



**BOARD MEETING MINUTES
INLAND EMPIRE CHAPTER
ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS**
Board Meeting – Conference call: 1- 877-322-9654, access code: 896196
April 1, 2014 – 12:00 PM to 1:00 PM

Meeting Start Time: 12:04

Members Present: C. DeGano, B. Perrine, H. Dubois, A. Schnieder, K. Cunningham, M. Cushman, K. Wilson

Members Absent: K. Best, F. Avila, C. Holcombe

Additional Attendees: None

I. CONSENT CALENDAR

A motion was made by M. Cushman to approve the minutes from February 27th. The motion was seconded by B. Perrine and approved by a vote of 6/0/4.

II. BOARD MEMBER REPORTS

1. Co-Vice President/Programs Report (Katheryn Best, Brad Perrine)
 - No local program in March due to the State Conference
 - Maybe issues with paypal for events. No one has access to paypal until Aaron gets back to him. Aaron is the only one with the paypal access. Amanda to get passwords from Aaron and send to Brad & Mel.
 - Originally discussed doing the 1st Desert meeting in March, but topic ideas did not pan out so rescheduled for April. The topic will be Desert Tortoise. It will be at CVAG Thursday April 10th.
 - Riverside program to Thursday April 24th and push May program to mid month.
2. Newsletter Editor's Report (Kevin Cunningham)
 - News letter went out March 11th, 27% open rate. There was a board member profile, president message. No new member profile.
 - Brad will be featured in the April newsletter and Cheryl needs to provide a message for the new news letter.
 - Cheryl – Might want to add “vintage” AEP Profile to highlight members that have been around for a while and have been productive members.
 - Discussed highlighting or profiling Amanda to congratulate her on her marriage and introduce her with her new name.

3. Vice President- Membership Report (Charles Holcombe) (No Report, Not here)
4. Member at Large Report (Katie Wilson)
 - No report
5. Secretary's Report (Heather Dubois)
 - Nothing new to report.
6. Treasurer's Report (Melissa Cushman)
 - Still needs accounting spreadsheet.
 - Bank statements are now going directly to Melissa
 - Received a query from AEP treasurer's office about CD holdings. CDs were cashed out a while ago but re-sent all paperwork sent out to state treasurer. Treasurer asked why the 2nd account didn't receive monthly statements, but bank statements only sent when money is deposited/withdrawn.
7. Chapter Director's Report (Amanda Schneider)
 - State conference this year will be in Huntington Beach October 5-7.
 - Our chapter was down 11 members. Overall state membership is up, but we didn't lose as many members as other chapters.
 - State Events – They are introducing a High level/academic program. The 1st is a day long program in Tahoe. Looking for new/additional venues. No current speakers lined up. Looking at discussing water issues. The goal of these events is to be able to come up with a white paper and is coordinated with current/new/pertinent state events.
8. LEDGE Report (Fernando Avila) (Not in attendance – No Report)
9. President's Report (Cheryl DeGano)
 - We have given up the P.O. box for the fact it was getting little use, and also we didn't renew in time so they canceled it for us. If we feel the need to get another box, we will look around for better rates.

III. ONGOING BUSINESS/CONCERNS

1. Programs for 2014
 - April Program in Coachella Update –
 - Topic finalized? Desert Tortoise, for early April (10th)
 - Venue? CVAG offices
 - Speakers Confirmed? - Yes
 - April Program in Riverside Update – Still in process
 - Topic finalized?
 - Venue?
 - Speakers Confirmed?

- May Program Update? – Need to send out feelers to contacts to make sure the date is still acceptable and speaker is still on board.
 - Venue Finalized?
 - Catering Finalized?
 - Speakers Confirmed?
- June Program Update? – Looking for panel members for the ethics discussion.
 - Second Desert Program – Idea to join APWA and APA to do program on the Salton Sea. Good exposure for us to let others know we're out there.
 - Venue Finalized?
 - Catering Finalized?
 - Speakers Confirmed?
- July Program Update? – Speakers are confirmed and working to get OC and LA chapters to join.

Month	Date/Time	Topic	Venue	Speaker
January Successful Completion	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 Successful Completion	3 rd All Day	Advanced Basics Workshop	Hyatt Place Riverside, CA	Julian Capata Matt Nelson (Sick)
March	23 rd – 26 th	State Conference (Encourage local attendance)		
April	10 th – TBD	Desert Tortoise: State Reptile and Possible Indicator Species	CVAG's Offices	Army Corps? Fish & Wildlife Service? AMAC consulting?
April	24 th – TBD	Jurisdictional Delineation & Permitting	TBD	Army Corps? Fish & Wildlife Service? AMEC Earth and Environmental
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)

2. AEP Student Chapter Committee -

- Los Angeles chapter has no relationship with Cal Poly Pomona – LA Chapter encourages us to go after CalPoly.
- We need to figure out what student rates would be, what we are planning to donate to the club. We need to put together a presentation for students/faculty to gain interest.
- Kevin will reach out and see if we could do something during their APA student membership meetings.
- \$500 comes from State, but how is that distributed? It goes to the Chapter to be used towards the student chapter. We would need to develop student chapter guidelines and have a chapter before applying to the State for the funding.

3. AEP Awards Committee -

- APA awards are next month (May).
- In order to move forward we need to setup sponsors
- We need to decide if the chapter will pay entrance fees for local winners to go to the State level.
- San Diego chapter will be sending the information to Kevin so that he can see what they are doing as far as their awards program.
- Any board members interested in assisting? – Cheryl

4. AEP Scholarship Committee –
 - Katie (Chair) with Amanda helping.
 - Need to reach out to non-board members.
5. Local Chapter Board Manual (Update)
 - Nothing moving forward

V. NEW BUSINESS/CONCERNS

1. General Items not on the Agenda –
2. Brad suggested Katie Best to take over website updating – by telling Chad what needs to be updated.
3. Need to place on the agenda for next meeting – Revisiting web master contract.

VI. NEXT BOARD MEETING

Date: 4/24/2014
 Time: After April Program on Jurisdictional delineation (1:00 PM)
 Location: Mexicali Bar & Grill

VII. ACTION ITEMS

Name	Action Item	Due Date
Everyone	•	
B. Perrine	•	
K. Cunningham	• News letter	

Name	Action Item	Due Date
C. Holcombe	<ul style="list-style-type: none"> • 	
Katie Wilson	<ul style="list-style-type: none"> • Continue with scholarship 	
Heather Dubois	<ul style="list-style-type: none"> • Need to find spreadsheet for Mel. 	
M. Cushman	<ul style="list-style-type: none"> • Update quarterly reports 	
A. Schneider	<ul style="list-style-type: none"> • 	
F. Avila	<ul style="list-style-type: none"> • 	
C. DeGano	<ul style="list-style-type: none"> • Pres Message • Old Member Report 	

VIII. ADJOURNMENT

A motion was made by C. Cunningham to adjourn the meeting. Seconded by H. Dubois. Meeting adjourned at 13:03 by a vote of 7/0/3