

WCIECA Board of Directors

Location: Conference Call

Date: April 11, 2017 (10:00 a.m. – 12:00 p.m.)



Meeting Minutes

Minutes Distributed: 04/25/17

Approval: 07/26/2017

1. Call to Order

President Endicott called the general session of the WC-IECA board meeting to order at 10:01 p.m. with a quorum of Directors present.

2. Roll Call

Present:

Jeff Endicott	President, Director
Jeanne Duarte	Administrative Vice President, Treasurer, Director
Chris Marr	Technical Vice President, Director
Dwight Blackburn	Director
Ron Dietz	Director
Julie Etra	Director
Tyler Palmer	Director
Danny Reynaga	Director
Cyndi Brinkhurst	Administrative Assistant

Directors Not Present:

Jane Ledford	Secretary, Director
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Guests Present:

Georgina Zynda	IECA Liaison
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3. **Special Announcements** – President Endicott welcomed Danny Reynaga as the newest Director, creating a full board to provide leadership and support for the upcoming busy year.

4. Approval of Minutes

- Review of Minutes of January 4, 2017 Board Meeting.
- Director Dietz moved to approve the Minutes of the January 4, 2017 Meeting; Director Duarte seconded the motion. All approved.

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

The treasurer reviewed the status of the chapter accounts. The Board accepted the report of the Treasurer on a motion by Director Dietz and a second by Director Marr, with appreciation for her many hours spent reconciling. The Treasurer recommended moving funds into the Money Market account to collect some interest. The President proposed keeping \$20,000 in the checking account to cover upcoming expenses for events. The Treasurer will provide IECA Region 1 with the needed tax information.

6. **Event Report #1 – February Dust Control Workshop in Phoenix** – Technical Vice President Marr summarized the event. This event proved it is viable to have future events to serve the industry in Arizona, as it received good support and yielded net positive revenue to help the Western Chapter to continue its mission.

7. Event Report #2 – February 2017 Chapter Meeting at EC 17 in Atlanta – President Endicott

Approximately thirty attended the informal chapter meeting. After an overview and a review on activities, a short brainstorming session was conducted to help generate ideas for future activities. Here is a summary of the outcome.

- Continue with education events.
 - Bakersfield and the California San Joaquin Valley were suggested as locations.

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- Suggested topics for future sessions included:
 - How to Grow Your Business;
 - Advanced classes; and
 - Introductory classes.
- Education program recommendations:
 - Technical vs. Sales presentations – clearly identify; and
 - Advanced vs. Introductory – clearly identify in course description.
- A Mentoring program was suggested to link up those new to the industry with experienced professionals
 - List interested Mentors on the Western Chapter Web Site
 - A Mentor relationship was actually forged during the meeting

After adjournment, many attended the Mountain States Chapter social on the invitation of Mountain States Chapter President Opal Forbes.

8. **Event Report #3 – Reno Field Tour for July 27, 2017 – Director Etra**

Approval of the proposed budget for the Reno Field Tour occurred via email on April 3, 2017. Julie gave a tour update; it will cover a diverse range of projects and locations with top project leaders at each site. It will be fun and engaging, with an evening social at Louis Basque Corner. Event details are being worked out, and the event will go up on the Chapter web site soon. The event is expected to sell out.

9. **IECA Region 1 Liaison Report – Georgina Zynda IECA Chapter Director**

Georgina updated our Chapter Leaders information on IECA's website. There is a free members-only webcast on April 26, 2017 - [How U.S. EPA is Implementing President Trump's Regulatory Reform Agenda](#). Call for annual conference abstracts deadline is May 31 submit to [Joanna](#). IECA new [membership program](#) - tell your colleagues to list you as a referring member on a membership application and IECA rewards your efforts in recruiting new members. IECA has a new education portal to make it easy to get your certificates for education completed. New E-Learning package offers you a 40% discount of critical [vegetation establishment training](#) and 8 PDHs.

10. **Chapter Newsletter & Member Communications**

- a. Date of next edition will be June 29
- b. Content / Topics of Interest
 - Vote
 - Register for Tahoe
 - Professional papers?
- c. Article Due Date June 21
- d. 2017 Election Schedule - 3 terms end (Directors Jane, Tyler, and Julie)
 - April 18 - Election Announcement to Membership - must solicit members 60 days prior to election
 - June 2 - Election Candidacy Statements Due
 - June 16 - Election Opens
 - July 14 - Election Closes (Election must be conducted before July 31)

11. **Adjourn General Session**

President Endicott adjourned the General Session at 10:56 a.m.

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12. Call to Order Executive Session

President Endicott called the Executive Session to order at 10:56 a.m. and it was open to Western Chapter Board Members and the Chapter Administrative Assistant.

13. President's Report – President Endicott

The 2017 IECA conference was discussed. Region 1 is asking a volunteer to be on the Professional Development Committee (PDC).

The cancelling of the 2017 BMP Summit and the 2018 Annual Conference Hydrodeo were reviewed. An alternate Welcome Reception (Appetizer Dinner) at The Aquarium of the Pacific was proposed and estimates were considered. Director Duarte moved to accept the proposed budget for 200 attendees as a baseline for the event and to move forward. Director Marr seconded the motion and it passed. A planning committee will be formed to plan the reception and tours for the conference. Director Duarte will lead the planning committee.

14. Review and Approval of Chapter Budgets – President Endicott

Director Etra motioned to approve the budget with allowance for the provision of QuickBooks monthly fee. Director Duarte seconded it and the motion passed.

15. Event Planning

The Board is open to holding an event at the end of year, potentially in the Southern Central Valley or east of the San Francisco Bay area.

16. Next Meeting Dates

- Tuesday, June 13, 2017, 10:00 am to 12:00 noon, teleconference
- Wednesday, July 26, 2017, 3:30 pm to 5:30 pm in Reno (evening before Reno Field Tour)
- Tuesday, September 12, 2017, 10:00 am to 12:00 noon, face to face with teleconference – location TBD
- Tuesday, November 14, 2017, 10:00 am to 12:00 noon, teleconference
- Tuesday, January 9, 2018, 10:00 am to 12:00 noon, teleconference
- Sunday, February 11, 2018, 7:00 pm to 11:00 pm, Long Beach, CA.
- Monday, February 12, 2018, 5:00 pm to 6:00 pm, Chapter Meeting in Long Beach at EC'18

17. Adjourn

The meeting was adjourned at 11:55 a.m.

Minutes respectfully submitted by,

Cyndi Brinkhurst, Administrative Assistant