

**CWEA - Northern San Joaquin Section Board Meeting
Nov. 6, 2006 Action Item List**

Next Mtg: 29 Nov 2006

Item	Date first discussed	Action	Responsible Person	Due Date	Comments
1	2/7/05	By-Laws Committee: review existing document(s) and CWEA Leadership Roles to define Board members roles and responsibilities	Diane	On-Going	Board Members Roles, Responsibilities, and Expectations
2	2/7/05	By-Laws Committee: evaluate and prepare proposal defining Board members roles as mentors to Standing Committees, and chairing in the absence of chairs.	Diane	On-Going	Board Members Roles, Responsibilities, and Expectations
3	2/7/05	Old Section Filing Cabinet	Diane	On-Going	relocate filing cabinet from Terrie Hinkle's residence
4	2/7/05	Safety/Training Seminars	Randy/Mark	Done	Combine this effort into the Northern Safety Conference; October 18, 2006
5	2/7/05	Operations Review/Certification Seminar - Randy Johnson	Randy/Mark	Done	State WW Ops/Math Certification review; one day schedule; Modesto WWTF
6	2/7/05	Professional Development Committee - Survey membership for training needs	Randy/Mark Diane	Done	Joanne to get paper to reproduce survey for meeting participants
	2/7/05	Section Equipment	Diane	Done	Randy/Diane to call Erich regarding Dennis Harper & the Section camera.
7	3/9/06		Diane/Joanne	Done	Diane donated a lap top and printer for Treasurer's usage. Need to find cord for printer.
8	2/7/2005	Certificate of Deposit Account	Joanne	Nov-06	Close out CD account; roll funds into savings account.
9	2/7/2005	Old Financial Records	Diane	Done	Contact Brian Murray, State Office, for records retention requirements.
10	2/9/2006	Member Appreciation Picnic	John/Heather	Done	John to handle insurance needs; checks to City of Lodi.
11	2/9/2006	Northern Safety Trng Day	Diane	Done	Organize meeting with volunteers - event date: 10/18/06 - Combine Professional Development & Safety Committees for event planning
12	2/9/2006	Name Tags for Board & Comm	Diane	Done	ID name tags and positions for board & committee members; purpose to enable members to easily ID - Vendor needs graphic & photo ready logos
13	2/9/2006	Section Pin- Contact Vendor	Diane	Done	Vendor suggests selecting graphic from Microsoft clip art; need photo-ready logos
14	5/4/2006	Northern Safety Trng Day	Safety Comm	Done	Event Planning: Meeting scheduled following Board of Director's Meeting
15	6/1/2006	Member Appreciation Event - Baseball @ Stockton Ports	Heather/Diane John	Cancelled	Ports vs. Nuts game @ 5p.m.; 90-min All-U-Can-Eat BBQ - \$26/includes MVP seat.
16	5-Apr-06	Advertising Rates	Diane/Terrie	On-Going	Survey other sections for possible rate increase.