

San Diego Chapter AEP Board Meeting

Date: September 3, 2008

Time: 6:00 p.m. to 8:30 p.m.

Location: 94th Squadron Restaurant

Attendees: Marilyn Pongeggi, Diane Catalano, Kailash Mozumder, Dawna De Mars, Julie Wang, Monica Kling, Mindy Fogg, Cara Leone, and Tonia Affairs (AEP Awards Committee)

1.0 Committee Reports

1.1 Awards Committee Update

--They had a venue visit with the caterer

We will be using the atrium and main lobby.

Cocktails will be on the second floor.

There will be access to the Water Equals Life Exhibit.

All the logistics are completed, including payment and forms.

--All awards finalist notified. The committee is collecting the information the need for the presentations, including slides, persons accepting awards, ect.

--Tonya needs Kim Howlett's (PBS&J) project information. She also needs the CD of the SDG&E nomination.

--The award certificates have been selected, they just need to determine the quantity needed

--Sponsorships

-The committee has been making phone calls to obtain additional sponsorships.

-Currently they have raised \$13,100 in sponsorships, which is less than last year's total.

-Kailash indicated that Jones and Stokes has not submitted their sponsorship yet.

-Need to add recognition of sponsors to the website, newsletter, and any emails going out this next month.

--Catering- need the final head count.

--Centerpieces are likely going to be floating candles from Michaels. The committee plans to put them together themselves to save money.

--There will be music during the cocktail hour.

--Raffle prizes have been collected. Diane suggested instead of having one raffle for all the prizes, that guests are allowed to put their raffle tickets in a box that corresponds to a certain prize. The Board and Tonia concurred with that idea.

--They will arrange to make oversized checks for the scholarship recipients.

--They are currently working on the program. They are making biographies on the scholarship winners to include in the program.

--The committee has asked for three student volunteers the night of the awards. It was mentioned that maybe the honorary scholarship recipients could help. Julie suggested that this was not a good idea since they should be guests not workers.

The Board agreed and Julie is to let the student chapters know that we are looking for three volunteers.

--A company had bought two tickets to the Awards, and later realized that they cannot go. They would like to donate their tickets to the two student honorees. Since the Board previously did not consider inviting the students who received the honoree scholarships since such scholarships were not anticipated at the initial planning stages, this donation of tickets to the students is greatly appreciated.

--Award presentations- The plan is to have Diane open to thank everyone for attending and to thank the committee. She would then turn it over to Adie who is the Awards Committee Co-chair. She will introduce the guest speaker. Then awards will be presented by Wendy Worthy (two awards), Marilyn Pongegii (two awards), and the person from the firm receiving the final award or Adie will present the achievement award.

--Signage- each table will have a tent. If the table is a sponsorship table, the tent will have the sponsors logo. If the table is for regular guests, the Table will have a list of all the sponsors and the details on the raffle. A raffle board will also be created.

--Schedule

6:00 pm, will be cocktail "hour"

7:40 pm, the guest speaker will present

7:50 pm, the awards will be presented

9:30 pm, the event will end

1.2 Legislative Committee Update (e-mail from Betty Dehoney)

--The task of revising the CEQA Checklist to streamline it has been canceled. The Board acknowledges that many people have put a lot of work into this task, however it is questioned why we are doing it. Also, the Board wonders if the canceling of this task is budget related. Bruce Webb is to give a status report on the CEQA Checklist revision task to the AEP members and chapters. Overall, the Board would like to get Betty's opinion.

2.0 Board Members Reports

Prior to giving the Board member reports, each of the Board members introduced themselves. Several new members are present.

2.1 Treasurer

2.1.1 Correspondence

-Received several pieces of mail including mail for Devon and Edaw, and a Riverpark newsletter.

2.1.2 Account Balance

\$30,798.34

-This balance does not include the AEP member appreciation cruise, checks for advertising or the workshop.

2.1.3 Quarterly Reports

-The third quarter report is due at the end of this month. He will train Kara how to do the quarterly reports.

-Paid corrected summit invoice.

-Francine stopped online training temporarily. May resume after budget is completed.

-The treasurer will complete the reimbursement checks for the AEP Awards centerpieces.

2.2 Student Membership and Outreach Director

2.2.1 Student Chapter Update

-SDSU: School has started. The SDSU student chapter will give the presentation for the luncheon next month.

-UCSD: Starts later this month. Students to have a meet and greet to get new members.

-USD: Julie to meet with faculty to discuss this student chapter. Have not heard from Peter (student chapter president).

-Presidents to come to the next Board meeting.

-Student volunteers needed for events. Three student volunteers needed for the Awards and for the November CEQA workshop.

2.2.2 Business and Education Direct Connect Update

-The Emeritus Committee should head up this task.

2.3 Vice-President of Membership

2.3.1 August Event

-Cruise went well.

-Fifteen no-shows; 50-55 people came to the event. We were reimbursed for the no-shows.

-Might do the event again next year, but would likely charge for it.

2.3.2 October Luncheon

-Student Project Presentation

-Location: Holiday Inn

2.3.3 Holiday Party

-We need a flyer prepared

-To be a joint party with APA and WEC.

-Location: Rockbottom Brewery

-Date: December 12

2.4 Vice President of Membership

-334 chapter members

-E-mails have been sent to members with lapsed dues.

2.5 Newsletter Editor

2.5.1 September Newsletter

-All articles and information is needed by tomorrow.

-Monica to write the message for this month.

-Keira and Marilyn to switch which month they are writing the message.

2.6 Chapter Director

2.6.1 State Board Meeting Update

-Summit discussed. Decided to keep the schedule once every two years. Feedback forms all indicated that no one wants to hear the history of AEP, people would like the training/discussions to be broken down into Board member positions, everyone liked the idea of rotating the conference location and chairs.

-State is currently working on the budget. The budget committee has created a wish list type budget, but they want input from the Chapters on which items to budget and which ones to eliminate. Board members to review the budget and send suggestions to Marilyn. Diane and Marilyn to meet and discuss suggestions for the next summit and the budget. Marilyn believes that the State Board should increase the subventions to each chapter since the chapters are the ones that provided the services to members. Subventions have not been increased recently while dues have been increased. Marilyn reports that State programs will likely not be funded as much since the Programs are not being organized/completed.

-Workshops should be budgeted so that the local chapter receives 50 percent of the profits since they do 50 percent of the work. The local chapters put in a lot of work to coordinate the event and find speakers while the State puts together the curriculum.

-The next Conference is to be held in San Francisco on March 15th to 19th at the Nico Hotel. Panels and papers are needed.

-Vanessa Ko has resigned from the State Treasurer position and Brian Smith has temporarily taken over the position. There is talk of turning this position into a consultant position.

-Stephan George (the consultant who handles much of the treasurer duties) did not renew their contract. It was expected that the State would be looking for a new consultant since Stephan George could not handle AEP's needs. AEP will put this consultant position out to bid.

2.6.2 Fall CEQA Workshop

-Date: November 5th

-Speakers will be Steve Power from the City of Chula Vista, Alan Haney from Lathem & Watkins and another private sector person that is to be determined.

2.6.3 Emeritus Committee

-Marilyn has had problems getting the committee together since she doesn't have much time and it is hard to get committee members. Brian Mooney may now be too busy to participate since he just became the acting planning director for Del Mar. So far she has Brian, Charlie Bull, and Bruce McIntyre as Emeritus Committee members.

3.0 Discussion Items

3.1 San Diego Science Festival- March 2009

-Monica to take the lead on this.

3.2 San Diego Green Conference

-Monica to send Board information on this.

3.3 Membership Survey

-The results are in. Kate will put together an update on this.

3.4 AEP Rep for the SDJPA CAC

-Chris Moore from EDAW will be the AEP representative. He will give a presentation at the next meeting.

3.5 AEP Mugs

-Dawna has put together a cost-comparison between several mugs.

-The Board has indicated they prefer the classic mug style.

-Dawna to cost out mugs with the classic style, in green and white, with the black and white logo option. Diane will email logo to Dawna.

-Mugs would be given to San Diego Chapter members and guest speakers.

3.6 Board Member Shirts

-Only two members forwarded what shirts they want to Diane.

-Board members are still interested in shirts, but with all the changes going on with the Board members, it might be best to wait.

-Marilyn thinks it is best that each Board member pay for their own shirts. None of the other Board members have a problem with this.

-Shirt design to include the AEP logo with "Chapter Board" underneath.

-Marilyn suggested that we possibly just get name tags since a few of the Board members do not normally wear polo shirts and would not be allowed to wear them at work. Tags could include the Board member name and position.

Board will discuss shirts/name tags at the next meeting.

The next chapter board meeting will be held on October 1. 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.