



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

6 March 2014

- I. The meeting was called to order by Chapter President Julie Barrett at 5:03 p.m.
- II. Attendees:
 - A. Board Members Present; Julie Barrett, CSI, CDT – President; Rietta McCain, CSI, CCCA, AIA, LEED AP ID+C –Vice President, Maia Gendreau, AIA, CSI, CDT- Secretary; Jim Morelan, CSI, AIA, LEED AP - Director; Albert Wege III, CSI, CCCA, AIA, LEED AP - Director.
 - B. Region Director: not present
 - C. Committee Chairs: none
 - D. Members: none: none.
- III. The minutes of the February meeting were reviewed by those present. Minutes are accepted as distributed.
- IV. Treasurer's Report:
 - A. A written treasurer's report was issued with the balance in the raffle account, income for the month of February, and the net year to date income.
- V. Region Director's Report:
 - A. none
- VI. President's Report:
 - A. none
- VII. Unfinished Business:
 - A. Nominations:
 1. The slate of candidates for FY14/15 is presented, see Committee's written report.
 2. A motion is made is accept the slate of candidates as presented. The motion is seconded, and carries.
 3. The Secretary is directed to issue the ballots to the membership by the 19th.
 4. Votes will be counted prior to the April Board meeting.
 - B. Board insurance renewal:
 1. The cost of insurance has increased and exceeds what was approved in the budget.
 2. A motion is made to accept the insurance quote and cover the difference in the added cost from reserves. Motion is seconded and carries.
 3. The President will sign the insurance paperwork and correct the Chapter name on all pages of the insurance forms.
 4. The Treasurer is directed to pay the insurance.
 - C. Dues amount discussion:
 1. The Board reviewed and discussed another written report with further analysis on the meal costs and Chapter Dues.
 2. A motion is made to change the Chapter Dues to the following structure: Professional, \$65; Emerging Professional, \$65; Student, \$23; Retired, \$0. Motion is seconded, and carries.
 3. The due date on the Chapter Dues form indicates the due date to Institute is April 1st, although the Secretary's recollection is that the due date was rolled back a month last year.
 4. A motion is made to reduce the monthly meeting dinner costs for Chapter Members to \$21 for July through November 2014, excluding any special events or meeting not held at the Biltmore Hotel. The motion is seconded and carries.
- VIII. New Business:
 - A. Student Scholarship Fund

1. A generous donation from Albert Wege has been made as seed money to the Student Scholarship fund. Many thanks to Albert!
2. The President comments that we need a plan to grow the Scholarship fund.
3. Jim Morelan comments that he interfaces with students at AIA meetings and through the department head at West Valley College.
4. Jim Morelan comments that we need a special committee to establish the rules of spending the fund money. Jim and Albert will confer and bring some ideas back to the Board.

IX. Committee Reports

- A. Membership: 62 members are reported.
- B. Education Seminar: no report.
- C. Programs/Technical/Social: The committee reports that education is planned through August, and there is discussion of a joint program with AIA in September.
- D. Continuing Education: Tonight's program is registered by the speaker's company.
- E. Greeter/Raffle: The raffle includes wine and the white marble.
- F. Editor: The newsletter deadline is next Thursday at noon.
- G. Historian: no report.
- H. Awards: no report.
- I. Website: Bob Anderson is moving back to the mainland. Website updates will be delayed during his move.
- J. Operating/House: 20 attendees are expected.
- K. Toys-for-Tots: no report.
- L. Marketing: Chair seat open, no report.

X. Announcements: A few guests are coming for the social hour that won't be staying for dinner. One of our emerging professionals is expected tonight.

XI. The meeting was adjourned by Chapter President Julie Barrett at 6 p.m.