



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

[mb.califaep.org](http://mb.califaep.org)

**BOARD MEETING MINUTES  
October 22, 2018 12:00PM – 1:00PM  
Conference Call**

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**I. ROLL CALL**

**Members present: Erin Harwayne, Megan Jones, Ashley Quackenbush, Stuart Poulter, Kate Giberson, Elise Latedjou-Durand, Emma Rawnsley, Nick Mascarello, Mike Novo**

**Members absent: Kellie Morgantini, Mike Coleman, Stephanie Osby**

**II. APPROVAL OF MINUTES**

- a. The board voted 7-0 to approve the minutes of the July 13, 2018 minutes with revisions. **Mike N. (motion); Ashley (second)**

**III. REPORTS**

- a. State Board Actions (Megan filling in for Mike C.)
  - i. State Board Meeting taking place on November 10 at Monterey Plaza Hotel
- b. Chapter Operations (Ashley filling in for Mike C.)
  - i. State of Organization being finalized
    1. Will send out to board for review and approval
  - ii. Available to help with other chapter tasks/update website
- c. Programs (Erin, Mike C., Elise, Emma)
  - i. Erin – need to plan next happy hour and holiday party
    1. Same restaurant available in Monterey
  - ii. Kate – Santa Cruz holiday party – going to book same venue (Rosie McCann's)
  - iii. Ashley – maybe good to add San Jose holiday party or eliminate Monterey event
    1. Also need to determine a budget
    2. Mike N. – usually \$2,000 allocated
  - iv. Stuart – will look through notes from last year and see what was allocated for budget
  - v. Ashley – board agrees not to do a Monterey event this year and do a Santa Cruz and San Jose event (two separate) instead to bring in South Bay members

- vi. **Board action:** vote to allocated \$1,800 budget for two holidays events
  - 1. Motion: Kate; Second: Ashley
- d. Memberships (Emma)
  - i. Lots of activity
    - 1. Membership platform revamp
  - ii. Membership loss earlier in year being made up now
  - iii. 104 members currently (only loss of 2 from last year)
  - iv. Updates being made to agency membership criteria
  - v. Membership reps meeting next month
- e. Finances (Mike N.)
  - i. \$20K (very healthy)
- f. Admin. (Stuart)
  - i. Working to get minutes out in timely manner/update website
  - ii. Available to help with other activities
- g. Legislative Update (Ashley)
  - i. Legislative Update Event
    - 1. Mike N. – question about registration number/Ashley – question about cost
    - 2. Kate – 15 people confirmed on November 13 at Harbor Public Meeting Room (Santa Cruz)
    - 3. Send out email regarding cost for attendance
      - a. Ashley will follow-up with Stephanie
    - 4. Mike N. – governor signed lots of legislation into law recently (see October 16 state e-mail)
- h. Workshops/Conference Update (Megan)
  - i. CEQA Workshop – November 2 at SCVWD – expecting around 75 attendees
  - ii. Conference Update
    - 1. Mark Stone – keynote speaker (possibly Sam Farr as well)
    - 2. 4 mobile workshops in works
    - 3. \$23K in sponsorships so far/\$65k is goal
    - 4. November 10 – state board meeting/lunch and site walk-thru

5. November 9 – state board meeting happy hour (location TBD)
- iii. **Board action:** allocated \$200 for happy hour event on November 9
  1. Mike N. – motion/Kate –second
- iv. Elise – going to add happy hour to CEQA Workshop agenda – at Chili’s next door
- v. Emma – AECOM providing Awards Ceremony sponsorship at conference
- i. Student Coordination (Nick)
  - i. Flyer prepared
    1. Scholarships offered
      - a. Need amount
      - b. Stuart/Mike N. – to look into amount approved for scholarships
    - ii. New SJSU rep
    - iii. CSUMB rep – Doug Smith
    - iv. Looking to get support for Stanford chapter event
  - j. Member-at-Large (Kate)
    - i. Santa Cruz Happy Hour – happening today
  - k. Communications (Ashley)
    - i. New e-mail system seems to be working OK (Mail Chimp)

#### **IV. DISCUSSION ITEMS**

- a. Emma – to send Program VPs membership forms
- b. Emma – good practice – at seminars/workshops be sure to have AEP members stand and be acknowledged/highlight membership benefits.

#### **V. NEXT MEETING**

TBD sometime in early January 2019