

San Diego Chapter AEP Board Meeting

Date: March 4, 2009

Time: 5:30 p.m. to 8:15 p.m.

Location: PBS&J

Attendees: Diane Catalano (President), Monica Kling (Vice President of Programs), Cara Leone (Treasurer), Dawna De Mars (Secretary), Julie Wang (Student Membership and Outreach Director), Marilyn Pongeggi (Chapter Director), and Chris Knopp (Awards Chair).

1.0 Priority Items

1.1 Awards Committee

- Venue suggestions needed. It was mentioned that we possibly can negotiate venue prices due to the economy. Maybe Lynn Bynder could help with venue price negotiations or options since she has a lot of experience with it. The Board noted that the Hyatt should be avoided due to political heat. Venue ideas include the Western at the Ballpark, Seaworld, Zoo/Wild Animal Park, and Omni. There is no geographical venue limit besides San Diego County.
- The awards date is the 3rd Thursday of September.
- Committee meetings will be held at ESA.
- Budget is \$8,000 for awards night plus \$800 for committee meetings/meals. The Awards should pay for themselves and the scholarships. The Board has reduced the budget because it is believed that sponsorship will be down. Marilyn would like the committee to put together a budget before looking at venue/vendors so we can stay on budget. If there are potential budget problems (i.e., may go over budget), then the Board would like to know so the Board can address and vote on it.
- Chris indicated that the meetings can likely be cut down and therefore he doesn't think the committee will use the entire \$800 meeting/meal budget.
- Chris needs to recruit committee members. Marilyn suggested that maybe long-time members could be asked. The Board will get the membership list to Chris to use as a recruiting resource. Also, committee member volunteers from last year can be contacted.
- To get more sponsors/attendees, sponsorship levels (e.g., costs) and ticket prices may be reduced. Also, since the venue expected to be lower cost, it may make sense to reduce costs to sponsors/attendees.
- The Board would like to review the price of the venue options at the next meeting.
- Cara will send Chris last year's awards budget breakdown.
- The Board suggested that Chris contact Addie for information on last year's invites, raffle tickets and budget.
- Marilyn would like the template letter for raffle sponsorship sent to her so she can contact Disneyland.
- It was noted that 2008 attendance was around 160 people.

1.2 2009 Chapter Budget

-See Handout for details.

-Main topics include:

- 1) AEP received reimbursement from APA and WEC for the holiday party.
- 2) Checking Account has \$24,019.83, Savings has \$10,059.92.
- 3) AEP actually had about a \$250 loss from the February Luncheon,
- 4) Our 501c Non-profit status does not exempt us from sales tax,
- 5) AEP is invoicing unpaid luncheon attendees, and
- 6) The budget was reviewed.

-We are above budget for luncheons considering that we have already done two and we have four more to go. The luncheon had more attendance than normal and had more non-member attendance and less subsidization than normal.

-The Board may increase the Holiday Party budget since the budget was based on numbers that did not include reimbursement from WEC and APA.

-The Board likes receiving monthly updates on the budget and would like to continue receiving updates from the treasurer.

-The Board agrees that the "miscellaneous" expenses should be detailed or turned into separate line items so members know how money is being spent. Potential line items include mugs, name tags, and booth display.

-A \$100 budget per Board member attending the conference was approved by the Board. Since only four Board members are attending, the budget for this will be \$400 in 2009. It is expected that the 2010 budget will include \$800. This line item budget will be reviewed each year to determine if it is appropriate for that fiscal year.

1.2 Luncheon Price Adjustments/Other Member Benefit Changes

-The Board would like to subsidize member luncheons more, increase non-member lunch prices, and/or provide one free lunch with membership to promote AEP membership.

2.0 Board Member Reports

2.1 Treasurer (Cara)

2.1.1 Correspondence

-None to report.

2.1.2 Account Balance

-See handout. Checking: \$24,019.83. Savings: \$10,059.92.

-APA and WEC reimbursed AEP for the Holiday Party.

-The San Diego AEP chapter lost about \$250 on the February luncheon.

-AEP is not exempt from sales tax.

-The Chapter is invoicing unpaid luncheon attendees.

2.2 Student Membership and Outreach Director (Julie)

2.2.1 Student Chapter Update - UCSD

-UCSD Student Chapter President (Dillon) does not want to do a student project, but wants to facilitate and bring environmental campus groups together.

-Networking Event

-Career Panel Discussion -A professional panel meets in informally with students. Dillon would get together the topic ideas.

-Recruiting

-Constitution needs to be completed to be recognized as a school club.

2.2.2 Student Chapter Update-SDSU

-Toni is requesting books to be donated to the student chapter. This can be put in the newsletter.

-He did buy two books for the Student Chapter. They should be kept in the existing department library.

2.2.3 Student CEQA Workshop

-To be focused on after the conference/networking event.

2.2.4 Earthfair

-Randy was to take care of getting AEP a booth, but Julie has not been able to get a hold of him to confirm that we have a booth.

2.3 Vice-president of Programs (Monica)

2.3.1 April Speed Networking Event

-To use the Sustainability Center, we need a Sustainability Center Employee sponsor involved.

-Executive Director to be a speaker.

-Date will be the 3rd or 4th Thursday in April. Probably the 23rd.

-The event will have heavy appetizers.

2.3.2 May/June/July Luncheons

-To be discussed at next meeting.

2.4 Vice-president of Membership (Mindy not present)

2.4.1 Memberships

-January had no membership deletions, 10 renewals and 2 new members.

2.4.2 AEP Shirts

-Mindy has not received her Board shirt yet.

2.5 Newsletter Editor (Leslie not present)

-No update.

2.6 Chapter Director

-Financial focused meeting at State Board meeting presented by Leslie for Board meeting.

-Policies, reports, transparency, and management contract information to be presented at State Board Meeting.

2.6.1 Spring CEQA Workshop (April 3rd)

-Mugs for speakers.

-Need volunteers.

2.6.2 Chapter Officer Summit (March 14th)

-Diane, Mindy, Julie, Marilyn, and Dawna will be attending.

-Official agenda is not yet set.

- 2.6.3 Chapter Board Meeting with Kent Norton (April 18th)
-This will be discussed next Board meeting.

3.0 Committee Reports

- 3.1 Awards Committee- Chris Knopp, Chair
-See Section 1.0, Priority Items.
3.2 Legislative Committee
-Update from Allan Lind
-No update from Betty.
-Condense the Legislative updates more in the newsletter.
3.3 Emeritus Committee
-They will be participating in the Speed Networking Event.

4.0 Discussion Items

- 4.1 La Costa Canyon High School EarthFair
-An hour-long event in Carlsbad.
-Diane and Mindy will be attending.
4.2 Pop-up Backdrop for Events
-After the conference, the San Diego AEP Chapter will focus on getting a backdrop.
4.3 AEP Shirt Logo
-Mindy's shirt is on backorder and she has not received it yet.
4.4 Thank You Gifts
-The thank you gifts for Christi, Addie, and Tania have not been sent out yet.
4.5 Other
-No additional items were discussed.

5.0 Message from the Board

- Leslie has March.
-Dawna has April.

The next chapter board meeting will be held on April 7th (Tuesday). All AEP members are welcome to attend! Please contact Dawna De Mars at (619) 462-1515 or dawnad@helixepi.com if you would like to attend.



TREASURER UPDATE
March 4, 2009

- Mentioned APA reimbursement for Holiday Party
- Account Amounts
 - Checking: \$24,019.83
 - Checking in February Meeting: \$16,527.79
 - *Difference: \$7,492.04*
 - Savings: \$10,059.92
- February Luncheon Income/Expense

Income `\$1,831.00

Expense \$2,047.07

Net \$ (216.07)

- UPDATE January Luncheon Income/Expense

 Previous ~ \$21 ahead

 Actual

Income \$2,176.00

Expense \$2,427.83

Net \$ (251.83)

- 501c Non-Profit does not exempt us from sales tax
- Invoicing unpaid luncheon attendees and no-shows. See Examples
- **Review Budget/Budget Status**
- Pay for meeting dinner

| Luncheon Date | Location | Income | Expense | Net Profit | Plates Reserved | Attendees |
|---------------|-----------------------|--------------------|--------------------|--------------------|-----------------|-----------|
| 29-Jan-2009 | Mission Valley Resort | \$ 2,176.00 | \$ 2,427.83 | \$ (251.83) | 114 | |
| 19-Feb-2009 | Holiday Inn Bayside | \$ 1,831.00 | \$ 2,047.07 | \$ (216.07) | 85 | |
| TOTAL | | \$ 4,007.00 | \$ 4,474.90 | \$ (467.90) | 199 | 0 |

Holiday Inn Bayside
Feb. 19, 2009

| | |
|------------|--------------------|
| Income | \$ 1,831.00 |
| Expense | \$ 2,047.07 |
| Net | \$ (216.07) |

DID NOT PAY

| As of | Paid | Amount | Invoices |
|---------|------|----------|--|
| 2/19/09 | no | \$ 10.00 | Gerald Schneider gfschnei@ucsd.edu |
| 2/19/09 | Yes | \$ 20.00 | Emery McCaffery emccaffery@ene.com |

2/23/09 reminders emailed

NO SHOWS

| As of | Paid | Amount | Invoices |
|-------|------|--------|----------|
|-------|------|--------|----------|

| | Budgeted Income | Notes | Actual Income 3/4/09 | % Earned | Budgeted Expense | Notes | Actual Expense 3/4/09 | % Spent | Budgeted Net | Actual Net |
|--------------------------------|------------------|---|----------------------|------------|------------------|--|-----------------------|------------|---------------|------------------|
| 1 Awards Night | 12,000.00 | Income from raffle, sponsors, and ticket sales. Assume about 80% comes from sponsors. | 0.00 | 0% | 12,800.00 | \$8k cost of event, \$4k scholarships, \$800 meeting costs + 1 thank you night out | 0.00 | 0% | -800.00 | 0.00 |
| 2 Luncheons | 9,000.00 | | 4,007.00 | 50% | 10,000.00 | | 4,474.90 | 45% | -2,000.00 | -497.90 |
| 3 CEQA Workshop | 7,500.00 | | 0.00 | 0% | 7,500.00 | | 0.00 | 0% | 0.00 | 0.00 |
| 4 Holiday Party (2008) | 1,800.00 | Ticket sales | 455.00 | 25% | 2,500.00 | venue, food, raffle prizes, WEC & APA reimbursement | 1,235.71 | 49% | -700.00 | -780.71 |
| 5 Newsletter | 4,800.00 | advertisements | 350.00 | 7% | 0.00 | | 0.00 | | 4,800.00 | 350.00 |
| 6 Student Scholarship | 0.00 | Included in awards night income | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 |
| 7 Board Meetings | 0.00 | | 0.00 | | 1,800.00 | 11 meetings (2 restaurant) | 109.12 | 6% | -1,800.00 | -109.12 |
| 8 Student Chapter | 0.00 | | 0.00 | | 1,500.00 | 3 chapters | 224.12 | 15% | -1,500.00 | -224.12 |
| 9 Website | 0.00 | | 0.00 | | 230.00 | Assumes \$19 payments for 12 months (no late fees - automated electronic payment) | 71.00 | 31% | -230.00 | -71.00 |
| 10 P.O. Box | 0.00 | | 0.00 | | 38.00 | 12 months | 0.00 | 0% | -38.00 | 0.00 |
| 11 Chapter Director | 0.00 | | 0.00 | | 1,720.00 | January \$185; March \$220; July \$450; August \$290; November \$575 | 279.40 | 16% | -1,720.00 | |
| 12 Chapter Summit | 0.00 | | 0.00 | | 300.00 | Meals estimated for April 18 with Kent | | 0% | -300.00 | 0.00 |
| 13 Misc Board Expenses | 0.00 | | 0.00 | | 2,000.00 | \$1.5k booth backdrop; \$100 nametags; \$400 supplies/misc; Earthday \$500; Hornblower \$2k; Speed Networking \$500 (food/drink/venue) | 1,036.06 | 52% | -2,000.00 | -1,036.06 |
| 14 Special Program | 0.00 | | 0.00 | | 3,000.00 | | | 0% | -3,000.00 | 0.00 |
| 15 Subventions | 10,000.00 | | 0.00 | 0% | 0.00 | | 0.00 | | 10,000.00 | 0.00 |
| 16 Interest on Savings Account | 60.00 | Average \$15/mo for 12 mos | 6.15 | 10% | 0.00 | | 0.00 | | 60.00 | 6.15 |
| 17 Charitable Donation | 0.00 | | 0.00 | | 0.00 | | 0.00 | | 0.00 | 0.00 |
| Total | 44,160.00 | | 4,818.15 | 11% | 43,388.00 | | 7,430.31 | 17% | 772.00 | -2,332.76 |

NOTES:

Newsletter income dates back to July 2008
Misc Board Exp of \$941,24 is for mugs and \$94.82 for nametags
Luncheon Expense should be

| | |
|--------------------|----------------|
| Holiday Party Cost | 2257.21 |
| Tax | -116 |
| WEC | -337.18 |
| APA | -768.82 |
| | <u>1035.41</u> |

EVENT DETAILS

Each student/professional match-up will have ^{five} ~~three~~ minutes to ask and answer questions. Once the ~~three~~ minutes are up, the students switch professionals. This process will be repeated for 30 minutes followed by a 15 minute break and another 30 minute session.

A social networking/cocktail time will be provided from ~~6:00-6:30~~ ^{6:15-7:15} ~~7:30-8:00~~

The Speed Networking sessions will be 6:30 - 8:00.

^{7:15-8} social hour + drinks

Two drink tickets will be provided to each of the professionals.

- no alcohol more appetizers
- just give 6-8pm time otherwise people could be late need time to introduce/instructions
- bring business cards
- Pete Ningo & Moore
Bruce Helix
John Boarman' LUG

FOR STUDENTS:

Do you want to know more about the daily activities of environmental analysts, environmental planners, and those working in the environmental sustainability arena?

Are you wondering what career path you should seek through your degree selection?

Do you want to meet and network with environmental analysts, directors of non-profits, environmental planners, and those working in the environmental sustainability arena?

Come join the Association of Environmental Professionals (AEP) along with the United States Green Building Council (USGBC) as they host a Speed Networking Event. This event will provide the students attending the local universities in San Diego an opportunity to network with environmental sciences and environmental sustainability professionals from the area. Professionals are anticipated to include those from the public sector (City, County, and other municipalities), private sector (environmental consultants, environmental planners, traffic engineers, greenhouse gas emission analysts, biologists, archaeologists,...and more), and from the non-profit sector (Executive Director of the USGBC).

-Dress Professionally

FOR PROFESSIONALS:

Please join the Association of Environmental Professionals (AEP) and the United States Green Building Council (USGBC) as they host a Speed Networking Event developed specifically for the students attending the local universities in San Diego.

This event will provide the students with an opportunity to network with a variety of professionals in the area to gain a better understanding of the many career paths available in the environmental sciences, environmental planning, and environmental sustainability arena.

This event provides a great opportunity for professionals to give back to the community, especially to those students who will be following in our footsteps.

AEP CHAPTER OFFICER SUMMIT – MARCH 14, 2009 (FINAL)
(before the '09 State Conference)

- 8 am – 11:30 am State Board meeting (before summit)
- 11:30 am – 12:15 pm Lunch (state board and chapter officers) with introductions
- 12:15 pm – 12:30 pm Review of current state goals (the “A’s” and “P’s”)

LIST OF TOPICS

- 12:30 pm – 3:30 pm
(20 min per topic)
- Workshop profit distribution
 - Officer retention and recruitment (“burnout”)
 - How to encourage student members/chapters
 - Website problems/fixes and expansion
 - Chapter interactions with community
 - Chapter activities
 - Membership/conference fee discounts for unemployed
 - State needs help identifying “Emerging Issues”
 - Retaining/expanding members during recession
 - Overcoming geographic limitations of chapter areas
 - State needs help reviewing “Code of Ethics”
 - Low chapter balances or small chapters

- 3:30 pm – 3:45 pm Break
- 3:45 pm – 5 pm Divide into officer groups
- 5 pm – 5:30 pm All officers regroup and discuss additional items
and provide input on prioritizing existing state goals
- 5:30 pm – 6:30 pm President’s Reception for all officers
- 6:30 pm – 8:30 pm State Board meeting continues if needed
(dinner and review summit input)