

San Diego Chapter AEP Board Meeting

Date: February 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), Mindy Fogg (Vice President of Membership), Cara Leone (Treasurer), Dawna De Mars (Secretary), Leslie (Newsletter Editor), Julie Wang (Student Membership and Outreach Director), Marilyn Pongeggi (Chapter Director), Randy (UCSD Student Chapter President), Dillon Minor (Future UCSD Student Chapter President), and Toni (SDSU Student Chapter President).

1.0 Priority Items

1.1 2009 Chapter Budget (see handout)

-Marilyn would like Cara to include membership benefits we have provided this year in the budget cover letter. She would also like to be copied on all budgets sent to the State Board. She also suggested using the State budget as a template for the local chapter budgets since it explains each budget item in detail and it is more useful for making future budgets.

-Cara created the budget for 2009 based on the actual 2008 budget. The following are the discussion notes on line items of the 2009 budget.

-Awards. The Board would like the Awards night to fund itself and the scholarships in 2009. To do this, award banquet costs will likely need to be reduced since sponsorship is expected to decrease in 2009 due to the economy. The Awards costs were estimated to be \$4,000 for scholarships and \$8,000 for the event. The Awards Committee special dinner meeting (\$200) and other meetings (six meetings at \$100) should be included in the Awards budget.

-Luncheons. To make sure the San Diego Chapter does not lose money on luncheons, it may be necessary to raise non-member prices to \$30. It was estimated that our last luncheon was comprised of 2/3 members and 1/3 nonmembers. Marilyn expressed that it is ok to lose money on luncheons since it is a membership benefit. Another idea for luncheons is to provide a "punch card" that gets stamped when you attend luncheons to earn a free luncheon or provide a free lunch card upon membership renewal. It is noted that attendance of luncheons has increased since AICP accreditation was obtained.

-Workshops. Additional revenue may be generated since Lynn Binder is likely eliminating the \$25 fee per attendee that Stephan George collected. Also, notebook sizes will be reduced by placing reference material on CDs. The Board hopes to break even on Workshop events.

Actual
2008

SPLIT
APA/WEC

	Budgeted Income	Actual Income	Budgeted Expense	Actual Expense	Budgeted Net	Actual Net
1 Awards Night	15,300.00		-18,000.00	912,000 + 800	-2,700.00	0.00
2 Luncheons	7,500.00		10K 10,300.00		-2,800.00	0.00
3 CEQA Workshop	9,000.00	7,500	7,400.00	75.00	1,600.00	0.00
4 Holiday Party	680.00	*	2,500.00	-600-330	-1,820.00	0.00
5 Newsletter	4,800				0.00	0.00
6 Student Scholarship			-5,000.00		-5,000.00	0.00
7 Board Meetings			2,800 2,500.00	102 1420 1500	-2,500.00	0.00
8 Student Chapter			1,500 -650.00		-650.00	0.00
9 Executive Board Conference					0.00	0.00
10 Website			230.00		-230.00	0.00
11 Bank Fees			0.00		0.00	0.00
12 P.O. Box			38.00		-38.00	0.00
13 Board Expenses - Other					0.00	0.00
14 Chapter Director			1,720.00		-1,720.00	
15 Board Retreat Chapter Board Summit			300		0.00	0.00
16 Misc Board Expenses			2000 -500.00		-500.00	0.00
17 Dues Income	4,800.00				4,800.00	0.00
18 Special Program (Earthday/Hornblower)			2,500.00		-2,500.00	0.00
19 Subventions	-6,300.00	10,000			6,300.00	0.00
20 Conference Income					0.00	0.00
21 Interest on Savings Account	60.00				60.00	0.00
22 Administration Expenses					0.00	0.00
22 Total	43,640.00		51,338.00		-7,698.00	0.00

Chapter Board Summit

\$ 300

-Holiday Party. The Holiday Party for 2009 will likely still be with APA and WEC. The APA/WEC/AEP split would be maintained at 40/20/40. Therefore this cost needs to be adjusted to assume that WEC will pay approximately \$660 and APA will pay approximately \$330.

-Newspaper. This will be changed to reflect the \$4,800 income from sponsor advertisements and \$0 expense since it is sent electronically. The Board agrees that sponsors advertisement fees will not be increased for 2009.

-Student Scholarship. This line should be eliminated since it is included in the Awards line item above.

-Board Meeting. The Board Meeting budget was estimated by the following:

	<u>Number</u>	<u>Cost</u>	<u>Total</u>
Special Dinner Meeting	2	\$200	\$400
Normal Meetings	9	\$100	\$900
Buffer	-	\$200	<u>\$200</u>
Total			\$1,500

It is noted that the Awards Committee special dinner meeting and other meetings should be included in the Awards budget. It appears that last year the Awards meeting costs were included in the Board Meeting budget line.

-Student Chapter. Each of the three Student Chapters will be allotted a \$500 budget for 2009. It is noted that last year the Student Chapters spent far less than this budget. The Board would like to keep the Student Chapter budget at \$1,500 total to encourage student involvement. The Board does suggest that the Student Chapters attain State AEP Board funding for any special programs proposed since there are State AEP funds allocated for this purpose.

-Executive Board Conference. The Board is not sure what this line item is for. The Board discussed making this line item for the annual meeting with Kent or turning it into a Chapter Board Summit line. Ultimately the Board decided to eliminate this line.

-Bank Fees. Since we currently do not have any bank fees, this line should be 0.

-P.O. Box.- This line is correct as-is. PO Box fees are the same as last year.

-Board Expenses- Other.- The Board decided to delete this line because these items should be covered under "Misc Board Expenses."

-Chapter Director.- This line item should include expenses associated with the Chapter Directors hotel, travel, meals, and other Chapter Director expenses. This was estimated by Marilyn to be \$2,000.

-Board Retreat.- This line item should be changed to “Chapter Summit.” The budgeted expense for this item is estimated at \$300.

-Misc Board Expenses.- This line item should include the following expenses: giftcards for the Annual Award Chairs and former Board members; nametags for 2009 Board Members; and possibly a banner (\$1,500). The total expense for this line item is estimated at \$2,000.

-Dues Income. -The Board agrees that this line should be deleted as dues income should be included in the “Subventions” line item below.

-Special Programs (Earthday/Hornblower).- It is estimated that it will be \$160 for an Earthfaire booth and that \$300 in “freebees” will be distributed. The August social event is estimated to be about \$2,000. Therefore this line item was decided to be kept at \$2,500.

It is noted that a Student Speed Networking event may be added to the special programs. This event would include two drinks (wine, beer or soda) per attendee and appetizers. It is expected that a free venue, such as the Center for Sustainability, could be used. It is estimated that approximately 30 students and 30 professionals would attend. An incentive to get attendance could be a free luncheon give-away. Marilyn would like to get the Emeritus Committee to work on this project.

-Subventions. - This income is generated by the \$140 annual membership dues collected by the State Board. Approximately 25% of the membership fee is passed on to local Chapters in the form of subventions. It is noted that subventions may be increased. Therefore, it is estimated that subvention revenue should total \$10,000 for 2009.

-Conference Income.- This line should be deleted as there will be no conference income for 2009.

-Interest on Savings Account. - This line item has been added since AEP is now collecting interest on a savings account.

-Administrative Expenses. - This item should be deleted since these expenses should be included in line items above.

-Donations. - The Board discussed if it was appropriate to add a donation line item. AEP previously donated to Mission Trails in the past and Marilyn would like to see AEP do this again. Other Board members brought up that maybe AEP would prefer to give back to members/students over other organizations. It was noted that the Students would like an AEP library with environmental-related books. The ultimate decision was to add this as a line item with zero

income/expenses and to discuss this later when the ultimate budget is determined. An e-mail will be sent to discuss this item.

-The Board would like to table the current discussions on the following topics and discuss them at the following meeting.

- 1) Membership Benefits
- 2) Name Tags
- 3) Luncheon Incentives
- 4) Speed Networking

1.2 Topics for the Chapter Summit

-There are currently too many items up for discussion at the Chapter Summit. Marilyn would like to discuss and prioritize the discussion items and provide feedback to the State Board.

-The Board stated that items 2 and 3 were discussed at the previous summit and should potentially be deleted. It was proposed that these items be replaced with a discussion about Local Chapter events.

-Diane stated that discussion topic 5 may be more appropriate to discuss at the State Board meeting, but Marilyn stated that the reason this item is included is because the State Board wants the Local Board input.

-Items 9 and 10 may be more appropriate to discuss at the Presidents round table discussion.

-It was mentioned that to address Item 12 quicker, that the “Code of Ethics” should be sent to the Boards prior to the meeting so they can be reviewed ahead of time.

-It was questioned whether we need to do self introductions since this can be done on an as-needed basis.

-It was brought up that discounts for Public employees should be considered along with item 7.

2.0 Board Members Reports

2.1 Treasurer (Cara)

2.1.1 Correspondence

-None

2.1.2 Account Balance

-Checking- \$16,527

-Savings- \$10,058

2.1.3 Other

-Invoice sent to WEC (\$330) and APA (\$660) for the Holiday Party. WEC informed Cara that they were not sent invoices the last two years, but they will pay it if invoices are sent.

-Cara is in the process of completing the 1099 forms for unincorporated companies/individuals we paid \$600 or more to. She noted that in the future AEP should get the Tax Id of every company used.

2.2 Student Membership and Outreach Director (Julie)

2.2.1 Student Chapter Update

-Both SDSU and UCSD will be transitioning presidents soon.

2.2.2 Student CEQA Workshop

-Planned to be held in fall. It will be possibly coordinated with Diana Richardson (SDSU Professor). It is noted that the current presidents will have graduated by the Fall.

2.2.3 AEP State Conference

-A Berkeley student is willing to provide housing for student volunteers.

-Student volunteers will first be accepted from the San Francisco area, and then from other areas of California.

-Students who volunteer will be provided with conference attendance time at a 1:1 ratio (1 day of volunteering=1 day of conference).

-There is a student poster contest.

-There is a planned student event on Sunday.

2.3 Vice-President of Programs (Monica)

2.3.1 February Luncheon

- Rob Rundle will be presenting the SB 375 topic on February 19th at the Holiday Inn, Bayside in La Jolla.

2.3.2 Upcoming Events

-There may be no March Event since there is already AEP events planned for March/April (conference, and workshop).

-Lisa Wood is potential luncheon presenter. The Board would like Lisa to present with other jurisdictions to get a more County-wide applicable luncheon.

-Future topics could be Prop 1B and Allan Lind, and the City of Chula Vista Green Initiatives.

2.4 Vice President of Membership (Mindy)

-No update.

2.5 Newsletter Editor (Leslie)

-The January newsletter was sent out today.

-A feature on another Board Member is needed for the next edition. Monica volunteered to be featured.

-Leslie needs a picture of Marilyn for the paper.

-Future ideas for the newsletter include a Legislative Update, Golsem (sp?) article, Workshop write-up, State Board meeting, Speed Networking intro, and SDSU Environmental Library Donations.

-The next newsletter will be sent out mid-February.

2.6 Chapter Director (Marilyn)

2.6.1 Spring CEQA Workshop

-Alan Haney will be the moderator. Other speakers potentially include Karen Ruggles, a City of San Diego employee (to get at City/public viewpoint), and Valorie Thompson (for Air Quality/Climate Change).

-Topics include GHG, sustainability, State curriculum, and local projects (Quarry Falls and Westfield Mall UTC).

2.6.2 State Board Meeting

-Diane, Marilyn, Julie and Dawna will be attending the next meeting.

2.6.3 Chapter Board Meeting April 18th with Kent Norton

3.0 Committee Reports (Diane)

3.1 Awards Committee

-Chris Knopp will be the new Chair. He was on the awards committee for the last few years.

3.2 Legislative Committee

-An update will be provided in the newsletter.

3.3 Emeritus Committee

-Marilyn hopes to get them involved in the Speed Networking event.

4.0 Discussion Items

4.1 La Costa Canyon High School EarthFair

-Mindy and Diane to attend the one hour program to see if it would be worth participating in next year.

4.2 AEP Mugs

-The mugs were a success. Dawna will give two boxes of mugs and the membership list to Monica for the next luncheon.

4.3 AICP CM Credits

-The APA website still is not updated when members go online to get credit for the AEP luncheons. This is an ongoing problem that is out of the control of the Board.

4.4 AEP Shirt Logos (Mindy)

-Mindy bought her shirt. It was a total of \$53, including \$8.50 for the logo. She suggests that other Board members order together to reduce shipping charges. She will bring her shirt to the next meeting.

4.5 Thank You Gifts (Diane)

-\$50 thank you giftcards will be given to Christi, Addie and Tania.

The next chapter board meeting will be held on March 4th. 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.