

AEP Board Meeting Minutes From November 11, 2008

Attendees: Kerri Mikkelsen Rose, Trevor Macenski, Janet Dallas, Matt Franck, Emily Keller, Christy Ryan, Wendy Haydon, and Scott Sjulín (guest)

Recorder: Wendy

Meeting began: Noon

Location: Kleinfelder, Inc.

Meeting adjourned: 1:45 p.m.

I. Welcome/Introductions

A. Welcome to all.

II. Minutes (October)

A. A few edits were suggested to the October minutes (add Matt as attendee, Emily provided a treasurer's report, changed legislative information). Trevor made a motion to approve the minutes as corrected and Matt and Christy seconded it simultaneously, and they were approved unanimously with the corrections.

III. Treasurer's Report

A. Checking - \$14,362.28

B. Savings - \$300.04

C. CD - \$12,194.22

D. Total - \$26,856.54

E. The Board began reviewing the 2009 budget. Emily will make some changes to the budget based on Board comments, and will email it to the Board for individual review. The final review of the budget will occur at the December 2008 board meeting.

IV. Business

A. **Chapter Director's Report:** Nothing new to report.

B. **2009 Board Elections:** A ballot for electing Chapter officers will be included in the November newsletter.

C. **Roles/Goals of Board Members:** Due to time constraints, little discussion of this topic occurred. It was discussed that committees should be set up for Programs, Website, Scholarships, Newsletter, and Membership for 2009, and that plans for each indicating (as applicable) dates, venues, timing, number of newsletters, etc. should be done in early 2009.

V. Programs

A. **Holiday Mixer:** due to the imminence of this event, this discussion was a lengthy one. A check was cut to pay Axis Gallery; **Kerri** will provide it to the Gallery to secure our reservation for the mixer (for 75 people) to occur there (1517 19th Street, Sacramento 95811) on December 10th from 5:00 p.m. – 8:00 p.m. **Kerri** to find out the capacity of the gallery. The two catering quotations were reviewed. **Kerri** will obtain additional catering quotes from restaurants in the gallery vicinity that she is familiar with. A maximum budget of \$3,151.69 for food/drinks was set, with a motion by Trevor, and a second by Emily, with unanimous Board approval. It was determined that the mixer would be a free event. **Scott** will draft a flyer to advertise it; **Kerri** will provide some text to Scott to include in the flyer. **Scott** will email the draft flyer to Janet to review/approve. RSVPs will occur via the website. **Scott** will be the photographer for the event. **Janet** will contact SGA to send out an email

advertising the event to AEP members. This all needs to occur within the next week (by approximately 11/18). In two weeks, **Kristie and Jennifer** will review the number of RSVPs received to date. If attendance is expected to be low, we will advertise the event to APA. **Wendy** will email to Scott the Board Roster.

- B. **October 30 CEQA Alternatives Luncheon:** The event went well. There were approximately 40 attendees. Brian Boxer gave a good presentation. Paypal worked well for the event; there was less money to collect at the door. The event cost approximately \$250 more than the event brought in. **Scott** will provide a photo and a meeting summary to Matt for inclusion in the November newsletter.
- C. **November 14 Fall CEQA Workshop:** 31 people are currently registered. It will be held at KVIE. **Scott** will attend and take photos and provide a summary of the event to Matt for inclusion in the November newsletter.
- D. It was noted that the Programs committee should visit all venues for luncheon (and other types of) programs prior to committing to holding an event at the venue – to check for size of room, acoustics, parking availability, etc.

VI. Other Scholarship/Student Liaisons

- A. Scholarship applications are needed! The deadline for submitting them has been extended to encourage additional participation. The new deadline will be included in the November newsletter.

VII. Membership Update

- A. Christy reported that no update was currently available.

VIII. Newsletter/Website:

- A. **Newsletter:** All articles are due to Matt by November 21, 2008. **Emily** will write an article regarding how the Chapter dues are allocated. **Trevor** will write a biodiversity article. **Scott** will write summaries of the two functions mentioned above and will provide photos of both events to Matt. **Matt** will include information on the holiday mixer, the extended scholarship deadline, AICP credits now available, a ballot for Chapter officer elections, he will contact Bruce regarding a legislative update, and he will consider including an article in the newsletter regarding the outcome of our recent election, regarding the local propositions, and what it could mean to the environmental industry.

IX. Next Board Meeting

- A. The next meeting is scheduled for December 10, 2008 at 4:00 p.m. at Axis Gallery (just prior to the Holiday Mixer).
- B. Address:
Axis Gallery
1517 19th Street
Sacramento, CA 95811