



**BOARD MEETING MINUTES
INLAND EMPIRE CHAPTER
ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS**
Board Meeting – Conference call: 1-909-723-1799, access code: 0112284
January 23, 2014 – 12:00 PM to 1:00 PM

Meeting Start Time: 12:05

Members Present: A. Schnieder, H. Dubois, C. DeGano, K. Best, B. Perrine, K. Cunningham, K. Wilson, F. Avila (12:12)

Members Absent: C. Holcombe, A. Gettis

Additional Attendees: Kent Norton

I. CHAPTER SCHOLARSHIP – Kent Norton

- Kent stated that his comments here were personal comments from his perspective as a donor who had known Nita Bullock and is not opinion of the State Board
 - He knew Nita and was involved with what went on with the original scholarship.
 - Donors were under the impression it was a permanent scholarship memorial in Nita Bullocks name. With an amount set aside for seed money with annual scholarships provided. There would be a specific process established set up for a board and an application process established and accounting process.
 - Typically chapters set aside seed money in a separate account and refill the money donated through fundraisers or other events.
 - Kent hopes (and he believes the other donors would also) the chapter can set up some kind of long-term scholarship in Nita's name.
 - Patty Nahill is still very upset about how the selection process went.
- Kent provided information as to how the Central Coast is running their scholarship and offered to provide other references from other chapters if wanted/needed. Kent also asked if there had been discussion on continuing the scholarship as an annual event.
- Cheryl: A lot of discussion about an annual scholarship occurred at the board meeting.
 - The board decided they wanted annual scholarship but had not wanted to continue with the name of the Nita Bullock as the scholarship. Nita would be acknowledged, but also it provides for honor of all past environmental professionals.
 - The board acknowledged that it would need to do a lot of work with fundraisers (K. Wilson taking on that role).
 - The board talked about some ways to avoid perception of conflict of interest.
- Amanda: There was a separate account with some money still available that is maintained separately for the scholarship.

- Cheryl: Believed the original deposit to account was \$1,800 to \$1,900 but the board filled in the remainder to make the \$2,000. (Kevin verified: \$1,925 came from donations with the chapter donating \$75 to make an even \$2,000. Which was awarded.
- Kent: Is the board disposed to a permanent scholarship?
- Cheryl: Yes disposed to a permanent scholarship, but with the name changed to "ICE-AEP Memorial Scholarship" to honor all past environmental professionals.
- Kent: Would prefer to keep the Nita Bullock name, but can see a more generic name. How would other past professionals be honored in the scholarship?
- Cheryl: Haven't gotten down to that level of detail, it is still in the planning stages.
- Kent: Maybe tie it to the awards ceremony and have a life-time achievement award that can be tied to the scholarship.
- K. Best: Stated that at the Board Retreat we discussed that people could donate money to have someone mentioned at the presentation or in the award. When the scholarship is presented an introduction would describe how the scholarship started, mentioning Nita Bullock, and then would list other people individuals for that year.
- Cheryl: There was never intent to eradicate Nita completely from the scholarship, just to make it a way to honor more than just her.
- Kent: If all \$\$ was awarded, then chapter would have to fund seed money until fundraiser could occur and the fund re-established.
- Cheryl: At the Board Retreat \$1,000 was set aside as seed money for the scholarship with the understanding the fundraising would need to occur.
- Kent: Were written procedures for how the application and selection process would occur?
- Cheryl: There were written procedures on the application process but is not sure if there were written procedures on the selection process. The committee was set up with Patty Nahill and Sheryl Horn and board members. Applications were sent out and aspects of the applications were weighted on a scale from 1 to 5.
- Cheryl: There was a little change in the application between 2012 and 2013, but the details of that change were not available during the discussion.
- Kent: Expressed that he would be happy to lend experience to scholarship committee to help move it forward.
- Cheryl: Had reviewed the Central Coast procedures and asked if the Universities were selecting recipients or the Chapter?
- Kent: The chapter has the ultimate decision. There seems to be the least conflict where it is the board or members at large are on the jury but not members from the universities. The jury may have university staff/professors provide input on the candidates but university staff/professors have no voting weight.
- K. Wilson: Stated that she is an instructor the University of Riverside, a member of the board, is a member-at-large but that the chapter still had a lot of controversy over the selection.
- Cheryl: Stated that this was a report to Board and there was no need for action at this time.

II. AARON GETTIS' RESIGNATION

- Cheryl announced that Aaron Gettis has accepted a position in the Riverside County Council Office and their policy prohibits him from holding a board position so he sent an e-mail on January 9th stating that he can no longer serve on the board and that will be considered his letter of resignation. E-mail included as an attachment to these minutes.

- A motion was made by C. DeGano to accept Aaron Gettis' resignation as of January 9th. The motion was seconded by B. Perrine and approved by a vote of 8/0/2.

III. SELECTION OF A NEW TREASURER MID-TERM

- C. DeGano: Stated that in the Local Board Manual Chapter 5.1.3 it reads that "In the event of a vacancy of an office by resignation, removal, or any other cause, the remaining chapter officers shall appoint a qualified successor to serve the remaining portion of the unexpired term of the predecessor."
 - We need to appoint successor.
 - Aaron has suggested Melissa Cushman at Best Best & Krieger as his successor.
- M. Cushman is interested in the position. C. DeGano and A. Schneider know her and believe she would be a good fit.
 - There will be a meeting on January 28th to discuss the budget and it was suggested that M. Cushman attend, meet the rest of the board during prior to the meeting and let us know why she wants to be treasurer. Then after have a quick vote to appoint or not appoint her. Depending on the outcome of the vote M. Cushman would stay for the budget meeting or would be asked to leave.

IV. CONSENT CALENDAR

Approval of minutes from December 7th, 2013

Approval of the minutes is postponed until the January 28th meeting.

V. BOARD MEMBER REPORTS

1. Co-Vice President/Programs Report (Katheryn Best, Brad Perrine)

- Report on December Program: Mixer was a success, would look forward to repeating it again this year teamed up with APA. Nancy Ferguson came out from the desert to attend it and she enjoyed it.
- There was a brief discussion about making it more centrally located to potentially attract more Desert people.
 - It was discussed in the Board Retreat that with it being centralized there would most likely be less participation from both Desert and IE members.
 - Moving to Redlands is a possibility, but availability of locations is limited and may have the same issue with attendance.
 - Riverside – has most members and would therefore have the best attendance. The only issue was parking at Sevilla. However as the Board is moving more towards an awards banquet at the end of the year there would need to be a different venue. (Possibly Hyatt Place).
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2. Newsletter Editor's Report (Kevin Cunningham)
 - Kevin wants to introduce board member profiles to the news letter. With Cheryl being the 1st person. More discussion on the content of the profiles will be discussed in the next meeting.

3. Vice President- Membership Report (Charles Holcombe)
 - Not present – no report

4. Member at Large Report (Katie Wilson)
 - Nothing new to report

5. Secretary's Report (Heather Dubois)
 - Asked Cheryl for remaining contacts for the Nita Bullock Scholarship donors.

6. Treasurer's Report (Aaron Gettis)
 - Quarterly reports filed ahead of schedule.
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7. Chapter Director's Report (Amanda Schneider)
 - Reminder that the CEQA Workshop on February 3rd.
 - Board members planning to attend: A. Schneider, K. Best, H. Dubois, C. Degano, K. Cunningham (will confirm on the 28th)
 - 24 participants have signed up already.
 - Speakers have had a call already at the state level. The State Board is providing one speaker, Andrea Leisy (Remy, Moos, Manley). Julian Capita and Matt Nelson are other speakers
 - State Board will provide the Thank You for speakers (AEP flash drives).

8. LEDGE Report (Fernando Avila)
 - Nothing to report yet, new bills don't start arriving to February.
 - Shell of original Rubio bill is still there, but hasn't gone anywhere.
 - Bill for disposition of Indian artifacts is the most likely to get the furthest but no movement.
 - A. Schneider stated that the State's Legislative Lobbyist would be willing to speak on what is going on in Sacramento if we needed another program topic.

9. President's Report (Cheryl DeGano)
 - Nothing besides already discussed topics.

III. ONGOING BUSINESS/CONCERNS

1. Programs for 2014

- February Program Finalization: CEQA Advanced Workshop
 - Venue Finalized? Hyatt Place in Riverside
 - Catering Finalized? Hyatt Place
 - Speakers Confirmed? Julian Capata, Matt Nelson, Andrea Leisy
- March Program Update –
 - Cheryl spoke with Nancy to try to get the “hot ticket” items for the Desert.

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 (Atkins) Matt Nelson (?) Andrea Leisy (Remy, Moose, Manley) ?
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?
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

Month	Date/Time	Topic	Venue	Speaker
August	14 th – TBD	Mixer w/ Marketing Topic Evening Program	TBD	TBD
	TBD	State Summit		
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)

2. AEP Student Chapter Committee -
 - A. Schneider stated that the State Board will give \$500 to start a new chapter.
 - K. Cunningham stated that there was some interest in an AEP/APA joint student organization. More info to come on the 28th.
3. AEP Awards Committee –
 - Nothing new yet
4. AEP Scholarship Committee –
 - Nothing new yet besides the report from Kent Norton.
5. Local Chapter Board Manual (Update)
 - No movement yet

V. NEW BUSINESS/CONCERNS

1. General Items not on the Agenda – None

VI. NEXT BOARD MEETING

Date: January 28th
Time: 6:30 pm
Location: At Webb Associates in Riverside

Date: February 27th
Time: Noon to 1 PM
Location: Conference Call

VII. ACTION ITEMS

Name	Action Item	Due Date
Everyone	•	
J. Cleary	•	
B. Perrine	•	
K. Cunningham	•	
C. Holcombe	•	
Katie Wilson	•	
Heather Dubois	•	
A. Gettis	•	
A. Schneider	•	

Name	Action Item	Due Date
F. Avila	<ul style="list-style-type: none"> • 	
C. DeGano	<ul style="list-style-type: none"> • • 	

VIII. ADJOURNMENT

A motion was made by K. Cunningham to adjourn the meeting. Seconded by B. Perrine. Meeting adjourned at 12:58 PM by a vote of 8/0/2.