



## Santa Clara Valley Board Meeting Minutes - Draft

9 July, 2015

Biltmore Hotel and Suites  
2151 Laurelwood Road  
Santa Clara, California

- I. The meeting was called to order by Chapter President Rose Garrison at 5:00 p.m.
- II. Attendees:
  - A. Board Members Present;
    1. Rose Garrison, CSI – President
    2. Maia Gendreau, AIA, CSI, CDT – 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. Jim Morelan, CSI, AIA, LEED AP – Director
    7. Tina Gonzales, CSI, Director
    8. Katia Griggs, CSI – Director
    9. Jim Morelan, CSI, AIA, LEED AP – Director
    10. Nick Vadasz, CSI, Director
  - B. Region Director: Krista Nelson, RA, CSI, CDT, LEED, EDAC
  - C. Committee Chairs: Bob Hemphill and Bill Kelly
  - D. Members: none.
  - E. 2015-2016 Board of Directors, dated June 2, 2015, was distributed to each attendee at meeting.
    1. Copy will be included with meeting minutes.
- III. The minutes of the June 4<sup>th</sup> meeting were reviewed by those present. Minutes were approved as distributed.
- IV. Treasurer's Report:
  - A. Balance Sheet as of June 30, 2015 was distributed at meeting and reviewed by those present.
    1. Copy will be included with meeting minutes.
  - B. Draft Budget 2015-2016 was distributed at meeting.
    1. Report has been filed for annual review.
    2. Copy will be included with meeting minutes.
- V. Region Director's Report:
  - A. No report.
- VI. President's Report:
  - A. Rose issued binders to all board members.
  - B. Discussed a conversation with John from CSI San Francisco for a joint Christmas party.
    1. Rose will follow up on the possibility of this event.
  - C. Rose remarked that she is looking forward to this year and growing our chapter.
- VII. Unfinished Business
  - A. Strategic Planning meeting is planned for Saturday July 25<sup>th</sup> starting at 9 AM.
    1. Light lunch will be served at our meeting.
- VIII. New Business
  - A. Rietta stated that the Chapter Annual Report was submitted to West Region Board.
  - B. Fiscal budget – Jim distributed an initial draft for 2015-2016
  - C. Membership list needs to be reconciled with chapter dues from the institute
    1. Action item: Jim O'Keefe to complete
- IX. Old Business

- A. Jim O'Keefe will set up a meeting with Jim Morelan and Albert Wege III to complete a review of the financial report.
  - B. Outstanding Chapter Commendation for FY15
    - 1. Report was submitted
- X. Committee Reports
- A. Membership: Three new members in June / early July
  - B. Education Seminar: Maia issued a report – see attached
    - 1. Waterproofing Disasters presented by Bob Hemphill (AIA accredited event)
    - 2. We discussed timing of this event
  - C. Programs/Technical/Social: no report.
  - D. Continuing Education: renew our provider status by Rietta
  - E. Greeter/Raffle:
    - 1. \$400 for tonight's raffle
    - 2. Four bottles of wine, 3-foot measuring tape and marble draw for tonight.
  - F. Editor: Rietta reported the deadline for newsletter submission is this coming Thursday July 16<sup>th</sup> at noon.
  - G. Historian: no report
  - H. Awards: Tonight Albert Wege III and Kevin Norman will be recognized for their years of service to the board of directors.
  - I. Website: Rietta reported that microsite website is up to date. Content will need to be added.
  - J. Operating/House: 25 attendees are reported for tonight (includes 4 students) reported by Rietta.
  - K. Toys-for-Tots: no report
  - L. Marketing: seat is open
  - M. Expo
    - 1. Rietta issued July 9<sup>th</sup> Expo Committee Report – report included
    - 2. Committee request approval from the board for printing costs (up to \$1,000) a motion was made by Jim Morelan to approve the funds
      - a) Jim O'Keefe seconded
      - b) Motion carried
    - 3. Katia discussed the need for at least 20 more tabletop and asked the board to continue helping and spread the word for vendors.
- XI. Announcements/Open Discussion:
- A. None reported
- XII. The meeting was adjourned by Chapter President Rose Garrison at 5:57 p.m.