



## **EXECUTIVE BOARD MEETING MINUTES**

**Date:08/11/2009 Location:2310 N First Street, Santa Clara**

<b>EXECUTIVE COMMITTEE ATTENDANCE</b>		<b>Present/Absent/Excused</b>
<b>President</b>	Tyler Nguyen	Present
<b>President-Elect</b>	Ron Scholtz	Present
<b>Special Vice President</b>	Bill Kroutil	Present
<b>Secretary</b>	Fred Norton	Present
<b>Treasurer</b>	Mostafa Pournajat	Absent
<b>Delegate</b>	Betsy Leff	Absent
<b>Delegate</b>	Joe Hourigan	Present
<b>Past-President and PDC Chair</b>	Jay Jamali	Absent
<b>Government Affairs</b>	John Steele	Present
<b>Membership</b>	Jim Beeby	Absent
<b>Jobs Coordinator</b>	David Krack	Absent

**Other Attendees:**

**QUORUM REACHED** No quorum at start of meeting but quorum present at 11:04 to adjourn.

**TIME MEETING CALLED TO ORDER:**  
**10:42 AM**

<b>Action Items Developed</b>	<p><b>2009 -8.1 – Contact Treasurer on Pending Actions</b> Tyler Nguyen to contact Mostafa Pournajat to let him know that the Board needs to receive the pending action items including the budget and monthly reports prior to the next Executive Board meeting in September.</p> <p><b>2009 -8.2 – Bank Account Update</b> Tyler Nguyen and Ron Scholtz to be added to check signing for</p>
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bank account. Tyler will call the bank for requirements and then arrange meeting.

**2009 -8.3 Hilton Hotel Proposal** – Ron Scholtz and Tyler Nguyen to contact Hilton to request written proposal with terms as discussed. Ron to send proposal to Board for review prior to September meeting.

**2009 -8.4 Zip Code Issues** – Tyler Nguyen to contact Jim Beeby to ask him to send email to Board on current status of discussions on resolving the Zip Code issues.

**2009 -8.5 Constant Contact Renewal** – Ron Scholtz to pay renewal for constant contact and to be reimbursed through Chapter expense account.

**2009 -8.6 ROC Summary** – Tyler Nguyen to provide to Ron Scholtz a summary of Chapter for Ron to present at next ROC meeting.

**2009 -8.7 Chapter Calendar** – Fred Norton to update Chapter Calendar with planning needs for current year.

**2009 -8.8 PDC Status Report** - Jay Jamali to provide email to Board with update of status of PDC planning and registrations.

#### **Pending Previous Action Items**

#### **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.

**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.

**2009-7.8 Chapter Boundaries and Zip Codes** - Jim Beeby to contact SF Chapter on next steps for resolution of Chapter boundaries.

## **Minutes**

### **Secretary Report:**

July minutes reviewed. Motion made and passed unanimously to approve minutes. Fred Norton to update the Chapter calendar.

### **Treasurer Report**

Treasurer not in attendance so no report provided. Ron suggested that we need to have cross training for back up when officer not available for extended periods. Tyler to contact Mostafa to notify him of need to complete financial reports and provide to Board members prior to next meeting. Discussion of

	<p>the need for changes in check signing authority for the bank account of the chapter. Tyler to be added to account as President. Discussion on need for adding President-elect to the account to help in continuity. Tyler to contact the Bank and determine requirements for changing names on account. Fred Norton had expense reports to submit for House of Delegate travel and for recent Chapter lunch expenses. John Steele also has pending expenses needing reimbursement.</p>
<b>Gov. Affairs Report</b>	<p>John Steele reviewed the Govt Affairs budget review and approval process. All chapters must approve the budget. Not all chapters have responded for the budget review process. Discussion held on the ROC role in the GAC budget review. John indicated that the next GAC will be in Fullerton, CA on September 16, 2009.</p>
<b>Membership Report</b>	<p>No report. Tyler to request Jim Beeby to update the Board on the status of the zip code issues with SF Chapter.</p>
<b>Delegate Report</b>	<p>No report.</p>
<b>Other Officer Reports</b>	
<b>Old Business</b>	<p>STAR Report - Bill Kroutil indicated that Jack Hahn had submitted STAR report and provided format to Bill for the current year. Tyler thanked Jack on behalf of the Board and Chapter. Discussion held on the STAR process. Ron suggested that the Board go through all items on the STAR report for action items and identify who will be the responsible person to ensure completion. Tyler indicated that he wanted to appoint Bill Kroutil as Special Vice President to transition from Jack for STAR report. Motion made and approved to appoint Bill Kroutil as Special Vice President to handle special projects including STAR report.</p> <p>Meeting Location - Ron and Tyler met with the Hilton hotel on possible meeting site. Verbal proposal received of \$20 per person with 20-person minimum. Ron and Tyler to request formal proposal and send copy to Board members for review to prior meeting. Tyler will also be getting information on use of his offices on First Street for additional meetings. The current contract with the Biltmore was discussed. There is a 30-day cancellation policy. The Biltmore to be used for September and then the Board to discuss options. There may be need for the ROC to review new contracts for meetings/lunches.</p> <p>PDC -Discussion held on PDC. No status report available and updated for the Board is needed from the PDC committee. The Board will need an update from Jay Jamali on PDC status and registrations. Discussion of open action item for the PDC committee to provide PDF version of flyer.</p>
<b>New Business</b>	<p>Meeting Plans -Ron indicated that the arrangements were in progress for the joint meeting in August with BAESG. They will handle the arrangements and costs. Ron reviewed the plans for upcoming speakers including Ed Ziwicki for October on e-waste recycling, Mike Williams for November and Aaron Sued for December. Discussion held on possible topic of Swine Flu for upcoming meeting. Ron indicated that any Board members with suggestions on speakers should contact him.</p> <p>Constant Contact - Ron indicated that renewal fees are due for Constant Contact. Discussion held on continuing use of this service. Motion made and</p>

passed unanimously to pay renewal of \$153. Ron to make the payment and be reimbursed.  
ROC Meeting - Ron will be attending the ROC meeting in September. He will need to present a 10-minute summary on our Chapter to the ROC. Tyler to provide a summary to be used by Ron. Joe Hourigan indicated that there used to be a standard format for the summary.  
Society Leadership Conference - Fred Norton requested the Board to consider his attendance at the Society Leadership training this year. He may be able to attend with minimal cost to the Chapter. Discussion held on importance of participation at the conference including consideration on STAR report.

**Announcements**

**Motions**

MOTION: To approve July meeting minutes as submitted.

MOTION MADE BY: John Steele

SECOND: Joe Hourigan

DISCUSSION: None

FAVOR: 6

OPPOSE: 0

ABSTAIN: 0

MOTION: To approve appointment of Bill Kroutil as Special Vice President to handle special projects including STAR report preparation.

MOTION MADE BY: Fred Norton

SECOND: Ron Scholtz

DISCUSSION: None

FAVOR: 6

OPPOSE: 0

ABSTAIN: 0

MOTION: To pay annual renewal fee of \$153 for Constant Contact service for Chapter email and meeting notices.

MOTION MADE BY: Fred Norton

SECOND: John Steele

DISCUSSION: Discussion held on use of service as efficient means to notify members and send out email.

FAVOR: 6

OPPOSE: 0

ABSTAIN: 0

MOTION: To adjourn meeting.

MOTION MADE BY: John Steele

SECOND: Fred Norton

DISCUSSION: none

FAVOR: 6

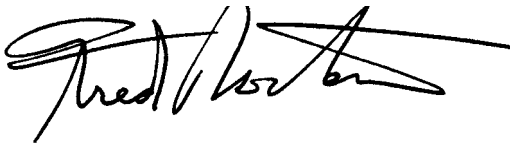
OPPOSE: 0

ABSTAIN: 0

**TIME MEETING ADJOURNED: 12:05**

**MINUTES GENERATED BY: Fred Norton**

**DATE: 8/24/2009**



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Fred Norton  
Greater San Jose Chapter  
Chapter Secretary