



**ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS
MONTEREY BAY – SILICON VALLEY CHAPTER
BOARD OF DIRECTORS**

mb.califaep.org

BOARD MEETING MINUTES

February 1, 2018

Severino's, 7500 Old Dominion Court, Aptos, CA 95003

I. ROLL CALL

Members present: Mike Coleman, Mike Novo, Erin Harwayne, Sally Rideout, Megan Jones, Ashley Quackenbush, Stuart Poulter, Emma Rawnsley, Kate Giberson, Stephanie Osby, Elise Latedjou-Durand

Members absent: Kellie Morgantini

Guests present: Jaime Scott Guthrie (Monterey County Planning) – Conference Committee Assistant

II. APPROVAL OF MINUTES

- a. The board (minus two new members) voted 9-0 to approve the minutes of the November 1, 2017 minutes as presented. **Mike C. (motion); Emma R. (second); Stephanie & Elise (abstain).**
 - i. Sally R. - Note on minutes mentions e-mail vote on name change

III. REPORTS

- a. State Board Actions (Mike C.)
 - i. Report from state board meeting (Berkeley)
 1. Attention at state level on chapter
 - a. State board appreciates all the work the board and chapter have been doing
 - b. Prep for next year's conference
 - c. Transition and incorporation of South Bay Area chapter
 - ii. Advanced CEQA Workshop
 - a. Snafu with venue at Water District
 - i. Working on alternate location
 - ii. Sally R. – look for new venue for just this event? Competing with SLO chapter.
 - iii. One-time issue (renovation of usual room)
 - iv. Megan J. – potentially cap it for smaller room

- v. Emma R. – can use AECOM office conference room as back-up
 - vi. Mike C. – waiting on word for room/decision by tomorrow (February 2)
 - vii. Megan J. – need to know by tomorrow (registration deadline and catering)
- iii. Statement of Organization – submitted to State Board
- 1. Mike C. – revision for state bylaws submitted last year
 - a. Feb/March – finished revisions/sent to state
 - b. Revisions requested
 - 2. State package can be sent to everyone
- b. Chapter Operations (Sally R.)
- i. Statement of Operations follow-up
 - 1. Sally to take care of requested comments from state board
 - 2. Update to nomenclature
- c. Programs (Erin H.)
- i. Christmas party (Monterey)
 - 1. Lower turnout but great venue
 - 2. E-mail issue may have affected turnout
 - ii. Christmas Party (Santa Cruz) (Kate G.)
 - 1. Great space and great turnout
 - 2. Mingle and appetizers format worked great
- d. Membership (Emma R.)
- i. Suspended members
 - 1. Going to check with state organization
 - 2. Mike C. – usually suspended members just need reminder to pay membership fee
 - 3. Emma R. – only eight agency/corporate membership/water district and city of San Jose not listed (still under SF Chapter)
 - a. Transition hasn't switched agency memberships
 - b. Sally R. – TAMC and City of Monterey interested in agency memberships

- c. MBARD (new name of Air Resources District) – would like agency membership too
 - d. Sally R. - Should get as many agency members as possible (County, City, etc.)
 - e. Mike C. – confusion at state level about agency membership fees (needs to be equitable)
 - e. Finances (Mike N.)
 - i. CEQA Workshops last year – made \$2K
 - ii. State Conference – can make chapter a lot of income
 - iii. Going to send out budget – doing well financially
 - f. Organization Admin. (Stuart P.)
 - i. Thank you for help with chapter elections
 - ii. E-mail snafu worked through to get out chapter wide e-mail
 - iii. Sent out chapter election results
 - g. Legislative Update (Mike N., Mike C.)
 - i. AEP Legislative Group (made up of lawyers, planners, other professionals)
 - 1. Discussed ability of community groups to sue lead agencies only if located within 300 feet only
 - 2. Synopsis of Capitol Day Visit
 - h. Workshops (Megan J.)
 - i. Previously discussed Advanced CEQA Workshop
 - ii. NEPA Advanced Workshop coming in June (Mike C.)
 - i. Member-at-Large (Kate G.)
 - i. Upcoming happy hours
 - 1. Downtown San Jose (Emma R., Elise)
 - a. After CEQA workshop
 - 2. Usually three-four a year (spring, summer, fall)
 - ii. Calendar setting (Megan J., Sally R., Erin H.)
 - 1. Set-up conference call (Erin & Megan) to set-up calendar for year
 - j. Communications (Ashley Q.)

- i. Updating website and e-mail list and distribution

IV. DISCUSSION ITEMS

- a. 2018 Preliminary Budget (Mike N.)
 - i. Draft budget prepared and sent to board (via e-mail)
 - ii. Includes line item for scholarship
 - iii. E-mail Mike N. with comments (by 2/9/18)
 - iv. Likely to lose \$3K this year (largely due to scholarship)
 - v. However chapter healthy financially (can afford to lose money)
 - vi. Sally R. – need to understand budget better and what is actually included
- b. 2018 Calendar (Sally R.)
 - i. Post on website – so members can see workshops, happy hours, etc.
 - ii. Ashley Q. – everything on front page of website
 - iii. Mike C. – state is updating website
 1. All chapters going to get same software and use same calendar
 2. Going to check with state
 - iv. Holding off on updating calendar for now
- c. 2019 Conference Prep Update (Megan J.)
 - i. Moving along – theme chosen
 1. “Wave of Change, Fields of Opportunity”
 - ii. Logo (almost) chosen
 1. Megan sent out logo options (conference committee choosing)
 - iii. Next step – 2018 Conference – marketing for next year
 - iv. Conference Committee set-up
 1. Tracks/call for presentations (abstracts)
 2. Schedule – sent to Lynne Bynder for comment
 - a. End of the year will be busy
 3. Erin H. set-up call for next week
 - v. Sponsorships – themes to different levels (geared towards regional themes?)
 - vi. Megan J. – will have lots to share after attending 2018 Conference

- vii. Mike C. – thank you Megan J. for her work so far
 - viii. Venue – Monterey Plaza – great option and very welcoming to AEP
 - ix. Mobile workshop – probably good to limit them but strive for quality options for attendees
- d. Work Program: Leftover Action Items from 2017
- i. Chapter Email (Erin H.)
 - 1. Still working on how best to do e-mails (gmail not working well)
 - 2. Mail Chimp option (Send to Sally R.)
 - a. Emma R. to send to Erin H. (e-mail list)
 - 3. Mike C. – get help from state
 - ii. Update Website and Letterhead (Ashley Q.)
 - 1. In progress
 - 2. Website updates ongoing
 - 3. Sally R. – tell Emily R. that she’s doing a great job
 - iii. Student scholarship/program development
 - 1. Mike C. – would like bring back information on scholarship
 - a. Minimum \$1,000 not \$500
 - b. State can give possible funds (possible match)
 - c. Few different options to allocate – whatever way board wants to distribute (3 \$1K scholarships)
 - d. Who to help organize? –
 - e. Launch student chapters – San Jose State (no contact)
 - i. Another volunteer to help restart?
 - ii. Ashley Q. – lots of work to restart, need some help
 - iii. Mike C. – willing to help/need to have presence at local colleges (CSUMB/UCSC)/hold up carrot of scholarships
 - iv. Megan J. – need to maintain SJ State chapter (hard time getting committed representative)/only real student chapter/need help with student volunteers for conference next year (Stuart P. helping to lead student subcommittee)
 - v. Sally R. – feelers need to be put out to get a committed student representative to Board

1. At happy hours/workshops, etc.
2. Coming out of school (keep in mind)
3. Student scholarship milestones (action item)
 - a. Mike C. – to find out criteria (to contact Kent Norton and state) - Next couple of weeks
 - b. Megan J. to help if CSUMB Workshop wants to occur
 - c. Jaime Scott Guthrie (Monterey Co.) – to become student coordinator? After board does work first to find out scholarship criteria and program set-up
 - d. Sally R. – get together offline (Megan J., Jamie, Mike C.) have something fleshed out. E-mail board if want to vote on something
- iv. Brainstorming Session – 2018 Events/Programs & Programs and Events (V. on agenda)
 1. Mixer in March – Erin H. (Monterey)/Kate G. (Santa Cruz)
 2. Sally R. - Mixer after February workshop (Winter)
 - a. Student Intro to CEQA – Kent Norton (Mike C. to contact)
 3. Megan J. – Cannabis workshop? “Wake and Bake”
 - a. Interesting topic
 - b. April? After state conference
 4. Night Sky Event (Mike N./Erin H.)
 - a. Venue? Watsonville?
 5. Pinnacles Hike (Mike N.)
 6. Summer Happy Hours/Mixers (Erin H./Kate G.)
 7. CEQA Case Law Event – liked but different venue in Monterey
 - a. Scotts Valley? Seaside? Marina?
 8. November Nominations/Elections – Sally R. – hard to coordinate/very little feedback/maybe better to use time elsewhere/maybe change bylaws to change this timeline?
 9. 2 Holiday Parties (maybe 3?)

V. ACTION ITEMS FOR NEXT MEETING

- a. See action items above

VI. NEXT MEETING DATE

- a. After the conference in March (likely April)
- b. Megan J. – lots to report after conference
- c. Sally R. – quarterly board meetings with offline subcommittee meetings