



**GREATER
SAN JOSE
CHAPTER**

EXECUTIVE BOARD MEETING MINUTES

Date: 6/09/09 Location: Biltmore, Santa Clara

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

QUORUM REACHED? Yes

TIME MEETING CALLED TO ORDER: 10:33 am

Minutes

Secretary Report:	-A motion was made by Jay Jamali second by Tyler Nguyen to approve the 5/12/09 meeting minutes. The minutes were approved unanimously.
Treasurer Report	- Mostafa has identified issues with transfer to new software and not being able to create the needed monthly reports. He may need to re-input data from earlier reports into the new software. No report for this month is available yet. Action Item: By the end of this week, Mostafa will email "low tech" versions of the April and May financial reports to the board members. - There is a discrepancy in the annual budget submitted in the annual report. There is more money shown in the accounts than what was actually issued. The annual report was submitted anyway with the issue noted. We need to follow-up with the Region VP in order to resolve. There may have been one or more past checks issued that were not cashed. Mostafa will need to go through past bank statements to verify what check was not cashed. Action Item-

	<p>Mostafa will try to resolve prior to the next board meeting (July 14).</p> <ul style="list-style-type: none"> - Mostafa is working on the draft 2009/10 chapter budget. He will issue the draft to the board by email prior to the end of June for review and comment. - The board discussed measures that can be taken to reduce expenses. The Chapter was \$6,400 in the red for the 2008/09 fiscal year. In the case of travel to ROC meetings and the leadership conference, we can send one representative rather than two. We also need to look closely at revenues from the lunch meetings as we have not been making a profit on those. The current zip-code issue with the San Francisco chapter could also impact the final budget numbers.
Gov. Affairs Report	-
Membership Report	<ul style="list-style-type: none"> - A letter has been sent to the Region Vice President regarding the zip code issue with San Francisco chapter. She will review the bylaws and charters of each chapter to better understand the issue. - A meeting between both chapters and the Region Vice President is being proposed to resolve. If there is still no resolution, the issue will need to go to the ROC for a vote. The meeting date has not been established as of yet. - A motion was made by Betsy Leff and seconded by John Steele that Jim Beeby act as the San Jose Chapter representative on the issue with assistance from Jack Hahn. The motion was approved unanimously.
Delegate Report	<ul style="list-style-type: none"> - Fred presented options for possible changes that could be made in the ASSE Society House of Delegates. There have been concerns about the costs associated and lack of governance. - There are proposals to use electronic voting exclusively, do away with the House of Delegates entirely, or a combination of the two. - The board gave feedback. The House of Delegates gives good input and discussion to society issues. There needs to be some form of chapter representation. The e-voting is O.K., but there also needs to be a forum for discussion. The money isn't always well spent and delegate voices are not always heard. Some question the value of the current delegate format. - Action Item- Fred will distribute a white paper to the board regarding the options being proposed.
Other Officer Reports	-
Old Business	<ul style="list-style-type: none"> - The board discussed the proposed Bay Area Environmental Safety Group (BAESG) joint meeting with the ASSE chapter. The BAESG would coordinate the meeting this time as ASSE coordinated last. The date set is Wednesday, August 19 at the former Arthur's location. The proposed topic is a Cal-OSHA update. There is some concern regarding changes in dates and location for the membership. The Arthurs location is also not as conducive for speakers. A motion was made by Ron Scholtz seconded by Tyler Nguyen to hold the joint meeting with BAESG on August 19. The motion was passed unanimously. - The board discussed follow-up on the "bounced email" list we get when meeting announcements are sent out. Tyler, Fred and Ron each made contact with the members assigned to them. Most involved incorrect email addresses in the ASSE database. They are being asked to log into the ASSE website and make corrections. We will need to continue to track and make further contact

	as needed.
New Business	<ul style="list-style-type: none"> - The Bay Area Environmental Safety Group's PDC planned for earlier this month was canceled due to low registration. A new date close to the ASSE chapter's PDC date may be planned but is not confirmed. It may be helpful for both groups to coordinate efforts towards participation at the October ASSE PDC. Action Item- Ron will contact BAESG and see if there is interest in being a sponsor for the ASSE PDC in October with a 20% discount in registration given to their membership. - There was a discussion regarding the possibility of sharing mailing lists with UC Santa Cruz Extension. This has been done in the past, but the relationship has lapsed. The mailing list can help the chapter identify new members and promote activities such as the PDC. A motion was made by Fred Norton and seconded by Tyler Nguyen to reestablish the relationship with UC Santa Cruz Extension and share mailing lists so long as it is consistent with ASSE guidelines. The motion was approved unanimously. - Action Item- Betsy to make contact with UC Santa Cruz Extension and get started. Once established, the activity should be handed off to the membership chair or secretary. - Each outgoing officers needs to transition their responsibilities to the new officer before the next meeting. Much activity is already occurring and the transition should hopefully go smoothly.
Announcements	- Jay gave a closing statement to the board and thanked all for their hard work and the great progress made over the past year.

Motions

<p>MOTION: Hold a joint meeting with the Bay Area Environmental Safety Group (BAESG) on August 19, 2009. The BAESG will coordinate speaker and meeting location.</p> <p>MOTION MADE BY: Ron Scholtz SECOND: Tyler Nguyen</p> <p>DISCUSSION: There is concern about ASSE attendance due to the change in meeting day and location. We will need to make sure the membership is well informed. The planned speaker should be of interest to the members (Cal-OSHA update).</p> <p>FAVOR: 8 OPPOSE: 0 ABSTAIN: 0</p>
<p>MOTION: Jim Beeby will act as the San Jose Chapter representative in dealing with the San Francisco chapter and the current zip code issue. Jack Hahn will assist.</p> <p>MOTION MADE BY: Betsy Leff SECOND: John Steele</p> <p>DISCUSSION: There will be a meeting between chapters and the Region Vice President to resolve. If that does not resolve, the issue will be voted on by the ROC.</p> <p>FAVOR: 8 OPPOSE: 0 ABSTAIN: 0</p>
<p>MOTION: Re-establish the relationship with the UC Santa Cruz Extension and share mailing lists so long as they are used consistent with ASSE guidelines.</p> <p>MOTION MADE BY: Fred Norton SECOND: Tyler Nguyen</p>

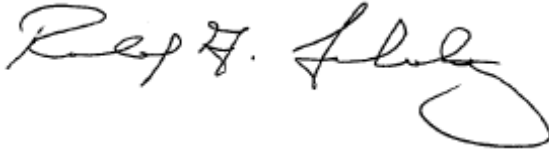
DISCUSSION: We have had a past relationship that was beneficial to both parties. The mailing list could be very helpful in promoting the PDC and recruiting new members.

FAVOR: 8 OPPOSE: 0 ABSTAIN: 0

TIME MEETING ADJOURNED: 11:53 am Motion to Adjourn: Jay Jamali, Second: Tyler
Nguyen

MINUTES GENERATED BY: Ron Scholtz

DATE: 6/9/09



Ron Scholtz
Greater San Jose Chapter
Chapter Secretary