

AEP Board Meeting Minutes From February 11, 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

Meeting began: 11:30 a.m.

Location: CH2M HILL

Meeting adjourned: 1:00 p.m.

I. Welcome/Introductions

A. Welcome to all.

II. Minutes (January)

A. No changes were made to the January minutes. Emily Bacchini made a motion to approve them as-is, Janet Dallas seconded the motion, and the motion passed unanimously.

III. Treasurer's Report: Emily reviewed the balance sheet, sent the quarterly report to the State Board, and the 1099 for Marc Descollonges is complete and was sent to him. A discussion ensued regarding who should be added to the Chapter bank account signature cards. Emily Bacchini made a motion to include Emily Bacchini, Christy Ryan, Janet Dallas, and Kristie Ehrhardt on the bank account signature card, and to delete Julie Mentzer from the card. Janet Dallas seconded the motion, and the motion passed unanimously.

A. Checking - \$10,226.16

B. Savings - \$300.04

C. CD - \$12,194.22

D. Total - \$22,720.42

IV. Business

A. **Action Item List:** Wendy Haydon reported that she is still working on it.

B. **Half-Day Leadership Training:** This will be scheduled to occur after one of our monthly program luncheons or board meetings. **All Board members** should check their schedules and email Trevor Macenski regarding their availability to meet over the next two months.

C. **Chapter Summit:** Update on our attendance: A carpool will be arranged for those of us who want to go for just the day, Emily cannot attend, Christy Ryan will spend the night in San Francisco; Scott Sjulín is unsure of his plans.

V. Programs:

A. **February Program:** The luncheon will be held at the Buggy Whip on Fulton Avenue. **Matt Franck** needs to send an advertisement for the luncheon to the membership immediately via email. Scott will write a summary outcome article and will take photos at the luncheon; to be included in the April newsletter.

B. **March Program:** Ideas were discussed for the luncheon topic, including renewable/solar, legislative, levees, having a CEQA judge come talk, infrastructure. **Janet and Kristie Ehrhardt** should schedule a Programs Committee meeting to obtain program ideas and schedule speakers for 2009. Potential lunch venues:

Pheasant Club, Cattlemen's, Shepherd's. The March luncheon program should be set by March 1, with advertising to occur immediately thereafter.

- C. **July Program:** A mixer jointly with PEMA is tentatively scheduled for July 23rd in lieu of a luncheon program.
- D. **November State Board Meeting:** The Board needs to start planning this meeting: restaurant, hotel, meeting location.
- E. **Holiday Mixer:** The December Brew It Up networking mixer will be replaced with the holiday mixer. Venue and caterer needed.
- F. **February 5th (the first) Brew It Up Monthly Networking Mixer:** Christy, Emily, Wendy, and 5 other people attended. It was a good time!

VI. Scholarship/Student Liaisons

- A. Scott reported that an overhaul to the scholarship program, as well as the information on the website, is needed. Although we received information of a possible new scholarship applicant, it was discussed that the scholarship deadline had passed for this year. This year's \$1,000 scholarship winner will be announced at the March luncheon. Next year's scholarship solicitation will occur at the beginning of September 2009, with a deadline for applications of October 31st. The winner will be announced at the November 2009 luncheon program. This information needs to be updated on the chapter website in two places. **Scott** will make the necessary changes to the scholarship rules, will present them to the Board at the March meetings, and will provide the new information to Marc for updating.

VII. Membership Update

- A. Lisa Raffetto reported that she has received the old membership list from Lynne Bynder. She expects to start receiving information regarding new, deleted, returning members from Lynne starting this month. Lisa sent an email to all holiday mixer attendees who are not members, and she attached a membership application. No responses received to date. She has written the newsletter article asking members for activity suggestions, and will be creating a similar email to be sent to all members. She also sent an email to the companies that post jobs on the website. EDAW's email was returned. The new person to email to ad EDAW is Heather.Ogden@EDAW.com

VIII. Newsletter/Website:

- A. **Newsletter/Website:** **Matt** will produce an April newsletter. **He** will talk to **Trevor** regarding writing a Director's Report for the newsletter. **Scott** will write the scholarship winner article, and take the photo for the April newsletter. To date, Matt has received the following suggestions for our newsletter name: The Superior Newsletter, Superscript, Superior Focus, Norcal Enviro News, and NorteCal Enviro News. All Board Members should check the chapter website for old information that needs updating. All program announcements should be put on the home page.
- 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 March 11, 2009 at Noon at Il Fornaio located on 4th and Capitol. Wendy will make reservations for the group.
- B. Address:
Il Fornaio
400 Capitol Mall (Wells Fargo Center), Sacramento, CA 95814