

Attachment 1

ACTION ITEMS
resulting from the
Executive Committee Conference Call
August 12, 2013

In Attendance:

Jim Fiedler, SFEI Chair (joined late)
 Pamela Creedon, ASC Vice Chair
 Dave Williams, ASC Chair
 Barbara Salzman, SFEI Vice Chair
 Dave Tucker, Treasurer
Staff – Meredith Williams,
 Robert Fraser

Absent:

Phil Stevens, Secretary

Updated August 15, 2013

#	Action Item	Who?	When?	Status
1.	Draft a Committee Charter	Jim F. Leyna B.	TBD	In progress
2.	Draft Committee goals and priorities	Jim F. Leyna B.	TBD	In progress
3.	Discuss \$1.2M (4 months) operating reserve	Jim F. Meredith W.	September 13	Staff to research in advance of September
4.	Make decision on HR staffing proposals	Meredith W.	August 19	Decision to be made
5.	Research ADA compliance as it pertains to an elevator	Meredith W.	August 12	Complete (no elevator required)
6.	Schedule meeting of the Development Committee	Meredith W. Phil S.	September 12	In progress
7.	Provide data on proposal development forecasting	Meredith W.	October 8	In progress
8.	Add \$20K-\$25K search firm cost to budget	Meredith W.	October 8	In progress
9.	Work on Board Officer nominations	Dave W.	September 5	In progress

Next Executive Committee Meeting
October 16, 2013; 10:00 – 11:00 AM

(Regular meeting conducted via conference call. Notice of Meeting given via e-mail.)

1. Closed Session – This portion of the meeting was held in closed session to discuss matters pertaining to the Executive Director Search.

The open portion of this meeting was called to order at 10:45 am.

2. Mid-Year Financials – The Institute expects higher than budgeted revenue. Salary and benefits are down due to temporary staffing and Rainer’s departure. Audit and Legal were originally budgeted at \$35K but have gone up to \$71K.

In June, there was an unexpected \$5K surplus. The Institute got three of the four 1043b grants, which was a good development. August looks like it will have a loss based on vacations as well as sending much of the GIS team to a conference/retreat. The Institute is looking into the possibility of changing banks from Wells Fargo to Chase. This will require Executive Committee action. Unrestricted cash is now above \$600K. Proposal development has gone up to 260 hours from 70 hours, but billable hours are still doing well compared to the forecast. The Institute did not receive funding for the San Francisco Bay Water Quality Improvement funds.

3. Agenda for September 13th Board Agenda – The committee requested that expansion of the ASC Board occur earlier in the Agenda. The committee agreed that Jim Fiedler would be recommended as the Chair of the combined Board at the September meeting. The committee agreed that rescheduling the December Board Meeting should be rescheduled.

The meeting adjourned at 11:32 am.