

AEP Board Meeting Minutes From January 14, 2009

Attendees: Christy Ryan, Trevor Macenski (via telephone), Emily Bacchini, Janet Dallas, Kristie Ehrhardt, Lisa Raffetto, Scott Sjulín, Matt Franck, and Wendy Haydon

Recorder: Wendy
Location: PBS&J

Meeting began: 11:30 a.m.
Meeting adjourned: 1:00 p.m.

I. Welcome/Introductions

A. Welcome to all.

II. Minutes (December 10th and 22nd)

A. No changes were made to the December 10th and December 22nd minutes. Emily Bacchini made a motion to approve them as-is, Christy Ryan seconded the motion, and the motion passed unanimously.

III. Treasurer's Report: Emily Bacchini is submitting the final 2008 quarterly report to Lynne Bynder on January 15, 2009.

- A. Checking - \$10,054.68
- B. Savings - \$300.04
- C. CD - \$12,194.22
- D. Total - \$22,548.94

IV. Business

A. **Chapter Director's Report:** Kerri Mikkelson-Rose (past Chapter Director) attended the State Board meeting on January 10, 2009 on behalf of Trevor Macenski (new 2009 Chapter Director). Trevor reported the following:

The Basic CEQA Workshops are not being planned timely. This causes AEP to lose money. **Trevor Macenski** will work with Janet Dallas to keep our planning on schedule. Lower participation was discussed; is it due to the economy? Should the cost of the workshop be lowered? This issue was tabled to a later date. We need to plan lunches for CEQA Workshop participants; it is not acceptable to provide money to participants to purchase their lunch when at the workshop.

The Financial Reports are complete. Wertz & Company is the financial company. Our chapter needs to become more Sarbanes-Oxley (Sox) compliant.

Lynne Bynder will take over managing AEP from Stefan George Associates.

Trevor Macenski will email the Director meeting dates to Wendy Haydon and Marc Descollonges for posting to the Outlook calendar and on the chapter website.

The CEQA Checklist budget has been set up; a committee has not yet been formed. Comments on the CEQA Checklist are being done by the San Diego Chapter.

Kent Norton agreed to do the leadership training at a Board regularly scheduled meeting. The Board needs to set the date, and **Trevor Macenski** will suggest it to Kent.

B. **Bruce Webb as Legislative Liaison:** It was suggested that, on future ballots, space be provided for the membership to write-in a candidate for legislative liaison, then the Board would review the suggested candidates and decide who would be the

liaison for the year. Trevor Macenski made a motion that Bruce Webb should continue as Legislative Liaison for 2009, Kristie Ehrhardt seconded the motion, and it passed unanimously.

- C. **Sponsorship Opportunity – SEEDS at U.C. Davis:** This proposal from Strategies for Ecology Education, Development, and Sustainability (SEEDS) was directed at EDAW. **Scott Sjulín** will talk to Janet Dallas regarding her intent in bringing the proposal to AEP, and he will contact SEEDS to find out more about the organization and the request for sponsorship.
 - D. **How to Follow-up with Current and Past Board Member assignments:** Christy Ryan has developed an Action Items template, and will email it to Wendy Haydon and Trevor Macenski. **Wendy Haydon** will update the Action Items list, and will email it to the Board. As Board members complete an assignment, they will inform Wendy, and the list will be updated approximately twice per month.
 - E. **Board Member Attendance at the AEP Summit:** **Emily Bacchini** will email Kent Norton on January 15, 2009 to inform him that the following Board members will attend the Summit on March 14, 2009: Christy Ryan, Trevor Macenski, Janet Dallas, Emily Bacchini, Scott Sjulín, and Wendy Haydon.
 - F. **Gifts to Past Board Members and Chapter Director:** Janet Dallas made a motion to provide a \$50 Amazon.com gift card to Kerri Mikkelsen-Rose for her efforts as Chapter Director, and \$25 Barnes & Noble gift cards to Jennifer Donovan and Kristin Faoro for their efforts as Board Members. Kristie Ehrhardt seconded the motion, and it passed unanimously. Kristie will purchase the gift cards and will send them to the three recipients.
- V. **Programs:** **Christy Ryan** will send an email to the Board regarding forming a Programs Committee.
- A. **Holiday Mixer:** The mixer went well. There were approximately 60 attendees.
 - B. **January Program – ACOE Presentation:** Emily Bacchini talked to Nancy Haley/ACOE regarding presenting at the luncheon. It was decided that there would be no January program.
 - C. **February Program:** The ACOE presentation would occur at either the February or March 2009 luncheons. The February program should be planned by January 31st.
 - D. **Monthly Happy Hours:** The monthly Brew it Up Happy Hour networking event will start on February 5th. **Christy Ryan** will write an email that will be sent to the Chapter membership soon. **Matt Franck** will write a short article regarding the new monthly networking event for the newsletter.
- VI. **Scholarship/Student Liaisons**
- A. Scott Sjulín suggested extending the deadline for submitting scholarship applications to February 28th. He has received one fully completed application and one partially completed application. The Board decided that a Scholarship Committee should be formed: members will be Scott Sjulín, Lisa Raffetto, and Kristin Faoro (2008 Board member). The Committee will review the two applications, and will award a winner if determined worthy. **Scott Sjulín** will check the scholarship application materials to see if a dollar amount was specified. If not, the scholarship shall be \$1,000. The Committee will announce the winner in late March. The Committee will spend more time publicizing and promoting the Scholarship Program in 2009 in an attempt to obtain more applications in the future. **Trevor Macenski** will send the template

application materials and letters to Scott Sjulín. **Scott Sjulín** will write an article regarding the Scholarship Program for the April newsletter.

VII. Membership Update

- A. Lisa Raffetto created an attendee spreadsheet from the Holiday Mixer, tracking who are members and who are non-members. Fifty to sixty members signed in. **Lisa Raffetto** will develop an email to be sent to non-members inviting them to join AEP, and will attach a membership application to the email.

VIII. Newsletter/Website:

- A. **Newsletter/Website:** **Matt Franck** will produce a February newsletter. The deadline for submitting articles to Matt for the newsletter will be January 23rd, rather than January 15th. **Lisa Raffetto** will provide membership information. **Lisa** will also write an email and a short article asking members what types of activities they would like to have offered this year; Lisa will receive replies. After suggestions are received, the Program Committee will consider and research them. **Christy Ryan** will write a President's Message. **Kristie Ehrhardt and Janet Dallas** will write a Programs Announcement for the February luncheon. **Matt** will check with the San Francisco Chapter regarding including a San Francisco newsletter article regarding scientific writing. **Matt** will solicit suggestions for the newsletter's name. **Matt** will include a "Save the Date" for the April 17th CEQA Workshop in the newsletter. **Matt** will include a calendar list in the newsletter. **Matt** will coordinate with Bruce Webb regarding a Legislative Update to be included in the newsletter. A "People on the Move" section will be included in a future newsletter. **Matt** will solicit interest and information for this section in the February newsletter. **Matt** will request membership email addresses from Lynne Bynder. It was decided that an article profiling members was not needed for the February newsletter.
- B. **Website:** **Emily Bacchini** will write the Job Posting Policy and will provide it to **Marc Descollonges** for posting on the website.

IX. Next Board Meeting

- A. The next meeting is scheduled for February 11, 2009 at 11:30 a.m. at Wendy's and Matt's office (CH2M HILL).
- B. Address:
CH2M HILL
2485 Natomas Park Drive, Suite 600
Sacramento, CA 95833
916-286-0262 (Wendy)

Directions to CH2M HILL:

Take Garden Highway exit off I-5
Go east on Garden Highway, and turn left on Natomas Park Drive (1st street)
Stay on Natomas Park Drive, and turn left into the parking lot at the stop sign
Go to the 6th floor of the 2485 building