



Santa Clara Valley Board Meeting Minutes

MAY 2, 2019

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

- I. The meeting was called to order by Chapter President Ron Ronconi at 4:52 p.m.
- II. Attendees:
 - A. Board Members Present;
 1. Ron Ronconi, AIA, CSI – President
 2. Terri Sudbrook, AIA, CSI, CDT – Past President
 3. Jim O'Keefe, CSI – Treasurer
 4. Rose Garrison, CSI – Director (On-phone)
 - B. Region Director: Julie Barrett, CSI, CDT
 - C. Chapter member/Committee Chair:
 1. Maia Gendreau, CSI, CDT, AIA
- III. The minutes of the April meeting were issued and reviewed by those present. Minutes are approved as distributed.
- IV. Committee Reports
 - A. Marketing: Report submitted earlier in the week via email. Katia stated that there are no changes from last month's report. We are at 42% of our goal. Katia is working on getting Commercial Solutions to renew.
 - B. Education Seminar: Update on Construction Ethics seminar by George Everding – Cost is set at \$45/pp for two-hour seminar. Time has been changed to 9:30 am check-in and start time is 10am to noon. Continental break will be served before seminar. Venue has been paid. Draft flyer has been issued for review. Maia is working on completing insurance for the event. Lastly, our chapter needs to market this event.
 - C. Programs/Technical/Social: June is our yearly awards dinner. July – no program. We discussed Wine Tasting/Trivia Night for August Program, but nothing was decided. Future programs for 2019 will be discussed during the Strategic Meeting in July.
 - D. Continuing Education: Tonight's presentation is Structural Engineering 101 for architects and others and is eligible for AIA learning units/credits.
 - E. Greeter/Raffle: Tim Deal is stepping up and will Chair Greeting/Raffle Committee. Thanks Tim. Marble drawing is worth \$300. There are 2 bottles of wine courtesy of CAS Architects.
 - F. Editor: Deadline is May 16th by noon.
 - G. Website: We will be charged for our microsite on Institute's website soon. Treasurer to add line item in our budget for next fiscal year. Logos have been added to our microsite.
 - H. Operating/House: 21 attendees plus 1 program only.
 - I. Membership: 64 total members. 52 Professional, 4 Emeritus, 5 Emerging Professional, 2 Retired. Membership Chair is Open. Ron will ask Jim M to take over as membership chair. Julie will continue to work on unaffiliated chapter members. A request was made by Julie to list anniversaries in the Newsletter.
 - J. Photographer: No report.
 - K. Certifications: Article will be submitted to our chapter Newsletter updating everyone on Certification information.
 - L. Scholarship: Ron has issued final draft to Professor Dick Smith at West Valley. Dick will issue out to students next week.
 - M. Awards: Jim is working with Ron on awards.
 - N. Toys-for-Tots: No report.
 - O. Historian: No report.

- V. Treasurer's Report:
 - A. Financial report was presented by Jim O'Keefe. Jim mentioned that our CDs at B of A were maturing soon, and we should discuss moving them to our new bank.
 - B. A motion was made to move the CD monies from B of A to US Bank. Motion was seconded.
 - 1. All were in favor of moving CD monies to US Bank.
- VI. Region Director's Report:
 - A. Julie presented her report from the West by Northwest Regional board meeting. Meeting notes attached to chapter meeting notes.
 - B. Highlights:
 - 1. Chapter By-Laws are no longer approved by Institute. However, we are required to issue changes to them. Julie mentioned that our chapter might think about reviewing our By-Laws to see if they need to be updated.
 - 2. Chapter microsite will be billed by Institute soon. Jim O asked where will Institute send their invoice for this service. Jim will follow up on this issue.
 - 3. ASE Conference – Dwayne Brown is stepping down from his duties at ASE conference. He has asked chapters to step up and represent CSI at this conference.
- VII. President's Report:
 - A. Ron presented voting ballot to those present at the meeting. Our chapter is still looking to fill: Vice-President, Secretary and two Director positions. Ballot will be issued out even though there are so many open positions.
 - B. Ron has expressed concern for the decline in membership and the willingness of our chapter members to step up and take on a leadership role. He has spoken to CSI SF President Vivian about consolidating with that chapter. More discussion on this topic will occur over the next few months.
- VIII. Unfinished Business:
 - A. Open board and committee positions: This will be addressed during the upcoming election.
- IX. New Business:
 - A. No new business.
- X. Announcements: Terri Sudbrook has accepted a new job in SF and will, most likely, need to step down from committees in Santa Clara Valley Chapter.
- XI. The meeting was adjourned by Chapter President Ron Ronconi at 5:48 p.m.