

Bay Area Chapter of AEP – Board of Directors Meeting November 6, 2008  
Location: Pacific Coast Brewery, 906 Washington St., Oakland, CA

- I. 1815: Meeting called to order.  
Present: Brian, Joan, Janet, Leslie, Jessica and Brett.
- II. Introductions and Announcements: Brian commented that it's difficult to hold meetings in restaurant venues due to noise and distractions. It might be easier to hold meetings in available offices such as PMC's office near City Center BART. Joan mentioned that Lynne Binder will be taking over interim management duties for AEP until another management firm can be found.
- III. Chapter Director Report (State Conference Update): The State Conference planning was discussed. Program development is going well. Two Sunday workshops are planned, one involving GHG issues and the other involving NEPA/CEQA. We need the mobile workshop planning finalized soon – Janet will help coordinate. The BART TOD tour needs follow up. We have three mobile workshops set up, maybe one more would be appropriate. Other possible mobile workshops discussed were east shore mitigation area for the Bay Bridge project, walking/biking tour in and around San Francisco – we would need a sponsor for these. Steve Noack put out the word that he needs people to help plan the reception. Brian mentioned that they presented the Conference planning to the State Board. The State Board was happy with the planning and preparation. Brian put out the idea that we should have the next Board Meeting as a joint meeting with the Conference Planning Committee in early January 2009 (2<sup>nd</sup> Tuesday of the month) at the Hotel Nikko conference site. Leslie mentioned that the draft schedule of different programs is in progress.
- IV. Newsletter Update: Jessica mentioned that those submitting articles and information for the upcoming newsletter have been asked to submit their materials by 11/28/08. It was discussed that Marc can assist with newsletter advertising.
- V. Legislative Report: No Update.
- VI. Treasurer's Report: Janet discussed that we have a lot of budget to work with for Chapter programs and events. She will check with Tammy on estimated cost for the upcoming Xmas party, but that we will definitely have enough budget available.
- VII. Programs/Social Events: Leslie sent an email update of what she and Emma have been working on as well as provided as summary at the meeting. They are still working on finding venues, but the topics for discussion for the next six months have been determined. Leslie mentioned that venues for programs are expensive,

especially in SF. The CEQA Workshops usually have a successful turnout because the venue is cheap with limited cost being passed to participants. Scheduling programs during lunch time was discussed as a possible way to reduce venue costs. The ABAG venue was relatively inexpensive and served the CEQA Workshop program well. The possibility of using ABAG for future programs was discussed, including the potential for something semi-permanent such as having 4 programs on a quarterly basis.

- VIII. South Bay Participation: It was discussed that we were able to make contact with David Powers and Associates and 2 people from the firm were interested in helping expand South Bay Participation within the Chapter. Having a mixer would be a good start. A South Bay Event will be set up sometime in the first quarter of next year.
- IX. Scholarship Program: Jessica mentioned that the deadline for scholarship applications is Nov. 14. Only one application has been received so far. She has received approx. two questions about the program per day. A scholarship committee will review the applications. The Board discussed scholarship funding issues such as budget allocation, constant funding, and newsletter advertisement funding. Janet and Jessica will coordinate on these issues.
- X. Student Chapters: The student chapter activities were discussed. Megan sent an email update of what she's been working on. She has been contacting schools in the North Bay to find students interested in starting chapters. She found a student (Robert Steffes) at Humboldt State that would be interested. Megan also mentioned that she will be on the scholarship committee and will co-write an article for the Dec. newsletter regarding student chapter progress. It was discussed that Jenny Lovell from USF has direction on how to set up a student chapter. She will need to meet up with department heads for final approval. Brian wants to get the Humboldt State chapter going. Building a bridge between Humboldt and the Bay Area was discussed. The Board agreed that an intent to set up a student chapter would be a good first step. Jessica is working to get student chapters started at San Jose State and Cal. A student who is the student rep for APA at San Jose State may be a good contact for getting someone to rep for AEP.
- XI. Board Elections: The Student Membership Coordinator and Newsletter Editor job descriptions need to be added to the chapter bylaws. A call for nominations will be sent out to the membership soon. Everyone on the Board is interested in maintaining their positions with the exception of Joan.
- XII. Miscellaneous/Actions/Next Board Meeting: The next board meeting will be held jointly with the conference committee in early January. Brett will help coordinate. It was also discussed that we should have Board meetings every month on a reoccurring schedule, such as the 2<sup>nd</sup> Thurs of every month. Brett will help coordinate this.

XIII. 2015: Meeting adjourned.