

- I. 6:15 Meeting called to order  
Present: Joan, Brian, Terri, Jessica, Tammy, Janet, Leslie, Steve  
  
Minutes from January 24, 2008 approved with the revision that Brian, Jennie, and Terri are legislative reps; all concur. Minutes will now be approved via email prior to the meeting.
- II. Chapter Director Report: Joan comments that AICP certification has changed. AICP now requires 32 hours every 2 years for certification. If our programs carry AICP credit, it could increase attendance. AICP must approve credits and then assign credits per hour of instruction. A fee is also involved (\$95 annual fee and \$50 for every session you want accredited). You can retroactively assign credit. It is unknown how long the process takes. A chapter summit will be held this year where Board members attend a training session and Board members can speak with people who have your position. State pays for transportation and lodging. They are looking for suggestions as to how they are doing. This will occur in the summer. They are always looking for help with the various committees. See article written by Joan in the newsletter for more info.
- III. State Conference Update: Steve Noack, Principal at DCE, is chairing the committee. Main issue is getting venue and dates nailed down. He is now looking at first or second week of March 2009. He recently toured the Nikko Hotel, but it has limitations on exhibitor space. Challenge is to get rooms under \$200. One needs to guarantee a certain number of rooms, food, etc. Nikko Hotel (28 floors) has a deck on the top story. However, they have not been able to guarantee the space. Considering placing exhibitors in the ballroom. Will try to nail down a location and date within the next 2 weeks. Laura Worthington-Forbes will chair the conference committee. Mobile workshops must be booked in advance. Next meeting is scheduled for a week from today at the DCE offices. Conference takeaways might try to be more “green.” Possibly get a sponsor to cover the cost of the bags.
- IV. Upcoming Programs: Leslie comments that next Tuesday is the SB18 program in Cotati. RSVP is at 26, mostly lead agencies. Notice may not have been distributed to entire membership. Next one is an ESA update focusing on GHG on April 21<sup>st</sup> with 2 speakers. Also considering a virtual conference room, with CH2M Hill as a sponsor for up to 60 people. This would have to be limited to one speaker with a more educational focus. Considering a breakfast program. Considering a survey to gauge what people desire from AEP.
- V. Social Events: Tammy comments that Green Drinks is being moved back to April and partnering with other groups is being considered. Joan advises to not include activist groups, as AEP needs to remain as neutral as possible. Good turnout for the Benicia Historical Buildings Walking Tour. Jennie’s next idea is Bodega Bay whale watching with AEP sponsoring AEP members. The tour would be 4 hours and would happen in March. Brian suggests having people pay \$25 so they don’t flake out.

Motion - Jennie will pursue whale watching event with condition that members pay half and non-members pay full price and bring your own food.

Vote - Approved.

- VI. Treasurer's Report: Janet comments that previous treasurers did not set a budget for anything and AEP doesn't spend money on that many things. Joan says we get income as the second largest membership in the state (San Diego is largest). For every member renewal, we get a portion. CEQA workshops are very profitable. We get money from advertising, which Marc is contracted to coordinate. And profit from state conference if in the chapter jurisdiction. Janet says we spend the most money on programs, including food, so a per person cap of \$15 should be set. Janet will put together a draft budget and will circulate via email.
- VII. Newsletter Update: Jessica comments that draft newsletter was distributed today to Board for review. Final version will go out the beginning of next week. The newsletter has been redesigned and will incorporate the new logo once it is finished.
- VIII. Logo Discussion: Trying to find out the status of the logo. Tammy will circulate the latest version and request comments. Steve is considering using logo for conference materials. Logo committee: Terri, Leslie, Brian, Joan, and Steve. Brian recommends less clutter and one that looks good printed black and white.
- IX. Legislative Report: Brian comments that the first legislative conference call of this legislative session happened recently. A flurry of bills have been coming in (over 1,500) many of them dealing with CEQA. This includes one that proposes public review of any Administrative Draft EIR. The summaries of introduced bills will be forwarded to the Board from now on.
- X. Create website committee: Brian wants to be on website committee. Marc will be in Vietnam until mid-March. With RSVP program, an automatic email can be sent out to reminder.

Motion - Pay Marc \$150 to set up automatic emails for RSVP program.  
VOTE - Approved.

- XI. Membership Communications/Email Distribution: Brian comments that many emails are not reaching members, possibly going to spam box. Leslie proposes a physical mail out. Possibly ask Marc to put instructions on how to check your contact information. Originally, program emails had been directed toward geographic quadrants in the Bay Area to prevent mass emails. Joan wants to make sure that the appropriate people are kept in the loop about conference planning. State sends out 2-3 emails per month, we send out newsletter, programs, and social events from many email addresses. Is spamming an issue? Board says not really. AEP has a responsibility to not circulate email addresses with non-Board members.
- XII. Greening of AEP Events: Terri comments that North Bay has tried to green their programs. Currently, there is information posted on the website. Leslie recommends putting it in a checklist. Terri will distribute to Board.
- XIII. Actions/Next Board Meeting: Jennie will set up whale watching event. Janet will distribute draft budget to Board. Marc will set up automatic emails for RSVP program. Jessica will distribute newsletter to entire chapter next week. Tammy will continue with plans for Green Drinks. Steve will continue 2009 Conference planning.