



Wednesday, January 10, 2018 - Room 1572

Meeting called to Order at 12:00 p.m.

Attendees: John Cannon, Kathy Lang, Gloria Schmanek, Rachel VanderVeen, Jessica Short, Sarah Nunes, Claudia Chang, Jennie Loft, Valerie Osmond

Guest Attendee: Kevin Lee

Minutes from December 13, 2017. Motion to approve: Rachel VanderVeen. Second: Sarah Nunes.

Thank you to Sarah for today's Lunch. Jennie will be switching with Claudia for next month. (Valerie will update the lunch schedule.)

Financial Update: Current balance is \$20,365.88. Rachel provided a year-end financial summary, which includes a column for voucher usage. Rachel noted a correlation between the cost of the event and voucher usage. The 2018 budget for the holiday event will need to increase. In general, our budget is in a healthy place. Holiday party was most expensive event, but was also very successful and led to a lot of new memberships. Monthly reports have been valuable.

Secretary's Report: Thanks to Dan for taking the minutes at the last meeting.

Membership Director's Reports: 223 current total members. Now pushing for renewals for 3 associate and 20 retiree members. We received two submissions for board members. Claudia will send out slate to membership following February's meeting. Thank you to Jessica for updating recruitment flyer.

Communications Director's Report: Updated recruitment flyer. Jessica noted that a lot of members brought guests to the holiday party and a lot of the guests are people who are on track to become managers. This seemed to generate some excitement about potential new members. There seems to be a lot of members promoting membership. Our website can have 10 administrators and Jessica is working on redistributing the administrator privileges. Jennie is helping out with loading documents to the website.

Retiree Report: Sarah now has admin access to the website. She will update retiree information and will reach out to retirees via email. There was a reminder to keep any eye on death notices so we are not following up on a retiree who has passed away.

Professional Development: Kathy provided a report in Past Events

Past Events:

- **Holiday Party** – 103 attended, about 15 no-shows. Event was very fun and successful. Jessica will send out a follow up email to members with pictures from the event. We got a copy of all the photos from the photo booth. Sarah also took pictures at the event. Claudia's photo collage turned out great. Venue and layout worked out well. Restaurant staff were excellent.
- **ICMA virtual conference** – Kathy planned three brownbag sessions with video replays of keynote speeches from the 2017 ICMA Conference. 6 attended the first one, 3 at

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second one, and there were no attendees at the last event. It was late in the year, too close to the holidays. For this year, we will try to schedule earlier. There are other potential recorded sessions/webinars that we can use and it is was an easy format to arrange. ELGL also has podcasts available. At our next meeting, Kathy will propose a tentative professional development plan.

Upcoming Events:

- **FISH event** – (Kathy and Gloria) Scheduled Council Wing room for Tuesday, February 20, 2018, 9 a.m. – 12:00 p.m. Looking at occupancy for about 120 attendees. Working with Harry Paul on small group exercises. Considering reserving a percentage of attendance for SJMA members. Kathy and Gloria will work with CMO on how to advertise the opportunity and coordinate logistics. Harry will provide marketing materials. SJMA is over budget on speaker fee and travel fee. Considering extra benefit to members by providing a meet and greet. Discussion about providing books to members as a benefit, along with staying after the event for a book signing. First 25 members who sign up for the event would get the book. There was an idea to put our SJMA banner by the book signing table and bring blank member applications. Also consider ordering a few extra books for anyone who may sign up to be a member at the event. It is not a management only event and CMO needs to determine whether or not this will be attended on work time.
- **Installation Lunch** (Gloria and Sarah) Looking at Thursday, March 1, 2018. Venue ideas? SP2, Rotunda, Flames, San Pedro Market. Check out Flames. Who should be on the panel? No ideas during the meeting.
- **Cirque de Soleil, Crystal** – (Valerie) Purchased 25 tickets to Crystal (Cirque du Soleil) for Friday, March 30, 2018 show. Ticket costs are \$65/adult and \$53/kids. Board agreed to a subsidy of \$15 for member adults, reducing cost to \$50, and \$13 for kids, reducing cost to \$40. Valerie will create a flyer for review
- **Open House** – (Claudia, Kathy, Gloria) Looking to schedule in the Spring.
- **Member Appreciation BBQ** - June 21 tentative date.
- **Rock n' Roll Half-Marathon** – Fall 2018. Kevin may be interested in organizing the event
- **Sharks game** – (Dan) No update.
- **Stanford Series of Lectures** – (Ashwini) No update.

Future Items –

Open Agenda –

- Add year-end report to next agenda.
- For next meeting, discuss Family Camp.

Adjourned at 1:20 p.m.

Next Meeting: Wednesday, February 14, 2018, 11:45 a.m. in room T1572