



# EXECUTIVE BOARD MEETING MINUTES

**Date:1/12/2010 Location: Biltmore Hotel, Santa Clara**

## EXECUTIVE COMMITTEE ATTENDANCE Present/Absent/Excused

<b>President</b>	Tyler Nguyen	Present
<b>President-Elect</b>	Ron Scholtz	Present
<b>Vice President- Special Projects</b>	Bill Kroutil	Absent
<b>Secretary</b>	Fred Norton	Absent
<b>Treasurer</b>	Mostafa Pournajat	Present
<b>Delegate</b>	Betsy Leff	Absent
<b>Delegate</b>	Stephen Motzko	Present
<b>Past-President and PDC Chair</b>	Jay Jamali	Absent
<b>Government Affairs</b>	John Steele	Present
<b>Membership</b>	Jim Beeby	Present

**Other Attendees:**

**QUORUM REACHED Yes  
10:30AM**

**TIME MEETING CALLED TO ORDER:  
10:30 AM**

### Action Items Developed

**2010 -1.1 – SPY Commemoration** – Tyler Nguyen to contact Betsy Leff for the wording, forward them to Bill Kroutil to coordinate on acquiring commemorative plaque and certificate for SPY recognition for Joe Hourigan. Mostafa Pournajat is to write a check directly to ASSEawardstore.com for payment.

## Minutes

**Secretary Report** December 2009 minutes reviewed. Motion made and passed to approve

	minutes.
<b>President Report</b>	<p>Tyler got word from Bill Kroutil that he got a cost estimate for the plaque and certificate for the chapter Safety Professional of the Year (SPY) award. Bill is also developing recommendations for criteria and guidelines for other chapter awards such as President's Award and Past President's Award.</p> <p>Tyler stated that the bylaws are to be revised every other year. Bylaws are due February 1<sup>st</sup> to ASSE Regional Vice President. A discussion ensued on an expedient manner to gather, revise, and submit our bylaws by the due date.</p>
<b>President-Elect Report</b>	<p>Ron stated that speakers and topics are set now through June 2010. Andy McIntyre is next up for February. Joel Cohen presents in March, Martin Jeppeson in April, Sean Collins in May and a Homeland Security speaker in June. Ron also stated that while it may still be early, the Board should start thinking about next chapter year candidates eligible to run for office and invitations to get those to step up and provide leadership to our members.</p>
<b>Treasurer Report</b>	<p>Mostafa Pournajat provided copies of monthly financial report for period ending December 31, 2009 to all in attendance. It was noted that revenues (meeting fees) nearly matched expenses (cash disbursement) for last month's membership meeting. Announcement is to be made before and after today's membership meeting to advise attendees that Hotel Biltmore counts head and charges the chapter for all persons sitting in the room whether they eat lunch or not. Ron noted that pre-printed name tags done for those reserved in advance and online help identify most of the attendants except for the walk-ins.</p>
<b>Gov. Affairs Report</b>	<p>John Steele is attending a meeting in Oakland scheduled for January 20<sup>th</sup>. He also reported that he would like the budget to reflect expenses incurred by California chapter government affairs representatives who attend a variety of appeals, advisory board meetings and the likes throughout California. Tyler and Ron suggested that John send an email message to Regional Vice President Martin Jeppeson and copy both President and President-Elect to have the item on the meeting agenda for the next ROC meeting tentative scheduled for the spring in Fairbanks, Alaska.</p>
<b>Membership Report</b>	<p>Jim Beeby provided an up-to-date membership report via an email attachment earlier. The number of members has dropped lower. Jim suggested that perhaps the Jobs listing, current as of January 7<sup>th</sup>, should be moved to the "Members Only" tab on the website to give prospective members an incentive to join and to give current members a value-added way to explore their job searches. Jim is also considering implementing a mentor program, a program to recruit graduating students to join ASSE, and other ways to both increase and retain membership. He will want to write and have an article published in a future newsletter.</p>
<b>Delegate Report</b>	<p>Stephen Motzko reported on the progress of the chapter's Professional Development Conference (PDC). The PDC committee is looking at the overall costs to put together this conference, survey of members and prospective attendees, partnership with organizations such as PASMA, BAESG and others and also sponsorship to make it a success. The committee is also finalizing the agenda for this two-day event slated for November 4-5, 2010 in Monterey. The PDC committee next meets after the February Board</p>



