

# WCIECA Board of Directors

**Location:** Zoom Meeting & In-Person Burbank

**Date:** August 20, 2021 (1:30 p.m. – 3:45 p.m.)



## Meeting Minutes

**Minutes Distributed:** 08/30/21

**Approval:** 11/16/21

### 1. Call to Order

President Reynaga called the WCIECA board meeting to order at 1:30 p.m. with all directors in attendance.

#### Roll Call

##### Officer Directors

Danny Reynaga, President

Jeanne Duarte, Treasurer

Melanie Sotelo, Administrative Vice President

Richard Dunbar, Technical Vice President

Stephen Knutson, Secretary

##### Directors

Julie Etra, Director

Kim Aldrich, Director

Matthew Renaud, Director

Erika Horn, Incoming Director

**Chapter Administration - Cyndi Brinkhurst, Administrative Assistant**

### 2. Changes or Additions to the Agenda

CA CGP – Open discussion

- Could be adopted by late Fall/Winter 2021 then implemented in 2 years.
- Lawyers for BIA are planning to file motions against it.
- Determined that this could be a good opportunity to offer a Q&A on this topic for members and an educational event for chapter.

### 3. Announcements

IECA is requesting a \$500 scholarship for travel to the next annual conference. This was in our budget as a line item.

### 4. Review and Approval of Minutes

Jeannie moved to approve the Board Meeting Minutes of the April 27, 2021. Director Renaud seconded the motion. All approved.

Director Etra moved to approve the Special Board Meeting Minutes of the May 11, 2021. Director Renaud seconded the motion. All approved.

### 5. Review of Financial Reports – Treasurer Duarte presented the budget tracking report.

### 6. President's Report

- Jonathan Koepke IECA is reviewing chapter bylaws.
- Full Conference Pass & Discount Code (registration opens Sept.) a \$25 discount will be given with a full conference pass. If 20 individuals register the Chapter President is given \$1000 toward their conference travel.
- Chapter Awards
  - Recommendations were made to merge the Under 30 and Under 40 Professional Awards.
  - Contractor of the year award will be added.
  - An Outstanding Professional for each chapter will be submitted and then a winner will be chosen out of all the Chapter's submittals. Directors Reynaga and Duarte are going to solicit membership to suggest a name.

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## 7. Committee Reports

- A. Events/Education Committee update was given by Chairperson/Director Etra.
  - Boulder City/Hoover Dam Field Tour – will be considered when the COVID situation is less inflammatory.
  - Post Wildfire Run-Off Water Quality Webinar (Director Renaud) 1 hr.

## 8. Special Committee Reports

- A. Outstanding Professional Award Committee – Directors Reynaga and Duarte.
  - Call for Excellence email for chapter members to submit names via a survey/poll.

## 9. Unfinished Business

- A. Strategic Planning Effort - Commitment and Process
  - Subcommittee (President Reynaga, Directors Duarte and Sotelo) reported draft goals are in progress, to be discussed at next meeting.
  - Measurables to quantify and quarterly objective reviews to serve as a template for future board members (so each know their responsibilities).
  - Due to the board by Oct. 31.
- B. Election results for the 2021 Board of Director's election and statistics from 2008 were provided.

Election Statistics: \* Used Election Buddy +SMS text notification

<u>YEAR</u>	<u># Ballots</u>	<u>% Members (Total)</u>	<u>Dates</u>	<u>Full Roster</u>
2021	42	15 (289)	Jun 15-July 17	Yes – 3 plus 1-1yr term
2020	42*+	12 (362)	Jun 15-July 17	No - 2
2019	51*+	14 (373)	Jun 6-July 31	Yes - 3
2018	53*+	14 (385)	Jun 15-July 31	No - 2
2017	29*	9 (309)	June 16-Jul 14	Yes - 3
2016	48*	12.8 (376)		
2015	57	14.2 (402)		
2014	62	15.5 (400)		
2013	48	11.3 (423)		
2012	28	6.9 (405)		
2011	35	8.2 (417)		
2010	35	7.3 (479)		
2009	31	5.3 (580)		
2008	51	7.8 (652)		

### State Representatives

- Erika Sagrafena, Half Moon Bay, CA
  - Ken Kristofferson, Rancho Santa Margarita, CA
  - Claudia Chambers, NV
  - Dennis Richards Chandler, AZ
  - Eddie Salas, Oahu, HI (No longer a member and our admin is looking to fill the spot)
- C. Membership/Recruitment Video Tool – 2-3 minutes – Yare Group
    - Same firm worked with Great Lakes & Southeast Chapters, see these video examples <https://greatlakesieca.org/about/overview/> and <https://secieca.org/about-se-chapter/>
    - Review facts and links sent out via email by President Reynaga for next board meeting.

## 10. New Business

- A. Installation of New Director – The board welcomes new director Erika Horn and thanks outgoing Director Ron Dietz

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### B. Election of Chapter Officers

See Bylaws Article VI at <http://www.wcieca.org/bylaws/>.

Nominations – The floor was opened to nominations and discussion.

- **Melanie Sotelo** - President
- **Jeanne Duarte** - Administrative Vice President
- **Richard Dunbar** - Technical Vice President
- **Jeanne Duarte** - Treasurer
- **Stephen Knutson** - Secretary

Director Reynaga motioned for the above slate of officers to be instituted. As there were no objections, the motion was seconded by Director Renaud and the motion passed. The Board thanks outgoing President Reynaga for his two terms of service and for stepping up to carry the Chapter through challenging times.

### C. Review IECA Chapter Requirement Checklist

The following must be completed annually and submitted to IECA Region One:

- Officer roster
- Financial report for previous fiscal year
- Budget for upcoming/current fiscal year
- 990 filing with IRS (Not applicable to Canadian Chapter)
- \$500 USD administration fee paid to IECA Region One
- Activity report from previous calendar year's activities
- Activity plan for current/upcoming year
- Maintain an up-to-date website
- Publish two newsletters/year (electronically or via mail)
- 2 Board Meetings
- 1 General Membership Meeting
- 2 events

### D. Review Chapter Portal Login

- Log into IECA, go to Get Involved/Chapters/Western Chapter/ Western Chapter Leader Portal/Chapter Resources – Guides, toolkits, membership, and non-member lists.

### E. Next Newsletter/Articles - Deadline Sept. 20

- NEW President's Message – President Sotelo
- Thank You to Outgoing President and Board Member.
- Meet Your New Board Member - bio and headshot from Erika Horn
- WCIECA Virtual Connection—Stormwater Compliance Thank You
- Regional News curated from IECA
- Outstanding Professional for each Chapter – Director Duarte
- California CGP – Director Sotelo
- Post Wildfire Run-Off Water Quality Webinar – Director Renaud
- Long-Term Member Highlight – Director Horn
- Send in your videos and pictures for Chapter promotion. If we use yours, we will send you a \$25 gift card.
- Hot projects/Other suggestions?

### F. Next Events?

- CA CGP – Open discussion
- Post Wildfire Run-Off Water Quality Webinar

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### **G. Website Updates Needed**

- 3 hours to help with SEO items in the report, some missing info due to a temporary plugin being used but now can manually update to WordPress 5.7.x. Diego was asked in May and reminded his services are needed.
- Diego Berber's billing rate is \$90/hr. plus \$10/month for WordPress webhosting and \$50/yr. Word fence Security Firewall Premium License.
- Admin will ask him to proceed and commitment for completion or ask if he needs us to have our services transferred. Directors Aldrich and Renaud can provide a webservices recommendation if needed.

## **11. Next Meetings**

### **A. 2021 Board Meetings**

- November 16 via Zoom 1:30-2:45 pm

### **B. Education/Event**

- Early November or December?
- 2022 IECA Annual Conference – Minneapolis, MN, February 15-18, 2022

### **C. 2023 IECA Annual Conference – Pacific Northwest**

## **12. Adjourn**

President Reynaga adjourned the board meeting at 3:42 p.m.

Minutes respectfully submitted by,

**Stephen Knutson – Chapter Secretary**

**Cyndi Brinkhurst – Administrative Assistant**