



**BOARD MEETING MINUTES  
INLAND EMPIRE CHAPTER  
ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS**  
Board Meeting – In Person – 550. E. Hospitality Lane, Suite 300, San  
Bernardino, California, 92408. Conference Room A.  
Call in if needed: 909-723-1799; code: 0183158  
**August 28, 2014 – 11:30 PM to 13:00 PM**

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Meeting Start Time: 11:46

Members Present: H. Dubois, A. Daams, C. DeGano, B. Perrine, M. Cushman, F. Avila, K. Cunningham, K. Best

Members Absent: C. Holcombe, K. Wilson

Additional Attendees: Elizabeth Westmorland

## **I. CONSENT CALENDAR**

Approval of minutes from June 24<sup>th</sup> – postponed to e-mail vote

Approval of minutes from July 24<sup>th</sup> – postponed to e-mail vote

## **II. BOARD MEMBER REPORTS**

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

- August Program
  - Mixer at the Canyon Crest Country Club. Keith Butler came on board to do a brief presentation. It was a good venue, however food was “adequate”. The room rental fee was \$150.
  - The venue is a good place to keep in the mix of places to host meeting/workshops etc.

### **2. Newsletter Editor's Report (Kevin Cunningham)**

- No news letter went out in August as materials/articles were not supplied.
- News letter will go out in September.

### **3. Vice President- Membership Report (Charles Holcombe) Not present**

- Membership count:
  - New student members:
  - New members:
  - Renewals:
  - Inland Empire Active: 87

- All of California:
  - Membership committee: (see Director Report for Summit information)
  
- 4. Member at Large Report (Katie Wilson)
  - Not here, no report
  
- 5. Secretary's Report (Heather Dubois)
  - Thank you card needs to go out to Keith. Need contact information.
  
- 6. Treasurer's Report (Melissa Cushman)
  - Budget Discussion/Update
    - Draft budget submitted with approximately ~4,000 annual loss anticipated.
      - \$38,000 currently in the account including the student chapter funds and what is in the paypal account.
  
- 7. Chapter Director's Report (Amanda Daams)
  - Summit Report by Cheryl DeGano
    - There is an AEP institute meeting in Lake Tahoe this year, next year's venue still undecided.
    - Conference next year is in Santa Barbara
    - There were extensive budget discussions (highlights below):
      1. Wanted to clarify the purpose of the emerging issues committee or disband.
      2. IE chapter's financial reports are on time (thank you Melissa)
    - Membership discussion (Highlights)
      1. Retention is an issue throughout the state.
      2. At the state level they will be sending letters to agencies to promote agency membership.
    - Basic Workshop
      1. CEQA "Essentials" is the new name.
      2. Chapter needs to provide speakers
      3. Morning is the "Basics" portion with the afternoon an "Intermediate" discussion or practicals.
    - State hired communications consultant to keep up with Facebook and Linked-in.
    - State has a new web master.
    - The "Refer a Friend" program was approved where members who refer colleagues receive APE swag.
    - Student Memberships
      1. There was a discussion as to how to verify student membership to get student rates. Students who are full time (graduate or undergraduate) just need to prove registration to be eligible.
    - Publications Committee – Members running it are stepping down and they are looking for people to volunteer to take up the office.
    - CEQA Portal

1. State is coming up with a proposal to move forward but there has been very little movement since last year.
  2. Still discussion as to if updating it would be a paid or volunteer position.
  3. Craig is responsible for putting together a proposal/plans as to how he envisions the portal working.
  - Communications Discussion - Other Boards complemented our newsletter, we have one of the few that are monthly.
    1. Common issue is trouble getting articles.
    2. People seem to like having a PDF available to read.
  - Programs Discussion
    1. Some exchange of ideas for potential programs.
    2. We want to go back to a price differential between members and non-members.
  - President's discussion
    1. The association is driven by membership and membership is driven by programs offered.
    2. Greater price differential between member cost and non-member costs for programs to encourage membership.
    3. Some chapters have started a system where members whose membership has lapsed are called to see why and to get them to renew (this would be at state level)
8. LEDGE Report (Fernando Avila)
- AB54 – creates a tribal/cultural resource – passed 35/0
  - Translation of CEQA bill – has been modified to require guidelines as to when translation is required.
  - SB674 – Changes max floor area from 15% to 25% for retail development
  - SB1309 – Nothing currently happening.
  - Water bond passed
9. Social Media Report ( )
- See Board Positions/Elections under “Ongoing Business”.
10. President's Report (Cheryl DeGano)
- See Director's report

### III. ONGOING BUSINESS/CONCERNS

1. Programs for 2014
  - September Program Finalization
    - Venue Finalized – Lunch meeting on the 24<sup>th</sup>  
Venue to be determined
    - Speakers Confirmed – Jeff Childers
  - October Program Update:
    - There were several options, including SEEC, lobbyist update (would be better in spring, but could do a year in review; initial study workshop; AB54 discussion of what will this do for/with lead agencies could have a

legal and consultant panel would wrap up with a cultural resources discussion.

- Venue Finalized – Not finalized
- Catering Finalized? – Not finalized
- Speakers Confirmed? Not finalized
- November Program Update:
  - State CEQA Essentials workshop. Not finalized.

Month	Date/Time	Topic	Venue	Speaker
<b>January</b>  <b>Successful Completion</b>	11 <sup>th</sup> 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
<b>February</b>  <b>Successful Completion</b>	3 <sup>rd</sup> All Day	Advanced Basics Workshop	Hyatt Place Riverside, CA	Julian Capata Matt Nelson (Sick)
<b>March</b>  <b>Completed</b>	23 <sup>rd</sup> – 26 <sup>th</sup>	State Conference (Encourage local attendance)		
<b>April</b>  <b>Successful Completion</b>	10 <sup>th</sup> – 11:30 – 13:00	Desert Tortoise: State Reptile and Possible Indicator Species	CVAG's Offices	Army Corps? Fish & Wildlife Service? AMAC consulting?
<b>April</b>  <b>Successful Completion</b>	24 <sup>th</sup> – 11:30 – 13:00	Water Mitigation	Mexicali Bar & Grill	
<b>May</b>  <b>Successful Completion</b>	May 22 <sup>nd</sup> - 11:30 – 13:00	Permitting in Waters	Hyatt in Riverside	
<b>June</b>  <b>Successful Completion</b>	12 <sup>th</sup> – TBD  TBD	Traffic (K. Wilson to organize topic and speakers)	TBD	TBD

Month	Date/Time	Topic	Venue	Speaker
		Desert (TBD)		
<b>July</b>  <b>Successful Completion</b>	10 <sup>th</sup> – TBD (Evening)	SCAQMD Update (Joint with OC/LA Chapters)	SCAQMD Offices 21865 Copley Drive Diamond Bar, CA	Ian MacMillian Michael Krause
<b>August</b>  <b>Successful Completion</b>	14 <sup>th</sup> – 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 <sup>st</sup> drink.	Canyon Crest Country Club info announcement/PR info.
<b>September</b>	<u>24<sup>th</sup> – 11:30 to 1:00</u>	<u>NEPA/CEQA - Program Comparison between CEQA/NEPA -</u>	<u>TBD</u>	<u>Jeff Childers</u>
<b>October</b>	TBD	TBD	TBD	TBD
<b>November</b>	13 <sup>th</sup> – TBD	CEQA Essentials	TBD	TBD
<b>December</b>	6 <sup>th</sup> – All Day	Board Retreat	TBD (Ontario/SBDO Venue)	Tammie Lawrence (Team Building)

2. AEP Student Chapter Committee
  - Postponed until Classes Start
  
3. AEP Awards Committee –
  - Committee is putting together a call for submissions for the newsletter and looking for venues.

4. AEP Scholarship Committee –
  - Committee chair not here, not much moving forward at the moment.
5. Local Chapter Board Manual (Update) –
  - none
6. Chapter Website
  - The website is still down.
  - Originally set up with flash but needs to be updated, but that is out of the ability of our current webmaster.
  - Conversation with Reed (state web master) there is still a small group of local chapters that do not use the State web master.
  - Melissa is to talk to OC to see what they are doing.
  - Do we want to join the State web master or continue on our own?
  - Motion by Brad Perrine to continue negotiations with Reed. Seconded by Melissa Cushman, passed 9/0/2
7. Chapter Summit  
See Director's Discussion
8. Board Positions/Elections
  - Creation of a social media/communications director.
    - Other chapters combine this with newsletter, but we are keeping it separate.
    - Social Media would be responsible for:
      1. Updating Facebook account
      2. Updating chapter Linked-in account
      3. Updating/creating chapter Twitter account
      4. Website updates – providing information to the webmaster and ensuring posted information is accurate.
    - Motion by Cheryl DeGano to appoint Elizabeth Westmorland to Social Media Director position, with position up for election in this round of elections. Seconded by Melissa Cushman. Motion passed 8/0/2
  - Elections will hold nominations in October with Elections in November so new board members can be at the December retreat.

## **V. NEW BUSINESS/CONCERNS**

1. There was discussion of creating a VP Programs position for the Cochella Valley. Tabled for next board meeting.
2. Selling sponsorship packages
  - Potential packages would include ads in newsletter, tickets to programs, banner ads on website. To be discussed in special board meeting. Time to be determined.

**VI. NEXT BOARD MEETING**

Date: September 24th  
Time: After Program  
Location: TBD

**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	•	

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

**VIII. ADJOURNMENT**