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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  
May 2, 2018 12:00PM – 1:15PM  
Conference Call

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## I. ROLL CALL

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

Members absent: Kellie Morgantini, Sally Rideout, Emma Rawnsley

Guests present: Nick Mascarello (new Student Volunteer Representative)

## II. APPROVAL OF MINUTES

*NOTE: Approval of February 2018 meeting minutes was conducted after the conference call via e-mail vote on May 8, 2018.*

The board voted 8-0 to approve the minutes of the February 1, 2018 minutes as presented. **Stuart (motion); Emma (second)**

## III. REPORTS

a. State Board Actions (Mike C.)

i. General overview of State Board Meeting at State Conference in March

b. Programs (Erin)

i. Events done to date:

1. Happy Hour in Santa Cruz (Kate)

a. Quarterly happy hours seem to work and venue is great

2. Legislative Day – Elise participated at State Capitol

3. Night Sky Event – Erin coordinating event planning

a. Having a hard time getting confirmation of AICP/MCLE credits

~~ii. Erin requested to not be Programs V.P. – shift job over to Elise~~ **Revision (07/13/18) – Erin requested to not be in charge of all programs (but still involved). Programs should be made up of 4 co-VPs (Erin, Kate, Elise, and Megan)**

1. Mike C. – Ok to get help from rest of board

2. Still having issues with e-mail
  - a. Megan – at Chapter Summit noted that other chapters use Mail Chimp or Constant Contact
  - b. Ashley – can help with e-mail issue
- iii. Pinnacles Hike – Mike N.
  1. Smaller group but great day
- iv. Stefanie – CEQA workshops/events in Bay Area
  1. Discussion points:
    - a. CEQA legal decisions from 2017
    - b. CEQA Guidelines Updates
    - c. Recent Supreme Court cases (including Banning Ranch, CBIA, and SANDAG
    - d. Building Houses: Streamlining Toolbox
- c. Memberships (Stuart filling in for Emma)
  - i. As of March 31, 2018 –MB-SV Chapter has 105 total members
  - ii. Numbers rebounding from end of last year
  - iii. Emma reaching out to new and renewing members
  - iv. 3 new agencies joined so far this year (Santa Cruz County Parks, City of Monterey, and Santa Clara County).
    1. Send ideas for other agencies to Emma
- d. Finances (Mike N.)
  - i. Current budget - \$19K (down \$2K from last year) – mostly due to scholarship and Christmas parties
  - ii. May need to cut out an event or two to maintain profit or at least stay even
- e. Admin. (Stuart)
  - i. Thanks for great input on meeting minutes from in-person meeting in February
  - ii. Will continue to try to get out meeting minutes ASAP after meetings
- f. Legislative Update (Mike N.)
  - i. State Board Meeting at State Conference
    1. Draft CEQA Guidelines update – comment letter to OPR

2. Housing exemption expansion – not likely to go forward
  3. Fuel mgmt. exemption
  4. NEPA docs – limited to 150 pages (working with NAEP)
- g. Workshops/Student Coordination (Megan)
- i. AECOM offices in San Jose for recent CEQA workshop – worked great
  - ii. Next workshop in October
  - iii. Mike C. – Advanced NEPA Workshop on June 7 (San Jose)
    1. At water district office
  - iv. Mike C. – current vacancy for Student Coordinator (new position)
    1. Nick Mascarello introduced (see below under Discussion Items)
- h. Member-at-Large (Kate)
1. Working on next happy hour event in Santa Cruz (June)
- i. Communications (Ashley)
1. Updating website/social media accounts
  2. Student intern update – student intern candidate found another position so no intern currently
    - a. Not sure if going to pursue another intern

#### IV. DISCUSSION ITEMS

- a. New Student Volunteer Representative: Nick Mascarello (Stanford University)
- i. Up till now, Megan de facto student representative
  - ii. Sally knew Nick (family friend)
  - iii. Nick introduction
    1. From Monterey, conservation biology major
    2. Studies environmental policy at Stanford
    3. Interested in setting up/coordinating with student chapters and providing CEQA/NEPA training and networking events
  - iv. Ashley brought up question of title of position – should it be “Student Coordinator”?
    1. Mike N. – clarified that both positions are in chapter bylaws
      - a. Student Coordinator – voted
      - b. Student Volunteer Rep. – appointed

- v. Mike C. – motion to appoint Nick as “Student Coordinator”/Mike N. – seconded
  - 1. Action: Board vote: 9-0, approved
- b. San Jose State event (Mike N.)
  - i. Chapter is pretty active
  - ii. Diego (coordinator of chapter)
  - iii. Nick may want to contact Diego
  - iv. Mike N. to provide Diego’s contact information to Nick and Ashley
- c. Chapter Summit Report and Organization Efficiency Items (Megan, Mike C.)
  - i. Megan provided report on chapter summit
  - ii. Good to meet other chapter representatives
  - iii. Discussed e-mail issues with other representatives
- d. 2018 budget (Mike N.)
  - i. Reflects student scholarships (\$1500)
  - ii. Not sustainable to be losing \$5K a year
  - iii. May need to scale back Christmas parties – likely to help balance budget
  - iv. Potential to charge more for events
  - v. Mike C. – should go back to 1 holiday party
  - vi. Megan – Ok to charge nominal fee to cover expenses
  - vii. Ashley – maybe just charge for holiday parties only?
  - viii. Erin – Monterey events can be expensive – charging for will help support expense
  - ix. \$50-\$60 per person for holiday party?
  - x. Mike N. – motion to approve 2018 FY budget; Kate – second
    - 1. Action: 9-0 vote, approved
- e. 2019 Conference Prep (Megan)
  - i. Lots of activities ongoing and running up to 2018 conference
    - 1. Prepping marketing materials
    - 2. Most of foundational work done
    - 3. Drafting a budget
    - 4. Going to set-up regular conference committee conference calls

5. Looking to secure speakers and looking at off-site venues
6. Identifying main contacts for sub-committees
  - ii. \$1K approved for conference committee kick-off meeting (taking place May 31)
  - iii. Call for presentations – Erin to pass out at Night Sky Event
- f. Work Program (Ashley)
  - i. Discussed earlier
  - ii. Mike C. – will work with Ashley to resolve e-mail issue
  - iii. Organizational Statement/Bylaws Update – Stuart to check with Sally/Mike N. to send corrections
  - iv. Student scholarships/program
    1. \$3K - \$1500 from state
    2. Mike C. – to follow-up on state share
    3. Ashley – to pass along scholarship info to Nick
    4. Mike N. – scholarship program key to initiating student chapters

## **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)
  - i. Erin – 25 people attending
- g. Student CEQA Intro (Repeat with Kent Norton?) – Megan – may have missed window to do; could wait till Fall
  - i. Doug Smith – helps coordinate event
  - ii. CSUMB event location?
- h. NEPA Workshop (June 7 - SCVWD)
- i. Summer Happy Hours/Mixers

- i. San Jose – Stefanie – planning after NEPA workshop
  - 1. Program event – end of June/July – topic: “local cities updating CAPs”
  - 2. Erin to send information to Stefanie
- ii. Monterey – May or June?
- iii. Santa Cruz
  - 1. Kate organizes another happy hour event
- j. CEQA Case Law Update – Repeat? – no update
- k. Fall Happy Hours/Mixers
  - i. Erin – CalAdapt event given by Justin Meek
    - 1. Ok to bring down to Monterey or host at water district (Mike C.)
    - 2. Happening in Santa Rosa – May 31
  - 1. 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 July.