



**BOARD MEETING MINUTES
INLAND EMPIRE CHAPTER
ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS
Board Meeting – Call-in Meeting (855) 339-3724 Conference ID: 3561
March 3rd, 2015 – 12:00 to 13:00**

Meeting Start Time: 12:03

Members Present:

Voting: L. Westmoreland, A. Daams, K. Cunningham, C. McAdams, H. Dubois,
Non-Voting: F. Avila, N. Ferguson, C. DeGano

Members Absent:

Voting: M. Cushman, B. Perrine, A. Noyola, C. Holcombe

Non-Voting:

Additional Attendees:

I. CONSENT CALENDAR

Approval of minutes from November 18th

Approval of minutes from December 5th - Approved via e-mail (with minor comments)

Approval of minutes from January 22nd. Motion to approve January 22nd Minutes made by C. McAdams with a 2nd by H. Dubois. Motion passed 5/0/4.

II. BOARD MEMBER REPORTS

1. Newsletter Editor's Report ()
 - Need replacement newsletter editor
 - Started to put one together for February but never got out (Kevin). Putting out for the month of March and has a call for submission. To go out by 19th so everything in to Kevin by the 16th.
2. Vice President- Membership Report (Charles Holcombe)
 - Charles not on the call.
 - Kevin wants to get letter together for sending out to expired members.
3. Member at Large Report (Anna Noyola)
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4. Secretary's Report (Heather Dubois)
 - Will get thank you cards out – asked for contact info from Amanda for the presenters.
 - Goal: Will get chapter handbook as a working document
 - Send out contact information to the board for everyone

5. Treasurer's Report (Melissa Cushman)
 - Melissa is not here, Provided report in e-mail:
 - There's \$34,171.57 in the main Union bank account
 - The raffle at the Advanced CEQA seminar made \$79

6. Chapter Director's Report (Amanda Daams)
 - CEQA workshop went well 45 people registered comments seem to be good. Raffle went well.
 - Agency membership – If you are a member of an agency membership can you serve on the board? - Lynn Binder says yes and the agency can designate you as one of the people, they would be designated and the open spot would be rotating
 - Awards company that the State has – Amanda has the contact.
 - AEP SWAG – phone chargers, flash drives, portfolios, pens, pins. Still trying to determine the cost of the chapter. Range from \$1 to \$15
 - Next director meeting end of March.
 - Raffle Basket – bottle of Champaign, bottle of wine, coffee mug, truffles. Pictures on FB.

7. LEDGE Report (Fernando Avila)
 - SB122 – Focuses on concurrent preparation of administrative record during the administrative project. New bill, will change.
 - Final EIR comment period
 - Ways to get around CEQA
 - Christina Garcia will be introducing a bill to expand SB73 from transit areas to all infill areas. It has not been introduced yet, but is rumored.
 - Fernando to provide summary for Kevin by the 16th.

8. Social Media Report (Elizabeth Westmoreland)
 - Student Activity – definite interest, looking to get some student members and have them spearhead people to start an on-campus chapter.
 - More people following us on social media.
 - Members aren't seeing the social media and posts and should highlight social media outlets in the newsletter.
 - Kevin will provide link to survey.

9. President's Report (Kevin Cunningham)
 - Katie provided information on the plaques.

- Roger turner reached out to Kevin about UCR student chapter. Not sure how far it is going to get, but has not happened in the past. Kevin will meet with him to see if there is any interest.
- Kevin sent brief bios on newsletter editor positions.
- E-mail vote for newsletter editor. Kevin to follow up with an e-mail to take action. Other person can do something else (one of the committees, or website)
- Kevin to reach out to Reid about getting the website set up.
- All set to use the district facility for the program.

10. Co-Vice President/Programs Report (Brad Perrine, Christina McAdams)

- Brad was handling all the program stuff for March but is out with his daughter.
- No topics for March settled. Kevin to work with Christina to get a March Program set up.
- San Diego had a program DRECP program – Scott Flint, Mike Howard were speakers for the San Diego Program.
- Get Nancy's contact information to Christina
- JD program field visit (jurisdictional delineation). Potential for a project. Christina and Kevin to get the program put together. Would be a half day workshop.
- May – SEEC remove – can't get enough info.
- Historical news letters to put on website, to get to Reed. Should be an FTP site with our old website information, that we can get put together.
- Helpful to get together quarterly in the evenings to see if we are keeping the long term programs on track. Making sure everything gets done. Would be a mini-retreat. Would be 3 times during the year, would be about a 2 hour commitment. First one at the end of March/ beginning of April. Kevin will send out an e-mail to figure out a date that would work.
- Health Risk Assessment Workshop at the end of the month. Interest in the Southern Counties.
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11. Coachella Valley Liaison Report (Nancy Ferguson)

- All set for March meeting with Jim Foot.
- April meeting wind energy farm with APA. (we are alternating months with APA at the moment to get interest/people.
- New Regs regarding cultural resources getting someone from Tribal (Regs)

III. ONGOING BUSINESS/CONCERNS

1. Programs for 2015

- March Program Finalization
 - Coachella Valley (CV)
 1. Venue Finalized?
 2. Catering Finalized?
 3. Speakers Confirmed?
 - Inland Empire (R) – Kevin to reach out to Brad, perhaps Christina has a speaker from their Ventura office

1. Venue Finalized?
 2. Catering Finalized?
 3. Speakers Confirmed?
- April Program Update:
 - Coachella Valley (CV) – APA
 1. Venue Finalized?
 2. Catering Finalized?
 3. Speakers Confirmed?
 - Inland Empire (R) – Redlands graduates on the 18th. Can we move it earlier? How is this going to work? Evening event. Similar to speed dating.... Help the up and coming environmental specialist get to know the field. Allow them the venue to ask questions and learn more about the field they are going into. Would also allow for the mentors coming interns opportunities. Is anyone interested? Learn more about the different avenues that they can go down. Understand the profession, what they can do with an environmental planning degree etc.
 1. Venue Finalized?
 2. Catering Finalized?
 3. Speakers Confirmed?
 - May Program Update:
 - Coachella Valley (CV)
 1. Venue Finalized?
 2. Catering Finalized?
 3. Speakers Confirmed?
 - Inland Empire (R) - Jurisdictional delineation program (Christina and Kevin)
 1. Venue Finalized?
 2. Catering Finalized?
 3. Speakers Confirmed?

| Month | Date/Time | Topic | Venue | Speaker |
|-----------------------|------------------------------------------------|-----------------------------------------------------------------|------------------------|-------------------|
| January | | No program in January | | |
| February | Date: 5 th Time: 11:30 to 13:00 | CV – Desert Renewable Energy (Date to be determined) | CVAG | TBD |
| Successful Completion | Date: 17 th Time: All Day | R – CEQA Advanced Workshop | Hyatt in Riverside | Provided by State |
| March | Date: 12 th Time: 11:30 to 13:00 | R – Groundwater Analysis and Legislation Impacts | Flood Control District | TBD |

| Month | Date/Time | Topic | Venue | Speaker |
|------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------|--------------------------|
| | 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 – SEEG | TBD | M. Hendrix |
| June | Date: 11 th Time: 11:30 to 13:00 Date: 25 th Time: TBD | R – Lobbyist From State CV - Mixer | TBD TBD | 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 Date: 27 th Time: 11:30 to 13:00 | R – Ethics CV – LOS/SB743 | TBD CVAG | TBD TBD |
| September | Date: TBD Time: TBD | R – Community Outreach | TBD | TBD |
| October | Date: TBD Time: TBD Date: TBD Time: TBD | R – Biological Resources Program CV – Salton Sea w/QSA | TBD TBD | TBD (Cal FWS) TBD |

| Month | Date/Time | Topic | Venue | Speaker |
|-----------------|----------------------------------------|--------------------------|----------------------------|---------|
| 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 – Pushed to quarterly meeting
 - Social Media Director
 - Coachella Valley Liaison
 - Past President
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3. Definition/Goals for Existing Board Member Positions – Pushed to quarterly meeting
 - President
 - Co-VP Programs
 - VP Membership
 - Chapter Director
 - Treasurer
 - Secretary
 - Newsletter Editor
 - Member at Large
 - LEDGE
4. AEP Student Chapter Committee
 - Postponed to quarterly meeting
5. AEP Awards Committee – Quarterly meeting.
 - Chapter Awards
 - Certificates for previous board members - (Print certificates to bring to quarterly meeting)
6. AEP Scholarship Committee –
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7. Local Chapter Board Manual (Update) –
 - In process
8. Chapter Website –
 - Discussed under President Report
9. ~~Board Membership Reimbursement~~

10. Credit Card Use/Ability. – Quarterly retreat

V. NEW BUSINESS/CONCERNS

1. General Items not on the Agenda –

VI. NEXT BOARD MEETING

Date: Thursday March 26th Quaterly Retreat – face to face.

Time:

Location: Liz to find out – Kevin to find out

VII. ACTION ITEMS

| Name | Action Item | Due Date |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Everyone | <ul style="list-style-type: none">• Student Mentoring Program | |
| A. Daams | <ul style="list-style-type: none">• | |
| K. Cunningham | <ul style="list-style-type: none">• Advertisement for social media in newsletter• Help with may program• Follow up with Brad• E-mail Christina with DRECP people• Follow up with OC and SD with HRA workshop• Reach out to SD program for student mentoring | |
| B. Perrine | <ul style="list-style-type: none">• | |
| C. McAdams | <ul style="list-style-type: none">• March Program and JD program in May | |
| N. Ferguson | <ul style="list-style-type: none">• | |

| Name | Action Item | Due Date |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| C. Holcombe | <ul style="list-style-type: none"> • Letters to recently deactivated members. (Or Heather) | |
| H. Dubois | <ul style="list-style-type: none"> • Thank you cards • Print certificates for quarterly meeting • Send out Contact list | |
| M. Cushman | <ul style="list-style-type: none"> • | |
| A. Noyola | <ul style="list-style-type: none"> • | |
| C . Jacobs-Donoghue | <ul style="list-style-type: none"> • | |
| L. Westmoreland | <ul style="list-style-type: none"> • E-mail survey to board • First Carbon about hosting meeting on the 26th | |
| F. Avila | <ul style="list-style-type: none"> • Write up for newsletter update | |
| C. DeGano | <ul style="list-style-type: none"> • | |

VIII. ADJOURNMENT

Motion to adjourn made by C. McAdams with a 2nd by H. Dubois. Motion passed 5/0/4. Meeting adjourned at 13:04.