

AEP San Francisco Bay Chapter
August 24, 2010 Board Meeting Agenda



1. Past Board Meeting Minutes Approval
 - a. April 13, 2010 (see attached)
 - b. June 6, 2010 (see attached)
2. Board Member Update
 - Elected Positions
 - Terri McCracken– President
 - Leslie Tice – Director
 - Brett Becker – Secretary
 - Kyle Simpson – Treasurer
 - Geoff Danker – Vice President of Programs (SF/Peninsula)
 - Michelle Julene – Vice President of Programs (North Bay)
 - Open – Vice President of Programs (East Bay)
 - Open – Vice President of Programs (South Bay)
 - Appointed Positions
 - Andre Morand – Newsletter Editor and Membership Director
 - Nisha Chauhan – Legislative Representative
 - Steve Noack – Legislative Representative
 - Jessica Viramontes – Student Scholarship Coordinator
 - Emma Jack – Scholarship Fundraising Director
 - Open – All Student Representatives
 - Staff
 - Marc Descollonges - webmaster
 - Lynne Bynder - state management
 - Other
 - Steve Noack – Director at Large
 - Brian Holt – Academic Advisory Representative
 - Committees
 - Website – Jessica & Marc
 - Scholarship Selection – Jessica, Terri & Brett
 - Legislative - Nisha & Steve
 - Academic Advisory – Brian
 - Interested in Participating
 - Scott Sjulín, AMEC Earth & Environmental, Inc.
 - Jamie Dean, SF PUC
 - Andy Waggoner
 - Elections
 - Date
 - Process
3. Student Update
 - a. Scholarship
 - 2010 \$1,000 Scholarship Recipients
 - Gwen Conahan, SF State

- Napallo Gomez, USF
 - Liz Parissenti, Stanford
 - 2011 Scholarships
 - b. Scholarship Fundraising Committee
 - c. Student Membership Director & Outreach Director
 - d. Scholarship Awards & Benefits Fundraising
 - San Diego Example (See Attachment)
4. Website Update
- Posting RFPs: This seems like a service worth offering at no charge, in the interest of providing our members information on an opportunity in the field.
- Marc's Proposal: Add an RFP/RFQs item to the current website navigation menu, create a new RFP/RFQ page, create a new RFP/RFQ Posting Information page. Marc has charged the SF chapter for website modifications in the past, but hasn't done so for a long time, even though he has made some structural changes this year free of charge. If the board approves Marc's proposal to include the RFP/RFQ functionality on the chapter's website, he would charge a one-time fee of \$150. Other future RFPs would be posted free of charge. FYI, the current state AEP website has a dedicated page called <http://www.califaep.org/RequestsforProposals> but not sure if it's going to be included in the upcoming website redesign. The state's policy is to post RFPs free of charge (unlike job ads).
5. Programs Update
6. CEQA Workshops
- Fall Beginning & Refresher CEQA Workshop
- Cotati – Thursday, October 14, 2010
 - Oakland – Friday, October 29, 2010
- Proposed 2011 Workshop Titles & Schedule
- Spring: Leg, Court Case, & Initiatives (Jan 30 - Feb 11)
 - Summer: Practical Tips i.e., Mitigation Measure writing, WSAs, etc. (May 16-27)
 - Fall Basics/Refresher (October 10-21)
- FYI:*
- *Monterey conference March 6-9*
 - *NAEP conference April 26-29*
 - *CalAPA September 11-1*
7. State Board Retreat Update
8. Newsletter/Blog Update
9. Membership Update
10. Treasurer Update
- Account Signatures
 - Mailing Address
11. Other Items

Current Email Contacts

1. Terri McCracken - mccracken_terri@yahoo.com
2. Leslie Tice - Leslie.Tice@ch2m.com
3. Brett Becker - brett.becker@sfgov.org
4. Kyle Simpson - kyle@dceplanning.com
5. Andre Morand - aep.newsletter@gmail.com
6. Emma Jack - emma.jack@gmail.com
7. Geoff Danker - Geoff.Danker@CH2M.com
8. Jessica Viramontes - jessicaviramontes@gmail.com
9. Nisha Chauhan - nishac77@gmail.com
10. Michelle Julene - mjulene@sonoma-county.org
11. Steve Noack - steve@dceplanning.com
12. Brian Holt - bholt@ebparks.org
13. Marc Descollonges - mdescoll@gmail.com
14. Lynne Bynder - califaep@gmail.com
15. Scott Sjulín - Scott.Sjulin@amec.com
16. Andy Waggoner - andrew_waggoner@hotmail.com
17. Jamie Dean - JDean@sfwater.org

- I. 1800: Meeting called to order.
Present: Steve, Geoff, Brett, Scott, Leslie, Janet, Emma
- II. Programs Update (Leslie/Emma): Leslie had no program updates. Steve mentioned that the CEQA workshops are coming up and that we should get the word out since they are a big revenue generator. 20 people have signed up so far for the Oakland workshop. Janet mentioned she has a write up for the health/bike program for the newsletter blog. Geoff has been brainstorming a 3 part California renewable energy series (solar, wind, and wave energy). The Board thought this was a good idea and it was brought up that we need to think of a large venue such as the ABAG facility in Oakland. Also the SPUR facility could be a possibility. We should figure out 3 dates up front and lock them in and then plan the programs. Kelly Koldus can assist in obtaining AICP credits. Janet will be following up on the Concannon/Livermore bicycle wine drinking tour. Emma mentioned that a joint Monterey Chapter Elkhorn Slough kayaking tour could be a good idea.
- III. Legislative Update (Steve for Brian): Steve discussed that Brian is looking for a new legislative representative for the Bay Area chapter since Brian and Terri don't have the time. Janet expressed interest and will coordinate with Brian.
- IV. State Board Update (Steve): Steve is hosting the state clearinghouse committee the weekend of May 16/17 to discuss next steps.
- V. Scholarship Update (Janet): Jessica has received 90 submittals which is a good turn out. Janet asked if we should vote to spend more money on the scholarship fund. Existing money is just under \$600. We would need \$1,400 more to get to the advertised \$2,000. Last year the Chapter gave out \$3,000 in scholarship money. We might want to have a monthly discussion item regarding budget allocation.
- VI. Other Updates: No one had comments on last month's minutes. Steve brought up that we should do a Board retreat such as a half day on a Saturday in the fall. The retreat would involve going over chapter programs, events, organization, etc. in detail. September might be a good time for everyone. We need to think of a fun venue for creative purposes. Helping out the Monterey Board with next year's conference was discussed. Emma talked to Monterey programs manager (Christina Bradley) about helping out and pass on her contact info to Steve. She will coordinate with the Monterey Board regarding what they need help on.
- VII. 1930: Meeting adjourned.

Location: Conference Call

- I. 1800: Meeting called to order.
Present: Brett, Terri, Leslie, Janet, Emma, Nisha, Marc, Andre
- II. Newsletter/Website Update (Leslie/Emma): Andre mentioned to just keep him posted on news to add to the newsletter as it becomes available – if he has enough news he may send a second eblast at the end of June. Marc and Andre met with Sharon at UC Berkeley Extension regarding website advertising for next year. Sharon indicated she was interested in having an advertising blurb in newsletter and on website. This would generate \$810 for the chapter. Andre asked if the Board would be in support of an AEP membership discount for UC Berkeley Extension employees and instructors in exchange for AEP advertising on UC website/materials. It was discussed that the State AEP has authorized a special hardship/government membership discount (\$40) that could possibly be applied in this circumstance. Another issue was if this would set a precedence that would need to be applied to other education institutions. Also, maybe the instructors would be willing to help organize or participate in AEP programs. Overall, it would be great to increase the academic membership for AEP. **Action Item**: Andre will confirm the hardship rate with Lynne Binder at the State.
- III. Programs Update (Leslie/Emma): Emma is still working on setting up a kayak social event in Elkhorn Slough (Moss Landing). It would be a private tour for up to 30 participants – cost would be \$50 per person. AEP could pay half of fee and lunch as a member benefit. Tentative date would be the last weekend of August. Emma is also tentatively developing a program with a past AEP Board member (Morty?) consisting of a panel of speakers to discuss optional drilling of oil. This may occur in late Sept/ early Oct. It was discussed whether the chapter could help cover some of Morty's transportation cost in exchange for his help in organizing and presenting for this program. Janet mentioned that the chapter has money but hasn't reimbursed presenters for transportation costs before. The Board discussed and were in favor of covering Morty's transportation cost as a one time special situation. Emma is also looking into putting on a December holiday AEP gala to help raise money for the scholarship fund. This would be a combined Christmas party/scholarship fundraiser. The Board discussed that we should get sponsors early. The SoCal chapter put on a gala last year at a cost of approx. \$6,000. We should consult with the SoCal chapter and possibly apply their planning methods for our gala. **Action Item**: Emma will continue coordinating with Morty on the oil drilling program as well as reimbursement and travel arrangements. She will also check in with the SoCal chapter about their past gala.
- IV. Other Updates: Marc mentioned to make sure he is notified of dates of meetings, programs etc. so that he can update the website. Next month meeting to include send off for Brian – Geoff will organize.
- V. 1900: Meeting adjourned.

SAN DIEGO EXAMPLE SCHOLARSHIP FUNDRAISING/AWARDS EVENT:

2010 San Diego AEP Awards

Tom Ham's Lighthouse on Harbor Island 10.07.10

Ten Years of San Diego Chapter AEP Awards!

About the Event

Come celebrate the 10th annual San Diego Chapter Awards and Scholarship Benefit at Tom Ham's Lighthouse on Harbor Island on October 7, 2010. The evening will start with a cocktail hour on the seaside deck. In honor of our guest speaker, environmental photographer Richard Herrmann, an environmental photography contest will be held during the cocktail hour. See the Call for Nominations (attached) for information on entering the photography contest. The buffet dinner, awards, scholarship presentation, and raffle drawing will follow. Don't miss out on the biggest chapter event of the year!

Call for Nominations

The nomination period is open now through September 2, 2010. Please nominate one or more projects/persons for the following awards categories, which will be presented at the 2010 San Diego AEP Awards event. Please note that the awards categories have been updated this year, and include:

Outstanding Contribution to the Environmental Profession

Outstanding Community Stewardship Award

Outstanding Technical Project

Outstanding Environmental Analysis Document—EIR or EIS

Outstanding Environmental Analysis Document—MND or EA

Outstanding Environmental Resource Document

Environmental Photography Contest (to celebrate 10 years of AEP Awards!)

Individuals, firms or agencies can submit nominations for themselves or for others for projects/persons located in San Diego, Riverside, Orange, or Imperial Counties. Individuals, firms and agencies are limited to one nomination per category. Nominations are due by September 2, 2010. See attached flyer for additional details.

Please contact Rebecca Malone with any questions regarding the nomination process at (858) 638-0915 or rmalone@esassoc.com. We look forward to receiving your submittals!

Call for Sponsors

Your generous sponsorship of the 2010 AEP Awards event will support the San Diego Chapter Student Scholarship fund and help underwrite the cost of the Awards event. We greatly appreciate the continued support that we receive from local agencies, firms, and organizations, as well as new sponsors.

SPONSOR LEVEL BENEFITS

Grey Whale Sponsor \$1,200 Reserved table for 10 in premium location at awards event. Table placard identifying your organization. Half page ad in event program. Listing on all event advertising material. Six slides to play in slide-loop during event. Ten raffle tickets. Recognition on event sponsor board. Recognition on the AEP San Diego Chapter website and newsletter.

Green Sea Turtle Sponsor \$600 Four complimentary admissions for awards event. Quarter page ad in event program. Listing on all event advertising material. Three slides to play in slide-loop during event. Four raffle tickets. Recognition on event sponsor board. Recognition on the AEP San Diego Chapter website and newsletter.

Pacific Seahorse Sponsor \$300 Two complimentary admissions for awards event. Business card size ad in event program. Listing on all event advertising material. Company logo will play in slide-loop during event. Two raffle tickets. Recognition on event sponsor board. Recognition on the AEP San Diego Chapter website and newsletter.

If you would like to sponsor this year's event, please contact Michael D'Alessandro at (619) 400-0613 or mda@deainc.com.

San Diego AEP thanks you for your support.