National Association of Women in Construction

Santa Clara Chapter 99 – Board Minutes

October 7, 2020

President
Laura Grabar

Vice President
Monica Sanchez

Treasurer
Angie Ramos

Secretary
April Vicchrilli

Board of Directors
Missy Cochran
Tina Martinez
Hannah Pettinichio
Becky Watson

Past President
Kara Hermann

Parliamentarian
Shawna Alvarado

Call to Order: The meeting was called to order at 6:16 pm by President Laura Grabar, with 9 board members and 1 guest(s), a quorum was established.

Business Meeting:

Adopt Small Board Rules: The small board rules were adopted and approved by the Board of Directors.

Treasurer's Report: The Treasurer's Report, as corrected ($80 reclassification), for September was approved by the Board of Directors and will be filed for audit.

Adopt the 2020-2021 Budget: The FY 2021 budget was adopted and approved by the Board of Directors. It was clarified that the $300 proposed during the FY 2020 for accounting software (Quickbooks) is an annually recurring subscription expense to be charged to code 5300: Other.

Board Meeting Minutes: September Board Meeting Minutes were approved by the Board of Directors.

Correspondence: Secretary April Vicchrilli is to write a letter to Mike Miller of Santa Clara Builders Exchange to thank him for allowing our chapter to meet at their office location and to explain the chapter's current change of location.

Committee Reports:

Audit: Treasurer Angie Ramos, President Laura Grabar, Board Member Becky Watson and general member (Immediate Past President) Kara Hermann to attend upcoming audit meeting.

Membership: Currently maintaining at 42 members. Constant Contact account has been set up to aid in member communications. It was recommended that members be advised to add Constant Contact to their safe sender list.

Corporate Sponsors: Sponsorship request packets have been distributed. Shawna will send thank you notes to 2019-2020 sponsors.

Unfinished Business:

Pacific Northwest Region Fall Conference: PNW conference is 10/9/20. All members have been sent an email with an attachment which contains links for each session.

New Business:

November General Meeting: The Board of Directors recommends the November general meeting date be changed from 11/25/20 to 11/18/20 due to the Thanksgiving holiday. This is supported and is to be voted on during the 10/28/20 General Membership meeting.

December General Meeting: The Board of Directors recommends the December general meeting date be changed from 12/23/20 to 12/9/20 to accommodate various holidays. This is supported by the board and is to be voted on during the 10/28/20 General Membership meeting.

Block Kids: Laura to review/discuss logistics for 2021 to determine the feasibility of a virtual implementation this fiscal year.

Standing Rules: The Board of Directors recommends and adopted the 2020-2021 standing rules as printed.

Sarbanes Oxley (SOX): Conflict of Interest statements have been distributed, signed and submitted to the Secretary, April Vicchrilli.

October General Membership Meeting: Catherine Brennan, author of "So Now What" charges $750 so we will not be proceeding with her as a speaker. Angie sent Laura a contact for a female entrepreneur to pursue. Once confirmed, April and Hannah will draft a flyer.

Fundraiser: New ideas are needed as we will not be hosting the annual Crab Feed. New ideas: Purse auction, white elephant auction, walkathon (expensive to manage), bricks for a monument with Builders Exchange.

Newsletter: Submissions for the October newsletter are due to Hannah by 10/9/20 (the Friday following the monthly Board Meeting). The Newsletter will be distributed no later than 10/16/20.

Announcements: none

Adjournment: The meeting was adjourned at 7:50 pm.

Laura Grabar
President

April Vicchrilli
Secretary