



**BOARD MEETING MINUTES
INLAND EMPIRE CHAPTER
ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS
Board Meeting – Call-in 1-888-296-1938, participant code: 829045
June 5, 2014 – 12:00 PM to 13:00 PM**

Meeting Start Time: 12:04

Members Present: K. Best, A. Daams, K. Wilson, C. DeGano, H. Dubois, C. Holcombe, B. Perrine, M. Cushman

Members Absent: K. Cunningham, F. Avila

Additional Attendees: None

I. CONSENT CALENDAR

A motion was made by B. Perrine to approve the minutes from April 1st. The motion was seconded by M. Cushman and approved by a vote of 8/0/2.

A motion was made by C. DeGano to approve the minutes from April 24th. The motion was seconded by B. Perrine and approved by a vote of 8/0/2.

II. BOARD MEMBER REPORTS

1. Co-Vice President/Programs Report (Katheryn Best, Brad Perrine)
 - For the May Program there were 22 attendees. AMEC water presented.
 - Profit of \$35.00 (if everyone pays as is supposed to).
 - Haytt – met our proposed budget and hopefully we can keep them at the lower rate.
2. Newsletter Editor's Report (Kevin Cunningham) – Not present
3. Vice President- Membership Report (Charles Holcombe) Not present but e-mailed information
 - Membership count:
 - New student members: 2 (Redlands & Ontario)
 - New members: 2
 - Renewals: 8
 - Inland Empire Active: 85
 - All of California: 1493
 - Membership committee:

- Meeting August 16th for the Summit. Nothing new.

Forward contact to C. DeGano for new student members to do profiles

4. Member at Large Report (Katie Wilson)

- Katie had contacted (emailed) Kent Norton about any input, ideas, suggestions, methodology he may have for the IEC-AEP scholarship distribution, fund-raising etc. I had attached the application from last year and the guidelines that Jenny Cleary came up with. Kent got back to me and said he will look at what I sent and give me input.
- Cheryl Horn expressed interest in being part of the scholarship committee.

5. Secretary's Report (Heather Dubois)

- Get thank you cards to Cheryl/Brad
- Thank you cards to go out for previous programs and for scholarship.

6. Treasurer's Report (Melissa Cushman)

- \$36K in bank account
- Now has access to Quickbooks again and budget will be reviewed next month.

7. Chapter Director's Report (Amanda Schneider)

- Call coming up in July.
- Email in to Lynn about website again.

8. LEDGE Report (Fernando Avila)

- Not on Call

9. President's Report (Cheryl DeGano)

- Nothing specific; need to deal with the website/webmaster contract.

III. ONGOING BUSINESS/CONCERNS

1. Programs for 2014

- June Desert Program Finalization: 1st June program was Desert Program, APA Show ☺
 - Venue Finalized?
 - Catering Finalized?
 - Speakers Confirmed?
- June IE Program Finalization: Targeting Transportation topic, F&P tentatively thinking SB743 topic but need speaker/program confirmation. June 19 or June 26 program. Also Cultural wasn't available this month; Potential for Ethics.
 - Venue Finalized?
 - Catering Finalized?

- Speakers Confirmed?
- Need to promote NEPA July Program June 26th in Costa Mesa (will promote NEPA workshop as our workshop if we cannot get a program scheduled for the 19th.
 -
- July Program Update Orange County and LA coming. Overhead administrative is done but need to lock in catering.
 - Venue Finalized?
 - Catering Finalized?
 - Speakers Confirmed?
- August Program Update - Evening – Speaker lined but trying to figure out a date to confirm. Ideas for Venue’s
 - Venue Finalized?
 - Catering Finalized?
 - Speakers Confirmed?

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 Completed	23 rd – 26 th	State Conference (Encourage local attendance)		
April Successful Completion	10 th – 11:30 – 13:00	Desert Tortoise: State Reptile and Possible Indicator Species	CVAG's Offices	Army Corps? Fish & Wildlife Service? AMAC consulting?
April Successful Completion	24 th – 11:30 – 13:00	Water Mitigation	Mexicali Bar & Grill	

Month	Date/Time	Topic	Venue	Speaker
May	8 th - TBD	Permitting in Waters	Hyatt in Riverside	
June	12 th – TBD TBD	Traffic (K. Wilson to organize topic and speakers) Desert (TBD)	TBD	TBD
July	10 th – TBD (Evening)	SCAQMD Update (Joint with OC/LA Chapters)	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	<u>NEPA/CEQA - Program Comparison between CEQA/NEPA -</u>	<u>TBD</u>	<u>Melissa – (will put together a panel)</u>
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 - discussion postponed

•

3. AEP Awards Committee –

- Want to do an awards program and talking with Roger. Need a Call for submission for documents in the 1st part of August (Gives Sept/October for Jury review). Need to start promoting the awards in July. Documents already

certified. Be able to submit/review electronically and keep the awards ceremony itself very simple. Doing just a few categories.

- Call for potential jurors (Send to Kevin and Cheryl if have ideas).
4. AEP Scholarship Committee –
 - Are we in a position to have gone through application process and selected a recipient by November?
 - Katie not sure.
 5. Local Chapter Board Manual (Update) –
 - On Hold
 6. Website Master Contract
 - Kate do you have a copy of the contract with Chad?
 - Cheryl does not, Joan does not. Appears that it was a \$50 a month
 - Melissa does not have a clear idea of cost, sometimes \$40 sometimes \$50.
 - Bigger issue is the Website is currently down.
 - Need to find out who hosts the website so we can sort out getting the website back online
 - Amanda is getting that information from a cost perspective to be aligned/part of the State website.
 - Once we know what costs we will be looking at comparatively. We can decide if we want to go with the State or update/consider redesign of ours.

V. NEW BUSINESS/CONCERNS

1. Chapter Summit – August 16th in San Diego (Omni Hotel), State Board Meeting is on the 17th. The state will reimburse the Chapter \$500.
 - The \$500 would need to cover a night at the hotel for the director. Last year the chapter reimbursed for Board members for mileage. Is that agreeable to do the same?
 - Attendance: Cheryl (Yes), Brad (Yes), Mel (Maybe), Charles (Maybe), Heather (Maybe), Katie Best (Maybe), Katie Wilson (Maybe), Kevin (?), Fernando (?)

VI. NEXT BOARD MEETING

Date: June 24th
Time: 11:30
Location: BBK Office.

VII. ACTION ITEMS

Name	Action Item	Due Date
Everyone	•	
J. Cleary	•	
B. Perrine	•	
K. Cunningham	•	
C. Holcombe	•	
Katie Wilson	•	
Heather Dubois	•	
M. Cushman	•	
A. Schneider	•	
F. Avila	•	
C. DeGano	• •	

VIII. ADJOURNMENT 12:45