



**GREATER
SAN JOSE
CHAPTER**

EXECUTIVE BOARD MEETING MINUTES

Date: 10/14/08 Location: Ramada, Suunyvale

EXECUTIVE COMMITTEE ATTENDANCE		Present/Absent/Excused
President	Jay Jamali	Present
President-Elect	Tyler Nguyen	Present
Special Vice President	Jack Hahn	Present
Secretary	Ron Scholtz	Present
Treasurer	Tom Boyd	Present
Delegate	Fred Norton	Present
Delegate	Mostafa Pournajat	Absent
Past-President	Mira Rubin	Present
Government Affairs	John Steele	Present
Membership	Jim Beeby	Present
PDC Chair	Betsy Leff	Present
Jobs Coordinator	David Krack	Absent
Other Attendees:	None	

QUORUM REACHED? Yes

TIME MEETING CALLED TO ORDER: 10:35am

Minutes

Secretary Report:

-A motion was made by Jay Jamali to approve the 9/9/08 meeting minutes with a second by John Steele. The minutes were approved unanimously.

- The group discussed who should be responsible for sending out email meeting reminders to the membership. According to the current bylaws, this is the responsibility of the secretary. It was decided that Jim Beeby, Membership Chair, will take this responsibility. **Action Item-** Jay Jamali will document how the Constant Contact system is used for the membership notifications and pass this information on to Jim.

- The group discussed continuing to send out meeting reminders in the mail to members on the “do not email” list. There are currently 54 members on the list. There are postage cost concerns and it has been difficult to get members email status changed at society headquarters. A motion was made by Fred Norton to continue sending out monthly reminders by mail to members on the

	<p>“do not email” list for the next three months with a second by Tyler Nguyen. The motion was approved by a vote of 8 yeas and 1 nay.</p>
Treasurer Report	<ul style="list-style-type: none"> - Jay presented some expenses that the committee should be aware of. These include: Commuter Kit speaker gifts (\$32.48), Appreciation Certificates (\$70), Gove Affairs Meeting (\$189), Do not Email Mailing Postage (\$36.40), ASSE Badges (\$66.50). Ron and Mostafa also need to submit expense reports for the Leadership Conference they attended last week. - An ASSE expense report form must be completed for ASSE related expenses. Action Item- Jay Jamali will distribute the form to all board members.
Gov. Affairs Report	John attended the regional government affairs meeting. He will report at our next board meeting.
Membership Report	Tabled until next meeting.
Delegate Report	None
Other Officer Reports	<p>Tyler Nguyen gave a Programs update:</p> <ul style="list-style-type: none"> - Tyler now has possession of the chapter computer projector. - Chapter newsletters will be distributed by the end of each month. - We will have a Toys for Tots toy drive at the December meeting. This will also be a free lunch for all members (budgeted). - The November meeting falls on Veterans day. All veterans in attendance will receive a free lunch. - Tyler will be the chapter contact for coordinating with Toys for Tots.
Old Business	<p>Jack Hahn presented the spreadsheets he has drafted for the chapter strategic plan:</p> <ul style="list-style-type: none"> - The spreadsheet is broken down into sections titled Administrative, Leadership, Meeting Items, Membership Recognition, Newsletter, Other Items, PDC, Promotion of Society, Recruitment and Retention, and Website Items. - The group recommended that all listed names be changed to Chapter Officer or Committee Chair titles. - The group recommended that all dates be changed from 2008 to 2009 where appropriate. - The board agreed that we should pursue listed tasks that will promote the chapter. Action Item: Jay Jamali will champion the development of society promotion. He may hand off portions as tasks are identified. - The group discussed the need for new member orientation options. Action Item: Jack Hahn will propose further orientation options to be included in the strategic plan. - Maintenance of the chapter website will be assigned to all chapter officers. The Past President will be assigned as the contact person for posting information from other sections or special interest groups. - Jack needs to submit the Strategic Plan spreadsheets to Terri Norris no later than the end of this week.
New Business	<p>Betsy Leff gave an update on the PDC Planning Committee activities:</p> <ul style="list-style-type: none"> - The PDC is scheduled for October 2009. - They are working on a location in Monterey, CA.

