

WCIECA Board of Directors

Location: San Marcos, CA

Date: October 25, 2016 (2:30 p.m. – 5:00 p.m.)



Meeting Minutes

Minutes Distributed: 11/30/16

Approval: 01/07/2017

1. Call to Order

The president called the meeting of the WC-IECA board to order at 2:30 p.m. with a quorum of directors present.

2. Roll Call

Present:

Jeff Endicott	President & Director
Jeanne Duarte	Administrative VP, Treasurer & Director
Jane Ledford	Secretary & Director
Tyler Palmer	Director
Dwight Blackburn	Director
Julie Etra	Director via conference call
Chris Marr	Director via conference call
Cyndi Brinkhurst	Administrative Assistant

Directors Not Present:

Ron Dietz	Director
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Guests Present:

Aileen Holland	IECA Membership Director
Georgina Zynda	IECA Customer Service & Chapter Liaison

3. Changes or Additions to the Agenda – None

4. Special Announcements – None

5. Confirmation of Election Results – President Endicott

- Congratulations to Ron Dietz, the newest board member. He apologizes as he could not attend do to a formerly schedule work trip.
- Jeff Endicott was elected to another term
- Chris Marr, elected to another term
- Note: Greg Naffz received one more vote than Chris did - but has elected to withdraw his candidacy: therefore, Chris Marr was elected to another term.

6. Fill Board Vacancy – President Endicott

- Accepted resignation of Pablo Garcia-Chevesich
- Discuss Board Nominations to Fill Vacancy
- The following potential candidates were mentioned to fill the two-year term vacancy. Their membership status will be checked before asking them to submit a bio for consideration at the next meeting.
 - David Swartz City of Fremont CA
 - Danny Reynaga was nominated by Dwight CPESC, QSD - Market Development Manager Profile Products
 - Erica Horn
 - Ramon Godinez of Ewing was nominated by Tyler
 - John Gentillon

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7. Election of Chapter Officers

- a. Prepare Slate of Candidate for Chapter Officers
 - Jeanne nominated **Jeff Endicott** to be President; Jane seconded; all approved.
 - Jane nominated **Jeanne Duarte** as Administrative Vice President; Tyler seconded; all approved.
 - Chris volunteered to be Technical Vice President; Jane seconded; all approved.
 - Tyler nominated **Jane Ledford** as Secretary; Jeanne seconded; all approved.
 - Jane nominated **Jeanne Duarte** as Treasurer; Dwight seconded; all approved.
- b. Vote for Officers or Approval of Slate of Officers
 - All were in favor of officers

8. Approval of Minutes – Secretary Ledford

- a. Review of Minutes of the May 3, 2016
 - Jane moved to approve the Minutes of the May 3, 2016 Meeting; Jeanne seconded the motion.
- b. Review Summary of the June 22, 2016 Special Email
 - Approval of Summary of the June 22, 2016 Special Email Vote

9. Approval of Financial Report – Treasurer and Administrative Vice President Duarte

- a. Report from Treasurer – see attachment
 - Profit and Loss Statement reported a net income of 11,890.99 up 83%.
 - Balance Sheet show an 11% increase in total liabilities and equity from 2015.
- b. Discussion of Chapter Financials
 - Jeanne motioned to approve the Financial Reports of 10/24/20146; Dwight seconded the motion and it was approved.

10. Presidents' Report – President Endicott

- a. IECA President's Council Report – was reviewed, see attachment
 - Aileen Holland reported the IECA Region 1 has 2000 members plus.

11. IECA Region 1 Liaison Report – Georgina Zynda, IECA Customer Service / Chapter Liaison

- a. New website is missing chapter portal but this will be addressed in phase two of the website redesign to be completed in early 2017.
- b. Private online community
 - a. Separate chapter leader community to be launched in the next couple of weeks.
 - b. New member directory update profile. In January “*get a member- get discount off your membership*”
- c. PFE will be revised and simplified.

12. Chapter Scholarship – Status Report – Chapter Administrator Brinkhurst

- a. No scholarly applicant therefore it was not awarded.
- b. Jeff with consider updating the process and deadline/award date.

13. Education Committee – Director, Treasurer and Committee Chair Ledford

- a. Construction Management Workshop – October 26

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- 135 attendees; including 4 showcase sponsors, 5 exhibitors and 2 snack sponsors and a free room complimentary of City of San Marcos should net \$4-5,000.
- Logistics for October 26 were discussed.
- b. Future Events
 - Dust Control Workshop in Arizona, Feb 2 - ADOT potential collaboration, demos and panel
 - BMP Summit in California (Redding) (~Second Quarter of 2017)
 - Other Chapter Events
 - o Hawaii,
 - o Nevada – Fall 2017 NDOT 30-40 person S. Nevada 1 day field trip April/N. Nevada late summer.
 - o Arizona
 - o California
 - o Environmental Connection 2018 (Long Beach, California) Field Tours, (February 2018)
- c. Cancellation of registration fee refund policy is to be acknowledged with purchase; the following was drafted.

Cancellations

Event registrations cancelled seven days or more from the class date/starting time are subject to a 50% refund. Cancellations made within seven days of the event date/starting time are non-refundable. **No-shows and cancellations after the date/starting time are non-refundable.** In its place, handouts if any may be forwarded to the no show.

14. Chapter Newsletter – President Endicott and Chapter Administrator Brinkhurst

- a. Date of next edition will be around December 15
- b. Content / Topics of Interest
 - Recap of election and board members; new ones to provide a biography and photo
 - Recap and photos of San Marcos
 - Recap of scholarship – none awarded
 - EC17
 - Contractor highlight
 - Post your jobs
- c. Assignments
 - Presidents message
 - Ron Dietz new board member bio and photo
 - Arizona Dust Workshop, Feb 2 - Chris
- d. Article Due Date December 1

15. Environmental Connection 2017

- a. Board Members who may be attending are Jeanne, Tyler, and Jeff.
- b. Chapter Meeting
 - Wednesday, February 22nd from 5:00 p.m. - 6:00 p.m.
 - Food and/or beverage - perhaps share bar with Mid Atlantic Chapter
 - Region 1 to provide updates on Western Chapter members registering

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- c. Chapter Booth
 - Not provided this year, will need to purchase
 - Small round cocktail table will be available town hall to encourage mingling - mostly unmanned.
- d. Scholarships
 - Will Western Chapter provide one or more scholarships?
 - o for university students as student moderators
 - o pays for travel, up to \$500
 - Tyler motioned for the Chapter to provide up to two scholarships (if possible for students from schools in WE chapter area- if not then for students from our sister chapter – IA); Jeanne seconded the motion; motion approved.

EC 2018 in Long Beach was discussed with enthusiasm to make it as great as the previously one held at this location. Dwight will connect with Mike Harding and Ron Dietz to collaborate on implementation and sponsorship (for buckles etc.). Being able to walk to everything is handy. Perhaps consider an aquarium visit.

16. Chapter Policy and Procedure Discussion – President Endicott

Jeff will draft a policy for review.

- a. Request received from an IECA member for membership list and to put event in newsletter
- b. Use of Chapter mailing list for distribution of education event flyers for members and other organizations
- c. Member perspective – pros and cons
- d. Do we allow?
- e. Who can use the service?
- f. Allowable content?
- g. Prohibited content?
- h. Who decides?
- i. Cost recovery?

17. Next Meeting Dates

- a. Teleconference
 - Tuesday, December 6, 2016, 10:00 a.m. to 12:00 p.m. conference
 - o Budget
 - o Committee list

18. Adjourn

Tyler motioned the meeting be adjourned at 4:35pm; Jeanne seconded; motion approved.

Respectfully submitted by
Cyndi Brinkhurst, Administrative Assistant