



Santa Clara Valley Board Meeting Minutes - Draft

Biltmore Hotel and Suites
2151 Laurelwood Road
Santa Clara, California

5 November 2015

- I. The meeting was called to order by Chapter Vice-President Maia Gendreau at 5:00 p.m.
- II. Attendees:
 - A. Board Members Present;
 1. Rose Garrison, CSI – President, via phone
 2. Maia Gendreau, CSI, CDT, AIA -Vice President
 3. Terri Sudbrook, CSI, AIA, - Secretary, via phone
 4. Rietta McCain, CSI, CCCA, AIA, LEED AP ID+C– Past-President
 5. Katia Griggs, CSI – Director, via phone
 6. Tina Gonzales, CSI - Director
 7. Jim Morelan, CSI, AIA, LEED AP - Director
 8. Nick Vadasz, CSI - Director
 - B. Region Director: Krista Nelson, RA, CSI, CDT, LEED; not present
 - C. Committee Chairs: Bill Kelly, CSI Greeter/Raffle
 - D. Members: none
- III. The minutes of the October meeting were reviewed by those present. Minutes are approved as distributed.
- IV. Treasurer’s Report: Written report is submitted. Report is tabled until next month.
- V. Region Director’s Report: See written report.
 - A. The Region Board meeting is this Saturday, November 7.
- VI. President’s Report: (via phone)
 - A. Bay Area Tri-Chapter Holiday party:
 1. The holiday party is December 15th in Oakland, with EB and SF Chapters.
 2. Rose proposes rescheduling the Board meeting to Thursday DECEMBER 3, at noon at the Dunn-Edwards store in San Jose. The board agrees, Rose will send an invite.
 - B. AIA and CSI met today and discussed doing a joint program in 2016.
 1. It will possibly be the AP+I Net Zero Office Tour in March or April.
 - C. Rose proposes having the Holiday Party 2016 at Fiorillo’s, with SCV CSI hosting.
 - a) A deposit of \$1,000 for the holiday party 2016 to hold the room.
 - b) It is proposed that SCV CSI host the party this year, and invite EB and SF chapters. If they decline, other sister organizations could be invited.
 - c) A question is raised if the deposit is refundable. The deposit is non-refundable.
 - d) A motion is made to pay the non-refundable \$1,000 deposit for DEC 2016 at Fiorillo’s for the holiday party. Seconded, motion carries.
- VII. New Business
 - A. Hotel Contract renewal:
 1. The Biltmore: (current location)
 - a) The price for 2016 year contract will remain unchanged from 2015: this is \$36 including tax and gratuity, wine and appetizer. The minimum is 20 people.
 - b) If we were to move to having “month to month” events, the cost would be \$ 36.95 each for the dinner, plus appetizer and wine, tax and gratuity.
 - B. Venue Location Change:
 1. Bill presents pricing for the Bold Knight. (downtown San Jose)
 - a) Bold Knight would like a minimum of 30, but they will work with us.
 - b) They would like a 6 month commitment.

- c) They wanted to know our budget, and indicated they would work with us.
 - d) Three alternate meals were offered:
 - (i) Heavy appetizers
 - (ii) Sit down dinner: (chicken, beef or seafood) plates (\$25 to \$39)
 - (iii) Buffet style
 - e) No deposit is required.
 - f) The Bold Knight has a parking lot.
2. Fiorillo's in Santa Clara
- a) Several board members organized a lunch at Fiorillos. They all agree the food quality was good and the space is upscale from our current location.
 - b) Pricing will work out to average \$38.92 per, including tax and gratuity.
 - c) A minimum of 25 is required.
 - d) Fiorillo's has good proximity to Santa Clara University.
 - e) The board meeting would be held in the presentation room, prior to the chapter meeting.
 - f) A motion is made to switch the meeting location to Fiorillo's starting in 2016 and pay deposit of \$600 to secure the venue. Motion seconded, carries.
- C. Action items as a result of the motion above:
- 1. The badges will need to be taken with us tonight.
 - 2. The raffle wine stash will need to be retrieved.
 - 3. We will need let the Biltmore know we are not renewing the contract.
- D. Cost and venue for the January meeting:
- 1. A joint meeting is proposed with SFCSI at a location between San Jose and San Francisco.
 - 2. The date is Wednesday, January 13th.
 - 3. DES Architects office in Redwood City has generously offered their office if an alternate location cannot be found.
 - 4. The speaker is either LEED 4, or Economic Forecasting/Dodge Analytics. SF has the speaker scheduled but the communication is unclear at this time.
 - 5. A joint meeting with AIA in March is also under discussion and the board discusses whether 3 or 4 months of changing the venue location monthly is positive or detrimental to the membership.
 - 6. (Terri leaves the meeting).
 - 7. The cost for the January meeting is tabled until DECEMBER.
 - 8. The board agrees to have the January meeting with SFCSI at location to be decided.
 - 9. (Rose leaves the meeting)

VIII. Committee Reports: written reports were submitted.

- A. Membership: 69 members, New Member Carrie Quist. (Katia leaves the meeting).
- B. Education Seminar: no change in status from last month.
- C. Programs/Technical/Social:
 - 1. PBM needs an invoice to pay for holiday party sponsorship.
 - 2. Stanley needs the link to operate for the holiday party sponsorship.
- D. Continuing Education:
 - 1. Tonight's program is registered.
 - 2. The 2016 AIA CES Provider fee is paid.
 - 3. Maia will collect the sign-in forms and Speaker Agreement and send them to Rietta for tonight's meeting.
- E. Greeter/Raffle:
 - 1. The raffle will be kept at \$500, there are two bottles of wine, and two tools generously donated by Bill Kelly/Stanley.
- F. Editor:
 - 1. December newsletter deadline is Thurs November 12.
 - 2. January's newsletter deadline will be Thursday December 10, prior to the Holiday Party, but after the board meeting.
- G. Historian: no report.
- H. Awards: no report.
- I. Website:
 - 1. November and December meeting information is posted.
 - 2. January meeting information needs to be created and posted.
- J. Operating/House: we have 24 tonight.

- K. Toys-for-Tots:
 - 1. The holiday party Toys-for-Tots drive will be hosted by EB Chapter.
 - 2. Julie Brown is following up with Ron Adams to see if the Chapter has toy barrels/locations/pick up arrangements possible this year.
- L. Marketing:
 - 1. Marketing funds are received from Dunn-Edwards. Thanks to Dunn-Edwards.
- M. EXPO: Final report was submitted last month. The final refunds are received. Congratulations to the Expo team.

IX. Announcements:

- A. The board will plan a dedicated meeting to discuss the plans for the Expo fundraiser results.

- X. The meeting was adjourned by Chapter Vice-President Maia Gendreau at 5:56 p.m.