

AEP Board Meeting Minutes From September 16, 2008

Attendees: Janet Dallas, Kerri Mikkelsen Rose, Trevor Macenski, Emily Keller, Kristin Faoro, Kristie Ehrhardt, Wendy Haydon, and Scott Sjulín (guest)

Recorder: Wendy

Meeting began: 11:30 a.m.

Location: EDAW, Inc.

Meeting adjourned: 1:00 p.m.

I. Welcome/Introductions

A. Welcome to all.

II. Minutes (July and August)

A. No changes made to the July or August Minutes. Trevor made a motion and Kristie seconded it, and they were approved unanimously as-is.

III. Treasurer's Report

A. Checking - \$12,496.19

B. Savings - \$7,218.43

C. CD - \$5,275.79

D. Total - \$24,990.41

Discussion ensued regarding moving the savings amount into a CD to receive more interest. Emily made such a motion, and Kristie seconded it; it passed unanimously. **Emily** will review the subventions from the State prior to Central California chapter breaking away from Superior California chapter, doing a comparison between pre- and post-splitting the chapters. It was also discussed that an email to the AEP Superior California chapter membership should occur asking what type of free benefit to members would they like.

IV. Business

A. **Chapter Director's Report:** A summary of the July 13, 2008 State Board of Directors Meeting notes, as follows:

1. 2009 AEP Conference: to be held March 15-18, 2009 at the Hotel Nikko in San Francisco. Room rate of \$189 plus taxes. Will have certified AICP programs. The conference is going green. Submittal requested by early September 2008 for programs. Different formats are proposed; not just panels.
2. Chapter Summit: the Board discussed the comments received on the summit and planning for future summits, possibly adding a day to the annual conference for committee meetings. Trevor indicated that he would have liked to receive a welcome packet, including a list of contacts in the other chapters, what his role does, and a mentor who has lunch with the new Board member explaining the role before the person takes office. We discussed each Board member writing the goals of each Board position and if we met them; to be further discussed at the October 2008 Board meeting.
3. Membership and Financial Reports: the Board discussed the budget process (including budget preparation deadline of October 25, 2008) and potential

allocation of budget dollars. Recommendation to hire an accountant to manage the State's finances.

4. AEP Goals and Priorities: the Board discussed Committee activities.
 5. New Business: the Board discussed the proposed AEP Asia Study Tour, membership procedures and value, adding unemployed and retired membership levels, scholarship funding, and CNPS sponsor request.
 6. Chapter Reports: the Board discussed current activities/issues from each chapter.
 7. Established and Administrative Activities: the Board discussed various activities.
- B. **AICP Certification:** AEP reached agreement with APA. Programs will be AICP certified to receive CE units. Kerri will have more to report in October after the next state Board meeting. **Janet, Kristie, and Jennifer** will talk to someone on the state Board regarding its implementation.
- C. **New AEP Management Company:** No new information was available.
- D. **Review Marc Descollonges' Requested 2009 Fees:** Discussion of Marc's request for a fee increase in 2000 ensued. Trevor made a motion to increase Marc's fees from \$50 to \$80 monthly. Emily seconded the motion, and it passed unanimously. It was also agreed that \$700 in the budget should be set aside for potential work for Marc to do in 2009 that is beyond his current scope.
- E. **Ride Share Board and Paypal Account on Website:** The ride share board is not on the website anymore. **Janet** will talk to Marc regarding adding it to the website. Also discussed was adding an RSVP button to the website two weeks prior to an AEP-sponsored event. The Paypal account has been set up. **Marc** will add Paypal buttons to the chapter website. The Paypal button will be linked to each event, so Marc will have to set up the button each time. The Paypal button will be on the RSVP page or the attendee can pay at the door. **Marc** should put a deadline date of 2 to 3 days prior to an event for paying on the button, so people don't pay online at the last minute. **Emily** will talk to Marc regarding this.
- F. **Membership Renewal Reminders:** This issue is on hold pending hiring a new management company for AEP. It was discussed that the state Board should develop a list of what tasks they want the management company to do and how they want them done. It was also discussed that the new AEP management company will need to update all of its databases regarding memberships (new and changes).
- V. **Programs**
- A. **NEPA Half-Day Workshop on August 27:** not discussed.
 - B. **Joint Mixer with PEMA on September 17:** there are 35 RSVPs currently/ AEP will pay the portion of the total cost for AEP members (AEP percentage of total cost).
 - C. **November 14 Fall CEQA Workshop:** event will be held at KVIE. Speakers are Sydney Coatsworth/EDAW, Inc.; Tiffany Wright/Remy, Thomas, Moose & Manley; and Michael Johnson/Kleinfelder.
 - D. **Holiday Mixer:** Kristie emailed the Women's Museum and is waiting for a response. **Kristie** will continue to pursue to a venue for the mixer. **Kerri** will check into gallery options.

- E. **October 30 CEQA Alternatives Luncheon:** event will be held at the Rusty Duck. **Jennifer** is preparing a flyer. **Marc** will post it on the chapter website.

VI. Other Scholarship/Student Liaisons

- A. Trevor provided the LinkedIn link to **Marc** to add to the website. A Café Press account has been established. **Janet** will provide the AEP logos to Trevor. T-Shirts = \$15-\$25. Mugs = \$8-\$12. The 2009 AEP Conference will have green sustainable products. Trevor has received no response from UC Davis regarding establishing a student chapter listserve. **Trevor** will ask to set it up at UCD for AEP emails.
- B. Kristin asked is AEP has student rates for events. The Board agreed to develop this pricing level. Kristin will ask to set up the listserve at CSUS for AEP emails.

VII. Membership Update

- A. Christy absent. Report received on September 17, 2008 via email, as follows: total members = 243. Renewals = 8. New members = 6. Deletions = 5.

VIII. Newsletter/Website:

- A. **Newsletter:** Matt absent. The newsletter is being sent out by the end of September. **Matt** will include a Call for Nominations.

IX. Next Board Meeting

- A. The next meeting is scheduled for October 16, 2008 at 11:30 a.m. at Kristin's office (PMC).
- B. Address:
PMC
2729 Prospect Park Drive, Suite 220
Rancho Cordova, CA 95670
916-361-8384 (Kristin)

Directions to PMC:

From US-50

Take the Zinfandel Drive exit (exit 17) go south – 0.3 mile

Left on Zinfandel Drive – 0.2 mile

Left on Gold Center Drive – 0.2 mile

Right on Prospect Park Drive – 0.1 mile