



EXECUTIVE BOARD MEETING MINUTES

Date: July 14, 2009 Location: Biltmore, Santa Clara

EXECUTIVE COMMITTEE ATTENDANCE		Present/Absent/Excused
President	Tyler Nguyen	Present
President-Elect	Ron Scholtz	Present
Special Vice President	Jack Hahn	Present
Secretary	Fred Norton	Present
Treasurer	Mostafa Pournajat	Absent
Delegate	Betsy Leff	Present
Delegate	Joe Hourigan	Present
Past-President and PDC	Jay Jamali	Absent
Government Affairs	John Steele	Present
Membership	Jim Beeby	Absent (with notice)
Jobs Coordinator	David Krack	Absent
Other Attendees:		

QUORUM REACHED? Yes

TIME MEETING CALLED TO ORDER: 10:39 AM

Minutes

Action Items Developed	<p>2009 -7.1 Star Report -Jack Hahn to meet with Jay Jamali and obtain information for STAR reporting. Jack to input the quantitative information into the STAR spreadsheet.</p> <p>2009-7.2 Chapter Recognition Award Posting – Tyler Nguyen to scan and send to webmaster the Recognition Certificate so that it can be posted on Chapter Website.</p> <p>2009-7.3 Contact Treasurer on Pending Actions -Tyler Nguyen to contact Mostafa Pournajat to let him know that the Board needs to receive the pending action items as soon as possible including the budget and monthly report.</p>
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	<p>2009-7.4 Treasurer Report and Pending Actions -Mostafa Pournajat to email to the Board the pending action items as soon as possible including the budget and monthly report.</p> <p>2009-7.5 Hilton Hotel Option -Tyler Nguyen and Ron Scholtz to evaluate the Hilton Hotel to determine if it will better meet Chapter needs for meeting location and provide update for consideration at August Board meeting.</p> <p>2009 7.6 PDC Flyer -Betsy Leff to have PDC committee create PDF flyer to be able to promote and send out information on the event. Betsy will send a copy to Board members when it is available.</p> <p>2009 7.7 August Meeting Change -Ron Scholtz to notify Biltmore that no lunch will be held in August.</p> <p>2009-7.8 Chapter Boundaries and Zip Codes -Jim Beeby to contact SF Chapter on next steps for resolution of Chapter boundaries.</p>
Secretary Report:	<p>Motion made by Tyler Nguyen and seconded by Fred Norton to approve minutes from meeting of 6/09/2009. Motion passed unanimously.</p>
Treasurer Report	<p>Mostafa Pornejat was not in attendance to present Treasurer report. Pending action items for Mostafa from previous meeting were discussed but had not been completed. Action item established with Tyler Nguyen to contact Mostafa Pournajat to determine status and remind him to complete the pending action items (provide budget and Treasurer’s report) as soon as possible. Discussion was held on the need to consider the impact of the cost of monthly meetings on the Chapter budget. The current site minimum charge has not been met for some meeting attendance results.</p> <p>Betsy indicated that the Hilton Hotel has made an offer to host the meetings and so is an alternative to be considered. Action Item established for Tyler and Ron to evaluate the Hilton location to determine if it will better meet Chapter needs.</p> <p>Tyler provided information that he may have access to facilities that could be used for the meeting at no cost to Chapter. The facilities would not have food service capabilities but options were discussed including box lunches and pizza lunches. This will be considered with the information from the Hilton option.</p> <p>Joe Hourigan suggested that we consider having meetings at other times and other locations to get more members and to get different members to participate. He indicated that previously changes in location/time for special events have been successful at attracting more attendance and attracting members that have not regularly gone to Chapter meetings.</p>
Gov. Affairs Report	<p>John Steele provided updates on pending legislative issues for safety including:</p> <p><i>AB 838</i> that deals with Heat Illness and expansion of requirements for heat illness prevention measures including shade.</p> <p><i>GISO 5199</i> Aerosol Transmissible Diseases. Cal Osha Advisory Board will be reviewing issues related to HVAC and PPE. Tyler Nguyen indicated that he would be attending the planned hearing. Discussion was held that this may be a suitable topic to consider for a meeting Speaker to supplement the information provided by the Speaker last year on this topic.</p>

Membership Report	Jim Beeby not available so no report discussed.
Delegate Report	<p>Fred Norton provided a summary of the vote and discussion from the Society House of Delegates meeting. Bylaw changes on proxy voting for Board of Directors meetings were changed. Discussion held on possible changes to the HOD. Society officers to continue to study the issue and develop further proposals.</p> <p>Fred Norton attended the Chapter recognition lunch at the Society Annual PDC and accepted the Chapter Recognition Award on behalf of the Board and the Chapter members. Fred presented to the Board the recognition award crystal and certificate. Tyler Nguyen will take the award and discuss with Jay Jamali appropriate locations to house the award.</p> <p>Action Item established for Tyler Nguyen to scan and send to webmaster the Recognition Certificate so that it can be posted on Chapter Website.</p>
Other Officer Reports	<p>Jack Hahn provided an update on the status of the STAR report. Jack is working on updating the information needed for the report. He will need some information from some board members and plans to meet with Jay Jamali to get Jay's input. Ron Scholtz indicated that he would provide the meeting attendance information for the previous meetings for which he recorded this data. Jack will plan to call other Board members if he needs information from them. Jack plans to complete the information for the quantitative portion of the report and load the data into the spreadsheet template. If the qualitative report indicates that the Chapter may qualify for consideration, then the narrative report will be completed.</p> <p>Action item established for Jack Hahn to meet with Jay Jamali to complete the qualitative portion of the STAR report.</p>
Old Business	<p>Betsy Leff provided an update on the PDC. The PDC planning committee is meeting after the Chapter meeting to finalize the Speaker slots. Discussion was held on the need for a PDF version of the PDC information so that a flyer could be distributed and used to publicize the event. Action Item for Betsy Leff to have PDC committee create PDF flyer to be able to promote and send out information on the event. Betsy will send a copy to Board members when it is available.</p> <p>The Zip Code issue is still pending with the SF Chapter. Since Jim Beeby was not in attendance, pending action item for Jim Beeby to discuss with representatives of the SF Chapter will be continued until the next meeting.</p>
New Business	<p>Discussion was held that there is a need to better track and account for all participants to ensure that all pay for lunch. Betsy Leff made motion that Chapter purchase nametags to be provided at the time of payment. Tags not to exceed cost of \$50 per year. Procedure to be established to provide nametag at the time of payment. Joe Hourigan seconded motion. Motion passed unanimously.</p> <p>Ron Scholtz provided update on booking of Speakers for future meetings. Reinhart Henselka planned for September meeting. Aaron Zude and Mike Williams also identified as possible speakers during the remainder of this year. The August meeting will be a joint meeting with BAESG and will be on August 19th at the India Gate restaurant in Santa Clara, CA. Ron Scholtz will notify the Biltmore of the change in location for the August meeting.</p>

Announcements

The August meeting will be a joint meeting with BAESG and will be on August 19th at the India Gate restaurant in Santa Clara, CA.
 The Executive Board meeting for August will be held at Tyler's office at 2310 N. First Street, San Jose, CA, at 10:30 AM. Since some Board members will also be attending the PDC committee meeting at a different location that day, Tyler will discuss time and location with Jay Jamali and notify Board of any changes.

Motions

MOTION: Approve minutes of June meeting as submitted.

MOTION MADE BY: Tyler Nguyen

SECOND: Fred Norton

DISCUSSION: Copy provided to Betsy Leff for her review. No further discussion.

FAVOR: 6 OPPOSE: 0 ABSTAIN: 0

MOTION: Chapter to authorize purchase of nametags for monthly lunch with cost not to exceed \$50 per year. Procedure to be established that name tags provided at time of payment.

MOTION MADE BY: Betsy Leff

SECOND: Joe Hourigan

DISCUSSION: Discussion on type of tags and need to ensure effective tracking of payment.

FAVOR: 6 OPPOSE: 0 ABSTAIN: 0

MOTION: To adjourn meeting

MOTION MADE BY: John Steele

SECOND: Joe Hourigan

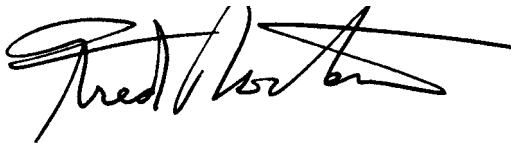
DISCUSSION: none

FAVOR: 6 OPPOSE: 0 ABSTAIN: 0

TIME MEETING ADJOURNED: 11:41 AM

MINUTES GENERATED BY: Fred Norton

DATE: July 23, 2009



Fred Norton
 Greater San Jose Chapter
 Chapter Secretary