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**ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS  
MONTEREY BAY-SILICON VALLEY CHAPTER  
BOARD OF DIRECTORS**  
[mb.califaep.org](http://mb.califaep.org)

**BOARD MEETING MINUTES  
February 2, 2019, 12:00PM – 3:00PM  
Severino's Bar & Grill (Monarch Room), Seacliff Inn  
Aptos, CA 95003**

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**I. ROLL CALL**

**Members present: Mike Coleman, Erin Harwayne, Mike Novo, Stuart Poulter, Megan Jones, Ashley Quackenbush, Kate Giberson, Nick Mascarello, Elise Latedjou-Durand (via phone)**

**Members absent: Kellie Morgantini, Emma Rawnsley**

**II. APPROVAL OF MINUTES**

The board voted 8-0 to approve the minutes of the October 22, 2018 with minor grammatical edit.  
**Ashley (motion); Mike N. (second); Nick (absent at time of vote)**

**III. REPORTS AND DISCUSSION ITEMS**

a. Chapter Operations – Ashley

1) Need to update website

b. State Board Actions – Mike C.

1) State Board Meeting in San Diego (Jan. 26) – topics covered:

i. State Board happy with new website platform

1. Good to register members for events

2. Hoping by summer to fully implement new service

3. Ashley – would be nice to be able to access shared documents (Mike C. – ask State IT rep – Reed - for assistance and utilize existing Dropbox account)

ii. Provided State with Board member list for 2019

iii. CEQA Guidelines updated books – coming in next few weeks

iv. 2019 State Conference – almost fully booked for rooms

v. Upcoming March 23 Summit in Monterey

1. Megan – overnight help available for Summit attendance by Board members

- a. Kate, Mike C., and Elise will need assistance
- b. Will use conference committee budget to assist
  - vi. AEP Institute (Burbank – June 2019)
    - 1. Main topic: fire resiliency
  - vii. 2020 State Conference in Yosemite – already planning for
  - viii. SF Chapter – taking on advanced NEPA Workshop due to our chapter’s prepping for conference
  - ix. Financial health of State organization is good
  - x. Advanced CEQA Workshop – February 15 in San Jose
- c. Programs – Erin/Elise
  - 1) Not a lot of time available to plan events outside of conference
  - 2) Will plan happy hours after conference
  - 3) Potential venue: Cooper Molera adobe in Monterey
  - 4) Will see if people interested in event after workshop on February 15
  - 5) Would like to have member appreciation event
  - 6) Elise – good to have brown bag sessions/workshops (easier for people to attend)
- d. Membership - Ashley on behalf of Emma
  - 1) Agency memberships are up but student memberships down
  - 2) Needs to be more enforcement of agency/corporate memberships
    - i. Too many agencies taking advantage of
      - 1. Need to enforce agency limit per event
    - ii. Emma to continue to reach out to agencies/promote agency memberships and will remind them of limits
- e. Finances – Mike N.
  - 1) \$18K in the bank currently
- f. Legislative Update – Mike N.
  - 1) Lots of bills going through legislature re housing and ADUs
  - 2) Legislative Day at Capitol coming up (March 5-6)
    - i. Elise and possibly Ashley interested in going
- g. Workshops – Megan

- 1) Advanced CEQA Workshop coming up on February 15 in San Jose
- h. Student Coordination – Nick
  - 1) Scholarship application – distributed and getting good feedback
    - i. Deadline at end of February
  - 2) Would be good to leverage scholarship recipients to start student chapters at different schools
- i. Member-at-large – Kate
  - 1) Looking to set-up Santa Cruz happy hour early in year (Feb-March)
  - 2) Possible scholarship opportunity via Santa Cruz County Community Foundation
    - i. Environmental Studies grad looking to set-up scholarship with inheritance
    - ii. Would like to start local and go to state level
    - iii. Donor would like to attend state conference
      1. Chapter to comp his attendance
- j. Communications – Ashley
  - 1) Will update chapter website with scholarship information/Facebook page
  - 2) Will send out Advanced CEQA session eblast via MailChimp
  - 3) Would like to provide updates during March conference
    - i. Possibly via LinkedIn – better platform for social media

#### IV. DISCUSSION ITEMS

- a. Missed board elections (2019) - Ashley
  - i. Due to conference prep and intention to move to two year election cycle, missed this year's election
  - ii. **Action Item: Will send e-mail to members to provide update and update chapter bylaws**
  - iii. **Motion:** forgo election for 2019 and move to change bylaws to change positions for 2 year terms – Mike C. (motion); Kate (second)
    1. **Board vote: 9-0 in favor**
  - iv. Elise to take over VP for Programs for San Jose (Stephanie Osby stepped down this year)
- b. 2019 Conference Update – Megan
  - i. 250 people have signed up thus far
  - ii. Have exceed sponsorship capacity

- iii. Tent on main plaza possible place for additional sponsorship
  - 1. **Motion:** ask State Board to provide tent on outside patio and look for opportunity to sponsor tent – Mike C. (motion); Kate (second)
    - a. **Board vote: 9-0 in favor**
- iv. Other Conference notes:
  - 1. Possibly look into renting MST trolley?
  - 2. 4-5 keynote speakers booked
- v. Opening Night Reception – Beach House in PG
  - 1. Chapter board host?
  - 2. **Motion:** chapter board will host opening night reception allocating \$4,000 out of the chapter budget for drink tickets/space/food – Mike C. (motion); Ashley (second)
    - a. **Board vote: 9-0 favor**
  - 3. **Second motion:** Create AEP Chapter banner and name tags for chapter board members for conference – Mike C. (motion); Ashley (second)
    - a. **Board vote: 9-0 vote**
      - b. Mike N. – to check with State Board (Lynne Bynder) regarding name tags for conference
- c. Student scholarship application process/AEP student event(s) – Nick
  - i. Deadline end of February
  - ii. Will hold March conference call with judging panel
  - iii. Mike C. to send Nick Dropbox link to share materials
  - iv. Judging panel will decide recipients in April/notify towards end of April
  - v. San Jose State event
    - 1. New student rep at SJSU
    - 2. Topic: Climate change/Cities/GHG
    - 3. Panelists: Rincon (Oakland) staff/City of San Jose/water district
    - 4. No funding necessary from chapter
    - 5. Want to make sure student chapter is running it
    - 6. Date/time TBD – possibly before conference
    - 7. Possible Stanford event in spring

- d. 2019 Budget – Mike N.
  - i. To send out
- e. Events – Ashley
  - i. To post events on chapter website

#### **V. ACTION ITEMS FOR NEXT MEETING**

- a. **Action Item: Send e-mail to chapter members to provide update regarding no election for 2019 (Ashley/Stuart/Mike C.)**
- b. **Action Item: Update bylaws to reflect board elections every two (2) years (Ashley/Stuart/Mike C.)**
- c. **Action Item: Ask State Board (Lynne Bynder) about providing tent on outside patio and look for opportunity to sponsor (Ashley/Mike C.)**
- d. **Action Item: Ask State Board (Lynne Bynder) about name tags for board members for conference (Mike N.)**
- e. **Action Item: Follow-up with State Board regarding setting up possible chapter and/or state scholarship via Santa Cruz Community Foundation (Kate/Mike C./Ashley)**

#### **VI. NEXT MEETING DATE**

- a. After State Conference – likely end of April or early May