



**BOARD FOCUSED MEETING MINUTES
INLAND EMPIRE CHAPTER
ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS
Board Meeting – Call in.**

September 16, 2014 – 12:00 PM to 13:00 PM

Meeting Start Time: 12:00 PM

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

Members Absent: F. Avila

Additional Attendees:

I. CONSENT CALENDAR

A motion was made by C. DeGano to approve the minutes from June 24th. The motion was seconded by B. Perrine and approved by a vote of 9/0/2.

A motion was made by B. Perrine to approve the minutes from July 24th. The motion was seconded by C. DeGano and approved by a vote of 9/0/2.

II. Sponsorship Proposal

1. Proposal (copied from original distribution):

Board,

Please see the attached file. It is the San Diego Chapter sponsorship opportunity flier. I was thinking that we could try to sell some sort of annual package to companies where they can buy into different levels of Inland Empire Chapter perks. Here is a very rough draft of what we could offer:

Level	Platinum	Gold	Silver
Website	Full year	Half year	Quarter year
Advertisement			
Newsletter advertisement	Monthly	Bi-Monthly	Quarterly
Lunch Event Entry	12 for the year to be used at any lunch time event, by anyone from the firm.	6 for the year to be used at any lunch time event, by anyone from the firm.	3 for the year to be used at any lunch time event, by anyone from the firm.
Recognition at Events	Recognized as a sponsor at all lunch programs for the year, and as a sponsor for	Recognized as a sponsor at all lunch programs for the year.	Recognized as a sponsor at end of the year banquet.

	the scholarship program.		
Raffle Tickets *	5 free raffle tickets at each event. (60 for the year)	3 free raffle tickets at each event. (36 for the year)	1 free raffle ticket at each event. (12 for the year)
Annual Awards Entry	3 complimentary tickets	2 complimentary tickets	1 complimentary ticket
Price	750.00	650.00	500.00

*This is not something that we do now, but I think we should start selling raffle tickets at our events. Instead of giving away something cheesy at every lunch, we would give away something nice at our end of the year awards banquet. The intent is that people would be more likely to show up to buy tickets to win something they actually might want AND show up to the event at the end of the year so that they could claim their prize. People may lose their tickets if they have to hold on to them all year so we could keep a roster of who purchased which ticket. A stipulation to claiming the prize might also be that they be present at the event. The tickets don't have to have a predetermined price because a lot of times, I won't buy raffle tickets because I don't have enough cash on me but I would have been willing to give what I had for a chance to win. I was thinking we could maybe ask people to give donations in exchange for tickets and the number of tickets they receive would be based on a predetermined allotment as follows:

Donation amount	Number of tickets
\$1.00 – \$4.00	3 tickets
\$5.00 - \$9.00	10 tickets
\$10.00 - \$20.00	15 tickets
\$21.00 - \$50.00	20 tickets
\$51.00 - \$100.00	50 tickets

Open to suggestions and thoughts. Let me know what you guys think.

2. Proposal Discussion

- Original thought is the costing is too high to start in our area. Propose to reduce to \$600 for Platinum, \$450 for Gold, and \$300 for Silver. That makes it more reasonable/attainable for local companies for a start.
 - Need to ensure that the sponsored lunches are all covered plus a small profit for the inclusion of the lunch programs.
 - Minimum for lunches is ~\$30 to cover costs per lunch.
 - Having people at the lunch events will hopefully foster more attendance.
- Where would Monies go?
 - From the sponsorship, it would go into the general fund.
 - From the raffle tickets, does that go towards the scholarship fund? (see later discussion)
- Inclusion in news letter/website:
 - Could have all sponsoring firms mentioned on a monthly basis and distinguished by size of print/use of logo. To be determined later.
- Would this be in addition to or replacing the option of sponsoring lunch meetings?
 - Program sponsor discussion postponed to see how other chapters do this.

- Cost for programs is approximately \$550 per program. Propose that sponsors cover at least half the cost.
- Motion was made by B. Perrine to institute a sponsorship program with 3 levels that include:
 - Advertisement for all year for all levels,
 - Above listed lunch event entry tickets
 - Recognition at events
 - Above listed number of raffle tickets (with specifics for raffle tickets to be determined in separate discussion)
 - Entries to the awards banquet as listed above
 - Costs at \$600 for Platinum, \$450 for Gold, and \$300 for Silver with rolling 12 month membership.

Motion 2nd by C. Holcombe with no additional discussion. Motion passed 10/0/1.

3. Raffle Tickets

- Discussion on the validity/reasoning behind the proposed cost of the raffle tickets as people want to get more for a greater donation and the proposed costing schedule places the \$5 donation as getting more for your money.
- Raffle donation amounts revised to:
 - \$1 each; 6 for \$5; 13 for \$10; or 30 for \$20.
- Allocation of Raffle \$\$ - This year 100% would go towards the scholarship. Further allocation of the raffle proceeds can be determined at a later date or by future boards as is appropriate.
- Heather will print raffle receipts to have for the donation for tax purposes.

4. Discussion on using the "Square" for credit card payments

- Discussion tabled for a later discussion.

VIII. ADJOURNMENT

Motion to adjourn made by K. Cunningham with a 2nd by B. Perrine. Motion passed 10/0/1.