

WCIECA Board of Directors

Location: Coronado Library & Skype Call

Date: August 31, 2015



Meeting Minutes

Minutes Distributed: 09/08/15

Minutes Revised: 09/09/15

Approved: 11/12/15

1. Call to Order/Attendance/Welcome

The President Doug Dowden called the meeting of the WC-IECA board to order at 10:22 a.m. with a quorum.

Present & Current Positions:

Doug Dowden	President & Director
Jeanne Duarte	Administrative Vice President & Director
Peter McRae	Treasurer & Director
Jane Ledford	Director
Jeff Endicott	Director
Tyler Palmer	Director
Greg Naffz	Director
Chris Marr	Technical Vice President & Director
Dwight Blackburn	Director
Cyndi Brinkhurst	Administrative Assistant
Claudia Chambers	Member

2. Election 2015 Results

Incumbents Jeanne Duarte and Dwight Blackburn were re-elected. Pablo Garcia-Chevesich was voted in by the membership to be the new board member. Committee write-ins included Peter McRae (Communications, Education, and Intra-Chapter); Laura Lewis (Conference Committee); Erika Horn (Education and Intra-Chapter); Ken Kristofferson (Education); and Mark Pritchard (Contractor Liaison).

3. Board Appointments

The officer responsibilities and expectations can be viewed at wcieca.org/bylaws. The following nominations were made and carried.

- President, Jeff Endicott
- Administrative Vice President, Jeanne Duarte
- Technical Vice President, Pablo Garcia-Chevesich
- Secretary, Jane Ledford
- Treasurer, Jeanne Duarte

At that time Jeff Endicott presided over the meeting as the newly appointed President.

4. Committee Appointments

Committee responsibilities and expectations can be viewed at wcieca.org/committees.

The following committee chairs were designated. Brackets reveal committee members.

- Chapter Communications – Doug Dowden (Peter McRae, Anne Simpson)
- Conference Committee – Jeanne Duarte (Jeff Endicott, Doug Dowden, Tyler Palmer, Laura Lewis)
- Contractor Liaison – Tyler Palmer (Dwight Blackburn, Mark Pritchard, Troy Ogasawara)
- Education – Jeff Endicott (Jeanne Duarte, Peter McRae, Erika Horn, Ken Kristofferson)
- Inter-Organization Liaison – Jane Ledford (Pablo Garcia-Chevesich, Jeff Endicott, Craig Benson)
- Intra-Chapter Activities – Greg Naffz (Peter McRae, Chris Marr, Erika Horn)
- Membership – Pablo Garcia-Chevesich (Chris Marr, Dwight Blackburn)
- Sister Chapter Liaison – Julie Etra, Craig Benson
- President's Council, IECA HQ Liaison – Jeff Endicott (Jeanne Duarte)
- IECA Government Relations – Chris Marr (Jeanne Duarte, Doug Dowden, Erika Horn)
- Manufacturers Liaison – Chris Marr (Tyler Palmer, Gregg Naffz)

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- Member Recognition Committee – Jeanne Duarte (Tyler Palmer, Richard Dunbar, Doug Dowden, Jane Ledford)

5. Finances - Peter McRae prepared a balance sheet and income statement for WC-IECA and reports a \$6,028.24 net income with \$53,484.52 total liabilities and equity up to August 27, 2015. Based on the report it was noted that most of the Chapter's income is based on membership and website advertising. Peter also prepared a draft budget which was reviewed by the board. The board members discussed balancing the budget over a 5-year period. A motion was made by Jeanne Duarte to accept the balance sheet and income statement as well as the draft budget. The motion was second by Chris Marr and approved by all board members. **Action:** Jeff Endicott and Jeanne Duarte will meet to prepare a draft budget for 2016.

6. Committee Updates

Chapter Communications – Doug Dowden set the deadline for getting information in the next newsletter is October 1, 2015. The newsletter will be published on October 15, 2015. The website was discussed as Diego Berber recommended converting the website platform from Joomla to WordPress. A motion was made by Greg Naffz to convert the website as per Diego's proposal and authorized \$1,000.00 to complete the work. Jane Ledford seconded the motion; all approved. Doug will investigate the opportunity for members to receive credits for reading the Chapter's Newsletter.

Conference Committee – Jeanne Duarte discussed the IECA Conference in San Antonio, Texas and having another social event. It was successful at the Portland Conference and may be even more successful at San Antonio.

Education Committee/Scholarship Report – Four applications were received; one from a student from Shasta College, two from Humboldt State, and one from UC Riverside. The scholarship was awarded to David Alvord of Shasta College – John McCullah's student. John will be asked to be the mentor. The student moderator travel support request from IECA will be discussed at the November meeting if a specific request can be made or if details on students are known.

7. Goal Setting

The goals incorporating changes as recommended by Claudia Chambers were approved.

8. Upcoming Events

- BMP Summit #2 – After considerable deliberation the board elected to pass on being a participant in the November summit proposal of John McCullah's at Shasta College. The decision was difficult to make, especially given the success of the first summit.
- A southern California event in April/May 2016 will be examined by the education committee.
- A CASQA booth is to be considered for 2016.
- The board will investigate having a chapter event in 2017 when the Environmental Connection conference is in Atlanta.

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9. Next Meeting

- November 10 via conference call from 9 a.m.–11 p.m.
- The 2016 meeting dates will be set at the November meeting

10. Leadership Tools – Action: Pablo will need to sign the Chapter Portal Agreement. All board and committee members are asked to check out the Chapter Leadership Resource Center. The tools below can be found at this site <http://www.ieca.org/chapter/CLRC/default.asp> and ones needs to login to review the site.

- Services and Programs - Formation guidelines, sample surveys and chapter agreement.
- Chapter Formation - Formation guidelines, sample surveys and chapter agreement.
- Legal & Financial Management - Understand chapter financial requirements.
- Communications & Marketing - Find materials such as items to help promote your next chapter event.
- Membership Development - How to attract new members, sample email, sample brochure and more.
- Volunteer Management - Committee descriptions, role of volunteers and more.
- Education & Events - Annual requirements, strategic planning, meeting information and more.
- Chapter Governance - Find a sample of a call for nominations for your upcoming board election.

11. Adjournment – Meeting adjourned by the President Jeff Endicott at 2:25 p.m.

Meeting minutes submitted by

Jane Ledford –Secretary

Cyndi Brinkhurst – Administrative Assistant