



PUG Executive Committee Meeting Minutes

Meeting Date: Thursday, March 6, 2008, 9:30 a.m.
Location: Living Room, Claremont Resort, Berkeley
Attendees: Jonathan Lee, Chairman
Jennifer Glynn, Vice-Chair
Cindy Preuss, Secretary
Sasha Mestetsky, Treasurer
Stan Shogren, At-Large Representative
Cara Ingebrigtsen, PUG Administrator

Items Discussed:

1. Cara's Contract.

- We recall this being a two-year contract, beginning in May 2007. Cindy & Sasha to check contract and send Cara a copy.
- Cara reported earnings on her taxes. Cara will call Toni Lam of Harris & Associates to confirm 1099 requirements.

2. 2008 Seminar Report

- a. Finance (Sasha): Preliminary net profit from seminar is \$8,000 - \$10,000. Cara has stack of checks to give to Sasha from Seminar. Cheryl Collins generously volunteered her assistance at the seminar without any affiliation to PUG or a PUG member agency. To show our appreciation for her help, the Board is rewarding her with a gift certificate.
- b. Seminar Survey (Cara):
1. Need to enforce limit on presentations. Next year we'll prepare cards notifying speakers of 5 minute, 2 minute, and wrap up times as they approach. Cards will be set at table in front of podium for clear viewing by presenter(s).
 2. There was a suggestion to move the seminar to another facility. H's Lordships provides adequate A/V, room, meals, staff assistance, and a centralized location, so another location or facility isn't required. Further the price is competitive with other facilities. Other feedback was positive about the location and venue; further support of keeping the seminar in the same place for next year.
 3. Slides hard to read. Unfortunately, we can only give guidelines for speaker's presentations, but cannot enforce this unless we review each presentation prior to the Seminar. Time involved in this is too great to enforce.
 4. More vendor tables. We can accommodate more tables if the interest is there (case-by-case basis; this year we accommodated all vendors who expressed interest).

3. By-Law Status (Jonathan)

Jonathan needs to forward our comments to lawyer. Will give schedule for next round of revisions once lawyer advises of his timeline.

4. Web-Site (Cindy)

- a. Proposal from consultant was reviewed. Total estimate is approximately \$15,000 (\$4,500 for creative design, \$9,025 for programming). Given this is a significant bite out of our net holdings, Cindy will solicit at least one more proposal for web design. Cindy has two names ready and will send ASAP.
- b. Web design will include a one-on-one meeting with Board members and Cara prior to initiating design work. Designer will be asked to bring visual aids/flow-chart of creative outline for our review and input.
- c. Website will be set up to function off hyperlinks given in meeting announcement emails so that agendas & minutes may be viewed by clicking the links instead of as attachments in emails.
- d. PUG news page will spotlight a project or technology of the month.
- e. Minutes & agendas for monthly meetings will be linked to calendar for easy viewing.
- f. Website will have placeholder page for special event information as comes up, such as field trips or courses.
- g. Thumbnails of photos will be shown where, when clicked on, a photo will come up in a pop up window in a new web page.
- h. RSVPs for meetings will be available online.
- i. Payment for registrations and membership renewals will be allowed online if the cost is acceptable to warrant this capability. Costs will be researched and provided to PUG for decision.
- j. "Contact Us" will be done through pop-up with drop down menu of subject and message, send directly to PUG administrator who will forward to appropriate Board member depending upon subject.
- k. Active & inactive members will be determined through toggles to keep the information from past members in the system, even if haven't yet renewed.
- l. Member firms will have hyperlink to their websites.
- m. Board decided against offering sponsorship opportunities to members by allowing their logos to be placed on the main page. As a small non-profit, this was deemed unnecessary and too time-intensive both from a financial and Board effort standpoint.
- n. Website will have built in a CMS (content managed system) ability so that the Board and PUG administrator will have access to upload and update information directly. All higher-end programming will be done on a time & materials basis with whichever designer wins the contract.
- o. Annual membership renewal reminders will be incorporated into the webhosting package, if possible.

5. No-Dig 2008 – Auction

- a. Purchase of auction item to be done by Cindy. Will get a model 650 GPS unit to put up for student's auction. Approximate price ~\$350.00.
- b. Auction – expense limit set at \$2000. Up to Board attendees of conference to bid on items of interest that will be raffled off for attendees at PUG monthly meetings in 2008 (raffles are free to PUG members).
- c. Laptop from last year's auction – this laptop will be used by Sasha for handling of PUG accounts. Current (outdated) laptop will be donated to school or charity.

6. Suggestion from Anna Chrissanthis (See handout)

- a. Stand-alone monthly meetings: suggestion is to remove business discussions from monthly meeting agendas. Since this is a non-profit, member participation is encouraged and status of our group's business needs to be shared with the members. Any member wishing to not participate in the business portion of the meeting is welcome to come after business is handled. Agendas clearly outline schedule. Quarterly financials will be given instead of monthly updates.
- b. Rotation of monthly meetings: suggestion is to vary meetings in locations throughout Bay Area to allow members located further away greater opportunity to attend. This has been discussed by the Board and in meetings numerous times. Unfortunately, some members would be even more hard-pressed to attend a meeting in

Sacramento if coming from Santa Cruz, for example. Our location is as centrally located as possible to maximize attendance from all areas of Northern California. Further, we don't have the resources to find, coordinate, and facilitate meetings in different locations each month. Because of this, we will be keeping the meeting in Walnut Creek.

c. Creation of standing committees: suggestion is to have committees grouped and designated to handle the various areas of our group's activities. PUG had this set up for many years and found it to not work as well as anticipated. Committee members would serve on a volunteer basis, with no budget or financial incentive behind them. In the past these committees needed to be led by the Board to ensure execution of their designated tasks. Time was slow to getting anything accomplished, and the energy required of the Board, also serving as volunteers, was too intensive to both lead committees and handle the usual business of running PUG. At this time the Board is not ready to revisit setting up and orchestrating committees.

7. Calendar of Events (2008)

a. Field Trip (Ameron International, Tracy) Contact: Tony Catizzone – this will be put in place of April meeting. Cindy will follow up and lock in schedule. Cara to send out registration forms.

b. 8-hour course with AWWA (Watermain Rehab): This will be slated as a stand-by presentation/course given our difficulty in locking in AWWA for a date. TBD on schedule.

c. 8-hour course with NASTT (CIPP): This is locked in. Contract will be sent out to Jonathan from NASTT. Cara to coordinate on timing, cost, and materials with Board input. Sasha will secure room at CCCSD for this course.

d. Insituform moved from slot on June 17 to standby. In place will be presentation by Principia Engineering on failure analysis of construction equipment, means, methods. Sasha will follow up with Principia to lock in date and availability.

8. Tax Filing

Jonathan to email pdf of our tax documents for posting to the PUG website. Currently there's no access for uploading to our current website; will be posted as soon as new website is developed and launched.

9. Board of Directors Election

Cindy will send out nomination forms and ballots at the close of the fiscal year. Nominations handled solely by Cindy, ballots will be counted by Sasha or Stan since Cindy is up for re-election and is not allowed to participate in ballot counts. Board positions have no re-election term limits; if nominated and voted in, all existing Board members may keep their current positions.

10. Other Item

Mike Orio of V&A offered to be a moderator for the 2009 seminar. Other moderator will be solicited from agency membership base. Cara will follow up when the time draws near.

Meeting adjourned at 12:15 p.m.

These minutes are the understanding of the preparer. Any changes should be submitted to Cindy Preuss by Tuesday, March 18.