

WCIECA Board of Directors

Location: Zoom Meeting

Date: September 1, 2022 (1:30 p.m. – 2:45 p.m.)



Meeting Minutes

Minutes Distributed: 09/02/22

Approval: 11/8/22

1. Call to Order

President Sotelo called the WCIECA board meeting to order at 1:40 p.m. with a quorum of directors in attendance.

2. Roll Call

Officer Directors

Melanie Sotelo, President

Jeanne Duarte, Treasurer & Administrative Vice President

Richard Dunbar, Technical Vice President

Stephen Knutson, Secretary

Directors

Danny Reynaga Julie Etra

Matthew Renaud Erika Horn

John Oldenburger III

Chapter Administration - Cyndi Brinkhurst, Administrative Assistant

3. Announcements: – None

4. Review and Approval of Minutes

Director Duarte moved to approve the Board Meeting Minutes of the April 28, 2022. Director Dunbar seconded the motion. All approved.

5. Financial Report – Treasurer Duarte gave an overview of the following.

A. Budget

B. Quarterly renewals

6. President's Report – President Sotelo

A. Chapter President's meeting update – IECA website can now include chapter sites. We will explore if it is worth it for our Chapter to move to this site. They have a new Chapter Scholarship lead person. IECA Connect promotion.

7. Committee Reports

A. Events/Education Committee Update – Director Etra

Truckee & Tahoe Restoration Projects Tour - 12 PDHs, Aug. 4-5

- 17 members, 13 non-members paid – 3 no shows. 3 cancellation/refunds 2 weeks out.
- A successful event; all coordinators were thanked. Perhaps get a dinner/drink sponsor for an event like this to make it more of a networking event.

8. Special Committee Reports

A. Hawaii Conference Committee – Directors Horn & Reynaga

- Public Works Conference in Honolulu each August. Reach out to all county and state departments to expand attendance from all islands.

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9. Unfinished Business

- A. Strategic Planning Effort - Commitment and Process
 - Subcommittee (President Sotelo, Directors Duarte and Reynaga)
 - Set time aside as a board to move it forward via zoom

B. Election Results for 2022 Board of Directors Election

- Started at: June 23, 2022, at 8:00am
Finished at: July 23, 2022, at 8:00pm
31 of 269 ballots cast.

Candidate: 3-Year Term WCIECA Board of Directors

- Stephen Knutson: 28 votes (48.3%)
- Erika Horn: 29 votes (50.0%)
- John Oldenburger: 1 vote (1.7%)

10. New Business

A. Installation of New Director – John Oldenburger III. Thank outgoing Director Kim Aldrich

- Election of Chapter Officers - See Bylaws Article VI at <http://www.wcieca.org/bylaws/>.
Nominations – The floor was opened to nominations and discussion. Mentoring for a year was discussed. Officers to write a position description or responsibilities so others can fill the roles.
 - Melanie Sotelo - President
 - Jeanne Duarte - Administrative Vice President
 - Richard Dunbar - Technical Vice President
 - Jeanne Duarte - Treasurer
 - Stephen Knutson - Secretary

Director Renaud motioned for the above slate of officers to be instituted for one more year with a mentor year. As there were no objections, the motion was seconded by Director Horn, the motion passed. The Presidency will be available next year.

B. Review IECA Chapter Requirement Checklist

The following must be completed annually and submitted to IECA:

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

C. Committees – See <https://www.wcieca.org/committees/>. Moved to next meeting.

D. Next Event?

Hawaii Event

- Chapter/Association 2024 workshop
- City and County of Honolulu Stormwater Quality Conference 2023 (booth)

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Storm Water Awareness Week 2023 September? See <https://www.stormwaterawareness.org/>

Master Class in Erosion and Sediment Control: Post-Fire Remediation and Field Demonstrations

- April/May 2023 Lake Tahoe
- Collaborate with TRPA 50-75 people venue (Directors Reynaga and Renaud)

CA CGP – Open discussion

- late Fall/Winter 2022.
- Panel to cover it in an overview webinar/lunch series – Director Duarte to spearhead. Highlight the difference with the two permits.

Multichapter Webinar

- E. Next Newsletter/Articles – Due October 3 and December 5
 - President's Message
 - Recap and thank-yous Truckee & Tahoe Restoration Projects Tour
 - Meet your newest Board Member
 - News curated from IECA
 - Item of interest, project
 - Other suggestions?

12. Next Meetings

A. 2022 Board Meetings

- November 3, 2022, 1:30-2:45pm

B. Education/Event

- Master Class/Post-fire Remediation Sept/Oct 2023
- Hawaii Event 2024 or 2025?

C. IECA Annual Conference

- 2023 Kansas City, MO, February 5 - 8
- 2024 Pacific Northwest

13. Adjourn

President Sotelo adjourned the board meeting at 2:54 p.m.

Minutes respectfully submitted by,

Stephen Knutson – Chapter Secretary

Cyndi Brinkhurst – Administrative Assistant