



**GREATER
SAN JOSE
CHAPTER**

EXECUTIVE BOARD MEETING MINUTES

Date: 2/10/09 Location: Biltmore, Santa Clara

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

QUORUM REACHED? Yes TIME MEETING CALLED TO ORDER: 10:44am

Minutes

Secretary Report:	-A motion was made by Jay Jamali second by Tyler Nguyen to approve the 1/13/09 meeting minutes. The minutes were approved unanimously.
Treasurer Report	<ul style="list-style-type: none"> - Tom Boyd has resigned as treasurer for personal reasons. Jay has accepted his resignation. - The treasurer's box containing cash was returned by Tom to Jay. There were undeposited checks included. - Mostafa Pournajat was asked by the committee to assume the treasurer's position in the interim until a replacement is identified and trained. Jay formally made this a President's appointment. - Mostafa will continue in his term as delegate. - Mostafa will need approximately ½ hour at our next executive board meeting to go over treasurer's issues. There will be a special meeting held on 3/10/09 from 10:00 am until 10:30 am for any board member interested in the details

	<p>of Mostafa's report prior to the regular board meeting.</p> <ul style="list-style-type: none"> - The chapter financial report will be prepared and made available at the next board meeting. - Jay has identified a \$44/month "regional assessment" that society is billing the chapter. We need to understand what the assessment is for. Action Item: Mostafa will follow-up and report back at next month's board meeting. - Jay notified the Board that \$420 of chapter dues came in from the Society. A \$25 per month charge is paid to the Society for our web page maintenance.
Gov. Affairs Report	<ul style="list-style-type: none"> - There was a government affairs meeting in January and John Steele attended. The next meeting will be in Fresno, CA during May.
Membership Report	<ul style="list-style-type: none"> - Jim would like to promote "bring a guest" for the next chapter meeting. He would also like to discuss the zip code issue at our next board meeting.
Delegate Report	<ul style="list-style-type: none"> - None
Other Officer Reports	<ul style="list-style-type: none"> - Betsy gave a PDC update. A draft PDC budget was distributed to the committee for review and comment. - There are projected expenses of \$25,000 and projected income of between \$28,500- \$33,000. - Registration is set at \$185 for non-ASSE members and \$175 for ASSE members. The cost after 9/3/09 will go up to \$225. - There is a room quota and the risk is set at 70% of the profit for rooms not reserved. There is an estimated risk of \$1,800 worse case. - The break-even point for conference attendance is estimated at 75 attendees staying at the hotel. - The room rate is discounted to \$210 per night without additional parking charges. - There will be a tour of the Monterey Bay Aquarium along with a dinner. There is an estimated risk of \$10,000 for this event. It should however, be a major draw for attendees and their families.
Old Business	<ul style="list-style-type: none"> - The CEGOSH regional PDC scheduled for October 2010 has requested \$1,000 in seed monies from each chapter in the region. Jay will distribute a letter of intent at the next meeting for discussion. We will table a vote until the April board meeting. - The board election committee consists of Betsy, Jay, and Tyler. They are currently working on a list of interested candidates for the upcoming chapter elections. <p>There is a proposed dues increase for the ASSE society. It will be increased in increments over three years. We need to discuss our chapter position. A decision is due in June.</p>
New Business	<ul style="list-style-type: none"> - We are holding our first meeting at the Biltmore in Santa Clara now that the Ramada is no longer available. The Biltmore had the lowest cost of the options found. - The previous registration lunch cost was \$20 for members, \$25 for walk-ins, and \$30 for non-members. The Biltmore cost will be \$23 per person. - The board discussed keeping the costs at the current costs and taking a \$3 loss per person for the next several months to promote the venue change. - A motion was made by Jim Beeby, seconded by Tyler Nguyen to keep the

Chapter Secretary