

AEP Board Meeting Minutes From March 11, 2009

Attendees: Christy Ryan, Trevor Macenski, Emily Bacchini, Janet Dallas, Kristie Ehrhardt, Lisa Raffetto, Matt Franck, and Wendy Haydon

Recorder: Wendy

Meeting began: Noon

Location: Il Fornaio Restaurant

Meeting adjourned: 1:15 p.m.

I. Welcome/Introductions

- A. Welcome to all.

II. Minutes (February)

- A. No changes were made to the February minutes. Janet Dallas made a motion to approve them as-is, Kristie Ehrhardt seconded the motion, and the motion passed unanimously.

III. Treasurer's Report: Emily Bacchini reported that some Paypal problems have been resolved. **Emily** will talk to Marc Descollonges regarding adding a second person to have access to the Paypal account. Emily also explained her desire to obtain a debit card for the Chapter bank account. Trevor Macenski made a motion to obtain such debit card, Janet seconded the motion, and it passed unanimously.

- A. Checking - \$10,223.29
- B. Savings - \$300.04
- C. CD - \$12,284.65
- D. Total - \$22,807.98

IV. Business

- A. **Action Item List:** Wendy Haydon completed the Action Item List for December 2008, and January and February 2009, and distributed it to all Board members.
- B. **2009 CEQA Books and CDs:** The Board discussed its desire to be able to sell CEQA books and CDs at various Chapter meetings. Janet made a motion to purchase 20 CEQA Books (no CDs). Emily seconded the motion, and it passed unanimously. **Christy Ryan** will followup with Lynne Bynder regarding the book purchase, and **Emily** will write the check for the purchase.

V. Programs:

- A. **February Program Outcome:** The luncheon was held at the Buggy Whip on Fulton Avenue. There were 33 attendees. **Janet** will resolve some attendees' payment issues with Emily.
- B. **March, April, May, June, July Programs:** The March luncheon will be a solar energy talk. It will be held at Scott's Seafood at Loehmann's Plaza (at Munroe Avenue/Fair Oaks Boulevard intersection). John Carrier/CH2M HILL and a representative from the Bureau of Land Management (BLM) will be the speakers. The BLM speaker will be confirmed shortly, then **Matt** should advertise this luncheon immediately via an email, written by **Janet/Kristie Ehrhardt**. Kent Norton will meet with the Board to provide the half-day Leadership Training after the March luncheon. **Wendy** will put this meeting on the Outlook calendar.

career fair will last, additional AEP Board members or AEP members may be needed to staff the booth. **Trevor** will check with Kent Norton to determine if the AEP booth is available for us to use at the fair. If it is available, **Trevor** will bring it back from the AEP Statewide Conference that is being held in San Francisco next week.

VII. Membership Update

- A. Lisa Raffetto reported that she sent an email asking members for activity suggestions, and has received no responses to date. She will write a membership article for the April newsletter.

VIII. Newsletter/Website:

- A. **Newsletter/Website:** **Matt** will produce an April newsletter. The newsletter will contain a March Director's Report that will be prepared by **Trevor. Scott** will write the scholarship winner article. **Lisa** will write a membership article. The newsletter will include information regarding the April lunch program, with information provided by **Janet and Kristie. Bruce Webb** will provide a legislative update.
- B. **Website:** **Emily** will talk to Marc regarding removing old job postings from the website. The Board discussed the amount of email being sent by AEP to its members. **Trevor** will check with other Chapter Directors to find out how much email is being sent to all members from all chapters. It was discussed that we should limit the number of email blasts we send to our membership to once per month in the middle of the month. The email would contain the newsletter (if it is an even month when Matt publishes the newsletter), an announcement of the current month's lunch program, an announcement of the next month's lunch program, and an announcement of the next month's Brew It Up Happy Hour. Lisa's reminder email to job posting advertisers will continue to be a separate email that is sent to only a few members.

IX. Next Board Meeting

- A. The next meeting is scheduled for April 8, 2009 at 11:30 a.m. at Christy's and Lisa's office (Kleinfelder).
- B. **Christy and/or Lisa** will email the Board members with a request to RSVP to the meeting for lunch planning purposes during the first week of April.
- C. Address:
Kleinfelder
3077 Fite Circle
Sacramento, CA 95827
916-366-1701 (Christy)

Directions to Kleinfelder:

Take Bradshaw Road exit off US 50 – go north
Right on Business Park Drive – go 0.7 mile
Right on Horn Road – go 0.1 mile
Right on Fite Circle – go 0.3 mile