

WCIECA Board of Directors

Location: Zoom Meeting

Date: May 21, 2020 (1:30 p.m. – 3:00 p.m.)



Meeting Minutes

Minutes Distributed: 05/27/20

Approval: 08/20/20

1. Call to Order

President Reynaga called the WC-IECA board meeting to order at 1:35 p.m. with a quorum of directors present.

2. Roll Call

Officer Directors

Danny Reynaga, President

Jeanne Duarte, Treasurer

Melanie Sotelo, Administrative Vice President @ 2:11

Richard Dunbar, Technical Vice President

Stephen Knutson, Secretary @ 1:40

Chapter Administration

Cyndi Brinkhurst, Administrative Assistant

Directors

Julie Etra, Director

Tyler Palmer, Director **absent**

Ron Dietz, Director

Kim Aldrich, Director

3. Review and Approval of Minutes

Director Duarte moved to approve the Board Meeting Minutes of the January 21, 2020. Director Etra seconded the motion. All approved.

4. Review and Approval of Financial Report – Treasurer Duarte reviewed the following documents that were approved at the last meeting.

- Western Chapter 2019 End of Year Report
- Western Chapter 2019 & 2020 Budget

The annual budget for 2020 will be modified to reflect the change in chapter events. Treasurer Duarte will send all the relevant reports into headquarters including the board roster, \$500 admin fee and our tax report for the May 31 deadline. All Chapters have to make submittals to specific awards as this reporting doesn't constitute applying. Director Duarte is compiling a submittal.

5. President's Report

A. Chapter President's Council meeting update was given by President Reynaga.

- a. Reminder that Annual Chapter Reports due May 31 - includes Officer Roster, Financial Report for 2019 FY, 2019 Activity Report, 990 for 2019 Tax Year, Budget for 2020 FY, 2020 Activity Plan, and \$500 Admin Fee.
- b. Chapter Portal is available as a resource to chapter officers (scripts, training videos, member/nonmember lists are available). Contact Cassy with any questions.
- c. Quarter 1 Dues Checks – delayed due to pandemic but were mailed out to treasurers last week (we have received ours).
- d. State Representatives are asked to review and update their state's resources in the IECA Resource library: <https://iecalibrary.knowledgeowl.com/help/resources> - any changes should be sent to Jack Cuneo - Jack@ieca.org.

B. Members of the Nominating Committee will receive information soon - the Board of Directors is currently working on details.

C. Emerging Leaders Alliance was supposed to take place in September but canceled for this year. IECA would like chapters to nominate people (self-nomination accepted). IECA covers attendee fees and chapters may assist with travel, food, stipend, etc. Samantha will be in touch regarding next year's event taking place in Pittsburgh, PA in September 2021.

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6. Committee Reports

A. Events/Education Committee update was given by Chairperson Etra.

1. 2020 - Podcast (or similar) Two Events

- CA New Construction Permit - Director Sotelo coordinator.
- AZ New Construction Permit - Director Aldrich coordinator.
 - Given businesses are struggling and most are preoccupied at this time, plus with the permits not finalized - it will be better to wait then to move ahead. We still have time to get them in before year end.

2. Boulder City Bypass Field Tour, Lunch and Social

- Director Etra recommends early/mid-April 2021 as a good alternate date for attendees and for the site. She will be able to do a site visit this fall. She will let the site contacts know we are still interested in making this tour happen. Late fall/winter 2021 would be a contingency date.

7. **Special Committee Reports** – WCIECA 2020 Brochure was updated for the IECA annual conference.

8. Unfinished Business

A. Strategic Planning Effort - Commitment and Process

1. Process Accountability Chart (PACe) - each person accountable for a task is asked to focus on the key process indicators 'KPI's' and add any steps and measurables, which will help the organization going forward with these important tasks.

B. Future WC Events

- Webinars/podcast on the permits and regulations in our four states
- R1 resources available
- Virtual events
- Field tours and social networking events delayed due to COVID -19, early-mid April 2021
- Hawaii late 2021/2022

9. New Business

A. Website banners (advertising tracking) – the administrator showed some of the statistics pages on the website. Director Duarte recommended reports be sent to our advertisers every 6 months.

B. Website/email/marketing analytics – the administrator showed the Robly email campaign analytics and a report will be generated for board meetings.

C. Election

1. Board of Directors candidacy statement submissions are due by June 4, 2020.
2. Election to be scheduled June 15-July 17 so that it is completed by July 31.
3. Directors Palmer, Etra, and Dunbar terms will expire.

10. Next Meetings

A. Board Meetings

- August 20, 1:30 – 3:00 p.m. via Zoom
- November 19, 2020, 1:30 – 3:00 p.m. via Zoom
- 2021 Annual Conference will be in Kansas City, MO. February 21-24, 2021
- 2022 Annual Conference Minneapolis, MN
- 2023 Annual Conference tentatively Pacific Northwest

11. Adjourn

President Reynaga adjourned the board meeting at 2:47 p.m.

Minutes respectfully submitted by,

Stephen Knutson – Chapter Secretary

Cyndi Brinkhurst – Administrative Assistant