



## **EXECUTIVE BOARD MEETING MINUTES**

**Date:10/13/2009 Location: Biltmore Hotel, 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	Present
<b>Delegate</b>	Betsy Leff	Present
<b>Delegate</b>	Joe Hourigan	Absent
<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
<b>Other Attendees:</b>		

**QUORUM REACHED Yes 10:34**

**TIME MEETING CALLED TO ORDER:  
10:34 AM**

**Action Items Developed**

**2009 -10.1 – Treasurer Report Updates –** Mostafa Pournajat to amend the budget per the board discussion and send out revisions to board members prior to next meeting. Mostafa to check on when the deposits for the PDC were paid.  
**2009 -10.2 – Member Anniversary** Tyler Nguyen to order plaques and invite members celebrating service anniversary to lunch for presentation.  
**2009 -10.3 – ROC Issue of GAC Budget** Tyler Nguyen to bring to discussion at the next ROC meeting the issues with the current budgeting and

reimbursement process for GAC.

## Minutes

<b>Secretary Report:</b>	September minutes reviewed. Motion made and passed to approve minutes. Fred Norton attended the Leadership Conference at Society Headquarters on October 1-2. Suggestion made to add the date and time of the next board meeting to the minutes
<b>Treasurer Report</b>	Mostafa Pournajat provided the Treasurer report and reviewed six months of financial statements (April 09-August 09). Discussion held on the reports and Mostafa will update information (year shown as 2008 for some months). Mostafa also reviewed the Chapter budget. Discussion held on projected expenses and reasonable expenses. Discussion on possible ways to reduce expenses including charging for December lunch (instead of free lunch for Toys for Tots). Discussion on need to amend budget to reflect updated projections for lunch expenses with new lunch rates. Discussion held on expenses for deposits for PDC and when payments had occurred to determine which fiscal year would be affected. Mostafa to verify payment dates and revise as needed. Motion made and passed to approve budget as amended. Ron Scholtz submitted expense report for ROC travel.
<b>Gov. Affairs Report</b>	John Steele reported that there was no safety relevant government activity in Sacramento recently because of the budget deliberations. John reported on issues related to the GAC budget process. The region Treasurer does not pay until the ROC VP approves budget. The GAC will need more funds in 2011 to support their activities. John indicated that the current budgeting and payment process was not working effectively. Suggestions were made on how to address this including that this should be an issue for discussion at a ROC meeting. Suggestion made for Tyler to present this issue for discussion at the March ROC meeting. John indicated that he would continue to discuss the GAC needs with the Region VP when he attended our meeting.
<b>Membership Report</b>	No report.
<b>Delegate Report</b>	No report.
<b>Other Officer Reports</b>	Ron Scholtz reported that he had attended the ROC meeting in September. In discussions with other ROC attendees, Ron was informed that the zip code issue would not be discussed at the meeting. There may be some opportunities to get assistance from Society headquarters so that members that are affected by the zip code change issues can be sent a mailing to let them know that they can remain in their chosen chapter. Bill Kroutil to lead the initiative to contact Society to request support that is needed. Ron suggested that the board consider doing joint activities with the San Francisco chapter to build more effective collaboration between chapters. Ron reported that Martin Jeppeson Region VP will attend our meeting in January and will also be the monthly speaker at the luncheon. He will provide a session on ammonia safety and an update on the Region and Society
<b>Old Business</b>	<b>PDC</b> –Betsy Leff provided updates on the rescheduling and planning for the

	<p>PDC and dinner. The new dates for the event will be November 4-5, 2010. Jay Jamali renegotiated with the facility to get postponement and to get lower guarantees for next year's events rooms and minimums. Refunds to those who paid for the PDC through PayPal have been processed. Betsy reported that the PDC planning committee is expanding the event to two full days and the cost will rise by \$20. (Members who did not request refund for this year will get the lower rate). Tyler suggested that the committee consider naming the PDC in honor of deceased member Chuck Isacson. Discussion held and alternatives were identified including the possibility of a chapter contribution to the Society Foundation in his honor.</p>
<b>New Business</b>	<p><b>Member Service Anniversaries</b> Tyler reported that he had been informed of service anniversaries of members including four at 25 years and one at 40 years. Discussion held on appropriate methods to recognize these members at the lunches. Previous recognition has included a commemorative plaque with the initial certificate, which can then be updated with subsequent certificates. Tyler will order the frames for the members to be recognized. The members will be invited for a free lunch</p>
<b>Announcements</b>	<p>Next board meeting will be held at the Biltmore in Santa Clara on Tuesday November 10, 2009 at 10:30am.</p>

## Motions

MOTION: To approve September meeting minutes as submitted.

MOTION MADE BY: Ron Scholtz

SECOND: Bill Kroutil

DISCUSSION: None

FAVOR: 7

OPPOSE: 0

ABSTAIN: 0

MOTION: To approve the Chapter budget as amended with changes discussed at meeting.

MOTION MADE BY: Betsy Leff

SECOND: John Steele

DISCUSSION: Discussion of submitted budget and notice of changes needed to verify the time of payments for PDC and to reflect updated cost of lunch expenses.

FAVOR: 7

OPPOSE: 0

ABSTAIN: 0

MOTION: To adjourn meeting at 11:41.

MOTION MADE BY: Betsy Leff

SECOND: Ron Scholtz

DISCUSSION: None

FAVOR: 7

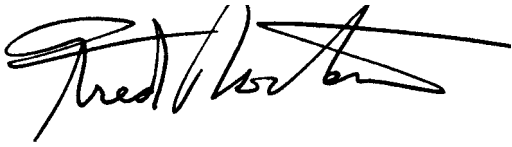
OPPOSE: 0

ABSTAIN: 0

**TIME MEETING ADJOURNED: 11:41**

**MINUTES GENERATED BY: Fred Norton**

**DATE: 10/28/2009**

A handwritten signature in black ink, appearing to read "Fred Norton". The signature is stylized with a large, sweeping initial "F" and "N".

Fred Norton  
Greater San Jose Chapter  
Chapter Secretary