



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

5 June 2014

- I. The meeting was called to order by Chapter President Julie Barrett at 5:07 p.m.
- II. Attendees:
  - A. Board Members Present; Julie Barrett, CSI, CDT – President; Rietta McCain, CSI, CCCA, AIA, – Vice President; Jim O’Keefe, CSI -Treasurer; Maia Gendreau, AIA, CSI, CDT- Secretary; Rose Garrison, CSI –Director, Jim Morelan, CSI, AIA, LEED GA – Director.
  - B. Region Director: Krista Nelson, RA, CSI CDT, LEED AP
  - C. Committee Chairs: Bob Anderson, CSI
  - D. Members: none
- III. The minutes of the May meeting were reviewed by those present. Minutes are approved as distributed.
- IV. Treasurer’s Report:
  - A. Student Fund Income: AIA SCV President Britt Lindberg won the raffle last month and split the winnings evenly between the CSI and AIA scholarship funds.
  - B. No expense is showing for May for the hotel, as it was billed twice in the previous month.
  - C. Reimbursement for the West Region Conference has been paid out. The statement does not reflect that yet as not all the checks have been cashed.
  - D. The current bottom line for the year is less of a loss than anticipated.
- V. Region Director’s Report:
  - A. Julie Barrett reports on the Board meeting at the Region Conference in Hawaii
    1. There was discussion on whether the Mid-year Board meeting should be held at the Leadership Training in the fall, but no decision was made.
    2. Region Membership Directory: Income has not been forthcoming from selling advertisements in the Region Membership directory. The general consensus was that the directory should be cancelled, pending production obligations already in place.
    3. Julie will submit a written report.
- VI. President’s Report:
  - A. Julie says thank you to the Board for serving this year and let’s celebrate at tonight’s meeting.
- VII. Unfinished Business:
  - A. Student Fund:
    1. Albert and Jim still need to discuss the prospective terms of the student scholarship fund.
    2. Suresh from West Valley College is planning to attend tonight’s meeting, so Jim will have the opportunity interface with him about ideas.
- VIII. New Business:
  - A. FY 14 Annual Report:
    1. Julie will start a draft of the report. It is due to the Region in September.
    2. Committee Chairs will need to provide input.
  - B. Strategic Planning Meeting:
    1. Rietta wanted to take a straw poll on timing and format. Board agreed the timing and place were good last year.
    2. Rietta will send a coordination calendar around and start planning the meeting.
  - C. Incoming board roster: no comments from attendees tonight.
- IX. Committee Reports
  - A. Membership: No new members. Tonight some prospects are expected to be at the meeting.

- B. Education Seminar: no report.
- C. Programs/Technical/Social:
  - 1. Kevin has meetings scheduled through January 2015 as follows:
    - a) July: Golden Gate Bridge at 75
    - b) August: Exterior wall thermal performance
    - c) September: Parking Day by Rebar (unconfirmed)
    - d) October: Hi speed rail
    - e) November: CBC update with Steven Winkel
    - f) December: Holiday party
    - g) January: Electrical Vehicle charging infrastructure.
  - 2. A Chair is needed for this committee.
- D. Continuing Education: Tonight's program is not eligible for credit.
- E. Greeter/Raffle: Tonight we have the marble draw, Giant's tickets, and wine. Each attendee will be given one raffle ticket.
- F. Editor: The deadline for the newsletter is next Thursday, June 12th at noon.
- G. Historian: No report.
- H. Awards:
  - 1. The Membership Appreciation event is ready.
  - 2. Rose and Katia have raised nine sponsors to cover the food and beverage costs of tonight's meeting.
  - 3. Table tops for the vendors and cocktail tables are set up.
  - 4. At the check in, a business card will be requested for the raffle.
  - 5. Kevin will be the "emcee" for the night; thanking the sponsors, and make other announcements.
  - 6. Board members are encouraged to introduce themselves to guests and all attendees.
- I. Website: The Microsite is updated.
- J. Operating/House: 51 attendees are signed up for tonight.
- K. Toys-for-Tots: No report.
- L. Marketing: No report.
- X. Announcements: none.
- XI. The meeting was adjourned by Chapter President Julie Barrett at 5:44 p.m.