

San Diego Chapter AEP Board Meeting

Date: September 9, 2009

Time: 5:30 p.m. to 7:30 p.m.

Location: PBS&J

Attendees: Diane Catalano (President), Monica Kling (Vice President of Programs), Mindy Fogg (Vice President of Membership), Cara Leone (Treasurer), Kate Gentles (temporary Newsletter Editor), and Dawna De Mars (Secretary).

1. Priority Items

1.1. Awards

Scholarship winners contact

- Heather Harris and Kimberly Bush chosen as scholarship recipients.
- Need their biographies for the awards introduction. Heather has sent hers in.
- Kimberly wants to get more involved in AEP
- To put awards photos and bios on the AEP website and in the newsletter.
- “Regret” letters mailed out to applicants who did not win.
- Awards chair to handle scholarship

1.1.1. Wine on tables- \$600

- Awards committee would like to put wine on each table.
- The Board does not approve this given the Awards is already over budget, there will be underage attendees, and it may create a liability issue.

1.1.2. Attendance/Sponsorship

Currently low on attendance and sponsorship

- Low attendance possibly due to SDRP and WTS conflicts
- Send out another AEP email notice

1.1.3. Awards Committee Meeting

- Finalists for awards announced
- All the details have been worked out.
- No oversized checks will be presented since the recipients do not usually want them and they are costly to make.

2. Board Member Reports

2.1. Vice-President of Programs

2.1.1. October Luncheon

- Speaker: Alan Lind
- Received the speaker availability dates (Oct. 5, 6, 7, 9, 12-15, Nov 19)
- Board agrees that the Nov 19th date may be best since we just had a flurry of events.
- Ryan Benz speaker for next luncheon.
- To add luncheon info to newsletter.

2.1.2. Holiday Party

- No update.

2.1.3. Comment Cards

- Comment cards distributed as the last luncheon.
- Comment cards allowed for rating of the speaker, presentation, topics, venue, and food.

-Received comments included that they liked the Holiday Inn as a venue, the food was good, a vegetarian didn't like the vegetarian food, requested that the PowerPoint be posted on the website, and would like the raffle to be brought back.

-The Board will take these comments into consideration for the next luncheons. It is noted that the next luncheon is already planned to be in the North County Coastal area, as one luncheon per year is to be in that area and the year is almost up. A Board member mentioned that another AEP chapter sells raffle tickets at their luncheons to raise money for the scholarship and that we could take up this practice. The Board will look into this idea for next year's luncheons.

2.2. Newsletter Editor

(position held by Leslie, but Kate filling in)

2.2.1. September Newsletter

-To include Board Positions for next year, upcoming events, NAEP Affiliation article (Marilyn), and Rundle Article.

-Marilyn has the message.

-September edition could highlight the Awards Chair, Chris Knopp, in the "Meet the.." article.

-Get info to Kate early next week.

2.2.2. October Newsletter

-Meet the Board article will be about Dawna.

-Cara has the message.

-Get info to Kate by Oct 29th.

2.2.3. Newsletter Ads

-She needs contact information for the newsletter advertisers.

2.3. -Student Membership and Outreach

2.3.1. Student CEQA Workshop- Oct 10

-Monica will confirm room reservation for the half-day event. Event will be from 9 am to 1 pm.

-To be located at the SDSU Extension Center (\$36pp) or SDSU Campus (\$29pp). The Board would like to use the less expensive venue.

-Need to get the word out to the schools.

-Food and beverages are additional costs. To ask if we can bring outside food. Will provide continental breakfast.

-Board would like to charge \$20 per student. Will end up costing the Chapter money to host the event. Dawna was worried that students will not attend if the cost is too high. Board Decided to charge \$15 per person.

-The students have spend only \$317 of their \$1,500 budget. Plus, there is a \$500 grant from the State available.

-Will advertise in the AEP membership e-mails and will send to student chapter professors.

-SDSU can provide event registration. Registration would be provided through AEP since more than one school is involved.

-RBF can possibly print the handout materials for AEP.

-Monica to complete registration and flyer.

-Dawna and Diane to pick up food/beverages, and to do day-of hosting.

2.3.2. Student Summit - End of Oct.

-May postpone or eliminate for this year due to the current Board situation.

2.4. Treasurer (See Handout)

2.4.1. Correspondence

-UC Davis Transcript for scholarship nominee

2.4.2. Account Balance

-Checking: \$21,345

-Savings: \$ 10,065

2.4.3. Other

-Sent bank statements to State. Holien is still active at the state level.

2.5. Chapter Director

2.5.1. Fall CEQA Workshop (Oct 23)

-Mindy has pulled together speakers. They are Bill Swartz, Lori Spar and Mind. She will get the biographies together.

-May need a student helper. Kimberly Bush previously mentioned she wanted to get more involved. Will ask her and Diana Richardson (SDSU professor).

2.5.2. State Budget 2010

-Meeting in Ventura over Labor Day weekend. Suggestions included Student Membership Committee budget cuts, and replacing face-to-face meetings with conference calls.

-Marilyn would like the Board to review the materials and provide comments. Conference call last week of September.

2.5.3. NAEP Affiliation

-The new affiliation agreement would cost about \$5,000 per year and would cost \$4,000 per year for meeting attendance.

-Many members have expressed their opinions against this agreement.

-Not many AEP members are NAEP members- about 85/1,500.

-Marilyn would like an opinion article in the Newsletter. She will write it.

2.6. Vice-President of Membership

2.6.1. Membership

-6 new, 1 renewal, deletions unknown.

-Total of 348 members.

2.6.2. Caltrans Vender Fair

-Dawna and Mindy went to the Caltrans Vender Fair. Most employees were not interested in our booth. We did have a few planners interested, and they were given mugs. Mugs were suppose to be given away in a business card raffle, but they were not getting anyone to drop in cards.

-Backdrop worked well, except when it acted like a sail and blew over. Need to secure the bottom with additional weights when using with wind.

2.6.3. Other

-Mindy still needs deletion information from the State to see who to follow-up with and who to charge the non-member rate.

3. Chapter Goals

3.1. Review Membership List to Build Volunteer Pool

3.2. Identify Upcoming Events Where Members are Needed

3.3. Nominate State to Sponsor faculty Advisors' Memberships

-Take to State Board. This item is in the action plan and the approved Student Committee Budget.

4. Committee Reports

4.1. Awards

-See above Section 1.

4.2. Legislative Committee

-Betty should be attending the Board meetings since she is representing the Board. She needs to represent both public and private sectors. Possibly have a conference call with her during the next Board meeting.

-There is currently a lot of legislative activity.

4.3. Emeritus Committee

-No update.

5. Discussion Items

1.1 Pop-up Backdrop for Events

-As mentioned above, the pop-up worked well but needs to be help down with weights if it is windy. Cara had trouble with the manufacturer trying to add on additional items that were not ordered by her. She shipped them back but held onto the lights. Does not seem that the lights will ever be needed, so she will work on swapping them for another item or getting a refund.

-Dawna mentioned it would have been nice to have a table cloth for the Caltrans Vendor Fair event to make the handouts stand out. Diane indicated she does have table cloths for us to use.

1.2 Other

-None.

6. Message from the Board

-Marilyn has September.

-Cara has October.

The next chapter board meeting will be held on October 6th. 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

Mail/Correspondence:

- UC Davis Transcript for Cheryl Lakowski
- No other mail

Accounts Status:

- Account Amounts
 - Checking: **\$21,345.07**
 - Checking in July Meeting: **\$18,069.18**
 - *Difference: \$3,275.89*
 - Savings: **\$10,064.99**

Income/Expense:

- Horn Blower Cruise Income/Expense = Loss

Income	\$140.00
Expense	\$1,800.00
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Net	\$ (1,660.00)
- Absolute Exhibits Backdrop = \$1,880.35
- CEQA Spring Workshop Profits = \$2,209.70

News:

- Backdrop ordered from Absolute Exhibits, Inc. George Morse Received. (Mention original pricing, refund, lights delivered with backdrop instead of endcaps).
- **Review Budget/Budget Status**

See attached reports.

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Accrual Basis

San Diego AEP Profit & Loss Detail August 2009

Type	Date	Num	Name	Memo	Amount	Balance
Income						
700 CEQA Workshop Income						
701 Spring Workshop Profit						
Deposit	8/14/2009			Deposit	2,209.70	2,209.70
Total 701 Spring Workshop Profit					2,209.70	2,209.70
Total 700 CEQA Workshop Income					2,209.70	2,209.70
Interest Earnings						
Deposit	8/31/2009		*INTEREST PAYM...	Deposit	0.86	0.86
Total Interest Earnings					0.86	0.86
Total Income					2,210.56	2,210.56
Expense						
2000 Chapter Expenses						
2003 Special Chapter Program						
Check	8/5/2009		Absolute Exhibits	AEP Backdro...	2,386.04	2,386.04
Deposit	8/19/2009			Partial refund...	-505.69	1,880.35
Check	8/28/2009	1131	Horn Blower Cruises	Horn Blower ...	800.00	2,680.35
Total 2003 Special Chapter Program					2,680.35	2,680.35
2011 Awards Banquet						
Check	8/4/2009	1127	Chris Knopp	Awards Com...	38.83	38.83
Check	8/25/2009	1129	Chris Knopp	Awards Com...	61.45	100.28
Total 2011 Awards Banquet					100.28	100.28
Total 2000 Chapter Expenses					2,780.63	2,780.63
3000 Board Expenses						
3001 Board Meeting Expenses						
Check	8/12/2009	1128	Marilyn Pongeggi	July Board m...	65.15	65.15
Total 3001 Board Meeting Expenses					65.15	65.15
Total 3000 Board Expenses					65.15	65.15
4000 Administration Expenses						
4013 Website Expense						
Check	8/20/2009		EZ NetTools		17.90	17.90
Total 4013 Website Expense					17.90	17.90
Total 4000 Administration Expenses					17.90	17.90
Total Expense					2,863.68	2,863.68
Net Income					-653.12	-653.12

	Budgeted Income	Notes	Actual Income 9/9/09	% Earned	Budgeted Expense	Notes	Actual Expense 9/9/09	% 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%	12,800.00	\$8k cost of event, \$4k scholarships, \$800 meeting costs + 1 thank you night out	1,368.40	11%	-800.00	-1,368.40	
2	Luncheons	8,000.00	0.00	6,747.00	84%	10,000.00	0.00	7,649.49	-2,000.00	-902.49	
3	CEQA Workshop	7,500.00	0.00	2,209.70	29%	7,500.00	0.00	640.00	0.00	1,569.70	
4	Holiday Party (2009)	1,800.00	Ticket sales	0%	2,500.00	venue, food, raffle prizes, WEC & APA reimbursement		0%	-700.00	0.00	
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	Included in awards night expense			0.00	0.00	
7	Board Meetings	0.00	0.00		1,800.00	11 meetings (2 restaurant)	999.76	56%	-1,800.00	-999.76	
8	Student Chapter	0.00	0.00		1,500.00	3 chapters	317.80	21%	-1,500.00	-317.80	
9	Website	0.00	0.00		230.00	Assumes \$19 payments for 12 months (no late fees - automated electronic payment)	196.30	85%	-230.00	-196.30	
10	P.O. Box	0.00	0.00		38.00	12 months	57.00	150%	-38.00	-57.00	
11	Chapter Director	0.00	0.00		1,720.00	January \$185; March \$220; July \$450; August \$290; November \$575	794.86	46%	-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	Executive Board Conference	0.00			300.00	\$100 per Board member attending March Conference/Summit (as voted at 3.4.09 Board Mtg)	297.04	99%	-300.00		
14	Misc Board Expenses	0.00	0.00		300.00	\$100 nametags; \$400 supplies/misc.	1,075.20	358%	-300.00	-1,075.20	
15	Special Program	0.00	0.00	140.00	4,500.00	\$1.5k booth backdrop; Earthday \$500; Hornblower \$2k; Speed Networking \$500 (food/drink/venue)	4,517.88	100%	-4,500.00	-4,377.88	
16	Subventions	10,000.00	0.00	3,866.00	0.00	0.00			10,000.00	3,866.00	
17	Interest on Savings Account	60.00	0.00	11.22	0.00	0.00			60.00	11.22	
18	Charitable Donation	60.00	Average \$15/mo for 12 mos.		0.00	0.00			60.00	0.00	
Total		44,220.00		13,323.92	30%	43,488.00		17,913.73	41%	732.00	-3,497.91

NOTES:

Balance Due on Awards Ceremony \$ 7,980.85
CEQA Workshop \$ 650.00 For Fall Deposit (Helene gives us \$10 more than our original expense)
Misc Board Expenses \$ 941.24 Mugs
\$ 94.82 Name Tags
\$ 39.14 Marilyn Dinner with SDSU Rep

San Diego AEP
Profit & Loss Budget vs. Actual
 January through December 2009

	Jan - Dec 09	Budget	\$ Over Budget	% of Budget
Income				
200 Committee Income				
201 Awards Revenue	0.00	12,000.00	-12,000.00	0.0%
Total 200 Committee Income	0.00	12,000.00	-12,000.00	0.0%
300 Conference Income				
302 Conference Profit	0.00	0.00	0.00	0.0%
303 Chapter Subventions	3,866.00	10,000.00	-6,134.00	38.7%
304 Holiday Party Income	0.00	1,800.00	-1,800.00	0.0%
305 Special Program Income	140.00			
Total 300 Conference Income	4,006.00	11,800.00	-7,794.00	33.9%
500 Newsletter Income	350.00	4,800.00	-4,450.00	7.3%
700 CEQA Workshop Income				
701 Spring Workshop Profit	5,851.10	3,750.00	2,101.10	156.0%
702 Fall Workshop Profit	1,118.88	3,750.00	-2,631.12	29.8%
Total 700 CEQA Workshop Income	6,969.98	7,500.00	-530.02	92.9%
800 Luncheon Income				
801 Member	2,180.00			
802 Student	30.00			
Non-Member	948.00			
800 Luncheon Income - Other	3,589.00	8,000.00	-4,411.00	44.9%
Total 800 Luncheon Income	6,747.00	8,000.00	-1,253.00	84.3%
Interest Earnings	11.22	60.00	-48.78	18.7%
Total Income	18,084.20	44,160.00	-26,075.80	41.0%
Expense				
2000 Chapter Expenses				
2002 Chapter Summit	0.00	300.00	-300.00	0.0%
2003 Special Chapter Program	4,517.88	4,500.00	17.88	100.4%
2005 Luncheon Expenses	7,649.49	10,000.00	-2,350.51	76.5%
2006 Holiday Party	-1,221.80	2,500.00	-3,721.80	-48.9%
2007 Student Scholarships	0.00	4,000.00	-4,000.00	0.0%
2008 Student Chapter Expenses	317.80	1,500.00	-1,182.20	21.2%
2009 Chapter Direct Expenses	497.82	1,720.00	-1,222.18	28.9%
2010 CEQA Workshop	1,756.40	7,500.00	-5,743.60	23.4%
2011 Awards Banquet	642.69	8,800.00	-8,157.31	7.3%
Total 2000 Chapter Expenses	14,160.28	40,820.00	-26,659.72	34.7%
3000 Board Expenses				
3001 Board Meeting Expenses	903.75	1,800.00	-896.25	50.2%
3003 Misc Board Expenses	1,171.21	500.00	671.21	234.2%
3007 Executive Board Conference	297.04	300.00	-2.96	99.0%
Total 3000 Board Expenses	2,372.00	2,600.00	-228.00	91.2%

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Cash Basis

San Diego AEP
Profit & Loss Budget vs. Actual
January through December 2009

	<u>Jan - Dec 09</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
4000 Administration Expenses				
4004 General Office Supplies	12.92			
4013 Website Expense	196.30	214.80	-18.50	91.4%
4015 P.O. Box	57.00	38.00	19.00	150.0%
Total 4000 Administration Expenses	<u>266.22</u>	<u>252.80</u>	<u>13.42</u>	<u>105.3%</u>
Total Expense	<u>16,798.50</u>	<u>43,672.80</u>	<u>-26,874.30</u>	<u>38.5%</u>
Net Income	<u>1,285.70</u>	<u>487.20</u>	<u>798.50</u>	<u>263.9%</u>