



**GREATER  
SAN JOSE  
CHAPTER**

## EXECUTIVE BOARD MEETING

02/12/2008 Tuesday

Call to Order 10:37 AM Adjoined 11:53 PM

Ramada Inn

### Board Members

President	Mira Rubin	Present
Past-Pres	Lou Cuneo	Absent
Pres-Elect	Jay Jamali	Present
Secretary	Jim Healy	Absent
Treasurer	Mostafa Pournaja	Present
Delegate	Jack Hahn	Present
Delegate	Fred Norton	Present
Gov't Affair	John Steele	Present
Membership Chair	Jim Beeby	Present
Web Master	Joe Barsky	Absent
Job Coordinator		

Secretary Comment: Quorum was not present for meeting. Discussions held with members present.

## Agenda

### Secretary Report

Fred Norton agreed to take minutes for February meeting.

### Treasurer Report

Mostafa  
Pournaja

Mostafa reported that he will meet with Bill Van Der Mollen to provide him with necessary materials to complete audit. Bill will report results at March meeting.

Mostafa provided monthly financials for October and November. Motion made by Jay and seconded by John to approve these monthly reports. Vote taken and unanimous approval.

Jay inquired about feasibility of using short term CD for holding some of chapter balance to earn greater interest. Mostafa will investigate and report on options next meeting.

Discussion held on previous report that indicates the

		<p>Chapter is delinquent for financials according to the recent ROC list. Mostafa reported that required reports have been provided. Mira indicated that she had inquired about details and that the listing may be due to an administrative error on how the list is compiled and chapter does not have current delinquency. Mostafa to verify that list will be corrected.</p>
Gov't Affair Report	John Steele	<p>John reported that there is a new Chairman for CA GAC, which is now John Steele. Next meeting of the GAC will be here in Ramada in May.</p>
Membership Report	Jim Beeby	<p>Jim reported 288 members with two less than last month. Jim reported that three new members have joined the chapter.</p> <p>Jim will check on status of survey and will report next month.</p> <p>Jim to send out mailing to those listed as do not email so that we can determine if they want to receive chapter updates and announcements.</p>
Delegate Report	Jack Hahn	<p>Jack Hahn presented summary of meeting self-assessments that have been completed by Board members. He identified strengths and opportunities based on the reports.</p> <p>Jack suggested a process for addressing opportunities for improvement. Process was used for discussion and development of suggestions. Jack to provide (Attachment to minutes) format for board members to make further suggestions for improvement. Discussion to be held at next meeting on next steps.</p>
Old Business		<p>Discussion held on Chapter PDC options for Portola Hotel and Spa site with cost estimates and projected income with projected attendance of 100. Break-even attendance for costs would be 40-45 attendees. Jay provided information on preferences of a small sample of members that he has contacted. Proposed date of April 2009 would have some potential for conflict with Region wide PDC. Jay has identified that alternative dates of October-November 2008 would work for the proposed facilities.</p> <p>Fred made motion and John seconded. Unanimous vote approved for 2-day session. Hybrid track of one room for one day and two rooms for the other day also approved. Committee to move forward with planning for PDC.</p>
New Business		<p>Mira presented information on ASSE Chapter website hosting service. Discussion held on issues (access difficulties and issues with timeliness and responsiveness of current host service). Mira reported</p>

that the site can be customized. Cost options of \$20 for hosting package and \$25 for hosting and maintenance with both options having launch fee of \$75.

Discussion was held on problems with current website, which has not been updated since December. Issues were raised on transfer of domain name and on possible other domain names.

Motion made by Mira and seconded by Mostafa to authorize use of the new hosting web service. Vote taken and unanimous approval for motion

Jay provided packet to Mostafa with checks from January luncheon and cards for those needing receipts.

Jack submitted a draft document on attendance policy. Discussion on this will be held at next meeting.

Fred suggested that we plan to adjourn meetings earlier to accommodate need to prepare for chapter meeting money collection and set-up. Mira indicated that future agenda will reflect expected completion time of 11:45. Start time to remain at 10:30 am.

Motion made, seconded and passed for adjournment of meeting. Adjourned at 11:53

Meeting adjourned at 11:53.

### **Additional Information**

Signature: Fred Norton (acting as secretary for February meeting minutes)

Date: February 13, 2008