



**BOARD MEETING**  
**MINUTES: August 25, 2007**  
**The Alexis Park, Las Vegas, NV**

**Board and committee members present:**

Tony Caruso  
Vicky Cate  
Mary Golden  
Celeste Frogner  
Peter Herrera  
Bill Meade

Jim Mumford  
Heddy Salerno  
Saram Singh  
Roel Ventura  
Carol Peterson Webber

***WELCOME***

The meeting was called to order by PIA Chair Tony Caruso at 11.22 am.

***REVIEW OF MINUTES***

Heddy Salerno moved to approve the minutes of the June 2, 2007 board meeting and Carol Peterson Webber seconded.

***TREASURER'S REPORT***

Acting Treasurer Tony Caruso reported that as of Aug. 17, 2007 the combined PIA and CalScape checkbook balance was \$86,131.68. The savings account balance was \$1,085.56. Accounts receivable was \$4,403.00. Accounts payable was \$0. The board reviewed the PIA and CalScape year-to-date P & L with a cash balance of \$50,008.70.

The new Treasurer's report will take the form of the Quickbooks Balance Sheet.

Tony read the Finance Committee activities and the progress on financial goals. Further research of the insurance proposal from Greg Hunt has lead Tony to conclude the proposal is not worth pursuing.

***MEMBERSHIP REPORT***

Chair Tony Caruso read the membership committee report and the board reviewed the lists of the "First Choice" Allied Trade and new members. Joan Archibald is continuing to call new members with a welcome call. 100% of the non-renewed members from 2006 and 2005 have been called.

**Policing of company size standards** – Tim Konig is drafting a letter that can be sent to companies who are under-reporting their company size.

**HR Hotline as a Member Benefit** – The board discussed a written proposal from HR consultant Dave Byers to provide PIA members with the following;

- A HR Help Desk – answers to HR questions submitted via mail, email or fax within 24 hrs.
- Employee Handbook, development of policies, procedures and forms - Upon written request will review members existing materials and provide templates for those members who do not have these in place.
- Access to Training Materials – Upon written request will provide members with training materials relevant to human resources training.

He is requesting \$6,000 for a year to offer these services. The board decided to survey the membership on the value of these services to them. Tony will include in his opening keynote speech a mention of the upcoming surveys and encourage members to respond.

### ***EDUCATION REPORT***

Heddy Salerno read the Education Committee report. Work needs to begin on planning the Dallas Christmas program. The remaining revenue opportunities for the Education Committee are primarily at CalScape; the silent auction, massage chair and décor sales.

### ***NEWSLETTER REPORT***

The newsletter is late going out. Hopefully it will be emailed by the end of next week, 8.31.07.

***ALLIED TRADE REPRESENTATIVE REPORT*** – Saram Singh reported on committee activities. The office will fax the survey to the allied trade membership, then the AT committee will follow up with phone calls. The AT committee consists of Joan Archibald, Saram Singh, Debbie Ortega, Paul Needleman, Bill Meade, and Jeff Hatch.

### ***EXECUTIVE BOARD REPORT***

**Elections** – Tony Caruso read the results of the recent elections. The Allied Trade North and South Representatives will be merged into the Allied Trade committee. The board will also dissolve the CalPoly Endowment Chair position based on the fact that PIA no longer contributes to the Endowment. Voting on these actions will take place at the Nov. 2 meeting.

**Bylaws** – During the July 12 telecon the board unanimously voted to expand the pool of board and committee positions who are qualified to participate in the nomination and election process to include committee members. This includes members of the Allied Trade, Membership, Education and PIA Cares committees.

**Board Telecon** – The PIA committees will be conducting telecons during the week of Oct. 8-12 to begin drafting their budgets prior to submitting them at the Nov. 2 budget meeting. The education committee has already scheduled their telecom for Tue. Oct. 9 at 7am.

**Roberts Rules of Order** – The reports were postponed until the Jan. 2008 meeting.

**OTHER REPORTS & AREAS OF DISCUSSION**

**PIA Cares** – None.

**Hall of Fame** – Tony Caruso reported that the HOF materials have been sent to the DVD company to fabricate the DVD.

**Awards Program report** – Vicky Cate reported that she is working on the ppt presentation for the awards night and that the program is on track schedule and resource wise.

**Vision Chair Report** – Tony Caruso read the Vision Chair report.

**Industry Association Liaison Report** – OFA has begun to offer administrative and management services to other associations.

**OTHER BUSINESS** - None.

The meeting adjourned at 12:32 pm.

NEXT MEETING: Friday, November 2, 2007 in the San Francisco Bay area

Submitted by: Mary A. Golden

Date: August 31, 2007