



- 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 (late arrival, 5:45)
 3. Jim O'Keefe, CSI -Treasurer
 4. Maia Gendreau, AIA, CSI, CDT- Secretary
 5. Julie Barrett, CSI, CDT – Past President
 6. Jim Morelan, CSI, AIA, LEED AP - Director (late arrival)
 7. Albert Wege III, CSI, CCCA, AIA, LEED AP – Director
 - B. Committee Chairs: none
 - C. Members: none
- III. The minutes of the October meeting were reviewed by those present. Minutes are approved as distributed.
- IV. Treasurer's Report:
 - A. There is net negative income this month due to expenditures.
 - B. The State and Federal taxes have been filed.
 - C. October and September Treasurer's Reports are filed for annual review.
- V. Region Director's Report:
 - A. The Region Director has submitted a written report.
 - B. West Region Conference 2015 will be in San Diego with Northwest and Southwest Regions, May 13 to 16, 2015.
 - C. West Region Conference 2016 will be hosted by Sacramento Chapter in Tahoe May 18 to 21, 2016.
 - D. The Region Operating Guide will be commented upon and updated prior to the next Region Board meeting.
- VI. President's Report:
 - A. The President thanks Rose and Katia for attending the Leadership Workshop.
 - B. The President submits a written report with comments about the President's Call and Leadership Workshop.
 - C. The Redwood Empire is hosting CDT study sessions and has generously extended the offer to SCV CSI members to attend.
 - D. Institute Database Migration: The CSI database migration will be happening from November 11 to 17, see the email from staff for more details. Access to websites and reports will be impacted during this time.
 - E. Outreach effort: Outreach has been successful with USGBC and less successful with other organizations. Efforts will continue.
- VII. Unfinished Business:
 - A. Meal Cost and Attendance Tracking update:
 1. Rietta distributes an updated Meal Cost and Meeting Attendance tracking report that covers the months from July to November during the reduced cost time period.
 2. We have had an average of 26 attendees at each meeting since the reduced cost was implemented. This is technically an increase of 3, but the member attendance only accounts for one of these.
 3. The Board needs to decide whether the cost reduction for Chapter Members should be maintained. This discussion is also tied to the alternative venue study. See the next item.
 - B. Alternative Venue Study:

1. A spreadsheet is distributed with the alternative venues that were considered to renewing the contract at the Biltmore at the new rate for 2015. The spreadsheet illuminates that the Biltmore is substantially less costly than the five downtown San Jose options studied.
 2. The Board discusses the various options, costs, parking, and attendance minimums.
 3. A motion is made to renew at the Biltmore for the year 2015. Motion seconded and carries.
 4. A suggestion is made to have the spreadsheet with the venue comparisons in the newsletter, or have a summary of the costs of the meeting presented to the Board so that the members can see the effort and due diligence that went into the decision.
 5. The Board also suggests that a member outreach or survey effort would be good in the future if alternate venues are considered to get member input on alternate costs, locations, and meeting formats they would support.
- C. Meeting Dinner costs:
1. The Board discussed various meal cost options.
 - a) A reduced meal cost for members is seen as a value of membership and incentive to join CSI SCV.
 - b) The Chapter does not have the funding to absorb the increased costs of meals without increase costs to attendees.
 - c) Alternate meeting formats were also discussed briefly: starting earlier, shorter social hour, appetizers instead of dinner, etc.
 2. A motion is made to raise member dinner cost to \$35 and non-member cost to \$40, effective January 1, for the duration of 2015, in coordination with the contract renewal with Biltmore. Motion is seconded and carries.
- D. Holiday Party:
1. A motion is made to ratify the vote take via email to have a joint holiday party with San Francisco Chapter and East Bay/Oakland, Tuesday, December 16. Motion is seconded, and carries.
 2. Details of the party were shared with the Board. Save the date flyers will be passed out at tonight's dinner.
 3. The price will be \$59 and will be paid through Cvent. San Francisco will be collecting all moneys and distributing and profit to EB/O and SCV.
- E. December Board Meeting
1. Given the joint holiday party, the Board meeting can't be prior to the party.
 2. The December board meeting will be December 4 at 5pm, the regular time. It will be held as a virtual meeting, through GoToMeeting. Rietta will send out meeting invitation.
 3. Board members are also invited to Gensler's office if they would like to meet in person.

VIII. New Business:

- A. Alternative dates for 2015 calendar of Chapter Meetings:
1. With the Biltmore Contract being accepted, the meetings dates through calendar year 2015 need to be set.
 2. January, July, and October meeting dates on the first Thursday of the month have conflicts with holidays and CSI events.
 3. The Board approves the alternate dates of: January 8, July 9, and October 8.

IX. Committee Reports

- A. Membership: Total Chapter membership is currently at 60, up three from last month. There are six members that have not renewed, four have said they will renew.
- B. Education Seminar: No report.
- C. Programs/Technical/Social: No report.
- D. Continuing Education: Tonight's program is registered with the AIA. We have also paid our annual AIA CEU provider renewal fees, so we are renewed through December 2015.
- E. Greeter/Raffle: There is \$809 in the marble draw and two bottles of wine.
- F. Editor: Newsletter deadline is the Thursday November 13th at noon.
- G. Historian: No report.
- H. Awards: No report.
- I. Website: The Chapter Meetings for first half of 2015 will be posted to the microsite.
- J. Operating/House: There are 24 attending tonight.
- K. Toys-for-Tots: No report.

- L. Marketing: Thanks you to everyone who reached out with the marketing effort. We are 31% to goal. We have some other commitments to get to 80%, but everyone needs to pitch in and follow up to meet the budget. The marketing effort needs to be ongoing.
 - M. Fundraiser - Construction Expo 2016: Working through some BPT glitches and other coordination efforts. Big push for sign-ups will be in December and January to raise the seed money for the deposit at Levi's Stadium.
 - N. Mel Cole Celebration: Ron Ronconi and Rietta have been having discussions and putting together a potential guest list and venue locations for the Celebration. We hope to have more to report in December.
- X. Announcements: none.
- XI. The meeting was adjourned by Chapter President Rietta McCain at 5:46 p.m.