



## **EXECUTIVE BOARD MEETING MINUTES**

**Date:3/09/2010 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	Absent
<b>Vice President- Special Projects</b>	Bill Kroutil	Present
<b>Secretary</b>	Fred Norton	Present
<b>Treasurer</b>	Mostafa Pournajat	Absent
<b>Delegate</b>	Betsy Leff	Present
<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
<b>Other Attendees:</b>		
<b>QUORUM REACHED Yes</b>		<b>TIME MEETING CALLED TO ORDER:</b>
<b>10:40AM</b>		<b>10:40 AM</b>
<b>Action Items Developed</b>		<b>2010 -3.1 (resubmitted) – Society Fees –</b> Mostafa Pournajat to send email to Ron Scholtz with the information on Society fees charged. Ron to forward to Society requesting explanation.
		<b>2010 -3.2 (resubmitted) – Proposed Budget –</b> Mostafa Pournajat to send email to Board members by end of February with the proposed budget. Board members to review and respond to him with questions or changes. Mostafa to incorporate changes for discussion and vote at March meeting.

	<b>2010 -3.3 – By-Laws</b> – Tyler Nguyen to send revised By –Laws to Executive Board members for their review and then to call for vote by email.
	<b>2010 -3.4 – Nominations for Chapter</b> – Tyler Nguyen to contact Jay Jamali and determine Nominating Committee slate of Nominations. Tyler to send information to Fred Norton. Fred Norton to send Constant Contact to Chapter members with notification of election per By-Laws.
	<b>2010 -3.5 – Action Item Follow- Up</b> – Tyler Nguyen to send email to Mostafa Pournajat to request completion of pending action items and update on financial reports.
	<b>2010 -3.6 – Draft Wording for Plaque</b> –Bill Kroutil to draft wording to honor memory of Joe Hourigan and send to Betsy Leff for review.
<b>Minutes</b>	
<b>Secretary Report</b>	February minutes reviewed. Motion made and passed to approve minutes as submitted. Fred Norton reported on the teleconference for the planning committee for Ca Governors conference to be held on 4/13-14, 2011. Information will be mailed to Chapter presidents to ask them to notify chapter members of the planned conference.
<b>President Report</b>	Tyler reported on the action items from last month and discussion held on need to continue to track items not completed. Items related to society fees and budgets were not completed. The items will be carried over to March action items. Discussion held on need for timely completion of financial reports. Tyler to send note to Mostafa to request updates and completion of action items. Tyler reported that Jobs Listing changes have been made on website. Scott Sidlow will be the new newsletter editor. Ron Scholtz will go to the ROC meeting in March in Alaska. Tyler will send out the revised version of the By Laws to the Executive Committee and call for an electronic vote by email.
<b>President-Elect Report</b>	No report.
<b>Treasurer Report</b>	No report.
<b>Gov. Affairs Report</b>	John Steele reported on CAG budgeting process issues including the planned budget for 2010/2011. He is working to change operating rules on budget process to streamline the process. Tyler indicated that this issue has been added as an action item for the ROC meeting agenda. Motion made, seconded and passed to approve the allocated budget money for CAG expenses to be spent as previously budgeted by the Chapter. John reported that he had a

