



EXECUTIVE BOARD MEETING MINUTES

Date: 9/9/08

EXECUTIVE COMMITTEE ATTENDANCE

President	Jay Jamali	Present: Excused
President-Elect	Tyler Nguyen	Present: Yes
Vice President- Special Projects	Jack Hahn	Present: Yes
Secretary	Ron Scholtz	Present: Yes
Treasurer	Tom Boyd	Present: Yes
Delegate	Fred Norton	Present: Yes
Delegate	Mostafa Pournajat	Present: Yes
Past-President	Mira Rubin	Present: No
Gov't Affair	John Steele	Present: Yes
Membership	Jim Beeby	Present: Yes
Profession Development Courses	Betsy Leff	Present: No
Jobs Coordinator	David Krack	Present: No

Minutes

Note: Tyler served as the meeting chair as Jay is attending an ASSE regional meeting in San Diego.

Secretary Report:

1. Motion to approve the August 2008 minutes- approved unanimously.
2. Past meeting minutes are now being posted on the Greater San Jose ASSE website under the meetings tab.
3. It was asked that future minutes spell out any acronyms and include more detail of the discussions.

Special Projects Report:

1. The Star Report was submitted and the Greater San Jose Chapter has attained "Star Status".
2. The strategic plan originally submitted to ASSE needs to be placed into a new format and re-submitted. It is due by the end of September. Jack will have a draft prepared for the Board members to review by the week of 9/16. He will need feedback by the executive board by 9/19 in order to incorporate any changes.
3. Once the strategic plan is completed, Jack will start updating the chapter bylaws. They will be placed into a new format and will include zip codes to better identify the chapter boundaries. This will need to be coordinated with the San Francisco Chapter. The bylaw update will need to be completed before February, 2009. They will be posted on the chapter website once approved.

Treasurer Report

1. There is \$2,700 in the chapter checking account, \$135.77 in the chapter savings account, and \$19,424 in the chapter CD (certificate of deposit) account.

Gov't Affair Report	<ol style="list-style-type: none"> 2. Tom is working on getting on-line access to the accounts. 3. Tom and Mostafa will bring information pertaining to an independent auditor at next month's executive board meeting. 1. John will be attending the ASSE California Government Affairs Committee meeting in Burbank on 9/17/08. 2. The committee is working on getting the State OSHA Appeals Board to change its venue from Bakersfield to Fresno for easier access by interested parties in Northern California. A letter is being prepared requesting the change. 3. The committee is also working on getting changes made to the state business code that will recognize certified safety professionals. 4. John does not expect much new safety and health related activity in the state legislature due to the current state budget issues. 5. John will be participating in a presentation on what the Government Affairs Committee does to the ASSE Valley Coastal Chapter in Burbank on 9/17. 6. The executive board suggested that we post a legislative activities report on the Greater San Jose Chapter website.
Membership Report	<ol style="list-style-type: none"> 1. Jim now has access to the chapter roster. 2. There are 298 members which is down 4 members from this time last year (basically flat). 3. Jim is working on a plan to increase membership and will present this at a future executive board meeting. 4. Fred, Mostafa and Jim have been contacting members and are updating outdated emails. There is a need to send a letter or post card to those members who cannot be contacted by phone or email. This will be formally considered at the next executive committee meeting.
Delegate Report	None
Old Business	<ol style="list-style-type: none"> 1. Ron and Mostafa are scheduled to attend the ASSE Leadership Conference in Chicago starting on October 3, 2008. Tyler will not be able to attend due to an ASSE commitment in Alaska. There is one more open spot if anyone else is interested. Anyone who is interested should contact Tyler right away. 2. The new chapter PO box is available. Jay will check it weekly and Tyler has a back-up key. The address is P.O. Box 640277, San Jose, CA 95164. Ron will notify ASSE Headquarters of the change.
New Business	<ol style="list-style-type: none"> 1. Brenda Buescher is our new chapter newsletter administrator. Her email address is safetybren@aol.com. Tyler will assist with the transition. Please contact Brenda if you have any articles or other items for the newsletter. 2. The ASSE chapter computer projector is missing. We need to identify its status and ensure it is available for chapter meetings. The President Elect should maintain the projector between meetings. Tyler will follow-up to determine status. 3. Jack will distribute the existing bylaws to the executive board. We need to better understand existing meeting requirements, proxy requirements, and quorum requirements.

MOTIONS

MOTION: None

MOTION MADE BY:

SECOND:

DISCUSSION:

FAVOR: 0

OPPOSE: 0

ABSTAIN: 0

Minutes Generated By: Ron Scholtz

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