



**GREATER
SAN JOSE
CHAPTER**

EXECUTIVE BOARD MEETING MINUTES

Date: 11/11/08 Location: Ramada, Suunyvale

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

QUORUM REACHED? Yes

TIME MEETING CALLED TO ORDER: 10:40am

Minutes

Secretary Report:	<ul style="list-style-type: none"> -A motion was made by Jay Jamali second by Mostafa Pournajat to approve the 10/14/08 meeting minutes with a second by John Steele. The minutes were approved unanimously. - Jay has trained Ron Scholtz how to use the Constant Contact system used for sending out email meeting notices to the membership. Ron will handle these going forward with Jim Beeby as the back-up. Action Item- Ron will prepare a written procedure for future reference. - Ron distributed a chapter calendar for board review. He needs board members to give any other information needed for the calendar. - A motion was made during the 10/14/08 board meeting that approved the free lunch for all veterans attending the 11/11/08 lunch. This needs to be reflected in the minutes.
Treasurer Report	- Ron submitted his expense report for the Leadership Conference held in

	<p>October.</p> <ul style="list-style-type: none"> - Tyler is waiting for reimbursement from his expense report submitted in October. - Jay has submitted an expense report for the cost of mailing notices to members on the “do not email” list. - Mostafa reported that he has received an estimate of \$400 for an independent auditor. He will ask for a proposal to formalize. A motion was made by John Steele, seconded by Fred Norton to move forward with the independent auditor if the proposal is \$400 or less. Approved with 7 in favor and 1 opposed. - Tom needs to generate a monthly treasurer’s report for board review and approval. There has not been one generated since July. Action Item- Tom to have a report prepared for the December meeting. - Action Item- Tom to give an update on on-line access to the chapter bank account at the December meeting. - Action Item- Tom to give an update on the money market status at the December meeting.
Gov. Affairs Report	<ul style="list-style-type: none"> - There is a regional governmental affairs meeting planned for 1/21/09 in Sacramento. John plans on attending. The group will give a presentation on governmental affairs to the local Sacramento chapter. - John asked if the Greater San Jose Chapter would be interested in a similar governmental affairs presentation next time the regional meeting is here. The board asked to see how the Sacramento chapter meeting is received first. - The Cal OSHA advisory board is working on new requirements for airborne diseases. - SB570 regarding popcorn flavoring safety requirements is still under consideration.
Membership Report	<ul style="list-style-type: none"> - There are currently 307 chapter members compared to 302 the same time last year. - There are 4 new members this month with 0 lost. - Jim has sent out a membership plan via email to the board for review and consideration. It includes new membership welcome, retaining of existing members, mentors, and a proposed student chapter. Action Item- Discuss the plan further at the December meeting. - At today’s lunch, we will start asking for new members and welcoming them. - Action Item- Jim to supply new member applications at the lunch sign-in table.
Delegate Report	None
Other Officer Reports	<ul style="list-style-type: none"> - Tyler gave an update on next month’s speaker on soft tissue injuries. - Tyler has made contact with the US Marines for the Toys for Tots charity. They will be present at our December meeting to collect toys and contributions. It will be announced at today’s lunch as well. Action Item- Jay to include an announcement in his monthly email president’s message. - Tyler brought up the possibility of bringing in a special speaker giving an environmental topic for the December meeting. The board agreed that environmental topics are relevant for ASSE meetings. However, there is concern that having more than one topic may be too much for the short time

