



**BOARD MEETING MINUTES
INLAND EMPIRE CHAPTER
ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS
Board Meeting – Conference Call – 888-285-4585 participant code
252319
July 24, 2014 – 12:00 PM to 13:00 PM**

Meeting Start Time: 12:03

Members Present: K. Best; H. Dubois; K. Cunningham; C. DeGano; C. Holcombe; K. Wilson,
A. Daams

Members Absent: B. Perrine; M. Cushman; F. Avila

Additional Attendees:

I. CONSENT CALENDAR

Approval of minutes from June 24th (Postponed until next meeting)

II. BOARD MEMBER REPORTS

1. Co-Vice President/Programs Report (Katheryn Best, Brad Perrine)
 - July Program – 17th SCAQMD – Annual Air Quality Update. Mike only, co-sponsored from LA and OC, 40 attendees. Cost \$1021, revenue \$800, loss for program \$77 per chapter.
 - Port Attendees invoiced after the fact. (Tuesday)
2. Newsletter Editor's Report (Kevin Cunningham)
 - July 15th (29% open rate)
 - Melissa – Board
 - Fernando – Legislative section
 - Need to start advertising scholarship so need to get moving on that if we're going to do that
 - Cost of postage for mailing out hard copy newsletters.
3. Vice President- Membership Report (Charles Holcombe) Not present but e-mailed information
 - Membership count:
 - New student members: 0
 - Student Members: 2
 - New members: 4
 - Renewals: 6

- Inland Empire Active: 87
- All of California: 1,471
- Membership committee:
 - All chapters are down in their counts so trying to give merchandise for referring friends. Lapel pins, padfolio, etc.
 - Flash drives are having some issues/problems.
- 4. Member at Large Report (Katie Wilson)
 - Need to be doing marketing for scholarship
 - We have had one inquiry on if we are re-doing it.
- 5. Secretary's Report (Heather Dubois)
 - 3 presenters from May and Nate Thank You cards were mailed
 - Thank you card for Michael needs to be sent.
- 6. Treasurer's Report (Melissa Cushman)
 - Melissa turned in the quarterly report with AEP on time, and thinks she just got the last info needed for the budget today, so I'll finalize it soon.
- 7. Chapter Director's Report (Amanda Daams)
 - Summit (Saturday August 16th)
 - Maybe - Brad, Fernando, Melissa
 - No – Heather, K. Best, K. Wilson, Amanda, Charles
 - Yes – Cheryl, Kevin
 - Chapter budgeted \$1,000 for the summit. (State will reimburse \$500). Total of \$1500 to cover summit.
- 8. LEDGE Report (Fernando Avila)
 - Not here
- 9. President's Report (Cheryl DeGano)
 - Nothing to report

III. ONGOING BUSINESS/CONCERNS

1. Programs for 2014
 - August Program Finalization
 - Venue Finalized?
 - Catering Finalized?
 - Speakers Confirmed?
 - September Program Update:

- Venue Finalized?
- Catering Finalized?
- Speakers Confirmed?
- October Program Update:
 - 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	
May	May 22 nd - 11:30 – 13:00	Permitting in Waters	Hyatt in Riverside	
June	12 th – TBD TBD	Traffic (K. Wilson to organize topic and speakers) Desert (TBD)	TBD	TBD

Month	Date/Time	Topic	Venue	Speaker
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 5:30 PM and 7:PM	Mixer w/ Marketing Topic Evening Program State Summit “How to Mix at a Mixer” No charge for Member and +1.	Canyon Crest Country Club – open bar wine and beer etc Chapter paying for 1 st drink.	Canyon Crest Country Club info announcement/PR info. Keith Butler. Will e-mail contact information to K. Best.
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 TBD	CEQA Basics Initial Study Workshop	TBD TBD	TBD TBD
November	13 th – TBD TBD	Initial Study Workshop CEQA Basics	TBD TBD	TBD TBD
December	6 th – All Day	Board Retreat	TBD (Ontario/SBDO Venue)	Tammie Lawrence (Team Building)

2. AEP Student Chapter Committee - discussion postponed
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3. AEP Awards Committee –
 - Kevin and Cheryl need to coordinate a date and time to get together.
 - 1st week of December.
4. AEP Scholarship Committee –
 - Based on Kent Norton, have it just for \$1,000 scholarship. Could advertise it up to \$1,000.
 - Chapter budgeted \$1,000 for scholarship purpose.
 - Changing some of the wording of the application, but not significant changes.
 - Move to an all electronic submittal.

- Scholarship would be awarded in November at the Awards Ceremony.
- Applications submitted by end of October/mid November to give a couple weeks to review.

5. Local Chapter Board Manual (Update) –

- On Hold

6. Chapter Website

- Still down
- \$75 per hour for State to put a website together for the Chapter. Brad has been in contact with the state to determine what the time/cost would be.
- Current website is down because hosting fee wasn't paid?
- Jenny was in charge of the IE FB page. Need someone to take over the FB page.
- New Board Member

1. New board member to keep social media updated.

- Kevin – Motion to add a new board position to manage social media. Charles seconded. Would be a voting position (one year position)– Passed 7/0/3
- Need to come up with someone who might be interested in joining the board. (Cheryl Horne, Lizzy), maybe a student member? – Appoint someone to the position for the next few months until elections

7. Chapter Summit

See Chapter Director's Report.

V. NEW BUSINESS/CONCERNS

1. Will be discussing board positions/elections
a.

VI. NEXT BOARD MEETING

Date: August 28th
Time: 11:30 to 13:00
Location: Gresham Savage.

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

Motion to adjourn made by K. Cunningham, Seconded by A. Daams. Passed by a vote of 7/0/3. Adjourned at 12:56.