

**SAN DIEGO CHAPTER
BOARD MEETING MINUTES**



Date: January 6, 2010

Time: 5:30 P.M. ~ 8:30 P.M.

Location: PBS&J, 9275 Sky Park Court, San Diego



President

Diane Catalano, AICP

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Julie Wang

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Chapter Director

Marilyn Pongeggi

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- 1.0 Introductions
- 2.0 Social Media Discussion – Sophia Hahl Mitchell
 - 2.1 Investigating AEP on LinkedIn
 - 2.2 Social Media to attend board meeting every two months
- 3.0 Board Reports
 - 3.1 Treasurer
 - 3.1.1 Correspondence
 - 3.1.2 Account Balance -update
 - 3.1.3 2010 Budget Approved
 - 3.2 Membership
 - 3.2.1 Membership Update
 - 3.2.1.1 44 renewals
 - 3.2.1.2 365 total members
 - 3.2.1.3 17 new members
 - 3.2.1.4 19 deletions
 - 3.2.1.5 Action – may make calls to deletions
 - 3.2.1.6 Action – publish new and returning members
 - 3.2.1.7 Action – test new database
 - 3.3 Programs
 - 3.3.1 January Luncheon
 - 3.3.1.1 Action – Diane to email Kelly (state director) regarding January AICP credit
 - 3.3.1.2 Action – Diane to connect Monica with Dawna’s assistant
 - 3.3.2 February Luncheon
 - 3.3.2.1 Speaker is Brendan Reed
 - 3.3.2.2 Topic is Chula Vista Climate Change Report Card
 - 3.3.2.3 Decision – Make announcements more descriptive, indicate luncheon is check or cash only
 - 3.3.3 March
 - 3.3.3.1 No luncheon b/c AEP state conference
 - 3.4 Student Membership
 - 3.4.1 UCSD Chapter
 - 3.4.2 SDSU Chapter
 - 3.4.3 Other Chapters
 - 3.4.4 Decision – student reps only at certain board meetings
 - 3.4.5 April has 2 events: Earth Fair (18th) and Speed Networking (28th or 29th tentative)
 - 3.4.6 Decision – student scholarship is \$2000
 - 3.4.7 Decision – not committing to handing out two scholarships
 - 3.4.8 Action – Michael to prep students on Earth Fair career booth and info on organization

- 3.5 Newsletter
 - 3.5.1 Newsletter Deadlines for 2010
 - 3.5.2 January Newsletter
 - 3.5.3 February Newsletter

- 3.6 Chapter Director
 - 3.6.1 CEQA Workshop Dates
 - 3.6.1.1 Decision – CEQA workshop May 14th
 - 3.6.2 Feedback Re: Allan Lind Luncheon
 - 3.6.2.1 Action – Mindy to send comment cards to Marilyn

- 4.0 Committee Reports
 - 4.1 Legislative - Call Betty February Meeting
 - 4.2 Emeritus - (none)
 - 4.3 Awards - (none)

- 5.0 Discussion Items
 - 5.1 Awards Discussion
 - 5.2 Election Results/Bylaws Amendments
 - 5.3 La Costa Canyon HS Earthday
 - 5.4 2010 Conference – Chapter Nominations Update
 - 5.5 Website Instructions
 - 5.6 Other

6.0 Newsletter Assignments - Message from the Board/Meet a Member

- 6.1 January – Diane/ Seth (Treasurer)
- 6.2 February – Dawna/ Emily (UCSD Liaison)
- 6.3 March – Julie/ Michael (SDSU Liaison)
- 6.4 April – Marilyn / Charlie Bull (Emeritus Committee Co-Chair)
- 6.5 May – Monica/ Sophia (Social Media Chair)
- 6.6 June – Cara/ Devon Muto (State Admin VP)
- 6.7 July – Mindy/ Betty Dehoney (SD Leg Committee Rep)
- 6.8 August – none (dark month)
- 6.9 September – Emily/ Awards Chair
- 6.10 October – Michael/?
- 6.11 November – Seth/?
- 6.12 December – Leslie/?



TREASURER UPDATE

Mail/Correspondence:

- None.

Accounts Status:

- Account Amounts
 - Checking Dec.31, 2009: **\$17,447.83**
 - Checking Nov. 30, 2009: **\$18,689.85**
 - Savings: **\$10,067.19**

Income/Expense – December 2009:

Income	\$610.34
Expense	\$622.37
Net Income	-\$12.03

News:

- Fall CEQA Profits?
- \$300 invoice from Leslie?
- Need to send bag to Absolute Exhibits to be replaced.
- Year 2010 Budget Draft
- **Review Budget/Budget Status**
 - See attached reports.
 - Need Chapter Director Expenses broken down from Marilyn.
 - Still need 4th Qtr subvention check (maybe \$1400)
 - Review CEQA cash flow
 - Reduce AEP Awards costs to balance budget

San Diego AEP
Transaction Detail By Account
October 1, 2008 through January 6, 2010

5:44 PM
 01/04/10
 Cash Basis

Type	Date	Num	Name	Memo	Cl...	Ctr	Split	Original Amount	Paid Amount	Balance
2000 Chapter Expenses										
2010 CEQA Workshop										
Check	11/21/2008	1085	Marina Village					3,249.55	3,249.55	3,249.55
Deposit	2/6/2009	1081	AEP CEQA	Expense Reimbursement Fall 2008				-2,525.00	-2,525.00	724.55
Check	3/4/2009	1099	Marina Village	Deposit for Spring Workshop				650.00	650.00	1,374.55
Check	5/4/2009	1115	Marilyn Ponsoggi	Barnes and Noble Gift Cards for Workshop s...				100.00	100.00	1,474.55
Check	5/5/2009	1113	Marina Village	Remainder for Spring Workshop				2,881.40	2,881.40	4,355.95
Check	6/1/2009		Marina Village	Deposit for Fall 2009 Workshop				650.00	650.00	5,005.95
Deposit	6/3/2009	1139	AEP	Reimbursement from State				-3,641.40	-3,641.40	1,364.55
Check	11/5/2009	1146	Marina Village	Remainder for Fall 2009 Workshop				1,450.00	1,450.00	2,814.55
Deposit	12/9/2009	1204	AEP	Reimbursement for Fall CEQA				-1,450.00	-1,450.00	1,364.55
Total 2010 CEQA Workshop								1,364.55	1,364.55	1,364.55
Total 2000 Chapter Expenses								1,364.55	1,364.55	1,364.55
TOTAL								1,364.55	1,364.55	1,364.55

2010 DRAFT - (2009 Comparison)

	Budgeted Income 2010	Notes	Actual Income 2009	% Earned	Budgeted Expense 2010	Notes	Actual Expense 2009	% Spent	Budgeted Net	Actual Net
Holiday Party										
Attendance	\$ 450.00		\$ 490.00							
Sponsorships	\$ 200.00		\$ 200.00							
Raffle					\$ 200.00	Gift Baskets for Raffle	\$ 183.00			
Venue					\$ 2,250.00	Venue \$2050+\$236 for drinks+\$25 GC for Pete Clark photos	\$ 2,310.00			
WEC Reimbursement (20%)					\$ (960.00)	Used Net Income of \$1800	\$ (955.00)			
APA Reimbursement (40%)					\$ (720.00)	Used Net Income of \$1800	\$ (711.00)			
TOTAL HOLIDAY PARTY	\$ 650.00		\$ 690.00		\$ 1,370.00		\$ 1,427.00		\$ (720.00)	\$ (737.00)
NEWSLETTER										
	\$ 2,000.00		\$ 2,200.00						\$ 2,000.00	\$ 2,200.00
CHAPTER SUBVENTIONS										
	\$ 4,000.00		\$ 5,450.00						\$ 4,000.00	\$ 5,450.00
AEP BOARD										
Monthly Meetings					\$ 1,500.00	11 meetings (2 restaurants)	\$ 1,340.00			
Miscellaneous					\$ 300.00	Nametags \$95, Mugs \$940, Marilyn dinner w/ SDSU Advisor \$40, Backdrop \$2,010.85, Get Well gift for Marilyn \$100, AEP Pens \$110	\$ 3,200.00			
Conference					\$ 800.00	8 members comped \$100 to go to March Summit in Palm Springs	\$ 300.00			
Meeting with State President					\$ 200.00	April meeting at Marilyn's with Kent.				
TOTAL AEP BOARD					\$ 2,800.00		\$ 4,840.00		\$ (2,800.00)	\$ (4,840.00)
STUDENT CHAPTER										
Student Costs					\$ 400.00	Meetings/Student Organized Items (\$300 ea. Chapter)	\$ 320.00			
Student Fall CEQA Workshop	\$ 1,375.00	50 students @ \$27.50 ea.			\$ 1,600.00	50 students @ \$29 ea. +\$120 food+\$30 supplies	\$ 910.00			
Student Networking Mixer	\$ 300.00	30 students @ \$10 ea.			\$ 300.00	Find cheaper food at free venue	\$ 550.00			
TOTAL STUDENT CHAPTER	\$ 1,675.00				\$ 2,300.00		\$ 1,780.00		\$ (625.00)	\$ (1,780.00)