

# WCIECA Board of Directors

**Location:** Conference Call

**Date:** May 12, 2015 (9:00 a.m. – 10:30 a.m.)



**Meeting Minutes**

**Minutes Distributed:** 05/14/15

**Approval:** 05/21/15

## 1. Call to Order

Meeting of the WC-IECA board called to order at 9:00 a.m. with a quorum, by the President Doug Dowden.

### Present:

Doug Dowden	President & Director
Jeanne Duarte	Administrative Vice President & Director
Chris Marr	Technical Vice President & Director
Peter McRae	Treasurer & Director
Jane Ledford	Secretary & Director
Jeff Endicott	Director
Tyler Palmer	Director
Greg Naffz	Director
Dwight Blackburn	Director
Jimmy Eanes	IECA Education Director
Laura Clark	IECA Liaison
Julie Etra	Sister Chapter Liaison
Cyndi Brinkhurst	Administrator

## 2. IECA Liaison and Education Program Update Announcements

Jimmy Eanes reported the IECA is an approved provider of continuing education by the International Association for Continuing Education and Training (IACET). The objective is to move all online and conference courses to the Continuing Education Unit (CEU) model, so courses will be accepted across national organizations. The Chapter is invited to provide any course through the National CEU process and can do so by following a dozen or so requirements. The Chapter would have to be the reviewer and our cost will be onsite with tracking attendance, evaluations etc. Jerry Sander will be publishing a related article. Jimmy will send this to the Chapter within a week. A video on the model will be on the IECA website in August. Only four or five others in this industry have this accreditation, see [IACET.org](http://IACET.org).

Laura Clark reported making expired member calls for the Chapter. Eleven calls or emails are pending. She has had success with several renewals. The EC Conference 2016 is in San Antonio and abstract submissions are due May 29. The April/May issue of Environmental Connection is on-line for review and to get PDH's for this issue.

## 3. Finances

- a. Financial Reports: As of April 30, 2015, the Chapter total assets were \$49,544; we had a net income of \$163 as of May 15.
- b. Budget Update – Peter McRae will prepare the budget modelled on last year. He reports we are slightly ahead on income and on par for the main expenses. Peter will send a 2015 budget for approval.
  - i. Sustainability – control costs. Doug Dowden relayed newsletter costs have increased with more publications each year.
  - ii. Event Budget Management & Transparency – **Action:** Jeff Endicott motioned for an event coordinator plan where one education committee/board person will be the lead, develop a budget, and update the board. The what, where, when, why and who questions are to be resolved before the administrator implements the logistics. Motion seconded by Peter McRae; motion passed.
- c. Peter McRae submitted to Denver the Chapter's Financial Report and Update Form.
- d. Chapter Statement of Information was submitted to CA Secretary of State.
- e. Chapter Form 990-N E-filing has been sent to IRS.
- f. Chapter tax return to CA State submitted April 23, 2015.

## 4. Roles And Responsibilities

- a. Committee chairs and supporting members are to coordinate amongst themselves or with board members before they go to the administrator for help.
- b. Effective & Approved Use of Resources – Follow an event coordinator plan where committee chairs/board members are to do the upfront coordination. Once the main details are configured, give a comprehensive briefing

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to the administrator about their role and time assumption. Communicate the time and costs of administration to the Board. Be proactive about pre-planning communication with the administrator on the timing of a possible event and their involvement.

### 5. Committee Reports – no reports unless information was given elsewhere.

- Chapter Communications – Doug Dowden announced the next eblast to be mid-July. Doug set up the following newsletter procedures.
  1. All draft articles are due to Newsletter Editor on the date assigned
  2. All drafts should be sent to Newsletter Editor directly
  3. Review team to edit all draft articles
  4. Draft articles to Diego to draft newsletter (i.e. draft 1)
  5. Draft newsletter back to Editor within 2 weeks for review
  6. Final edits (i.e. Draft 2) to Diego for corrections
  7. Diego to send Draft 3 of Newsletter to Editor for final review.
  8. Editor to issue email authorizing distribution.
- Inter-Organization Liaison – Jane Ledford will share leads and ideas of partnership with the education committee. Some potential liaisons include a UC San Diego soils professor, the nursery and landscape group, Association of General Contractors of CA and the American Society of Agricultural and Biological Engineers (ASABE).
- Intra-Chapter Activities – Greg Naffz reported on the activities of a couple of the adjoining chapters.
- Membership – Chris Marr suggest government agencies need incentives or sponsorship to join or attend. Board members are to consider doing outreach via an event booth at the National Association of Home Builders (NAHB) Building Industry show, Municipal Utility Districts/City events, and the blue/green roof/energy industry shows.
- Sister Chapter Liaison – Julie Etra related the IA Chapter Conference 2016 is August 15-18 in Cartagena, Columbia. The Chapter is making an effort to expand membership from the current thirty-five members. Julie reports they are very organized with conference calls every 2-3 months and the IA Chapter has sub-committees.
- President's Council, IECA HQ Liaison – Doug Dowden will send out the letter previously sent regarding reallocation of dues and cost sharing.
- IECA Government Relations – Chris Marr reported changes on water issues and fines. Counties are implementing new techniques to meet the 25% urban water reduction order. On April 1, 2015, Governor Brown issued an Executive Order that directs the State Water Board to impose restrictions to achieve a statewide 25% reduction in urban water use through February 28, 2016.
- Manufacturers Liaison – Chris Marr disclosed a big push is occurring on smart irrigation, soil amendments as good products for water conservation and to meet the State vegetation coverage requirements.

### 6. Goal Setting

Approval of goals document to be completed via email.

### 7. Events

PAST

- Shasta College BMP Summit – May 1 & 2 co-sponsored with Sacramento Watershed Action Group. Fifty-five attended with a successful outcome. The Chapter will retain 70% of exhibitor income (\$4075) while 30% will be given to SWAG (Sacramento Watershed Action Group). After expenses and Cyndi's time expect around \$1000 net. The instructors, John McCullah and David Franklin have blogged about the event see <http://watchyourdirt.com/> and <http://stormwatermanagement.biz/2015/05/shasta-college-erosion-control-summit-1/>, respectively. Feedback is being request via a survey; overall, we had a good event with a great facility and

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program aligned for Shasta. The location was a little remote and we could have benefitted from more lead-time (three months).

## FUTURE

Jeff Endicott is investigating another event in southern California, modelled after the Shasta event, modified with area contacts, and suggested 6 to 8 month from now. Tyler Palmer suggested September as a good time for this event to relay what to implement before the rain. CASQA conference is October in Monterey and Jeff has concerns over shared members and attendance.

## 8. Election

The following three terms expire: Jeanne Duarte, Peter McRae, Dwight Blackburn. To meet the bylaws of our election the following will be the election schedule.

Call for nominations/candidates email. 60 days prior to election	May 15
Candidates statements due	July 10
VOTING OPEN	July 17
VOTING CLOSED	August 14
Count ballots-Contact new Board members	By August 21
Board Member Meeting with NEW Member(s) in Person	Sept. 15

## 9. Next Meeting

- September 14, Monday – Coronado library as before, if available.
- November 10 via conference call from 9 a.m.–12 p.m.

**10. Adjourn** – Meeting adjourned by the President Doug Dowden at 10:30 a.m.