



**GREATER
SAN JOSE
CHAPTER**

EXECUTIVE BOARD MEETING MINUTES

Date: 5/12/09 Location: Biltmore, Santa Clara

EXECUTIVE COMMITTEE ATTENDANCE		Present/Absent/Excused
President	Jay Jamali	Present
President-Elect	Tyler Nguyen	Present
Appointed Vice President	Jack Hahn	Present
Appointed Vice President	Betsy Leff	Present
Secretary	Ron Scholtz	Present
Treasurer	Mostafa Pournajat	---
Delegate	Fred Norton	Present
Delegate	Mostafa Pournajat	Present
Past-President	Open	---
Government Affairs	John Steele	Present
Membership	Jim Beeby	Present
Jobs Coordinator	David Krack	Absent
Other Attendees:	None	

QUORUM REACHED? Yes

TIME MEETING CALLED TO ORDER: 10:45 am

Minutes

Secretary Report:	-A motion was made by Jay Jamali second by Tyler Nguyen to approve the 4/14/09 meeting minutes. The minutes were approved unanimously.
Treasurer Report	<ul style="list-style-type: none"> - The IRS 990 form has been completed and submitted as required. - The annual chapter financial report has been completed and will be emailed to the board members for review and comment by May 22. The report is due to society headquarters by May 31. - The monthly financial report will be emailed to all board members for review and comment. Each board member has 10 days to ask questions or comment. It is asked that all board members be copied when there are questions or comments. - A check for \$500 was issued to Jay as seed money for the CEGOSH conference scheduled for next year. - Invoices were submitted by Jay for: ROC meeting expenses (\$563), PDC

	<p>poster (\$27.29) and a poster easel (\$27.00).</p> <ul style="list-style-type: none"> - There is a new ASSE expense report form available. It should be used for all multiple expenses and travel going forward.
Gov. Affairs Report	<ul style="list-style-type: none"> - The Government Affairs Committee budget needs to be approved by all chapters in the region. John distributed a proposed budget of \$1,130 for the upcoming year. Most of the costs involve mileage traveling to advisory, standards, and appeals meetings. - There are no “out of chapter” expenses included in the budget. - A motion was made by Betsy Leff, Seconded by Fred Norton to approve the California Government Affairs Committee budget of \$1,130. Approved unanimously.
Membership Report	<ul style="list-style-type: none"> - It was suggested that we have ASSE membership applications on the sign-in table at each chapter lunch. Jim will take this action.
Delegate Report	<ul style="list-style-type: none"> - None
Other Officer Reports	<ul style="list-style-type: none"> - The chapter officer slate will be voted on by the chapter membership at today’s lunch meeting. There must be at least 20 members present for a valid vote. - The Chapter Officer and Delegate Report is due to society headquarters by May 31. Jay passed a draft copy of the report around to the board for updating of information. Jay will send a final copy to ASSE headquarters prior to the due date.
Old Business	<ul style="list-style-type: none"> - Jay gave an update on discussions that took place at the recent ROC meeting he attended regarding the zip code issue with the San Francisco chapter. The final zip codes need to be agreed on by Society headquarters. It was suggested that we have the incoming region Vice President resolve and finalize the issue between the two chapters. Jim will continue to negotiate with the San Francisco chapter. The San Francisco chapter will be submitting their bylaws for approval anyway. There is concern their bylaws will be approved giving “de facto” approval of their version of zip codes. Action Item: Jack will draft a letter to the current and incoming region Vice Presidents identifying the zip code issue and the need for resolution prior to approving either chapter’s bylaws. Jay will forward the letter to the Region VP’s. - There were 30 “bounces” on the Constant Contact meeting email notification. We need to follow-up with each member and ensure they make corrections on the contact information supplied to ASSE. Tyler, Ron, and Fred each took a part of the list and will follow-up prior to the next meeting.
New Business	<ul style="list-style-type: none"> - Jay would like to start more chapter recognition. We need to implement a Chapter “Safety Professional of the Year” award as well as submit a chapter member as for the Regional “Safety Professional of the Year Award”. - Jay will be recognizing two individuals with the “President’s Award” at today’s lunch meeting for significant service to the chapter. The awards will be presented to John Steele and Jim Beeby. - The BAESG would like to hold a joint meeting with ASSE in August. If possible, we would like to hold the meeting at the Biltmore at our regularly scheduled date. The board had no objections to holding a joint meeting in August. Action Item: Ron will follow-up with the BAESG to finalize details

