



PIPE USERS GROUP Northern California

MINUTES
August 24th, 2004

Attendees:

Jennifer Glynn	Brown and Caldwell	jglynn@brwncald.com
Joyce Carlson	City of Oakland	jacarlson@oaklandnet.com
Allen Law	City of Oakland	alllaw@oaklandnet.com
Cindy Preuss	Harris & Associates	cpreuss@harris-assoc.com
Stan Shogren	Kennedy Jenks	StanShogren@KennedyJenks.com
Michael Penny	CCCSD	mpenny@centralsan.dst.ca.us

General Discussion:

Elections:

The results of the election have been announced. Allen Law is our new Treasurer. Joyce Carlson won the very close race for Representative, running against Thom Kalkman and Stan Shogren. Congratulations and a round of applause are extended to the new committee members!

Website Development:

The beta version of the PUG website was submitted to the committee members for their review in mid-August. Minor comments were received back from Jonathan Lee, but all in all the website looks good. Cindy Preuss will meet with the website designer for training on maintenance and upkeep before the website goes, "Live."

The question of a monthly fee for online users has arisen. Cindy Preuss will research and let Allen Law know as soon as possible.

Miscellaneous Notes:

- Joyce Carlson mentioned she'll be doing some PUG membership outreach.
- Michael Penny gave PUG members a recently updated handout showing member fees paid. Those people on the list were members of PUG at one point in time, with the primary contact for each agency being the first name listed for that agency. The fees are \$350.00 per agency. There was an email sent in early July as a notice of the annual member dues, and there are a number of agencies whose 04/05 fees are still outstanding.
- Michael Penny gave the disc and hard files pertaining to the PUG Treasury to Allen Law.
- Michael Penny will continue to maintain the PUG account through the CCCSD until the executive committee completes the non-profit application and sets up an account to handle the PUG finances. The committee promised to expedite

this process so that the transition of the treasurer's position will be concluded as soon as possible.

Next Meeting:

Our next meeting will be held the 3^d Tuesday of the month, September 21st at the offices of Brown and Caldwell. Please call (925-210-2507) or e-mail Jennifer Glynn (jglynn@brwncald.com) to RSVP.

Minutes by:
Cindy Preuss, Harris & Associates
Secretary, PUG No. CA