



## Santa Clara Valley Board Meeting Minutes

DECEMBER 4, 2018

Fiorillo's Restaurant  
638 El Camino Real  
Santa Clara, California

- I. The meeting was called to order by Chapter President Ron Ronconi at 5:01 p.m.
- II. Attendees:
  - A. Board Members Present;
    1. Ron Ronconi, CSI, AIA – President
    2. Jim O'Keefe, CSI, CSI – Treasurer
    3. Terri Sudbrook, AIA, CSI, CDT – Past President
    4. Mike Kaupert, CSI – Director
    5. Rose Garrison, CSI - Director
  - B. Region Director: Julie Barrett, CSI, CDT
  - C. Chapter member/Committee Chair:
    1. Maia Gendreau, CSI, CDT, AIA
    2. Katia Griggs, CSI
- III. The minutes of the November meeting were issued and reviewed by those present. Minutes are approved as distributed.
- IV. Committee Reports
  - A. Marketing: Katia – Report up to date, 21% of marketing goal met.
  - B. Education Seminar: Ron Suggested getting George Everding from CSI St. Louis Chapter to do education seminar somewhere in March-May
  - C. Programs/Technical/Social: Terri – programs covered until April 2019.
  - D. Continuing Education: Terri – Institute is working on getting global AIA CEU provider status. Ron – Tom Seeka to do presentation. Push to market to AIA membership first week of January.
  - E. Greeter/Raffle: No Report
  - F. Editor: Deadline is December 13<sup>th</sup> by noon. Newsletter will go out the 20<sup>th</sup>.
  - G. Website: Maia – Krista is working on updating website logo per new CSI graphic guideline standards. Katia – raised concern about streamlining getting vendors logos on website. Terri to talk to Krista to sort it out.
  - H. Operating/House: Jim – committed to 5 meetings with Michael to start in January.
  - I. Membership: Julie – Membership down to 57. Working on creating a list to better contact and follow up with members, past members, and unaffiliated members.
  - J. Photographer: No report
  - K. Certifications: No report
  - L. Scholarship: Rose – contact West Valley to find out best way to distribute applications to students.
- V. Treasurer's Report: Good on expenses. Collected half of goal for the year.
- VI. Region Director's Report: Julie – West region discussed membership decline and ways to get away from the old things that didn't work.
  - Suggested Action items:
    1. Members update CSI profiles, maybe give incentive
    2. Help people who are not mingling to talk to someone at meetings
    3. Send thank you notes post events to attendees
    4. Get more people to west region leadership meetings.
- VII. President's Report:
  - A. Ron – Big push on scholarships. Terri suggested helping students realize they can be on the chapter board. Suggested the chapter do a \$250 scholarship donation in honor of Brad McCurdy.
  - B. Maia – Made a motion for \$250 scholarship contribution in honor of Brad. Jim - Second the motion. Called for vote, vote unanimously in favor.

VIII. Unfinished Business:

A. Showcase update:

1. Katia – Need 19 more vendors to meet goal. Vendors list to be placed on flash drive to display and event. Lanyards were ordered.
2. Terri – working on negotiating catering contract for Club Autosport. Current contract was too expensive and the price needs to come down. Also, Hannah is close to pinning down a topic for our guest speaker.

B. Open positions: No new information, we still have board and chair positions open.

C. Holiday party update: No Update

IX. New Business: Terri – need to work on reformatting event flyers to be more enticing.

X. Announcements: NA

XI. The meeting was adjourned by Chapter President Ron Ronconi at 6:29 p.m.