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SME Golden Gate Chapter 28 Executive Committee Meeting Notes

Approved

Main Topics: “End of 2005 Year Cleanup” and “2006 Goals & Planning”

ATTENDEES:

Meeting Date:	December 15, 2005	
Meeting Commences:	6:40 pm	
Meeting Concludes:	8:30 pm	
Meeting Location:	El Torito's Restaurant	
Attendees:	JoAnne Moody	Chair
	Bill Marlow	Treasurer
	Ed Moore	Secretary
	Walt Maclay	Event Director

Note: Scheduled meeting of December 8, 2005 was cancelled at the last minute. Could not get sufficient number of committee members able to attend. This meeting is in place of Dec 8, 2005.

MINUTES OF MEETING

Minutes of Last meeting

- Minutes of November 17, 2005 meeting were approved with correction: Norris Tongson was not in attendance.

Completion of “Chapter Planning & Assessment Guide”, “Financial Report”, and “Treasurer’s Report”

ACTION ITEM – Bill Marlow: Send completed document to Executive committee for review.

ACTION ITEM – Bill Marlow: Send Planning Guide & Assessment Guide & Financial Report to SME by January 10, 2006.

Completed “Chapter Officer Listing”

Ed Moore reports that Chapter Officer Listing was sent to the SME and receipt confirmed.

Website

ACTION ITEM – Ed Moore: Write up specification for creating and for maintaining the website, send it to the Executive Committee for review and comments, and send it to several webmasters for prices.

- Price for creating website per specification
- Price for maintenance which will be required 6-10 times per year
- Ask for responses within 2 weeks

Survey

ACTION ITEM – JoAnne Moody: Write up sample survey and send it to members of the Executive Committee for review and comments. We brainstormed a starting sample set of questions and information to be obtained through the survey.

SME Chapter 28 Board Meeting “End of year Clean-up” and “2006 Goals & Planning”

- Update contact information
- Why are you a member
- Would you want to participate in ...
- Interested in attending: tours, speeches/presentations, talks, mixers, networking, professional development, certification, job search.
- What time would you prefer events

Member Database

ACTION ITEM – Ed Moore: Download new database of chapter members from the SME website.

Goals for 2006 (Reorganized from last meeting)

Goals were established for the upcoming year of 2006.

1. Gain New Members
 - a. Invite potential new members to events
 - b. survey members to understand their interests and needs.
2. Improve Event Success and Effectiveness
 - a. Events should include networking opportunities
 - b. Would like to complete the 2006 events schedule by January 15, 2006
 - c. Plan for 5 to 8 events in 2006.
 - d. Continue to include Chapter 98, and other societies as necessary
3. Improve the website
 - a. Include routing bimonthly updates
 - b. Improve appearance (some spiffing up).
4. Improve database information on members
 - a. Correct or update email addresses
 - b. Insure that new members are added to the database.
5. Insure that an officer or board member attends one of the Professional Development Programs with the National SME organization.
6. Share events with other Chapters & Societies

Future Meetings schedule changed from last meeting. See below.

NEXT MEETING AGENDA – January 26, 2006

None discussed.

Future Executive Committee Meetings

2006 meetings are planned for the **FOURTH** Thursday of odd numbered months.

<u>Date & Time</u>	<u>Location</u>	<u>Main Objectives</u>
Thurs. Dec. 08, 2005, 6:00/6:30 start	El Torito's, Foster City	Cancelled, replaced with Dec. 15, 2005
Thurs. Dec. 15, 2005, 6:00/6:30 start	El Torito's, Foster City	End of year clean-up
Thurs. Jan. 26, 2006 – 6:00/6:30 start	El Torito's, Foster City	Planning to Achieve 2006 Goals
Thurs. Mar. 23, 2006 – 6:00/6:30 start	El Torito's, Foster City	TBD
Thurs. May 25, 2006 – 6:00/6:30 start	El Torito's, Foster City	TBD
Thurs. Jul. 27, 2006 – 6:00/6:30 start	El Torito's, Foster City	TBD
Thurs. Sep. 28, 2006 – 6:00/6:30 start	El Torito's, Foster City	TBD
Thurs. Nov. 23, 2006 – 6:00/6:30 start	El Torito's, Foster City	Elect 2007 Officers & Set Goals
Thurs. Dec. 28, 2006 – 6:00/6:30 start	El Torito's, Foster City	End of Year 2006 “Clean-up”