



MEETING MINUTES
PUG Board of Directors Meeting

Date: Wednesday March 29, 2023

Time: Meeting 4:30 p.m. to 7:00 p.m.

Location: Pasta Primavera Walnut Creek

Participants: Bob Allen, Past Chair
Nancy McWilliams, Chair
Dustin La Vallee, Vice Chair
Alexandra Watson, Treasurer
Adam Brown, Secretary
James Kohne, Communications Officer
~~Iris Uresti, Brown and Caldwell~~

Discussion Items:

1. 2023 Speaker Schedule Recap (Adam)

- a. Review presentation schedule.
 - i. ***Schedule is full through July.***
 - ii. ***JDH may present in August.***
 - iii. ***Adam will review list of PUG abstracts not selected for 2023 seminar for possible remaining presentations.***
- b. October training –
 - i. Last year we partnered with NASTT, still no accounting
 - ii. Do we want to partner again or set up our own
 - a. ***We will probably organize our own training because NASTT/WESTT conference will be in Hawaii this year***
 - b. ***Possibly use EBMUD or Hazen and Sawyer meeting rooms***
 - iii. Need to Email ad for training by July

2. Membership Renewals (Alexandra)

- a. Current number of members: ***64 but one hasn't paid yet***
- b. Send membership renewal email at the end of May.
- c. Keep \$400 membership fee?

- i. If someone joins in March or later, we'll only charge them half price for the remainder of the fiscal year*

3. Board Member Conference Attendance

- a. Adam and James will be attending No-Dig in Portland*
- b. Adam may also be attending UESI*

4. Budget & Finances (Alexandra)

- a. Current status of Bank Account: \$93,824.99
- b. Organization Budget: spent \$53,103 of \$72,389 budget (73%)

5. 2023 Seminar Recap

- a. Feedback forms:
 - i. How people hear about it:
 - a. 17 people found out by PUG email,
 - b. 10 by word of mouth;
 - c. 4 from website
 - ii. What people like:
 - a. Presentations: 24
 - b. Networking: 6
 - c. Networking/presentations: 5
 - d. Food: 2
 - iii. What could we do better
 - a. Nothing: 9
 - b. Technical issues/better equipment: 6
 - c. Larger font/photos: 4
 - d. Longer breaks/more snacks: 6
 - e. Directional signs, physical hands-on exhibits, round table discussion
- b. Ideas for improvement from board meeting*
 - i. Add drink tickets to lunch badge*
 - ii. Make happy hour longer*
 - iii. Either prepare a powerpoint template or ensure slides are reviewed more thoroughly to make sure font is not too small. Allow more time for presentation review to increase quality of slides/presentations.*
- c. Issues with Concord Hilton
 - i. Technical – HDMI connection
 - ii. Possibly agree to use their computer (\$350 rental fee)
 - a. Or at least agree to waiving the rental fee if 3 of our computers fail*
 - iii. Talk with Hilton ahead of time about hanging banner, or purchasing different type of banner.*
 - iv. Change to higher resolution projectors/screens; keep 2 screens; keep wifi*

- d. Some thoughts Iris & I shared immediately following the event:
 - i. Plate dessert ahead of time
 - a. **Yes.**
 - ii. Water poured in glasses
 - iii. Keep water pitchers refilled
 - iv. Keep hot water refilled
 - v. Iced tea on lunch tables
 - a. **Yes, Board agrees**
 - vi. Iron table clothes and napkins
 - a. **Most were not bothered by wrinkled napkins**
 - vii. Event signage/direction at hotel
 - a. **Yes.**
 - viii. Adjust restroom cleaning schedule
 - a. **Yes.**
 - ix. Pads & pens on tables? Addl cost?
 - a. **Idea to provide PUG-branded pens and paper at tables**
- e. Decisions for next year:
 - i. Snacks at breaks?
 - a. **Yes**
 - ii. Longer happy hour?
 - a. **Yes, extra half hour or 45 minutes**
 - iii. Shorter presentation time?
 - a. **Yes, 25 min presentation, 5-10 min Q&A**
- f. Seminar Budget:
 - i. Total Income: \$37,478
 - ii. Total Cost: \$34,774
 - iii. Net Profit: \$2,704
 - iv. 2020 Net Loss: \$2,757
- g.

6. 2024 Annual Sharing Technologies Seminar

- a. Date: February 8, 2024
- b. The Call for Abstracts in Trenchless Technologies magazine submission July 1.
 - i. **Advertisement needs to be submitted to TT Mag before 7/1.**
- c. Abstracts will be due **September 15**
 - i. **Provide one 2 week extension**
- d. Board will select abstracts at mid-October Board meeting.
 - i. **Select abstracts by 10/15.**
 - ii. **Notify speakers by 11/10.**
 - iii. **First drafts of presentations due by 12/15.**
- e. Eventbrite for registration?
- f. Raffles?
 - i. NASTT \$600 gifts.
 - ii. NASTT Scholarship fund?

- a. **Increase to \$1,000 for 2 recipients**
- g. Seminar fees:
 - i. **Keep the regular fee the same.**
 - ii. **Increase fee for vendor +1s**
- h. Keynote speaker – possible topics:
 - i. **Los Vaqueros program/projects (Contra Costa Water)**
 - ii. **Sac Regional Harvest Water**
 - iii. **All board members should be looking for speakers now**

7. Miscellaneous

- a. Field Trips
 - i. **Not a preferred event**
- b. Networking BBQ
 - i. **Cali Craft on a Friday night**
- c. Website status
- d. Paypal? Different provider? Stripe?
 - i. **Need to perform additional research, but Board agrees we should have a more seamless system integrated into registration**

8. Any additional items

- a. Use of PUG email to promote other groups
 - i. **Board agrees to continue NOT promoting events or ideas from other members via email**
 - ii. **Meeting announcements will be recorded in meeting minutes.**
- b. PUG scholarship?
 - i. **Yes, Board agrees a PUG \$2,000 scholarship should be established. More work is needed.**