



**BOARD MEETING MINUTES
INLAND EMPIRE CHAPTER
ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS
Board Meeting – South Coast Winery: 34843 Rancho California Road,
Temecula, CA 92591
December 6, 2014 – 9:00 AM to 6:00 PM**

I. BREAKFAST (9:00 to 10:00)

II. Last Board Meeting With 2014 Board (10:00 to 1:00)

Meeting Start Time: 10:01

Members Present: C. DeGano, L. Westmorland, K. Cunningham, B. Perrine, A. Daams, H. Dubois, M. Cushman

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

Additional Attendees: Nancy Ferguson

A. CONSENT CALENDAR (5 minutes)

- 1) A motion was made by K. Cunningham to approve the minutes from October 23rd. The motion was seconded by B. Perrine and approved by a vote of 6/0/5.
- 2) Approval of minutes from November 18th, 2014 - Tabled for e-mail vote
- 3) Election Results

a. Voting Board Members for 2015:

- 1) Chapter Director - Amanda Daams
- 2) Chapter President - Kevin Cunningham
- 3) Co-VP Programs - Brad Perrine & Christina McAdams
- 4) VP Membership - Charles Holcombe
- 5) Secretary - Heather Dubois
- 6) Treasure - Melissa Cushman
- 7) Member-at-Large - Anna Noyola
- 8) Newsletter Editor - Christine Jacobs-Donoghue
- 9) Social Media Director - Liz Westmoreland

b. Non-Voting Board Members for 2015:

- 1) Legislative Representative – Frank Avila
- 2) Coachella Valley Liaison – Nancy Ferguson

c. Non-Returning Board Members from 2014

- 1) Chapter President – Cheryl DeGano
- 2) Co-VP Programs – Katie Best
- 3) Member-at-Large – Katie Wilson

d. Discussion on results held at November board meeting

A motion was made by C. DeGano to approve the election results for the Inland Empire Chapter Board Members for 2015. The motion was seconded by A. Daams and approved by a vote of 6/0/5.

• **BOARD MEMBER REPORTS (15 minutes)**

1. Discussion for here or later date: Definition/Re-statement of goals for each of the positions. – Postponed for January for discussion.
2. Co-Vice President/Programs Report (Brad Perrine, Katie Best)

• Year In Review & December Mixer:

- December Mixer will be an Ontario Reign Hockey Game combined mixer with APA for December 19th. 40 tickets per organization and a meal and drink voucher to be provided.

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?

Month	Date/Time	Topic	Venue	Speaker
April Successful Completion	24 th – 11:30 – 13:00	Water Mitigation	Mexicali Bar & Grill	
May Successful Completion	May 22 nd - 11:30 – 13:00	Permitting in Waters	Hyatt in Riverside	
June Successful Completion	12 th – TBD TBD	Traffic (K. Wilson to organize topic and speakers) Desert (TBD)	TBD	TBD
July Successful Completion	10 th – TBD (Evening)	SCAQMD Update (Joint with OC/LA Chapters)	SCAQMD Offices 21865 Copley Drive Diamond Bar, CA	Ian MacMillian Michael Krause
August Successful Completion	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.
September Successful Completion	24 th 11:30 to 13:00	NEPA/CEQA - Program Comparison between CEQA/NEPA -	Old Spaghetti Factory 3191 Mission Inn Avenue Riverside, CA 92507	Jeff Childers Melissa Cushman

Month	Date/Time	Topic	Venue	Speaker
October	October 8th	NEPA/CEQA - Program Comparison between CEQA/NEPA -		Jeff Childers Melissa Cushman Christina Gispert
Successful Completion	October 30 th	Change in Traffic Analysis in CEQA – LOS and SB743	Mexicali Bar and Grill – Riverside	Debra Meyer Seth Torma
November	13 th – 8am-5pm	CEQA Basics	Riverside Hyatt.	
Successful Completion				
December	6 th – All Day	Board Retreat	South Coast Winery: 34843 Rancho California Road, Temecula, CA 92591	None

3. Newsletter Editor's Report (Kevin Cunningham)
 - Hard copy to be mailed by 11th of December.
 - Information needs to be provided to Kevin, he will contact people to let them know what is needed.
 - Mailing addresses need to be provided by C. Holcombe for members.

4. Vice President- Membership Report (Charles Holcombe)
 - Not at meeting and there has not been a membership count update since the November meeting.

5. Member at Large Report (Katie Wilson)
 - Not at meeting

6. Secretary's Report (Heather Dubois)
 - Thank You notes sent out for last of programs.

7. Treasurer's Report (Melissa Cushman)
 - As of January 1st 2014 there was 39,913.00 in the account
 - As of December 1st 2015 there was 34,189 in the account, however still have not received check from State board for CEQA workshop. Programs as of the meeting were \$135 in the black for the year.
 - Melissa needs budget spreadsheet to put together budget for 2015.

8. Chapter Director's Report (Amanda Daams)
 - CEQA Workshop for Spring needs to be officially scheduled. Trying for Feb 17th or 27th.

9. LEDGE Report (Fernando Avila).
 - Not at meeting however session is over

10. Social Media Director's Report (Liz Westmoreland)
 - Discussion to use social media for end of year survey.
 - What did they like?
 - What would they like to see?
 - Potential for survey use to determine what members want to see in newsletter/social media and at end of program.

11. President's Report (Cheryl DeGano)
 - Cheryl stated she enjoyed being president and is excited about the new board and to see where the chapter is going in the future.

C. TERM LIMITS FOR BOARD MEMBERS (10 minutes)

Should all board positions be a 2 year commitment with staggered elections to maintain a working history of Board decisions? If so, how will this be implemented?

- Currently Treasurer, Secretary and Newsletter Editor are 2 year positions.
- Idea is liked however some people may not accept a position if it is a 2 year position because of current job/student status.
- Positions that would be elected in even years:
 - Secretary
 - Treasurer
 - Newsletter Editor
 - Chapter Director
 - 1st Co-Program position.
- Positions that would be elected in odd years:
 - President
 - Member-at-Large
 - Social Media Director
 - VP Membership

- 2nd Co-Programs position.
- 2 year terms for positions that are not already 2 years will start in 2015 with odd year election positions being 2 years, even term elected positions (with the exception of Treasurer, Secretary and Newsletter Editor) being 1 year and 2 year term starting with the election in 2016.
- Coachella Valley Liaison is a new non-voting appointed position. For 2015 will be a one year term. Will revisit the position length and status (eventually want to make this an additional Co-Programs position specifically for Coachella Valley programs) in December 2015 or as necessary.
- Ledge Representative will remain a non-voting appointed position with a 2 year term.

A motion was made by K. Cunningham to approve 2 year term limits for all elected Inland Empire Chapter Board Positions to be implemented as stated above. The motion was seconded by B. Perrine and approved by a vote of 7/0/4.

D. ADDITION OF COACHELLA VALLEY LIASION (15 minutes)

Should a liaison to the Coachella Valley be appointed? If so, what are the requirements/expectations/privileges of the position? Specifically:

- As discussed it would be a 1 year term for 2015 with position status and term length revisited as necessary
- The appointed position for 2015 is an advisory role with no voting rights. The purpose is to help foster attendance for Coachella Valley members as well as to develop the position so that it can move forward towards a Co-Programs position dedicated to building presence in the Coachella Valley.
- Position will work with other organizations to cross market programs and membership attendance.
- Nancy Ferguson is appointed as the 2015 Liaison for Coachella Valley

E. Website (15 minutes)

Take a preliminary look at how things are coming along and provide feedback on what needs to be modified.

- Currently the website is being put together
- Intend to go live by the end of December.
- Need to send information to reflect what we need/want on the website and how it should be said.
- Website needs to be provided to the board to be reviewed/ approved.
- Need pictures for a slideshow to show what we do.

F. Adjournment of Last 2014 Board Meeting

A motion was made by K. Cunningham to adjourn the last board meeting with the 2014 Board. The motion was seconded by M. Cushman and approved by a vote of 7/0/4. Meeting adjourned at 11:08 AM.

III. First Board Meeting With 2015 Board Members

Meeting Start Time: 11:15

Members Present: L. Westmorland, K. Cunningham, B. Perrine, A. Daams, H. Dubois, M. Cushman

Members Absent: C. Holcombe, F. Avila, C. McAdams, A. Noyola, C. Jacobs-Donoghue

Additional Attendees: Nancy Ferguson, C. DeGano,

G. AWARDS FOR OUTGOING BOARD MEMBERS

- Discussion of certificates of appreciation verses plaques.
 - < 1 term of service nothing.
 - 1 term to 6 years Certificate of Appreciation
 - > 6 years of service board member is given the option of a plaque.
- 2014 Leaving Board Members to be provided Certificate of Appreciation:
 - Cheryl Degano
 - Katie Wilson
 - Katie Best
- Recent Past Board Members will be acknowledged at the Awards Ceremony.

A motion was made by K. Cunningham to approve the new awards structure for outgoing board members. The motion was seconded by H. Dubois and approved by a vote of 6/0/5.

H. POTENTIAL PROGRAMS FOR 2015 (90 minutes)

- 1) What are the goals of the Chapter for the 2015 year?
- 2) Program Potential Ideas. (Note: CV designates Coachella Valley Program, R designates Riverside (other Inland Empire Venue) Programs

Month	Date/Time	Topic	Venue	Speaker
January				
February	Date: 5 th Time: 11:30 to 13:00	CV – Desert Renewable Energy	CVAG	TBD

Month	Date/Time	Topic	Venue	Speaker
	Date: One day between the 17 th and the 27 th Time: All Day	R – CEQA Advanced Workshop	TBD	TBD
March	Date: 12 th Time: 11:30 to 13:00	R – Groundwater Analysis and Legislation Impacts	TBD	TBD
	Date: 26 th Time: 11:30 to 13:00	CV – Land Exchange	CVAG	TBD
April	Date: 16 th or 23 rd Time: TBD	R – Student Mentoring Program	TBD	TBD
May	Date: 21 st Time: 8:00 to 12:00	R - SEEC	TBD	M. Hendrix
June	Date: 11 th Time: 11:30 to 13:00	R – Lobbyist From State	TBD	TBD
	Date: 25 th Time: TBD	CV - Mixer	TBD	TBD
July	Date: 12 th Time: 11:30 to 13:00	R – SCAQMD CalEEMod/HRA Update	TBD	TBD
August	Date: 13 th Time: 11:30 to 13:00	R – Ethics	TBD	TBD
	Date: 27 th Time: 11:30 to 13:00	CV – LOS/SB743	CVAG	TBD
September	Date: TBD Time: TBD	R – Community Outreach	TBD	TBD

Month	Date/Time	Topic	Venue	Speaker
October	Date: TBD Time: TBD	R – Biological Resources Program	TBD	TBD (Cal FWS)
	Date: TBD Time: TBD	CV – Salton Sea w/QSA	TBD	TBD
November	Date: TBD Time: All Day	R – CEQA Basics Workshop	TBD	TBD
December	Date: 5 th Time: All Day	Board Retreat	Canyon County Country Club	N/A

Additional Program Ideas:

- Ethics (CV)
- Cultural Resources w/ Tribal point of view to discuss new legislation
- Hydrofracking
- Mobile workshops:
 - Tour of Renewable Energy Sites
- Fascial Impact Report Discussion
- CalTrans Environmental Report Writing
 - Overall
 - Focused on Subjects

Venues:

- WRC – Municipal Water
- Libraries
- City Hall
- Mayor’s Ceremonial Room
- Woman’s Club
- Zacateca’s
- Tamale Factory
- Spaghetti Factory
- Cask and Cleaver
- Sevilla’s
- Back to the Grind
- LSA Conference Room

January Awards Ceremony:

- Venue – TBD – Evening event in Riverside Dinner Program.
- Date – January 22nd

IV. LUNCH (12:15 to 13:15)

V. AFTERNOON SESSION (13:15 to 5:30)

I. DEFINITION OF THE SOCIAL MEDIA DIRECTOR POSITION (15 minutes)

What is the official function of the Social Media Director?

- Need to determine formal description (Tabled until January).

J. ADDITION OF PAST PRESIDENT POSITION TO THE BOARD (15 minutes)

Should a past president position be added? If so, what are the requirements/expectations/privileges of the position? Specifically:

- It would be a Liaison position to provide support/chapter history for incoming president.
- 1 year maximum commitment
- Full description/discussion tabled until January – Cheryl to provide language

K. MEMORIAL SCHOLARSHIP (25 minutes)

- Name to change to AEP Scholarship instead of memorial scholarship?
- L. Westmoreland to chair Scholarship committee.
- Scholarship committee to organize the scholarship.
- Need to foster a student chapter or other student interest
- Scholarship will be awarded in the fall
- Scholarship will be for \$1,000
- Portion of the scholarship funds to come from raffle sales. Other donations
- Add a “round up” to program costs for sponsorships (\$5.00 donation)

• SPONSORSHIP/FUNDRAISING (30 minutes)

- Program cost “round up to the next \$5.00” for scholarship.
- Sponsorship:
 - As of September Meeting determined that there will be a Platinum, Gold, and Silver program level
 - Cheryl will have someone at her office type up a form/information for sponsorship
 - Eliminate raffle tickets from sponsorship sales.
 - Programs included only count towards lunch programs and not CEQA or other ½ or all day workshops.
 - Money raised from sponsorships will go towards the general fund however what the balance of the \$1,000 scholarship fund that is not covered by the Raffle or program round-up donations or other sources would be transferred from the General Fund to the scholarship fund to cover the scholarship
- Raffle (for scholarship) Ideas:
 - AEP Swag
 - Wine

- Gift Cards
 - 50/50 (would need to be extended over multiple programs to be of value)
 - Other gifts
- Retail Discount Programs: Member-at Large to discuss with Liz. Basically how it works is restaurants or other retail establishments donate a percentage of purchases (when provided flyer etc) to the cause. Could be used for funding scholarship.
- **AWARDS PROGRAM (20 minutes)**
 - Was scheduled for January 22nd. Proposed to do a joint ceremony with APA in May.
 - If we do our own possible venues: Country Club, Riverside Art Museum, Government Building, Sevilla's, Oasis?
 - Program should contain:
 - Introduce current/new board
 - Thank you to past board members (naming those that recently resigned)
 - Award for Outstanding Environmental Document
 - Dinner/Socialization
 - Pimp Programs
 - Fundraise
 - Scholarship presentation or fundraise (depending on when ceremony is held)
 - Formal Outline of events (Kevin)
- **CONTACTING LAPSED MEMBERS**
 - Need to get a list and cross-reference current board members and firms and have current board members contact those within their firms directly to ask about renewal.
 - Send e-mail letters to remaining lapsed members
 - Divide up those who do not respond to e-mail letters and call to solicit their return to the organization, determine why they do not want to renew membership.
- **STUDENT CHAPTER (20 minutes)**
 - Plan for 2015 is to focus attention on University of Redlands through Liz and Charles.
 - We can get seed money (\$500) from State to help fund chapter. Could potentially get additional money if we eventually have interest for additional chapters.
 - Charles get a list of our current Student Members and see if we can form a committee to promote a student chapter.

- **NEWSLETTER (15 minutes)**

- Paper Newsletter to go out quarterly to members only
- Monthly newsletters will be in e-mail format and sent.
- All newsletters will be made available on the website for download.

- **BOARD MEMBERSHIP REINBURSEMENT (10 minutes)**

Will board members receive full or partial credit for those whose jobs do not pay for membership? What about participation in programs?

- Kevin proposed that up to 50% of membership cost be reimbursed if company will not pay for it.
- Brad pointed out that you have to be a member to be on the board, therefore it doesn't make sense to pay for membership.
- Need to see what the state says about reimbursement for memberships for agency members. Or how to facilitate having members of an agency that has an Agency membership be on the board.
- Need to determine what qualifications would need be met and how many people the chapter would potentially be reimbursing or supporting.
- Discussion tabled until State input is obtained.

- **2015 BUDGET (60 minutes)**

- Intended to remain at \$6,000 like last year
- Tabled until Jan/Feb when all expenses are in and account balanced.

- **ADDING THE ABILITY TO TAKE CREDIT CARDS AT EVENTS (10 minutes)**

- Tabled until January. M. Cushman to research

- **ADDITIONAL ITEMS NOT ON THE AGENDA (10 minutes)**

- None

- **NEXT BOARD MEETING (5 minutes)**

Date: January 22nd
Time: 11:30 to 13:30
Location: GSNT conference room

• **ACTION ITEMS (5 minutes)**

Name	Action Item	Due Date
Everyone	<ul style="list-style-type: none"> • Raffle items 	
A. Daams	<ul style="list-style-type: none"> • Send Bylaws and manual to everyone electronically • Check on Agency members eligibility to serve on board as part of an “Agency Membership” 	
K. Cunningham	<ul style="list-style-type: none"> • Raffle tickets • Formatted outline for awards banquet 	
B. Perrine	<ul style="list-style-type: none"> • Send website link to everyone • Follow up w/APA for Joint Awards Program 	
C. McAdams	<ul style="list-style-type: none"> • 	
N. Ferguson	<ul style="list-style-type: none"> • Locate speaker for February Desert Renewable Energy Conservation Plan Program. 	
C. Holcombe	<ul style="list-style-type: none"> • Lapsed Membership drive – need list of those who have lapsed memberships, their firms and e-mail addresses. 	
H. Dubois	<ul style="list-style-type: none"> • Certificates of appreciation • Talk with Michael about SEEC program • Update manual/by-laws with new membership positions and board position terms as appropriate. 	
M. Cushman	<ul style="list-style-type: none"> • Check into square/paypal – credit card usage • Budget update/finalization 	
A. Noyola	<ul style="list-style-type: none"> • Research retail discount fundraiser 	
C . Jacobs-Donoghue	<ul style="list-style-type: none"> • 	

Name	Action Item	Due Date
L. Westmoreland	<ul style="list-style-type: none"> • Social Media description write-up • Reach out to University of Redlands Faculty about Student Chapter. 	
F. Avila	<ul style="list-style-type: none"> • • 	
C. DeGano	<ul style="list-style-type: none"> • Send budget spreadsheet to Melissa. • Write/send November Minutes • Provide language for Past President Position description • Set up sponsorship form. 	

VIII. ADJOURNMENT

Motion to adjourn made by H. Dubois with a 2nd by B. Perrine. Motion passed 6/0/6.
Meeting adjourned at 16:30