



## **EXECUTIVE BOARD MEETING MINUTES**

**Date:4/13/2010 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	Present
<b>Vice President- Special Projects</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>	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>	Scott Sidlow, newsletter Editor Martin Jeppeson, RVP	
<b>QUORUM REACHED Yes</b>	<b>TIME MEETING CALLED TO ORDER:</b>	
<b>10:31AM</b>	<b>10:31 AM</b>	
<b>Action Items Developed</b>	<b>2010 -4.1– Officer Training</b> – Officers that have not done so to complete officer training from Society Website.	
	<b>2010 -4.2 – PDC Update</b> – Betsy Leff to provide update to Mostafa Pournajat on PDC budget plans after the PDC planning committee meeting.	
	<b>2010 -4.3 –.Update Budget</b> – Mostafa to update the budget plans with the new information from the PDC and then to send email to Board members by	

with the proposed updated budget prior to the next meeting.

## Minutes

<b>Secretary Report</b>	March 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.
<b>President Report</b>	Tyler introduced Martin Jeppeson, Region VP as special guest for Board (and luncheon speaker).
<b>President-Elect Report</b>	<p>Ron reported on ROC meeting in Alaska. Ron reported that Society is tracking officer training completion. Discussion on need for Chapter Officers to complete this training. Medfield Oregon and Bakersfield will be sites of future ROC meetings. Discussion held on planned election of new slate of officers. Discussion held on meetings and need for transition meeting for officers and whether extended committee meeting should be held instead of monthly Chapter lunch or other option to hold separate extended transition meeting and retain planned monthly Chapter luncheon meeting. Discussion held on the GAC budget discussions. Martin Jeppeson provided information on the work in progress to update GAC guidelines. Martin indicated that Bob Howarth is the contact for John Steele for additional information for GAC budget process.</p> <p>Speaker for next month confirmed and following month will be Homeland security.</p>
<b>Treasurer Report</b>	<p>Mostafa reported on financial reports including Financial statements for February and March, Annual income (April to end of March) and Proposed Budget. Income statement needs to have date changed at bottom of page from 2014 to 2010. Tyler asked about checks not deposited and Mostafa indicated line item of deposit in transit. Tyler asked about bank statements and Mostafa indicated that he is using on-line inquiry to get totals for the monthly reconciliation. Tyler requested that we still get monthly statements from the bank for verification. Betsy suggested that both president and treasurer should have on line access so that the verification can be paperless. Mostafa indicates that he prints summaries from on-line statement and hard copies of check information. Betsy suggested that a discussion should be held next month on how we want to set up the procedures for documentation. President should have same access to the bank as the treasurer.</p> <p>Martin Jeppeson, Regional VP reported on the council on member affairs task force on society operating guidelines for treasurer. Final guideline to be proposed no later then June.</p> <p>Mostafa indicated to Martin that he would like to have input on the process of establishing the guidelines. Martin and Mostafa to discuss after meeting.</p> <p>Betsy made motion to approve monthly financial statements for February and March as amended with change of date to 2010. Motion seconded by Steve Motzko and motion passed.</p> <p>Mostafa submitted and reported on annual financial report.</p>



FAVOR: 5                      OPPOSE: 0                      ABSTAIN: 0

MOTION: To approve the monthly financial statements for February and March as amended with change of date to 2010 (from 2014).

MOTION MADE BY: Betsy Leff    SECOND: Steve Motzko

DISCUSSION: Discussion of monthly expenses and revenues and need for amended date.

FAVOR: 7                      OPPOSE: 0                      ABSTAIN: 0

MOTION: To approve the Annual Financial Statement as amended to indicate gross receipts less than 25k.

MOTION MADE BY: Betsy Leff    SECOND: Ron Scholtz

DISCUSSION: Discussion of dues allocation and proper accounting for gross receipts.

FAVOR: 7                      OPPOSE: 0                      ABSTAIN: 0

MOTION: To adjourn meeting at 11:46.

MOTION MADE BY: Betsy Leff    SECOND: Steve Motzko

DISCUSSION: None

FAVOR: 7                      OPPOSE: 0                      ABSTAIN: 0

**TIME MEETING ADJOURNED: 11:46 a.m.**

**MINUTES GENERATED BY: Fred Norton DATE: 4/22/2010**