration.
  - C. The Raffle is capped at \$1000.
  - D. The report is filed for annual review.
- V. Region Director's Report:
  - A. Julie had a conversation with Paul Kane.
  - B. Next Bi-Region will be Seattle in MAY.
  - C. Next WR board meeting will be in Seattle in May.
- VI. President's Report: no report.
- VII. Unfinished Business: open board seat.
- VIII. New Business:
  - A. Nominations Committee: Terri will lead the nominations committee.
  - B. Fiorillos one year
    1. The board agreed to review the Fiorillos subsidy after one year.
    2. Meeting attendance average is 30.5 including tonight's meeting.
    3. Rose will sit down with the restaurant to discuss minimum attendance and fee.
    4. The board in general supports continuing the subsidy.
    5. The board is committed to a fund-raiser to offset the cost of the subsidy.
    6. Programs Committee will consider a possible change to the number of meetings.
- IX. Committee Reports
  - A. Membership:
    1. 70 members were reported.
    2. No one on the board had gotten clear information on how to get member rosters off the new website, which is critical to our reports, anniversary celebrations and renewal efforts! Terri and Katia will pursue this topic with Institute, Maia has also put in a request to Institute.
    3. Maia will assist Katia in creating a member anniversary list for 2017.
  - B. Education Seminar:
    1. The Pipe Trades Training Center has been reserved for FRIDAY JUNE 2.
    2. Bob Hemphill has agreed to assist with Speakers.

3. Katia will not be able to be present on the day, but will assist with getting sponsors.
- C. Programs/Technical/Social:
1. Tonight is Gina Rodda, Energy Code Ace
  2. Feb and the rest of the year are unplanned at the moment.
    - a) Bob Hemphill and Bill will work together to arrange some speakers.
    - b) Maia is standing by to create the flyer and work with Faith to get the program registered with AIA for learning units.
  3. The possibility of not having meetings in the summer is discussed.
    - a) This requires a change to the bylaws, which necessitate a vote from the membership.
    - b) Next steps to pursue this will be:
      - Bring a motion to the board
      - Craft language for the bylaws change.
      - Put it on the ballot for FY18.
  4. Holiday Celebration wrap:
    - a) The holiday celebration required an expenditure of treasury funds.
    - b) It is apparent that planning for an event of this scale needs to start much earlier.
      - Costs for the food were not understood well enough to be properly budgeted.
      - The complications of a joint holiday event made the task even more difficult.
    - c) Maia will send the final spreadsheet to Meredith, with the explanation that SCV CSI is acceptable to the fund amount that SF CSI board budgeted for the event.
- D. Continuing Education:
1. Tonight's program is registered with AIA for CEU.
  2. Training and committee handoff has started with Faith Chien.
- E. Greeter/Raffle: Raffle tonight includes 2 bottles of wine and the dinner, plus the marble draw.
- F. Editor:
1. February newsletter deadline is THURS JAN 12 at Noon.
  2. Training and committee handoff to Maia is complete.
- G. Historian: no report.
- H. Awards: no report.
- I. Website:
1. Website is current
  2. The committee handoff to Krista is complete.
- J. Operating/House: 32 dinner attendees plus two program only. are registered for tonight's program.
- K. Toys-for-Tots: Many thanks to Rose Garrison for getting the Marine and the Navy service man to the Holiday Celebration.
- L. Marketing: No report.
- X. Announcements: none
- XI. The meeting was adjourned by Chapter President Maia Gendreau at 6:00 p.m.