



CITY OF SANTA MONICA  
ADMINISTRATIVE TEAM ASSOCIATES

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BENJAMIN STEERS, PRESIDENT  
HOMA MOJTABAI, VICE PRESIDENT  
CHRISTOPHER J. SMITH, TREASURER  
LIBBY CARLSON, SECRETARY  
ANNETTE MORALES  
ELANA BUEGOFF  
JOHN MESCHYAN

## **Board Meeting Minutes** **Tuesday, January 13, 2015**

OSE Conference Room  
12 – 2 pm

### **1: Call to Order @ 12:05 pm – BS**

*BS, HM, CJS, LC, AM, EB, JM in attendance*

### **2: Introductions**

*New Board Members introduced*

### **3: Approval of Minutes**

*HM will email 11/2014 minutes. Board to approve at next meeting.*

### **4: Treasurer's Report – CJS**

*Report provided.*

*BS moved to approve all bills except web services. JM 2<sup>nd</sup>. All approved.*

*BS moved to ask for updated web services bill. HM 2<sup>nd</sup>. All approved.*

### **5: Coalition Update - JM**

- a. **Medical Insurance Ratification** – *Member vote needed by 1/27/15.*

### **6: Old Business**

*CJS provided update on bylaw subcommittee meeting.*

### **7: New Business**

- a. **2015 Ideas** – *Discussed member survey and communication-related ideas.*
- b. **Meeting Dates** – *Board meetings set for the 3<sup>rd</sup> Thursday of each month.*
- c. **Membership List** – *Maintenance of member list discussed. HM to send current list to LC. LC to set up online form to automate member tracking.*
- d. **Directors & Officers Insurance** – *CJS moved to approve, not to exceed \$1100. HM 2<sup>nd</sup>. Yeas: BS, HM, CJS, LC, EB, JM. Nay: AM. Motion carries.*
- e. **Employment Issues** – *Active issues discussed.*
- f. **February Lunch** - *EB*

### **8. Adjournment @ 2 pm – BS moved, HM 2<sup>nd</sup>, All agree**