



**GREATER  
SAN JOSE  
CHAPTER**

## **EXECUTIVE BOARD MEETING MINUTES**

**Date: 09/13/2011 Location: Biltmore Hotel, Santa Clara**

<b>EXECUTIVE COMMITTEE ATTENDANCE</b>	<b>Present/Absent/Excused</b>
<b>President</b> Fred Norton	Absent
<b>President-Elect</b> David Krack	Present
<b>Vice President- Special Projects</b> George Mallinckrodt	Present
<b>Secretary</b> Becky Pereira	Present
<b>Treasurer</b> Karen Bouvier	Present
<b>Delegate</b> Betsy Leff	Absent
<b>Delegate</b> Stephen Motzko	Present
<b>Immediate Past-President</b> Ron Scholtz	Absent
<b>Government Affairs</b> John Steele	Present
<b>Membership</b> Jim Beeby	Present
<b>Newsletter Editor</b> Scott Sidlow	Absent
<b>VP Jobs Coordinator</b> William Kroutil	Present
<b>PDC Treasurer</b> Mostafa Pournajat	Present
<b>Past-President</b> Tyler Nguyen	Present

**QUORUM REACHED Yes**

**TIME MEETING CALLED TO ORDER: 10:40 am**

### **Action Items Developed**

**2011 – 9.1** – Becky to check with Fred on hotel cancelation policy.

**2011 - 9.2** – Create working group to develop program for sponsors/speakers and possible sponsorship donations. George, Mostafa, Tyler and George will work on this project.

## Minutes

<b>Secretary Report</b>	<p>Becky Pereira prepared the August minutes and they were approved as written.</p> <p>Calendar was reviewed.</p>
<b>President Report</b>	<p>Fred reported via email:</p> <ul style="list-style-type: none"> <li>• I renewed our PO box for the next year at \$200</li> <li>• George Mallinkrodt will be attending the Leadership conference in October.</li> <li>• The Biltmore has submitted a proposal for 2012 that would offer renewal of our agreement with a \$1 increase to \$25 per person fee so we will need to begin to consider whether we want to renew or consider alternatives.</li> <li>• Our Constant Contact one year was up last month. I have renewed for the next month but we will need to consider whether we want to extend the use of this service. At the ROC meeting, I received some information on a similar service that may offer free service for non-profits so I am trying to get more information on whether this might be an option. Could possibly be Event-Bright, may have option for collecting monies/fees.</li> </ul>
<b>President-Elect Report</b>	<p>Industrial Emergency Council is providing today's presentation on Confined Space Rescue.</p> <p>David Keenan, speaker for October – Emergency Preparedness. David said he saw him previously and it's a refreshing/fun spin.</p> <p>Asked for ideas for any future speakers; possibly vendors but issues of commercialism were discussed.</p>
<b>Treasurer Report</b>	<p>Karen reported August had slow activity as the August meeting was the joint meeting with BAESG and they received the funds from the meeting this year. Next year ASSE will receive the funds.</p> <p>\$491 check from Society for membership was deposited.</p> <p>Ron Sholtz's expense check mailed in July was never received. Upon confirmation Karen will cancel check and reissue a new one.</p> <p>She is still researching automated/ on-line accounting. Intuit purchased Mint.com which is a free service. It's very basic but could be workable as the number of our transactions is low. Money cannot be moved around on the account but the Board could have visibility to it. Also the bank information can be downloaded.</p> <p>She will also discuss options with Meriwest Credit Union to see if they have suggestions about automated/online accounting systems.</p>

	<p>David's accountant is interested in auditing our books but is currently having a personal family emergency and will provide quote when she is able.</p> <p>Bill mentioned the possibility of working with another chapter to audit each other's books. Society had previously advised they were going to create a program for chapters to assist one another but no information/announcement has been received.</p>
<b>Gov. Affairs Report</b>	<p>John is chairing the Government Affairs meeting in San Diego in September. He advised that if anyone had any issues/questions please direct them to him so he can present.</p> <p>The crisis with the Appeals Board is over as funding was found. Cal-OSHA is still functioning okay.</p>
<b>Membership Report</b>	<p>Jim reported via 9/12/11 email,</p> <p>"Current membership dropped two to 284 members. This is 12 fewer than September 2010, but membership dropped to about 286 in October 2010 and has remained flat ever since.</p> <p><u>The latest new member since August is:</u> Michael Netcott (Fairfield)</p> <p>I sent Michael an invitation to attend chapter meetings.</p> <p><u>Previously reported new members since July are:</u> Eric Benson (Fremont) Kristan Smith (San Jose) Randy Smith (Santa Clara) James Tarpinian (Palo Alto) Rhondia White (San Jose)</p> <p>Overall, we gained 1 and lost 3 members since last month. Losses were from Menlo Park, Milpitas, and Hayward. No trends noted.</p> <p>Ron Scholtz is still listed with the San Francisco chapter due to his primary address now being Berkeley." Jim confirmed that this was an involuntary transfer.</p> <p>David suggested creating a trending chart to show membership numbers in the past. Jim had created one previously but it wasn't very enlightening. He provided handwritten numbers to Bill who volunteered to create an Excel chart.</p> <p>Jim is still planning to create mentoring program and write newsletter</p>

	<p>article regarding membership.</p>
<b>Delegate Report</b>	<p>Steve reported that the last meeting was in June and there has been no new information or activity since then. He will keep the Board updated with any new information received.</p> <p>Society has still not resolved the issue of transferring people to different chapters involuntarily.</p>
<b>Vice President Special Projects Report</b>	<p>No current special projects. The survey results had been previously reviewed and the response was low.</p> <p>Better distribution of the newsletter and communications to the membership were discussed.</p>
<b>Jobs Coordinator</b>	<p>Bill Kroutil reported via 9/8/11 email "Here is the ASSE GSJ JOBS REPORT for September 12, 2011. The jobs added in August were 21. The jobs added in July were 17. The jobs added in June were 27."</p> <p>Bill reported that there have only been 4 new jobs added in September.</p> <p>There was discussion of providing a listing of consultants. The question was raised about whether the consultants needed to be members. The jobs listing is a service provided to the members and, therefore, the hiring employer doesn't have to be a member.</p> <p>Bill will contact the Society web administrator to update our web page to ensure the information is current.</p>
<b>Other Officer Reports</b>	<p>None.</p>
<b>Old Business</b>	<p>None.</p>
<b>New Business</b>	<p>None.</p>
<b>Announcements</b>	<p>Tyler advised that he received an email from Cal-OSHA Reporter that the CSP certification description is now included in Title 8. John advised that this is a correction to the business code requiring a CIH for CSP duties.</p> <p>Juan Calderon, district manager of the Fremont District office of Cal-OSHA, has retired. Michael Fry is new district manager and Tyler will be meeting him as he is a previous colleague. He may be interested in giving a presentation to ASSE and Tyler will discuss this with him. He was invited by BAESG to be a speaker at their PDC.</p>

## Motions

MOTION: To approve August meeting minutes as written and submitted.

MOTION MADE BY: Karen Bouvier SECOND: John Steele

DISCUSSION: None

FAVOR: 4 OPPOSE: 0 ABSTAIN: 0

MOTION: To approve the August financial report as written and submitted.

MOTION MADE BY: Steve Motzko SECOND: John Steele

DISCUSSION: None

FAVOR: 4 OPPOSE: 0 ABSTAIN: 0

MOTION: To adjourn meeting.

MOTION MADE BY: Steve Motzko SECOND: Tyler Nguyen

DISCUSSION: None

FAVOR: 4 OPPOSE: 0 ABSTAIN: 0

**TIME MEETING ADJOURNED: 11:42 a.m.**

**MINUTES GENERATED BY: Becky Pereira**

**DATE: 9/13/2011**