

AEP Board Meeting Minutes From April 23, 2008

Attendees: Kerri Mikkelsen Rose, Christy Ryan, Emily Keller, Kristin Faoro, Jennifer Donovan, Matt Franck, Wendy Haydon

Recorder: Wendy

Meeting began: 11:30 a.m.

Location: Kleinfelder

Meeting adjourned: 1:00 p.m.

I. Welcome/Introductions

- A. Welcome to all.

II. Minutes (March)

- A. No changes made to the Minutes – they were approved as-is.

III. Treasurer's Report – submitted by Emily via email

- A. Checking - \$12,311.99
- B. Savings - \$7,218.16
- C. CD - \$5,148.65
- D. Total - \$24,678.80

IV. Business

- A. **Chapter Director Report:** Nothing new to report.
Kerri was not able to attend the March 29 State Board Meeting in San Diego; Bruce Webb attended in her place. **Kerri** will email the Board with a report from that meeting.
- B. **Legislative Liaison:** Bruce Webb did not attend the meeting; nothing new to report.
- C. **Website:** Posting the budget on the website is being considered. **Jennifer** will send a list of Program items to be posted on the website to Marc and Matt.

V. Newsletter:

- A. Electronic format of newsletter is preferred over hard copy. **Matt** will put the newsletter in the body of the email. Keep articles together; don't require the reader to flip from page to page.
- B. Maybe Marc could help with formatting?
- C. **Matt** will control the distribution of the newsletter. The next newsletter is expected to be published at the end of April.
- D. **Matt** will ask Trevor for a scholarship article.
- E. **Kristie** will write a Programs article regarding the Allan Gordon talk and will submit it to Matt for the newsletter.
- F. **Kristin** will send to Matt the photos of the scholarship awards that were given at the March luncheon.
- G. **Matt** will include an article about Jim Moose's June 25 talk in the next newsletter.
Janet will forward Jim Moose's discussion topic to Matt.
- H. **Wendy** will attend the Jepson Prairie Preserve guided tour and will take photographs, to be provided to Matt and Kristie for a newsletter article.
- I. **Janet** will write a President's Report and will submit it to Matt.

- J. **Matt** will write an article describing the Chapter Director and Chapter President roles, to be submitted to Janet and Kerri for review prior to publication in the newsletter.
- K. **Matt** will include a legislative update, received from Bruce Webb, in the newsletter.
- L. **Kerri** will obtain the Chapter Director's Report from Bruce Webb.
- M. **Matt** will write an article regarding the policy about posting jobs on the website. **Kerri** will provide to Matt the direction that was given to Marc.
- N. All articles are due to Matt on Monday, April 28.
- O. **Matt** will include a link in the newsletter to the website that lists the Board members and their contact information.
- P. **Matt** will include in the newsletter a bullet list of program items by month. Include a statement "Watch for Information to be released at a later date" and include a link to the calendar on the website.

VI. Membership Update

- A. There are 230 chapter members. 2 members are new, 15 are renewals, and 12 members did not renew. **Christy** will follow-up with the non-renewing members in an attempt to re-gain membership; **Christy** is also tracking which members attend luncheons and mixers. Christy reported that there are problems with the tracking of existing/renewing/non-renewing members.
- B. **Janet** will send the membership application to Christy.

VII. Liaison

- A. **Christy** is the liaison with APA. She attended the last APA Board meeting. Their legislative committee reviews bills with the Board. APA is giving a sustainability program with other organizations; APA's program is scheduled to occur in November 2008. Christy will request the sustainability events information from APA for Marc to post on the website.

VII. Programs

- A. Allan Gordon with the State Capitol spoke on March 21 at the luncheon held at the Spagetti Factory. There were approximately 35 attendees.
- B. Jim Moose will be the speaker at the June 25 luncheon, at a location to be determined.
- C. Only 6 people are signed up for the April 26 Jepson Prairie Preserve guided tour.
- D. A joint mixer with ASLA is scheduled for May 28 at River City Brewing Company from 5:00 – 7:00 p.m. Provided will be 1 drink ticket per person for beer or wine plus appetizers.
- E. July: mixer or wine tasting?
- F. August: NEPA workshop scheduled for the end of the month
- G. September: biology talk; possibly combine it with a BBQ at Effie Yeaw Nature Center at Ancil Hoffman Park?
- H. October: Develop/Evaluate Alternatives workshop
- I. November: CEQA workshop
- J. December: Holiday mixer
- K. **Emily** will provide the ULI contact to Jennifer.
- L. **Jennifer** will mail brochures to Janet before the Spring workshop (done!).

VIII. Student Liaison

- A. The scholarship awards were presented to the 2 winners at the March 21 luncheon that was held at Spagetti Factory. **Emily** will contact the winners for class schedule information.
- B. Kristin sent comments on the draft scholarship application to Trevor. Trevor will submit the application to Marc for posting on the website, along with an explanatory article.
- C. The deadline for next year's applicants to submit scholarship applications is December 1, 2008. Scholarships will be awarded at the January 2009 luncheon.
- D. Student outreach has not started yet, but will be done at CSUS and UCD.

IX. Next Meeting

- A. The next meeting is scheduled for May 21, 2008 at 11:30 a.m. at Emily's office (PBS&J).
- B. **Emily** will email the board members with a request to RSVP to the meeting for lunch planning purposes around May 15, 2008.
- C. Address:
PBS&J
1200 2nd Street, Suite 200
Sacramento, CA 95814
916-325-4800 (Emily)

Directions to PBS&J:

Take J Street exit off I-5
Right on 3rd Street – go 0.2 mile
Right on Capitol Mall – go 0.2 mile
Right on Front Street – go 0.1 mile
Straight onto Neasham Circle – go 0.1 mile
Left on 2nd Street