



BOARD INTRODUCTION MEETING MINUTES

July 20, 2010

Attendees:

Bill Chavez	SRCSD	chavezb@sacsewer.com
Cindy Preuss	Harris & Associates	cpreuss@harris-assoc.com
Deanna Tanner	Brown & Caldwell	dtanner@brwncald.com
Jimmy Dang	Kennedy Jenks	jimmydang@kennedyjenks.com
Jonathan Lee	WVSD	jlee@westvalleysan.org
Roberts McMullin	URS Corporation	rob_mcmullin@urscorp.com
Sasha Mestetsky	CCCSD	smestets@centralsan.dst.ca.us

General: The following items were discussed during the July 20, 2010 New Board Introduction Meeting:

Participation of the Board:

1. Attend monthly meetings and Board meetings. There will be two Board meetings per year. Typically held in March and November. The next Board meeting will take place at Hs. Lordships on a Friday afternoon later in the year to sample the new menu for the 2011 Annual Seminar.
2. Attend meetings, conferences, and PUG sponsored events, if acceptable by employer.
3. Read, review, and respond to emails between the Board in a timely manner.
4. Look for announcements to share at meetings, which include projects, conferences, and technologies.
5. Look for teaming opportunities for events and workshops.
6. Interact with PUG attendees at meetings and events.
7. Solicit others for monthly presentations and or presentation topics.
8. Find presenters when last minute cancellations occur.
9. Coordinate events not handled by Deanna – winter dinner, outings, etc.
10. Wear the hat of PUG (prospective new members, seminar-associated new and information).
11. Notify Roberts McMullin or Jimmy Dang of website updates or concerns.

Understanding of PUG:

1. Read the Bylaws and Articles of Incorporation
2. Review website
3. Review financial reports when provided by CFO.

Need Contact List:

1. Jonathan to provide contact information for PUG lawyer and accountant.
2. Sasha to provide contact information for PUG bank (Mechanics Bank).
3. Roberts to provide contact information for banner and plaque companies used.

Minutes by: Roberts McMullin, URS
Secretary, Nor Cal PUG

Immediate Needs:

1. PUG Board members: Cindy, Sasha, Roberts, and Bill must sign necessary paperwork to revise PUG Mechanics Bank account. This will remove and add new Board members to the bank account. Required Board members will meet at a later date to execute the paperwork.
2. Taxes must be filed by November 15. Cindy to coordinate with PUG accountant starting as early as July of each year (new FY cycle).
3. PUG will receive a certification letter for non-profit organizations. Cindy to complete statement of information upon receipt.
4. PUG will receive IRS forms for non-profit organizations. Cindy to complete forms upon receipt.
5. Cindy to notify all non-profit jurisdictional and associated entities of address change.

Financial Status:

1. PUG receives income through membership fees, annual seminars, and training courses.
2. PUG expenses include: administration fees, annual seminars, meeting lunches, training courses, field trips, donations, and conferences.

Website:

1. New PUG Board members to provide biographies and photographs to be uploaded to the website. Visit PUG website for previous Board's example.
2. Jimmy Dang will help with the website updates.

Annual Seminar:

1. PUG to send in \$2K deposit for annual seminar at Hs. Lordships in Berkeley.
2. PUG to review idea of student/professor memberships for discounted fees. This would be a great way to stay connected with industry trends at the university level.