

# WCIECA Board of Directors

**Location:** Conference Call

**Date:** January 4, 2017 (10:00 a.m. – 12:00 p.m.)



# Meeting Minutes

**Minutes Distributed:** 02/09/17

**Approval:** 04/11/2017

## 1. Call to Order

The president called the meeting of the WC-IECA board to order at 10:04 a.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
Julie Etra	Director
Chris Marr	Director
Ron Dietz	Director
Cyndi Brinkhurst	Administrative Assistant

### Directors Not Present:

Dwight Blackburn	Director
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### Guests Present:

Aileen Holland	IECA Membership Director
Joanna Fetherolf	IECA Education Director

## 3. Changes or Additions to the Agenda – Addition: PFE report and submittal.

## 4. Special Announcements – Past director/member Michael Albersen died and Jeff thanked Doug Dowden for his tribute.

## 5. Fill Board Vacancy – President Endicott

- a. Discuss Board Nominations to Fill Vacancy
  - Discussed Ramon Godinez – he is ineligible
  - Danny Reynaga submitted and meets qualifications
  - Chris moved Danny Reynaga fill the board vacancy; Ron seconded the motion; Motion approved. Jeff will send a communications to welcome Danny.

## 6. Approval of Minutes – Secretary Ledford

- a. Review of Minutes of October 25, 2016 Board Meeting
- b. Chris moved to approve the Minutes of the October 25, 2016 Meeting; Jeanne seconded the motion. All approved.

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

- a. Report from Treasurer
  - ~\$59,000 in assets (same as Jeanne reported in Oct.2016).
  - 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.
  - Jeanne is updating QuickBooks to make reporting easier.
  - Jeanne estimates \$5,800 profit from the San Marcos event.
  - Jeanne will check if we have been getting membership dues quarterly.
  - 2016 financials to be submitted to the board and IECA after she closes out the books in the next 2 weeks.

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## 8. Presidents' Report – President Endicott

Jeff reported he is looking forward to 2017. He thanked all who organized the San Marcos Event - it will serve as a good model for future events. It is good to have a full Board. We can do long range planning and need to look at EC 2018, as the field trip coordination is up to us as the host chapter.

## 9. IECA Region 1 Liaison Report – Aileen Holland IECA Membership Director

Aileen reported the Chapter Portal is functional and available to board members after they log in. It provides member and nonmember lists. IECA is implementing a weekly Smart Brief. The Environmental Connection magazine was revamped to have a new look.

## 10. Education Committee – Director, Treasurer and Committee Chair Ledford

- a. Dust Control Workshop – February 1, 2017 in Phoenix, Arizona,
  - Chris and Cyndi gave a status update.
- b. Chapter Meeting at Environmental Connection 2017 – February 22, 2017 in Atlanta, Georgia
  - Update from Administrative Vice President Duarte
    - No interest from NE Chapter to share the bar and she estimates mixer would be \$1300.
    - After discussion about expenses and if we could get enough sponsorship it was decided to not have a mixer associated in the meeting room.
  - Meeting will entail a quick PowerPoint presentation from Jeff and Jeanne. A meet and greet after the meeting at a local place may be considered. Jeanne to release the room after the general meeting.
- c. BMP Summit at Shasta College – April 11-12, 2017 in Redding, California
  - The Board discussed the pros and cons of the previous summits. If the Chapter involvement did not take much work then we would collaborate. There were no volunteers to take the lead for WCIECA.
- d. Other Chapter Events for 2017 Fall Event 1 day workshop
  - Nevada/Reno Area – 1-day field tour of projects in the new parkway perhaps involving the Carson City freeway, Tesla, Apple, NDOT.
    - Julie volunteered to investigate a possible August event.
- e. Environmental Connection 2018 – February 2018 in Long Beach, California
  - Discussions about the location for the hydrodeo were discussed and how it could work.
    - Subtask force was formed with Joanna as the lead with Dwight and Jeff. They will start planning after this year's conference.
    - Tentatively scheduled for last day of conference at same location as closing event
  - Region 1 has requested WCIECA plan 2 or more field tours or outings
    - Allied to Conference Theme and Organizational Mission
      - Trash – Tour Trash Control Sites in Long Beach and Los Angeles
      - LID Tour – Santa Monica, Echo Park, Long Beach Sites TBD
      - Erosion and Sediment Control?
      - Water treatment – Jeff has contacts
      - Stormwater tour LAX (security issues)
      - Port of Long Beach – Tyler
    - Fun for Visitors and Guests, but Not Theme or Mission Aligned
      - Queen Mary and/or Long Beach Aquarium Behind the Scenes Tour
      - Kayaking on LA River
      - Rams stadium
    - Need Long Beach Volunteers to champion each activity
      - First up – need “agenda” of events and estimated timing
      - 20-55 people based on site capacity – size of charter bus.
      - Traffic issue so local trip leader needed for each, work on bus route, education on site is pertinent.

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### **11. Chapter Newsletter – President Endicott and Chapter Administrator Brinkhurst**

- a. Date of next edition will be around March 17
- b. Content / Topics of Interest
  - New Advertisers
  - Volunteers
  - Next Events
  - Old Events
  - New Board
- c. Assignments
  - Presidents message
  - Daniel Reynaga new board member bio and photo
- d. Article Due Date March 8

### **12. Chapter Budget**

- a. Jeff reviewed his proposed budget.
- b. Budget adjustments were discussed.
- c. Budget to be adopted at the next meeting.

### **13. Partners For Excellence (PFE)**

This year IECA is implementing a new process to simplify reporting. Using an online survey the Chapter reports areas of excellence to be shared between Chapters - to learn from each other about what worked and what did not.

- a. Cyndi and Jeanne will submit the survey with the San Marcos event fulfilling the career development category.
- b. Jeanne to submit Chapter financial to headquarters by Feb. 13.

### **14. Next Meeting Dates**

- a. Discuss dates, times, and location
  - Wednesday, February 22, 2017, 5:00 p.m. to 6:00 p.m. in Atlanta, Georgia in conjunction with Environmental Connection 2017
  - Tuesday, March 14 OR Tuesday March 21, 2017 Teleconference to continue plans for upcoming events
  - Doodle Poll to schedule 2017 meetings will be conducted by Jeff to see which dates are preferred.
  - In-person Board Meeting potentially could occur around the Nevada event.

### **15. Adjourn**

The meeting was adjourned at noon.

Minutes respectfully submitted by  
Cyndi Brinkhurst, Administrative Assistant