



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

4 June, 2015

- 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. Julie Barrett, CSI, CDT – Past President
 - B. Region Director: Krista Nelson, RA, CSI, CDT, LEED, EDAC
 - C. Committee Chairs: none.
 - D. Members: Terri Sudbrook, RA, CSI
- III. The minutes of the May meeting were reviewed by those present. Minutes are approved as distributed.
- IV. Treasurer's Report:
 - A. The marble raffle will be \$340 tonight.
 - B. Dues have been remitted for past months, but there is no documentation of which members the past dues apply to.
 - C. The bill from the hotel was paid late due to late invoice from the hotel, so it does not show on the balance sheet.
 - D. Report is filed for annual review.
- V. Region Director's Report
 - A. West Region Board meeting report highlights:
 1. The Chapters have been paid dues, but the Region has not.
 2. There is no accounting for the dues in arrears.
 3. The Region budget was approved at a loss, which is not unprecedented.
 4. The Region is trying to re-align committees and needs volunteers.
 5. The 2016 Region conference will be in Tahoe. It will be a bi-region conference with the Northwest Region.
 6. For the 2017 Region Conference another bi-region conference is being considered with the Northwest. The potential location would be in Seattle.
 7. A written report is remitted.
- VI. President's Report:
 - A. West Region Leadership: The leadership report submitted by Rietta is on Fiduciary Responsibility of Board Members.
 - B. Chapter Dues and Leader Roster at the Institute website: Rietta has updated the Chapter dues form and Chapter leader roster.
 - C. The President distributed gifts to the board in thanks for service!
- VII. Unfinished Business
 - A. Strategic Planning:
 1. The dates are Saturdays: July 18th, July 25th or August 8th.
 2. Rose will distribute a meeting request.
 3. An initial budget will be presented at the Strategic Planning session.
- VIII. New Business:

- A. July board Meeting alternate date: Rose will put up a doodle for the alternate date, possibly the Board meeting will be prior to the joint meeting.
- B. Financial Review:
 - 1. The fiscal year will close out after the next meeting.
 - 2. Volunteers need to be recruited for the financial review.
- C. Chapter end of year report draft is distributed for review. No comments on report.
- D. Outstanding Chapter Commendation Discussion points:
 - 1. The monies for the scholarship fund were discussed.
 - 2. The new member orientation was discussed:
 - a) We did plan an orientation, but we did not get anyone to show.
 - b) The board discusses if preparing the presentation has bearing as a point for the commendation form.
 - 3. A motion is made that the Chapter has met the requisites for the OCC Form, and the President and Secretary are authorized to sign the form. Seconded, carries.

IX. Committee Reports

- A. Membership: Membership is up to 70 and we have 20 new members! Bill Kelly has volunteered to assist with membership, and Rose plans to meet with the Committee.
- B. Education Seminar: See written report. There was a modest profit at the seminar.
- C. Programs/Technical/Social: July meeting is a joint meeting with AIA and USGBC at One Workplace in Santa Clara. It will be on July 9. We will be contractually obligated to be at the Hotel for the Holiday event in December.
- D. Continuing Education: The ADA seminar is registered. The mixer for the June meeting is not registered for education.
- E. Greeter/Raffle: We have three bottles of wine and a marble draw. Bob Hemphill and Bill Kelly have volunteered for Greeter/Raffle, and Bill will be here tonight.
- F. Editor: The deadline for newsletter is Thursday June 11th at noon.
- G. Historian: no report.
- H. Awards:
 - 1. Tonight the committee anticipates a great show and awards.
 - 2. The Chapter Cup was won at the West Region Conference, and it is here tonight, and engraved with the Chapter. The Hawaii chapter also gifted a box of chocolate covered macadamia nuts when they relinquished the cup, those are here as well.
- I. Website: The microsite is up to date. Meeting dates are posted, but there is no content yet.
- J. Operating/House: 26 are reported for tonight.
- K. Toys-for-Tots: No report.
- L. Marketing: No new income.
- M. Expo: The committee is continuing to work, no new sign ups have come in.

X. Announcements:

- A. Terri Sudbrook was requested to attend an SPARC summit in Monterey and she provided a brief description of the event:
 - 1. Approximately 120 people were there, it's a nationwide event that includes architects, interior designer, developers and others.
 - 2. Terri circulated the education itinerary, and has emailed the weblink.

XI. The meeting was adjourned by Chapter President Rietta McCain at 5:48 p.m.