



**Meeting Notes  
WCIECA Board of Directors  
May 19, 2006  
Hayward California**

Present: Tony Pitts, President; David Franklin, Technical Vice President; Sandy Mathews, Secretary; Mike Chase, Administrative Vice President; Gene Steuben Director
Directors Absent: Laurie Barnes, Peter McRae Joe Crea, Mike Broadwater, Treasurer
Guests in Attendance: None

**1. Welcome and Review of Agenda**

President Tony Pitts call the meeting to order at 10:15, with a quorum of the Directors present. Mike Chase participated via conference call.

**2. Treasurer's Report**

Mike Broadwater provided the financial statements in advance of the meeting. Chapter has approximately \$63,000 in checking and \$14,000 in a money market account.

While breaking even is expected, the chapter could cover a loss on the HI conference.

Notes and changes to the budget, Tony Pitts was paid for a previously un-reimbursed expense from the Coronado training session. The line item in the budget labeled Chapter Event Las Vegas should be changed to Chapter Event.

Motion Mathews, Second Steuben to approve the financial report and budget with the noted changes. Unanimously approved.

Make sure we can accept IECA/Chapter memberships at the Hawaii conference.

### **3. Secretary's Report**

Sandy Mathews presented the draft election procedure for approval by the Directors. This procedure documents the process that the Chapter has used to run elections for the past several years. Documenting the process will help future Chapter leaders conduct elections. Motion Franklin, Second Steuben to approve procedure as presented. Unanimously approved.

Sandy reviewed briefly that the Partner's for Excellence Application was available. The deadline for filing it this year is in early December, during our Hawaii Conference, so we will need to get an early start on it. All Directors agreed to review the application, determine which of the elements are achievable and be prepared to discuss it at the July meeting. Our goal is to complete the application package by mid-November. Sandy told the Board that Meg Tully emphasized that meeting the six required criteria for Chapter's is what is important, and doing extra is great, but all chapters are not expected to everything on the award application.

Sandy noted that she will begin work to update the Chapter Policy and Procedures Manual, adding new information and meeting notes and agendas in preparation for the new Directors.

### **4. Director's Election**

The WCIECA annual Directors' Election is underway. The Call for Candidates went out on May 15<sup>th</sup> via email and the website. The Chapter Executive Assistant, Janice Bridge will handle much of the election process. Janice will receive candidate statements, prepare and send out the ballot, and receive and count the votes. Five slots will be voted on, three 3-year slots, those currently held by Sandy, Peter, and Mike Chase, and two 1-year slots to fill the remaining terms of Joe and Laurie are up for vote.

### **5. Committee and Liaison Status Reports**

#### **Government relations (Chapter Rep: Lucinda Dustin)**

Sandy reported for Lucinda - Needs support from chapter members in different states to keep an eye on the legislation in all the states of the Chapter. Sandy will meet with Lucinda to discuss strategies for involving Chapter members

#### **Chapter Advisory (Chapter Rep: Sandy)**

The Partner's for Excellence program will be review by a subcommittee in early 2007 to revisit the value of the program for the chapter, IECA, and membership, and look at ways to reduce the burden of completing the form. Several chapters are considering scholarship programs (providing funds to students to pay for school, as opposed to attending a conference), they will get together to share ideas and start up logistics.

#### **Conference (Chair: Mike C.)**

Mike Chase reported that he been discussing hosting a workshop on advanced treatment with the Central Valley Regional Board staff. The Board staff are interested in working with the Chapter to provide information to construction permittees rather than working with any individual product vendors or manufacturers. Mike Chase will take the lead in planning the program, which will cover advanced treatment systems, toxicity issues, monitoring of the systems, enforcement, proper running of such systems, and perhaps

criteria for getting products approved for use. The date for the seminar was tentatively set for Friday September 8<sup>th</sup>. Mike will see if this date is good for the Regional Board. Hosting a golf event, in connection with the seminar was suggested as a revenue making opportunity.

The revised CA construction permit is due out this summer and is expected to be approved by the start of the 2006/2007 rainy season. This is a good opportunity for the Chapter to provide training on the new requirements.

See item 6 on the HI conference.

**Chapter Communications (Chair: Peter)**

Need to start planning newsletter for July. E-news is a good communication tool, but think of ways to include graphics or decide if the plain format is preferred because it is small and quick to read. Need report from Peter on ad revenue.

**Education (Chair: Laurie)**

Tony agreed to lead the effort to develop a Chapter scholarship program.

Ecotech: David will be meeting with other composers to see about putting the manual together. He needs some folks to technically review the manual and keep it moving forward. Christy Lowe, Becky Gauthier were suggested.

**Intra-Chapter Activities (Chair: Mike B.)**

No report

**Contractor Liaison (Chair: David)**

No new items to report.

**Inter-Organization Liaison (Chair: Joe)**

No report

**Membership (Chair Gene/Sandy)**

See attached report.

Sandy to check with Esther/Meg to see if we coordinate with them to include a chapter specific message in the welcome letter they send to new and renewing members.

Gene Steuben needs membership recruitment materials to give out to individuals and companies interested in joining. Sandy Mathews will ask that IECA send materials to him.

As a way to increase the Builder membership in the Chapter, Gene offered to contact the Sacramento Builders Exchange to make connections, offer speakers, to demonstrate the value and resource the Chapter can provide to their membership.

**Sister Chapter (Liaison: Julie Etra)**

Sandy reported for Julie. No specific agreement has been reached. Julie Etra will be presenting a paper at the Iberoamerica. She will be attending the conference, as will chapter member Ramon Guitierrez.

## **6. 2006 Hawaii Conference Report**

Tony reported that the agreement has been signed with the Sheraton Waikiki. We need to send the deposit check of \$2500. Local members Troy Osgasawara and Alan Joachin will visit the hotel and determine the exhibit hall layout.

We are looking into setting up a merchant account. Beth Nixon is assisting us with this. We need a merchant account to accept credit cards.

Tony will develop the exhibit flyer as soon as he gets the layout of the hall.

Plan to issue the full conference flyer and open registration by July 1<sup>st</sup>. For the flyer we need at minimum the merchant account, golf tourney information, operating Sheraton website, and keynote speaker identification.

## **7. Administrative Assistant Status**

The Chapter is continuing to work with Janice Bridge on a task-by-task basis rather than a general contract. This seems to be working well. Discussed Janice's assistance with the Hawaii conference, we thought the best value would be to have her at the event, expenses associated with this would be about \$2200, plus the hourly fees for work in advance and following the conference.

## **8. Set Time and Place of Next Board Meeting**

The next Board meeting, to include the new Directors was set for July 21, 2006, at a location to be determined. (Note the meeting date was rescheduled.) The agenda will include:

Welcome to new Board

Election of Officers

Partners for Excellence

Review of Long Range Plan

Tony will investigate cost of redraw the logo at a higher DPI for graphics use. (also need at smaller size for letters )

Consider redesign logo – possibly a contest to redesign logo.

**Meeting was adjourned by Tony Pitts at 14:05 p.m**

Respectfully submitted by,  
Sandra Mathews  
WCIECA Secretary  
May 20, 2006