



**BOARD MEETING MINUTES
INLAND EMPIRE CHAPTER
ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS
Board Meeting – South Coast Winery: 34843 Rancho California Road,
Temecula, CA 92591
December 7, 2013 – 8:00 AM to 5:00 PM**

I. BREAKFAST (8:00 to 9:00)

II. TEAM BUILDING (9:00 to 10:00)

III. MORNING SESSION (10:00 to NOON)

Meeting Start Time: 10:30

Members Present: K. Wilson, H. Dubois, A. Schneider, K. Cunningham, J. Cleary, B. Perrine, C. DeGano, K. Best (New appointed, non-voting)

Members Absent: C. Holcombe, A. Gettis, F. Avila

Additional Attendees: None

A. CONSENT CALENDAR

1) Approval of minutes from November 7^h, 2013

A motion was made by C. DeGano to approve the minutes from November 7th. The motion was seconded by B. Perrine and approved by a vote of 6/0/4.

2) Election Results:

Position	Elected	Votes (# / total)
President	Cheryl DeGano	12/12
Director	Amanda Schneider	11/12
VP Programs (position 1)	Brad Perrine	13/13
VP Programs (position 2)	Katherine Best	13/13
VP Membership	Charles Holcombe	12/12
Member-At-Large	Katie Wilson	12/12

A motion was made by C. DeGano to approve the election results. The motion was seconded by K. Cunningham and approved by a vote of 7/0/3.

A suggestion was made to increase participation in the elections by making the voting anonymous for the future.

B. POTENTIAL PROGRAMS FOR 2014

- A. Want to investigate AICP accreditation for the programs
- B. The Advanced CEQA workshop was scheduled earlier to not overlap with APA events or large AEP conferences. Scheduled for February 3rd at the Hyatt Place in Riverside.
 - Speakers: Julian Capata (consultant), Matt Nelson (Legal), Agency unconfirmed. Possible Agency speakers – Joan Valle (Flood Control), Clara Moramantes, Al Linken.
 - This is the 1st of the advanced workshops
 - If venue costs exceed \$45/head chapter will need to cover the additional costs.
- C. December 2013 Holiday Social
 - December 13th Joint mixer with APA.
 - At Sevilla Restaurant in Riverside
 - Member +1 cost covered by the chapters.
- D. Tentative Schedule for 2014
 - 2nd Thursday of the month for programs, board meetings on 4th Thursday alternating call-in and in person.

Month	Date/Time	Topic	Venue	Speaker
January	11 th 8:30 AM to 2:00 PM	Sponsoring RLC Partnership event. Acorn and Hedgerow Planting Event	Riverside Land Conservancy's Cienega Canyon Preserve in San Timoteo Canyon	None
February	3 rd All Day	Advanced Basics Workshop	Hyatt Place Riverside, CA	Julian Capata Matt Nelson Agency ?
March	13 th – TBD 23 rd – 26 th	Desert Program – TBD State Conference (Encourage local attendance)	TBD	
April	10 th – TBD	Jurisdictional Delineation & Permitting	TBD	Army Corps? Fish & Wildlife Service? AMAC consulting?
May	8 th - TBD	Traffic (K. Wilson to organize topic and speakers)	TBD	TBD
June	12 th – TBD TBD	Ethics Panel (IE) Desert (TBD)	TBD	Attorney?

Month	Date/Time	Topic	Venue	Speaker
July	10 th – TBD (Evening)	SCAQMD Update (Joint with OC/LA Chapters) (H. Dubois to clarify date with Ian and Michael)	SCAQMD Offices 21865 Copley Drive Diamond Bar, CA	Ian MacMillian Michael Krause
August	14 th – TBD TBD	Mixer w/ Marketing Topic Evening Program State Summit	TBD	TBD
September	11 th – TBD	NEPA/CEQA Joint Workshop	TBD	CalTrans speaker?
October	TBD	CEQA Basics	TBD	TBD
November	13 th – TBD	Initial Study Workshop	TBD	TBD
December	6 th – All Day	Board Retreat	TBD (Ontario/SBDO Venue)	Tammie Lawrence (Team Building)

Suggestions for helping program attendance:

- Year End Survey of members
- Asking public sector for topic ideas
- Having surveys at the end of each program with gift card drawing to get more membership involvement in the surveys.
- Evening vs. Lunch programs for longer/debate type programs (see how it works)
- Tentative schedule and programs posted on website.

All topics discussed for programs:

- Initial Study Workshop
- Traffic sub consultant – Push for mixed-use planning vs typical model to weight traffic analysis. State Standards. Possibly speaker from LSA.
- CEQA Topic Workshops (AQ, GHG, Cultural, etc...)

- Balance between representing hard science fact with perception. Re-circulating vs. not re-circulating. Arts vs. Sciences with Agency Speakers
- Invite well known commenters (Johnson) to see how they think and what their major concerns/focuses are.
- Cultural Resources – from CalTrans perspective
- Air Quality Update with Ian and Michael, co-activity with LA and OC chapters.
- Mixers/Awards at End of Year
- Hydrology/water quality – consultant and flood control distract/water quality board.
- Agricultural analysis and mitigation
- Joint NEPA/CEQA with speakers from NEPA workshop
 - i. Regulatory Permitting in the Army Corps.
- APA Joint Ethics panel discussion. (Client vs. Lead Agency vs Consultant). How to balance needs of CEQA, agenda and environment.
- Timing of documentation vs. work schedule.
- Marketing Workshop potential topics:
 - i. How do you Market?
 - ii. Marketing for Introverts
 - iii. Marketing and communication within the firm
 - iv. Marketing yourself.
- Sponsor Oak Planting event (restoration project) – RLC January 11th and 18th
Acorn and hedge row/ hedge row planting. 8:30 AM to 2:30 PM lunch provided.
- Jurisdictional delineation – AMAC consulting?
- Mitigation for biological resources (possible desert?)
- Noise w/ Caltrans – construction noise and attenuation
- Transit oriented development – Health Risk (panel maybe)
- Tribal workshop

Program Sponsor:

- Program Sponsors will introduce the speaker
- Sponsor gets a “commercial”. The whole program should not be a plug for the sponsor’s company.

IV. LUNCH (NOON to 1:00)

V. AFTERNOON SESSION (1:00 to 5:00)

A. BOARD MEMBER REPORTS

1. Co-Vice President/Programs Report (Jenny Cleary, Brad Perrine)

- Year In Review & December Mixer (?):
 - December Mixer: 5:30 to 7:30, Friday December 13th at Sevilla. Co-event with APA. Not necessary to print ticket when registering list will be at door. Member plus guest cost covered by organization.
 - Year in Review:

Month	Date/Time	Topic	Venue	Speaker
January Successful Completion	January 8 th , 6:00 p.m.	AEP Social/ Wine tasting and a short topic (Agricultural Resources or Wine Industry in general)	Chris Kern's Forgotten Grape in Riverside	Chris Kern or industry/company speaker
February Successful Completion	Tuesday February 26 th	Advanced CEQA Workshop	RE/MAX Advantage 611 West Redlands Boulevard, Redlands, CA 92373	Michael Brandman and Mathew Nelson
March Successful Completion	March 12 th at 11:30 a.m. to 1:00 p.m. Sometime in March (no set date)	Biological Focused Survey Requirements (Fish and Game, Fish and Wildlife) Student networking/Environmental Study Degree Majors	Not Determined	Dr. Ken Lord, (MBA) Environmental professionals to mentor students
April Successful Completion	April 1 st through 5 th April 9 th from 11:30 a.m. to 1:00 p.m.,	State/National AEP Conference Coachella Valley MSHCP	LA Live/Los Angeles Palm Springs at CVAG offices	Members Attending: C. DeGano, M. Hendrix Jim Sullivan (CVAG)
May Successful Completion	May 14 th from 11:30 a.m. to 1:00 p.m.	SB18 Update	Mexicali	Michael Dice, (MBA) San Dunlap (P.N.A.C.R.M and Associates)
June Successful Completion	June 11 th – Evening program?	CALEMOD Update- Air Quality Modeling	AQMD/Diamond Bar	Michael Krause and Ian McMillan (AQMD)
July Successful Completion	July 9 th , from 11:30 a.m. to 1:00 p.m.,	Mitigation Banks	Not Determined	Wildland Inc.- Specific speaker not determined
August No program social mixer	August 13 th from from 11:30 a.m. to 1:00 p.m.,	Mitigation Banks	Not Determined	Wildland Inc.- Specific speaker not determined

Month	Date/Time	Topic	Venue	Speaker
September Successful Completion	September 10 th , 1130 a.m. to 1:00 p.m.	Climate Action Plan – Requirements needed for tiering and how to implement	Hyatt in Riverside	Michael Hendrix (Atkins and State AEP Board)
October Successful Completion	October 17 th 11:30 AM to 1:00 PM October 30 th Full day	Coachella QSA Update CEOA Basics Workshop	CVAG offices Hyatt in Riverside	Melissa Cushman and Michelle Ouelette Not Finalized
November Program Canceled	November 12 from 8:00 a.m. to 12:00 p.m. (half day workshop)	Initial Study Workshop	Not Determined	Jillian Baker
December	December 7 th 8:30 a.m. to 5:00 p.m. December 13 th 5:30 pm to 7:30 pm	Board Retreat Social	South Coast Winery Sevilla	Tammie Lawrence (Team Building Workshop) No Speakers (Board meeting) No Speaker

2. Newsletter Editor's Report (Kevin Cunningham)

- Annual Newsletter – nothing has been done
 - Potential inclusion of collage of event pictures
 - Mail to members only or members and former mebers?
- After mixer Pictures and send postcards to members to let them know there are e-blasts w/ website Address (J. Cleary)
- News Letters are out by the 1st Thursday of the month
- Provide the following information at the monthly board meetings for inclusion in newsletters:
 - New Member Profile (C. DeGano)
 - Legislative Corner? (F. Avila)
 - Environmental news w/ links
 - National level news
 - "Hot Topics" – from board members
 - Pearls of wisdom from the programs
 - Meet your Board (if no new members) showcase random facts about the board members and/or key members of state board members
- 29% to 36% open rate

3. Vice President- Membership Report (Charles Holcombe)
 - No report
4. Member at Large Report (Katie Wilson)
 - No report
5. Secretary's Report (Heather Dubois)
 - No thank you cards needed in November, all for the year have gone out.
 - Mock-up of Thank you cards for Scholarship Sponsors approved.
 - Continue thank you cards for program speakers, venues, etc.
 - Want to thank attendees for their participation - \$15 raffle at program, random drawing from surveys collected.
6. Treasurer's Report (Aaron Gettis)
 - Discussed at the January Budgeting Meeting
7. Chapter Director's Report (Amanda Schneider)
 - Nothing new to report
 - CEQA Workshops (February 3rd and October)
 - Public Agency Membership option is now open to all chapters. Same rate as business options however one more attendee is allowed.
8. LEDGE Report (Fernando Avila)
 - No report – Nothing going on in the legislative branch
9. President's Report (Cheryl DeGano)
 - Thank You to all board members for their work during the last year.

B. ANNUAL SCHOLARSHIP

Do we want to initiate a perpetual annual scholarship? (Discussion of what would need to be done, by when, amount of scholarship, formation of committee or selection of committee chair).

- All members would like to see an annual scholarship awarded
- Ideas on how to fund the scholarship?
 - APWA does scholarships, raised \$14,000 golf tournament
 - Silent Auctions
 - First \$1,000 donated by chapter
 - Add cost to program cost to support scholarship
 - Add name of specific person to a "shout out" list during awards presentation for a certain donation amount.
- What to name the scholarship?

- Nita Bullock Scholarship
- AEP-IEC Memorial Scholarship – to honor all past environmental professionals.
- AEP-IEC Scholarship
- Vote on the name results:
 - 0 votes for Nita Bullock Scholarship;
 - 6 votes for AEP-IEC Memorial Scholarship, and
 - 1 vote for AEP-ICE Scholarship.
- The perpetual scholarship should provide a “shout out” to Nita Bullock and the scholarship that started the perpetual scholarship, eventually fading to just the scholarship as a honor to all past environmental professionals.
- Board Liaison to scholarship committee – K. Wilson
- How to get committee members
 - News letter shout out to get committee members
 - Personal invitation by board members to join.
- How to avoid future conflict in applicant selection
 - Appoint a different committee member if there is a personal conflict (committee member knows the candidate, etc)
 - Average scores so person who knows an applicant doesn't have to recuse themselves.

A motion was made by J. Cleary to authorize the chapter to provide \$1,000 seed money towards the scholarship. The motion was seconded by K. Cunningham and approved by a vote of 7/0/3.

C. STUDENT CHAPTER

Do we continue with the idea of a student chapter? (Discussion of how do we solicit interest from students, get commitment from professor, formation of a committee or committee chair and appointment of chapter liaison.)

- We need a staff member from the school in order for a student chapter to be formed.
- Possibly having a joint APA/AEP chapter, but then dues would need to cover membership in both organizations.
- Possibly have a board member speak at a CEQA class to see if there is any interest in starting a chapter.
- Could use the marketing programs at the schools to help start a chapter as part of their class assignments.
- Chapter would pay advisor's dues, may need two advisors depending on the school.
- State provides up to \$500 to start a chapter.
- Roger Turner really would like to help with a student chapter.
- K. Cunningham has contacts with Pomona. Pomona is geographically part of the LA chapter. K. Cunningham to try to contact LA chapter to see if there is an issue. Reached out last year but no response.
- Need to continue dialogue and keep moving forward to find out if there is the potential/local desire for a student chapter.

D. INLAND EMPIRE AEP AWARDS

Do we want to Initiate/re-initiate an Annual Awards Banquet with acknowledgement of outstanding environmental work? (Discussion of what would need to be done, when, and potential formation of a committee or committee chair).

- There is chapter desire to initiate an awards program within the IEC-AEP.
- Winning entry would have their state submittal fees paid by the local chapter.
- C. Degano and K. Cunningham heading committee to start the awards process. Potential help from Roger Turner and Michael Hendrix.

E. ADDITIONAL ITEMS NOT ON THE AGENDA

a. Marketing for New Members

- At the state level Kent Norton has information.
- Charles may have more information from the membership meetings
- Need more member engagement
 - Add a “What would you like to see” question to the end of program surveys.

b. Marketing for New Members

- J. Cleary is leaving board but has been with the board less than 3 years so will be receiving a certificate. Web Graphics to produce.

F. NEXT BOARD MEETING

Date: January TBD (Evening Budget meeting)
Time: TBD (Evening)
Location: TBD

G. ACTION ITEMS

Name	Action Item	Due Date
Everyone	<ul style="list-style-type: none">•	
K. Best	<ul style="list-style-type: none">• Research AICP Accreditation for programs• Look into a Cal Trans Speaker for NEPA/CEQA Program in September.	
B. Perrine	<ul style="list-style-type: none">•	

Name	Action Item	Due Date
K. Cunningham	<ul style="list-style-type: none"> • Reach out to schools about student chapter • Ask Joan about Public Sector speaker for Advanced CEQA workshop. 	
C. Holcombe	<ul style="list-style-type: none"> • Reach out to schools about student chapter 	
Katie Wilson	<ul style="list-style-type: none"> • Set up list with all board contact information • Look into traffic topic and speaker for May 	
Heather Dubois	<ul style="list-style-type: none"> • Talk to Michael and Ian about CalEEMod Update presentation • NEPA Speakers – Army Corps • Thank You Cards for Board Meeting (Tammie) and Scholarship sponsors. • Develop questioner for Programs • Contact Nancy for Desert Topics 	
A. Gettis	<ul style="list-style-type: none"> • Walk chapter through budget/finances • Provide budget info before meeting 	January Board Meeting
A. Schneider	<ul style="list-style-type: none"> • Provide Lyn Binders contact information to K. Best • Provide State Awards Info to C. Degano • Provide a conference call number for January Board Meeting (if call-in) 	
F. Avila	<ul style="list-style-type: none"> • 	
C. DeGano	<ul style="list-style-type: none"> • Look for speakers for April Jurisdictional Delineation program. • Get addresses for remaining Scholarship contacts • Reach out to schools about student chapter 	
Scholarship Committee	<ul style="list-style-type: none"> • 	

Name	Action Item	Due Date
Awards Committee	<ul style="list-style-type: none"> • 	
J. Cleary	<ul style="list-style-type: none"> • Photo collage for end of year card • Post cards to present and past members. 	

VIII. ADJOURNMENT

A motion was made by K. Wilson to adjourn the meeting. Seconded by A. Schneider. Meeting adjourned at 4:30 PM by a vote of 6/0/4