



**ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS
MONTEREY BAY – SILICON VALLEY CHAPTER
BOARD OF DIRECTORS**
mb.califaep.org

**BOARD MEETING MINUTES
July 13, 2018 12:00PM – 1:00PM
Conference Call**

I. ROLL CALL

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

Members absent: Kellie Morgantini, Sally Rideout, Mike Novo

II. APPROVAL OF MINUTES

- a. Erin – requested revision to May 2 minutes under “Programs” to reflect that she would not like to be in charge of all programs. Programs should be made up of four co-VPs (Erin, Kate, Elise, and Megan).
- b. The board voted 10-0 to approve the minutes of the May 2, 2018 minutes with revisions. **Mike C. (motion); Megan (second)**

III. REPORTS

- a. State Board Actions (Mike C.)
 - i. Recent conference call (not in person meeting) – June 19
 - ii. AEP Institute coming up (Sacramento – August 3-5)
 1. Mike will be attending
 2. Main topic: housing issues across state
 - iii. NEPA Workshops – one in San Jose was well attended
 1. Follow-up discussion - Elise – Happy Hour after was not well attended
 - iv. State Board coming to Monterey – November 3 – to look at conference venue
 - v. AEP in good financial shape
 - vi. Chapter near top as far as financial health
 - vii. Yosemite – site of 2020 AEP Conference
 - viii. Would like to bring back Statement of Organization to next meeting

1. Ashley to assist in completing with Sally's help
- ix. AEP – updating web platform for state website
- b. Chapter Operations (Mike C.)
 - i. Ashley taking over presidency from Sally (to be voted under Action Items)
- c. Programs (Erin, Mike C., Elise, Emma)
 - i. Mike C. – do need an active leader to make sure programs are happening
 - ii. Erin – all four (4) program VPs have a separate conference call
 - iii. Stephanie – need better system to send out program-related e-mails
 1. Ashley – Mail Chimp conversion should resolve and Program VPs will have access to
 - a. Program manager for each event responsible for getting e-mail notifications out
 - b. Looking for intern to assist with social media
 - c. Mike C – **Action Item:** Ashley and Program VPs (as well as Emma) to work on Mail Chimp conversion off-line
 - i. Webinar - To be set-up by Ashley
- d. Memberships (Emma)
 - i. June update just received
 - ii. 100 total members
 1. Signed up new agency members
 2. Minus 10 members from this time last year
 3. State membership team call next week
- e. Finances (Mike C.)
 - i. Bypassing discussion for this meeting
- f. Admin. (Stuart)
 - i. Going to update agenda template and Outlook invite to reflect correct call-in number
 - ii. Will pass on message to Sally to encourage her participation as she is able
- g. Legislative Update (Elise)
 - i. Elise attended Capitol Day in Sacramento
 1. Focus on housing

2. New legislation being reviewed by Legislative Committee
3. Attends monthly meetings
- h. Workshops (Megan)
 - i. Nothing new to report
 - ii. Next CEQA workshop in October
- i. Student Coordination (Nick)
 - i. Has made progress on three fronts:
 1. Reach out to student rep at San Jose State/setting up chapter at CSUMB
 - a. Ashley/Mike C. – all for Nick taking lead on setting up chapter at CSUMB
 - i. Ashley - **Action Item:** Will send Nick contact at CSUMB (new contact)
 2. Student chapter at Stanford
 - a. Had meeting with department head (very enthusiastic)
 - b. To meet with student groups to encourage participation with chapter
 3. Conference call with Kent Norton with other student coordinators
 - a. Scholarship templates and application process discussed
- j. Member-at-Large (Kate)
 - i. Santa Cruz event held on June 18
- k. Communications (Ashley)
 - i. Continuing to update website and letterhead
 - ii. Review of previous discussion regarding social media intern, Mail Chimp, and webinar with Program VPs
 - iii. Refill Communications position when Ashley takes on presidency of chapter?
 1. Ashley to stay on for now as Communications Director

IV. DISCUSSION ITEMS

- a. Vote to seat Ashley Quackenbush as new President of Chapter (Mike C.)
 - i. The board voted 10-0 to seat Ashley Q. as new Chapter President. **Mike C. (motion); Megan (second)**
 - ii. Ashley to serve for remaining term (till end of year)/will run at end of year for next year
- b. Conference Committee Update (Megan)

- i. Not a lot going on since May
- ii. May 31 – kick-off meeting in Santa Cruz
- iii. Setting up regular calls with Conference Committee
- iv. Finalizing schedule and budget – going to send to State Board
- v. Looking at offsite events – 3 potential sites (Aquarium, Cooper Molera, and Beach House)
 1. Looking like Aquarium as front runner
 2. Went and visited venues
 3. Lynn Bender negotiating with venues

V. PROGRAMS AND EVENTS (QUICK OVERVIEW)

- a. February Spring Advanced CEQA Workshop (February 26 - Completed)
- b. Winter/Spring Happy Hours/Mixers
 - i. February 26 – San Jose (Completed)
 - ii. March 7 – Santa Cruz (Completed)
- c. March 2018 State Conference/Summit (Completed)
- d. SJSU Student Chapter Event (April 26- Completed)
- e. Annual Pinnacles Hike (April 28 – Completed)
- f. Aesthetics Night Sky Dinner Meeting/Workshop (May 3 - Completed)
 - i. Erin – 25 people attending
- g. NEPA Workshop (June 7 – SCVWD - Completed)
- h. Summer Happy Hours/Mixers
 - i. San Jose – Stefanie –NEPA workshop (June 7 - Completed)
 - ii. Santa Cruz (June 18 – Completed)
- i. GHG event – Elise (AECOM office, San Jose - July 26)
- j. CEQA Case Law Update – Repeat? – no update
- k. Fall Happy Hours/Mixers?
- l. September Outing? – nothing definitive decided yet
- m. October CEQA Basics Workshop
- n. November Chapter Nominations/Elections (New Positions) – Mike C. – may want to move later; need to plan ahead to accommodate for time needed to conduct nominations/elections

- o. December Holiday Parties – looking to only do one this year (getting too expensive) – can rotate location every year

VI. NEXT MEETING

TBD sometime in September