



**BOARD MEETING MINUTES
INLAND EMPIRE CHAPTER
ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS
Board Meeting – 550 E. Hospitality Lane, Suite 300, San Bernardino, CA
January 22nd, 2015 – 11:30 to 13:00**

Meeting Start Time: 12:02

Members Present:

Voting: L. Westmoreland, A. Daams, K. Cunningham, Christina McAdams, H. Dubois, A. Noyola, M. Cushman, B. Perrine
Non-Voting: F. Avila, N. Ferguson, C. DeGano

Members Absent:

Voting: C. Holcombe, C. Jacobs-Donoghue
Non-Voting:

Additional Attendees:

I. CONSENT CALENDAR

Approval of minutes from November 18th - Tabled for e-mail vote

Approval of minutes from December 5th - Tabled for e-mail vote

II. BOARD MEMBER REPORTS

1. Co-Vice President/Programs Report (Brad Perrine, Christina McAdams)
 - December's joint social with APA provided limited ability to socialize. While it was fun, suggest for social events to stick to other venues that provide more of an opportunity to interact with others. The event was a full house
2. Coachella Valley Liaison Report (Nancy Ferguson)
 - There is a speaker for the march Land Exchange Program. Project Manager for BLM Jim Foot. CVAG will be the location.
3. Newsletter Editor's Report (Christina Jacobs-Donoghue)
 - Christina cannot fulfill the obligations due to change in life circumstances. She will be removed from the e-mail list as well as the agenda.
 - Kevin offered to fill in until the position can be filled. Need suggestions for people interested in the position.
 - Hard copy new-letter is postponed until a the position is filled.
4. Vice President- Membership Report (Charles Holcombe)
 - Charles was not in attendance.

- As of January 10th, IE chapter is at 94 members, an increase in 18 over last year.
5. Member at Large Report (Anna Noyola)
 - Nothing to report
 6. Secretary's Report (Heather Dubois)
 - Made up Certificates of appreciation. Will circulate for e-mail vote.
 7. Treasurer's Report (Melissa Cushman)
 - ~\$34,000 in the account. Need electronic budget spreadsheet to do budget for this year.
 8. Chapter Director's Report (Amanda Daams)
 - Director's meeting in Oakland January 10th. Discussion was mostly focused on upcoming conference in March. No changes in lobbyist.
 - Minimal discussion of CEQA workshops.
 9. LEDGE Report (Fernando Avila)
 - Session just started.
 - Bill meant to address "late hit document dumps" would create a 2nd comment period for the FEIR which would allow commenters to comment on responses to the DEIR's response to comments or anything that couldn't have been known during the DEIR. In theory it would limit litigation to what was discussed in the comment periods.
 - Another bill to address CEQA Exemptions
 - Another to discuss a recycled water Exemption
 10. Social Media Report (Elizabeth Westmoreland)
 - Intends to have a survey out to distribute to members. Need to get any questions you would like to include to Liz ASAP.
 - Discussed possibility of a reward for participating (raffle ticket etc).
 - Discussed how to distribute, via e-mail as well as social media.
 - Need to add links to the social media (Facebook/Twitter) to the e-mail blasts. Will also need to link to website when it is up and running.
 - Brad will help Liz get links to survey etc.
 11. President's Report (Kevin Cunningham)
 - Flood control district has a conference room that could be used for programs. It holds up to 60 people with free parking.
 - State has an award for Outstanding Chapter Activity at conference. Award is given to a Chapter or Chapters for an activity, program, or workshop of unusually high merit. AEQ Awards Jury will evaluate nominations under this category using the following criteria:
 - Accessibility and relevance for AEP members;
 - Outreach to other outside of AEP;

- Provision of tools and information that can be used in practice by participants; and
- Transferability to other AEP chapters.
- We have the mentoring program, plus are discussing a community service event to be held. Both of these have merit, but need to focus on them being successful.

III. ONGOING BUSINESS/CONCERNS

1. Programs for 2015

- February Program Finalization
 - Coachella Valley (CV) - None
 - Inland Empire (R) – Advanced CEQA Workshop
 1. Venue Finalized? - Hyatt in Riverside
 2. Catering Finalized? – Hyatt to provide
 3. Speakers Confirmed? - State Providing speakers
- March Program Update:
 - Coachella Valley (CV) - Land Exchange 2/26
 1. Venue Finalized? - CVAG
 2. Catering Finalized? – Yes (Usual)
 3. Speakers Confirmed? - Jim Foot
 - Inland Empire (R) – Date to be determined.
 1. Venue Finalized? - Flood control District conference room
 2. Catering Finalized?
 3. Speakers Confirmed?
- April Program Update: - April discussion tabled until February.
 - Coachella Valley (CV)
 1. Venue Finalized?
 2. Catering Finalized?
 3. Speakers Confirmed?
 - Inland Empire (R)
 1. Venue Finalized?
 2. Catering Finalized?
 3. Speakers Confirmed?

Month	Date/Time	Topic	Venue	Speaker
January		No Programs in January		
February	Date: 5 th Time: 11:30 to 13:00	CV – Desert Renewable Energy- (Date to be determined)	CVAG	TBD
	Date: 17 th Time: All Day	R – CEQA Advanced Workshop	Hyatt in Riverside	Provided by State

Month	Date/Time	Topic	Venue	Speaker
March	Date: 12 th Time: 11:30 to 13:00	R – Groundwater Analysis and Legislation Impacts	Flood Control District	TBD
	Date: 26 th Time: 11:30 to 13:00	CV – Land Exchange	CVAG	Jim Foot
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

2. Definition of New Board Positions – Discussion tabled
 - Social Media Director - Discussion tabled
 - Coachella Valley Liaison – Nancy to get to Kevin
 - Past President - Tabled

3. Definition/Goals for Existing Board Member Positions
 - Discussion tabled. All board members to review/revise their position's definition in chapter board manual. And to determine 1 or 2 goals (as appropriate) for that position.

4. AEP Student Chapter Committee
 - Liz - has had no luck with professors will reach out to students to see if there is interest.
 - Liz – will reach out to other student groups to see how they raised interest/got started on campus.
 - Christina has the possibility of getting in with UC Riverside.

5. AEP Awards Committee –
 - APA is not interested in a joint awards program.
 - There does not seem to be enough interest in current members to put on a full awards banquet so award will be given out at one of the programs. Need to look into getting an acrylic statue, certificate, or plaque for award.

6. AEP Scholarship Committee –
 - Anna will take over as committee chair. Need to start now to get advertisements out so we can have submittals in May and award by August.

7. Local Chapter Board Manual (Update) –

- Heather to take over. Will begin revising/making it a working document, when all positions have been reviewed/revise.

8. Chapter Website –

- We need photos for the website. Submit to Brad any appropriate for header/background info. Area shots etc.
- Need to set up a calendar of events that will be updated regularly (Heather or Liz to take over once instructed)
- Need to include link to Program registrations.
- Need to upload PDFs of minutes and newsletters.
- Need to make sure we are using the most current format of the server/operating system.

9. Board Membership Reimbursement

- Amanda will pursue this question with the State. How do Agency members (those under agency memberships) serve on the board? Can they or do they need their own individual membership? How does program attendance work if agency member is on the board?

10. Credit Card Use/Ability.

- Paypal or square? Melissa to investigate

V. NEW BUSINESS/CONCERNS

1. General Items not on the Agenda –

- Brad may have limited availability in March due to birth of his daughter.

VI. NEXT BOARD MEETING

Date: February 26th

Time: 12:00 to 13:00

Location: Call-in, number to be provided by Heather

VII. ACTION ITEMS

Name	Action Item	Due Date
Everyone	<ul style="list-style-type: none"> • Raffle items (-talk to organization about supplying a raffle basket) • Review/Revise position description in Local Chapter Manual. • Determine 1 or 2 goals appropriate to your position for the year. • See about a vendor for Chapter award. • Look for someone to appoint to newsletter editor position 	

Name	Action Item	Due Date
A. Daams	<ul style="list-style-type: none"> • Provide list of state speakers for the CEQA workshop to Heather • Check on Agency members eligibility to serve on board as part of an “Agency Membership” 	
K. Cunningham	<ul style="list-style-type: none"> • 	
B. Perrine	<ul style="list-style-type: none"> • E-blast for raffles 	
C. McAdams	<ul style="list-style-type: none"> • 	
N. Ferguson	<ul style="list-style-type: none"> • Provide Jim Foot’s contact information to Heather 	
C. Holcombe	<ul style="list-style-type: none"> • 	
H. Dubois	<ul style="list-style-type: none"> • Certificates of appreciation to be distributed for vote • 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"> • Start scholarship push/committee to get applications out. 	
Newsletter editor place holder	<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"> • Provide summary of ledge report to Kevin • 	
C. DeGano	<ul style="list-style-type: none"> • Write/send November Minutes for e-mail vote • Provide language for Past President Position description • Set up sponsorship form. 	

VIII. ADJOURNMENT

Motion to adjourn made by M. Cushman with a 2nd by B. Perrine. Motion passed 8/0/2. Meeting adjourned at 13:17.